DATE: April 5, 2017

TO: All Interested Parties

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN № 17-18 REVISED REQUEST FOR INTEREST (RFI) FOR WORK READINESS AND EMPLOYMENT SERVICES FOR THE UNIVERSITY OF SOUTHERN CALIFORNIA (USC) VILLAGE LOCAL PROJECT AREA

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of this bulletin is to solicit interest from local community based organizations and training providers to provide work readiness and employment services for the USC Local Project Area.

BACKGROUND
As a part of the USC Village Development Agreement, USC has allocated a maximum of $300,000 dollars in non-restricted funds to be allocated to community based organizations (501 (c) 3 designated entities) and public training providers to train and place local and disadvantaged residents of the Local Project Area into permanent jobs at the Project. The Development Agreement defines local as “Tier 1”, three miles from project area, and “Tier 2”, a second priority, five miles from project area.

As a result of community advocacy lead by UNIDAD Coalition, this proposed program builds upon the joint efforts of the University and the City of Los Angeles (City) to increase the pipeline of job training and placement resources for local residents at USC and other local employers.

Participants will receive services in preparation of anticipated hiring at the USC Village, including University Auxiliary Services and new retail establishments, including Trader Joes and Target.
The proposed model should include at minimum:

I. Educational and career assessments
II. Classroom job-readiness training
III. Job placement services.

**Target Population**
Eligible participants include all working age residents living within three miles (Tier 1) and five miles (Tier 2). Current USC students will not be eligible to participate as an eligible participant.

Two grant awards will be made targeting customer service/retail.
One grant award will be made targeting hospitality/food services.
One grant award will be made targeting facility/maintenance services.

**Number of Participants and Per Participant Costs**
It is anticipated four grants of $75,000 for a total of $300,000 will be distributed to serve a minimum of 30 individuals per grant.

**Proposal Requirements**
The City's Economic and Workforce Development Department (EWDD) will be coordinating this RFI for the funds provided by the USC Village Development Agreement.

Attached to this bulletin is the City's RFI response form that must be completed and submitted by all interested parties by 5:00 p.m., Thursday, April 20th, 2017.

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 pages, that addresses the following:

1. Proposer's previous experience in serving the USC Village target population.
2. A description of successful strategies, or best practices developed, in serving this target population.
3. A description of past programs or projects used to serve this population, the project outcomes and whether those outcomes were successfully achieved.
4. 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.
5. A list of participating training providers, the kind of training that was provided and the term.
6. A list of participating employer partners, the type of industry and occupations filled.
7. A list of all proposed subcontractors for this project.

8. A demographic description of proposing organization’s workforce composition, including number of full/part-time staff living within five miles of the project.

General Terms And Requirements

Contract Term
The term of contracts arising from this RFI is May 1, 2017 through November 30, 2017. The contracts are subject to renewal at the City’s discretion and available resources.

Contractor Information Session
Interested contractors are required to attend an information session scheduled for Thursday, April 6, 2017 at 10:00 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:

- The selected agency or agencies will be required to comply with any issued program policy directives
- Applicable federal, state and city statutes, rules, regulations and policies
- Local rules and policies
- The selected agency/agencies will be expected to utilize JobsLA.com to record program outcomes.

Submission Deadline
The completed response form and written proposal must be hand delivered no later than 5:00 p.m., Thursday, April 20, 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 the EWDD.
Funding Recommendations
Funding recommendations will be subject to approval by the USC Village Project Economic Development Coordinating Council, and the Workforce Development Council. Funding amounts are set at the discretion of the City and USC Village Coordinating Council recommendations and each agency's past performance will be considered in making funding recommendations. All proposers to this RFI must be in good financial standing.

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

RS:GR
Attachment: 1. RFI Response Form