DATE: March 14, 2017

TO: Currently Contracted City of Los Angeles WorkSource Centers and Los Angeles Regional Initiative for Social Enterprise Partners

FROM: Gerardo Ruvalcaba, Director Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN № 17-15
(Supersedes WDS Information Bulletin № 17-14)
REQUEST FOR INTEREST (RFI) FOR WORK READINESS AND EMPLOYMENT SERVICES DESIGN FOR THE LOS ANGELES RECONNECTIONS CAREER ACADEMY (LARCA 2.0)

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of this bulletin is to solicit interest from currently contracted City of Los Angeles (City) WorkSource Centers (WSCs) and the Los Angeles Regional Initiative for Social Enterprise (LA:RISE) program partners to provide work readiness and employment services for the Los Angeles Reconnections Career Academy 2.0 (LARCA 2.0).

BACKGROUND
The City Council has allocated a maximum of $30 million dollars in City funds for this program over a four-year period, with an average allocation of $7.5 million per year. The target population consists solely of class members identified in the Gang Injunction Curfew Settlement (Settlement) in the case of, “Rodriguez vs. City of Los Angeles.” The Settlement requires the City to provide work readiness and employment services to individuals directly or indirectly affected by the gang injunction settlement.

This proposed program builds upon the LARCA model (funded by the US Department of Labor under the Workforce Innovation and Opportunity Act) which incorporates successful, best practice program designs in Workforce Development, and more specifically by targeting high need and transitional populations.
Eligible participants will receive services through LARCA 2.0, which will be operated by the Economic Workforce Development Department (EWDD) through its network of 17 WSCs and the LA:RISE program partners.

The Program Model includes:

- Educational and career assessments
- Case management
- Classroom job-readiness training
- Subsidized employment
- Job placement services.

**TARGET POPULATION**
All eligible participants will be pre-approved through a third party administrator as designated by the court.

This program will enable plaintiff class members to take advantage of job readiness and employment services preparing them to enter the workforce, apprenticeship programs for jobs in today’s economy, and vocational and job training opportunities to connect them with available employment in high demands industries. Class members who are unable to participate in the program or who do not have a need for this program may transfer said benefit to a close relative (child, parent, sibling, or spouse). As prescribed in the settlement.

LARCA 2.0 seeks to ensure that the targeted participants are offered an all-encompassing array of services to improve their quality of life and ensure their successful employment and or economic mobility.

**NUMBER OF PARTICIPANTS AND PER PARTICIPANT COSTS**
The contractors will provide services on a cost reimbursement basis. On average, up to $10,000 will be allocated per participant based on services provided.

**COST REIMBURSEMENT**
The contractor will provide services on a cost reimbursement basis. The complete Scope of Work and Reimbursement Scale will be outlined in the City contract. The costs for services are inclusive of all programmatic and administrative cost.
# COST REIMBURSEMENT CHART

<table>
<thead>
<tr>
<th>Evaluation &amp; Assessment</th>
<th>Total Reimbursement Cost Per Participant</th>
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</thead>
<tbody>
<tr>
<td>• Enrollment of eligible participants</td>
<td>$300</td>
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<tr>
<td>• Education and career assessments</td>
<td></td>
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<tr>
<td>• Individual Employment Plans (IEP)</td>
<td></td>
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<tr>
<td>• Basic skills assessments (ex. CASAS)</td>
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<tr>
<td>• Case management and follow-up services</td>
<td></td>
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<tr>
<td><strong>Career Services/Case Management</strong> <em>(per participant for one year)</em></td>
<td><strong>Total Reimbursement</strong></td>
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<tr>
<td>Case management activities and follow-up services not captured under the other list of services:</td>
<td></td>
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<tr>
<td>• A minimum of 12 case management meetings or follow-ups with the participant (in-person meetings, calls, technical assistance, advocacy on behalf of client, etc.)</td>
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<tr>
<td>• Employment through local targeted hiring programs</td>
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<tr>
<td>• Full-time employment in high demand sectors</td>
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<tr>
<td><strong>Employment Readiness</strong></td>
<td><strong>Total Reimbursement</strong></td>
</tr>
<tr>
<td>• Pre-employment skills training, job search skills, and resume-writing or interviewing skills</td>
<td>$500</td>
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<tr>
<td><strong>Vocational Training &amp; Education</strong></td>
<td><strong>Total Reimbursement</strong></td>
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<tr>
<td>Training from cost approved CA Eligible Training Provider List (ETPL) may include:</td>
<td><strong>$5,000</strong></td>
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<tr>
<td>• Basic skills remediation</td>
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<tr>
<td>• Career and technical education training</td>
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<td>• Post-secondary education</td>
<td></td>
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<tr>
<td>• College Tuition</td>
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<tr>
<td>• Individual Training Accounts (ITA)</td>
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<tr>
<td>• Pre-apprenticeships and apprenticeships</td>
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<tr>
<td>• ESL/ VESL</td>
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<tr>
<td>• Others as appropriate</td>
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**Note:** Any cost in excess **must** be pre-approved.

<table>
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<tr>
<th>Transitional Employment</th>
<th><strong>Total Reimbursement</strong></th>
</tr>
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<tbody>
<tr>
<td>• Subsidized, employment for up to 400 hours of transitional employment at the City’s minimum hourly wage.</td>
<td><strong>$5,000</strong></td>
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</table>

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<thead>
<tr>
<th>Support Services</th>
<th><strong>Total Reimbursement</strong></th>
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<tbody>
<tr>
<td>Supportive Services, including:</td>
<td><strong>$1,000</strong></td>
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<tr>
<td>• Transportation, job-related apparel (e.g. work boots), tools for a job</td>
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<tr>
<td>• Counseling for mental health issues, drug or alcohol abuse.</td>
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<tr>
<td>• Recidivism avoidance programs</td>
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<tr>
<td>• Other services, as needed</td>
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</table>
OTHER SERVICES
Participants will be eligible for stipends up to $1,000 pursuant to the completion of milestones outlined in their IEP. Tattoo removal services and an expedited gang injunction removal process are additional Settlement benefits (services to be delivered by other providers).

PROPOSAL REQUIREMENTS
Attached to this bulletin is the City’s Request for Interest (RFI) response form that must be completed and submitted by all WSCs currently contracted with the City and LA:RISE partners by 5:00 p.m., Thursday, March 23, 2017, even if your agency is not interested in participating.

In addition to the RFI response form, each agency shall indicate its desire to participate in this program by submitting a written narrative not to exceed three (3) pages that addresses the following:

- Proposer’s previous experience in serving this target population.
- A description of successful strategies, or best practices developed, in serving this target population.
- A description of past programs or projects used to serve this population, the project outcomes and whether those outcomes were successfully achieved.
- A list of current or past project partners and/or collaborators focused on the target population, and a description of the services provided by such partners or collaborators.
- A list of participating training providers, the kind of training that was provided and the term.
- A list of participating employer partners, and the type of industry and occupations filled.
- A list of all proposed subcontractors for this project.

GENERAL TERMS AND REQUIREMENTS

Contract Term
The term of City contracts arising from this RFI is April 1, 2017 through June 30, 2018. the contracts are subject to renewal at the City’s discretion.

Contractor Information Session
Interested contractors are required to attend an information session scheduled for Thursday, March 16, 2017 from 9:00 a.m. to 10:30 a.m. at the following location:

Economic and Workforce Development Department
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017
Other Requirements – Statutory, Operating, And Reporting
In providing services pursuant to this RFI, the selected agency will be expected to comply with the following:

- Any issued program policy directives
- Applicable federal and state statutes, rules, regulations and policies
- Local rules and policies

The selected agency/agencies will be expected to utilize the JobsLA link for all job training programs.

Submission Deadline
Completed response form and written proposal must be hand delivered no later than 5:00 p.m., Thursday, March 23, 2017 to:

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

Timely submission of the RFI Response Form 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 EWDD.

Funding Recommendations
Funding recommendations may be subject to approval by the City Workforce Development 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. All proposers to this RFI must be in good financial standing as determined by the City.

WDS CONTACT
All questions regarding this bulletin must be e-mailed to Paul Nakama at Paul.Nakama@lacity.org.

RS:GR:MW:EM
Attachment: Los Angeles Reconnections Career Academy 2.0 RFI Response Form
LOS ANGELES RECONNECTIONS CAREER ACADEMY
(LARCA 2.0)

Request for Interest (RFI) Response Form

Operator Name

WorkSource Center or LA RISE Partner Name:

☐ We are interested in participating in this project
☐ We are NOT interested in participating in this project.

Number of participants that could be served by this agency?

Potential subcontractors to be used?

Signature of Authorized Agency Representative

Printed Name of Authorized Agency Representative

Date