DATE:       June 22, 2015

TO:         LA's Workforce Development System

FROM:       Jaime H. Pacheco-Orozco, Director
            Workforce Development System

SUBJECT:    WDS INFORMATION BULLETIN №. 15-18
REQUEST FOR INFORMATION (RFI) TO STAFF AND OPERATE THE
SOUTHEAST LOS ANGELES WORKSOURCE PORTAL FOR THE
PERIOD AUGUST 1, 2015, THROUGH JUNE 30, 2016

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of this bulletin is to solicit interest from currently contracted WorkSource
Centers (WSC) to staff and operate the Southeast Los Angeles WorkSource Portal
(henceforth referred to as “Portal”) for the period August 1, 2015, through June 30, 2016.

In order to address high unemployment levels in the city, and especially in its southeast
sector, and to facilitate and expedite the provision of services to job seekers, the Economic
and Workforce Development Department (EWDD) is allocating $100,000 in Workforce
Innovation and Opportunity Act (WIOA) monies to fund the Southeast Los Angeles Portal
for the period August 1, 2015, through June 30, 2016.

The Portal will assist jobseekers in their job searches through the City’s electronic jobs
portal www.JobsLA.org and the City’s WorkSource Center network, and enroll eligible
participants into the WSC system.

This RFI seeks to identify one WSC to equip, operate, and staff the Portal and to enroll job
seekers into WSC services.

SERVICE AREA
The Portal shall be located within the Southeast Los Angeles community bounded by
Slauson Avenue to the North, East Manchester Avenue to the South, the 110/Harbor
Freeway to the West, and South Central Avenue to the East.
PORTAL FACILITY REQUIREMENTS

The Portal must:

- Meet the physical and program access standards set by statute, including ADA Title II Accessibility Guidelines (http://www.ada.gov/2010ADASTANDARDS_INDEX.htm) and Title 24 of the California Building Code (http://www.bsc.ca.gov/pubs/codeson.aspx).

- Be in full compliance with all federal, state and local fire and life safety, building, and zoning codes.

- Comprise a minimum of 2500 square feet in area.

- Be accessible by public transportation.

- Contain a resource room containing at least 10 computers with internet access, phones, printers, fax machines, and space for job bulletin boards.

- Exhibit signage that identifies it as a City facility, as a WIOA-funded WSC portal, and as "A proud partner with the America's Job Centers of California."

- Contain at least one enclosed or private office in which confidential intake and case management discussions may take place.

- Be in a fully furnished and operational state to offer services starting on August 1, 2015.

- Provide accessible parking spaces for staff and customers per ADA Accessibility Guidelines 4.1.2(5)(a) set forth below, and in a manner consistent with the City’s zoning code:

<table>
<thead>
<tr>
<th>Number of Parking Spaces</th>
<th>Accessible Parking Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1 van space</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2 spaces including 1 van space</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3 spaces including 1 van space</td>
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<td>76 to 100</td>
<td>4 spaces including 1 van space</td>
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<tr>
<td>101 to 150</td>
<td>5 spaces including 1 van space</td>
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</tbody>
</table>

OTHER REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING

In providing services for this Portal, the interested WSC will be expected to comply with a) WIOA rules, regulations and policies; b) applicable federal and state statutes, rules, regulations and policies; and c) local rules and policies.

As with other WIOA-funded programs, priority of service must be accorded to veterans and their eligible spouses, and individuals with disabilities.
The Portal will be required to meet and report on mandatory WIOA performance metrics\(^1\), including Entered Employment Rate – 60% for Adult, 67.5% for Dislocated Worker (DW); Employment Retention Rate – 78% for Adult, 80.2% for DW; and Average Earnings - $12,850 for Adult, $15,150 for DW.

The Portal must operate a minimum of 40 hours per week, and in addition, offer services during non-traditional hours – either in the evenings or on Saturdays.

The Portal will be encouraged to work in concert with the WSC system, other service providers, non-governmental agencies, chambers of commerce, faith-based organizations, employers, etc.

**PROPOSAL REQUIREMENTS**
Currently contracted WSC interested in operating the Southeast Los Angeles Portal should complete and submit an original and three copies of the following no later than **5:00 p.m. on Thursday, July 16, 2015:**

1. **Request for Interest Response Form** (the form is attached hereto)

2. **Program Design Narrative, not to exceed four (4) pages**, to include the following:
   a. A detailed program design to include the following:
      i) Description of workforce services to be provided;
      ii) Description and strategy for connecting the Portal with the WSC System.
   b. A strategy for serving vulnerable populations including Veterans, Individuals with Disabilities, Older Workers, English Language Learners, Homeless Individuals, and Ex-offenders.
   c. The number of full time equivalent staff to be deployed to the Portal, including their titles and job descriptions.
   d. The specific hours and days of the week that the Portal will be open for public access.
   e. A listing and description of committed (verifiable and in-place) leveraged resources, including letters of commitment for such leveraged resources, that will be deployed at the Portal.
   f. A list of participating partners or collaborators that will cooperate in providing services to Portal participants.
   g. The address of the Portal, and its description per the requirements set out above in “Portal Facility Requirements.”

3. **Program Budget** (the form is attached hereto).

4. **Southeast Los Angeles Portal RFI Facility Form** (the form is attached hereto).

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\(^1\) The City reserves a right to adjust PY 2015-16 contract goals by directive to accord with PY 2015-16 State requirements.
SUBMISSION REQUIREMENTS AND DEADLINE
Timely submission of the proposal is the sole responsibility of each proposer. The City reserves a right to determine the timeliness of all submissions and to reject any submissions delivered after the stated deadline. Response forms and proposals will be time-stamped upon submission to the Economic and Workforce Development Department (EWDD). Proposals submitted after the stated deadline will not be accepted.

Proposals, consisting of one original and three copies, must be hand-delivered no later than 5:00 p.m. on Thursday, July 16, 2015 to the following:

Economic and Workforce Development Department
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017
Attention: Paul Nakama

Proposals submitted after 5:00 p.m. on Thursday, July 16, 2015, will not be accepted.

EVALUATION OF PROPOSALS
The proposed program design will be evaluated based on the narratives submitted with the proposal and on a preliminary site visit of the Portal premises. The City will not recommend a proposer for funding, nor will it fund an otherwise successful proposer regardless of the merits of the proposal, if by August 1, 2015, the facility fails to meet the requirements set forth above in “Portal Facility Requirements. Proposers will be evaluated on their understanding of the City’s program design and the proposers’ ability to plan, manage and implement the proposed program model.

FUNDING RECOMMENDATIONS
Funding recommendations may be subject to approval by the City of Los Angeles Workforce Investment Board and/or the City Council. Funding amounts are set at the discretion of the City; and each agency’s past performance will be considered in making funding recommendations. The City reserves a right to fund one WSC or none.

PROPOSAL APPEAL PROCESS
The City will notify all proposers in writing of the results of the proposal evaluations, of proposers’ right to file an appeal, and of the appeal process itself. Proposers may appeal procedural issues only.

EWDD CONTACT
Questions regarding this bulletin must be e-mailed to EWDD.planning@lacity.org by 5:00 p.m. on Monday, July 13, 2015. Answers will be posted at www.ewdd.org.

RS:JHP:GR:BB
Attachments: 1. Request for Interest Response Form (Attachment 1)
   2. Budget Form (Attachment 2)
   3. SELA Portal RFI Facility Form (Attachment 3)