DATE: May 25, 2018

TO: All Day Labor Resource Center Program Contractors

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 18-17
PY 2018-19 DAY LABOR RESOURCE CENTER PROGRAM REQUEST
FOR CONTRACT RENEWAL

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this information bulletin is to provide current Day Labor Resource Center Program (DLRCP) contractors with a Request for Contract Renewal (RFCR) package for Program Year (PY) 2018-19. This RFCR package sets out program requirements and identifies documents that must be submitted in order for agreements to be renewed for the new program year.

Until the City Council and Mayor approve the 2018-2019 City General Fund budget and contract authority is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds to the DLRCP for the new program year. Organizations wishing to renew DLRCP agreements for the new program year must fulfill the requirements of this RFCR by signing and dating Form 2 and completing all other required documents. Submission of a renewal request does not constitute a guarantee of funding for the new program year. The decision to fund any organization beyond June 30, 2018, rests solely with the City. Therefore, your agency assumes prudent risk for any and all program expenditures incurred after the end date of your current contract.

Please submit the contract renewal package no later than 5:00 p.m., Thursday, June 7, 2018. An original plus two copies of all documentation required to execute contracts must be hand- or courier-delivered to the address below. Individuals who hand-deliver the contract renewal package will be issued a receipt for the submission. The original copy of each contract renewal package submitted will be marked with a time and date stamp.
Hand-deliver or deliver the RFCR package via courier to:

City of Los Angeles
Economic and Workforce Development Department
Attention: Cécy Gómez
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017

Contract execution is contingent upon the contractor submitting all corporate and contract-related documents on or before the indicated submission deadline.

This RFCR is being released and may be downloaded from the Economic and Workforce Development Department (EWDD) website at:

Documents and information to be submitted in response to this RFCR are listed in the RFCR checklist (Form 1). Additional forms have been provided for certain information; such forms are identified by the word “Form” in the header of the document. The RFCR submissions to the City must include all required forms and must be completed as to all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete.

Questions or requests regarding the RFCR or the RFCR process should be emailed to your current contract monitor with “RF CR Question” indicated in the subject line.

GR:PN:BA:FM:cg
Attachment 1: Request for Contract Renewal PY 2018-19
Attachment 2: Document Checklist
   Day Labor Resource Center Program General Information
Attachment 3: Budget Forms
   3a) Narrative Worksheet for Proposed Budget Line Items
   3b) Budget Summary
   3c) Budget Detail
   3d) Schedule of Personnel Costs
   3e) Spending Plan Worksheet
Attachment 4: Certification of Authorities
Attachment 5: Sample Board Resolution
Attachment 6: Sample Board of Directors
Attachment 7: Bidder Certification (CEC Form 50)
Attachment 8: Day Labor Resource Center Equipment Inventory
Attachment 9: Appendix I – Funding Allocation