DATE: June 11, 2018

TO: All LA:RISE Contractors

FROM: Gerardo Ruvalcaba, Director Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 18-18
PY 2018-19 LA:RISE 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 LA:RISE 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 Annual Plan and an executed agreement is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds for the new program year. Organizations wishing to renew 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., Wednesday, June 20, 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: Shatana Bacon  
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 “RFCR Question” indicated in the subject line.

GR:PN:DB:SB:cg  
Attachment 1: Ordinance LW6 - Employee Information Form  
Attachment 2: Ordinance LW18 - Subcontractor Information Form  
Attachment 3: Ordinance LW28 - 501(c)(3) Nonprofit Exemption Application  
Attachment 4: Ordinance LW29 - Coverage Determination Application  
Attachment 5: Ordinance CRO - Pledge of Compliance with Contractor Responsibility  
Attachment 6: Ordinance CRO - Responsibility Questionnaire  
Attachment 7: Ordinance CEC Form 50  
Attachment 8: Certification of Authorities  
Attachment 9: Board of Directors List  
Attachment 10: Budget Forms  
  10a) Narrative Worksheet for Proposed Budget  
  10b) Budget Summary  
  10c) Budget Detail  
  10d) Schedule of Personnel Costs  
  10e) Spending Plan Worksheet  
  10f) PY 2018-19 Supportive Services Leveraged Resources Form  
Attachment 11: LA:RISE Equipment Inventory