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1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: October 25, 2019

TO: Qualified AJCC Replacement Operators

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS INFORMATION BULLETIN No. 20-14
REQUEST FOR INTEREST (RFI) TO ASSUME OPERATION OF THE
PACOIMA/NORTH VALLEY WORKSOURCE CENTER**

EFFECTIVE DATE

This bulletin is effective upon issuance.

PURPOSE

This bulletin solicits letters of interest from agencies included on the current City of Los Angeles America's Job Center of California (AJCC) List of Qualified AJCC Replacement Operators interested in operating a City of Los Angeles AJCC (locally designated as WorkSource Centers) in the Pacoima/North San Fernando Valley area.

BACKGROUND

Proposers to the "America's Job Center of California (AJCC Request for Proposals (RFP)" issued August 27, 2018, that attained a passing score were placed on a Qualified Operator Replacement List (list of eligible providers). Inclusion on this list did not result in a contract, but rather, it established a list of qualified operators from which the City may select AJCC operators if the need arises. The current list for AJCCs was established for the same term as the underlying RFP. Replacement operators may only be drawn from this list of eligible replacement operators (Attachment A).

AVAILABLE FUNDING

Subject to availability of funds, \$561,792, consisting of \$335,604 in Workforce Innovation and Opportunity Act (WIOA) Adult formula funds and \$226,147 WIOA Dislocated Worker formula funds, will be available for November 4, 2019, through June 30, 2020.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

RESPONSIBILITIES OF THE SELECTED REPLACEMENT OPERATOR

Specific responsibilities of a replacement operator are as follows:

If assuming an existing location:

1. Assume the management of the day-to-day operations of the Pacoima/North Valley WorkSource Center;
2. Transition existing WorkSource Center staff to the replacement operator's payroll, in accordance with the City's Service Contractor Worker Retention Ordinance;
3. Assume a facility lease or negotiate a new lease.
4. Assume all responsibility for the WorkSource Center facility management including all City owned furniture and equipment;
5. Assume responsibility for all active WorkSource Center customers and exited customers in follow-up;
6. Assume all active ITA, on-the-job training, customized training, and work experience (WE) agreements and any other agreements which the previous WorkSource Center operator may have entered into.

If establishing a new service location:

1. Must ensure there is no interruption of service;
2. Locate and negotiate lease for new service location of WorkSource Center in the designated service delivery area;
3. Coordinate the transition of City-owned furniture and equipment to new location and assume all costs of moving;
4. Transition existing WorkSource Center staff to the replacement operator's payroll, in accordance with the City's Service Contractor Worker Retention Ordinance;
5. Manage the day-to-day operations of the WorkSource Center;
6. Assume responsibility for all active WorkSource Center customers and exited customers in follow-up; and
7. Assume all active ITA, on-the-job training, customized training, and WE agreements and any other agreements which the previous WorkSource Center operator may have entered into.

In order to minimize the impact on current center participants, the service provider may be required to assume the Pacoima/North Valley WorkSource Center location currently under negotiation. It may be necessary for the service provider to renegotiate the facility lease.

TERM OF CONTRACT

The initial contract that may result from this RFI would be upon the Workforce Development Board (WDB) and Council approval through June 30, 2020, with an option to renew up to three additional, one-year program terms.

PERFORMANCE LEVELS

For Program Year (PY) 2019 (July 1, 2019 – June 30, 2020) AJCC operators are expected to attain the following performance levels. Final performance will be negotiated at the time of contract award.

PERFORMANCE MEASURES AND SERVICE LEVELS				WORKSOURCE CENTER	
DOL MEASURES*				ADULT	DISLOCATED WORKER
1	Employment Rate 2 nd Quarter After Exit			63%	67%
2	Employment Rate 4 th Quarter After Exit			61%	66%
3	Median Earnings 2 nd Quarter After Exit			\$5,200	\$7,100
4	Credential Attainment Within 4 Quarters After Exit			55%	64%
5	Minimum number of participants trained (including sector training)			200	
6	Minimum number of participants in sector training			140	
7	Training Related Placements (of those trained)			80%	
8	Amount to be expended on training as a percentage of formula dollars (an amount equal to 14% of formula dollars may be in approved, training leveraged resources)			43%	
9	Job Seeker Satisfaction Level (Intercept)			9.0	
10	Enrolled Customer Satisfaction Level			8.6	
11	Total Enrollments	Total WIOA Enrollments	1250	875	375
		Maximum WIOA Carryovers Counted	313	219	94
12	Minimum number of NEW enrollments required by December 31, 2017 (50% of WIOA Enrollment Goal)			437	187
13	Minimum number of enrollments for persons with disabilities			130	
14	Minimum number of reentry enrollments			156	
15	Minimum number of veteran enrollments			100	
16	Number of Employer Customers (including 10 referrals to BusinessSource)			70	
17	Number of Hard-to-Serve Adult Enrollments (80% of WIOA Total Adult Enrollments)			700	

CONTRACT EVALUATION

At the end of any contract awarded, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles

Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a “Marginal” or “Unsatisfactory” rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

EVALUATION OF RFI RESPONSES

Respondents from the List of Qualified AJCC Replacement Operators, which are operating fewer than two City of Los Angeles WorkSource Centers, interested in providing the requested services should submit a response by October 31, 2019:

1. **Letter of Interest**, dated and signed by an authorized signatory. Letter must include the signatory’s full address, telephone number, and email address and include the following:
 - A. A description of experience providing service to, and/or specific knowledge of, the needs of job seekers and employers in the Pacoima/North San Fernando Valley region;
 - B. A list of participating partners, collaborators, and/or subcontractors that will collaborate in providing services to the AJCC’s participants, and a description of such services;
 - C. A listing and amount of planned leveraged resources that will be available to provide services to WIOA enrolled participants;¹
 - D. A description of any existing partnerships with employers, educational institutions, and/or supportive service providers, especially with those located in, or specializing in services to, the Pacoima/North San Fernando Valley area; and
 - E. Stipulation to commence providing services on November 4, 2019, without interruption.

TIMEFRAME FOR SUBMISSIONS

Timely submission for responses is the sole responsibility of each agency. The City reserves the right to determine timeliness of all responses

Submission Deadline: October 31, 2019
Deadline Time: 4:00 p.m.
Delivery Method: Email – EWDD.Planning@lacity.org Indicate *Pacoima RFI* in subject line.

¹ Leveraged resources are defined as federal and non-federal resources (cash contributions and in-kind contributions) used to support grant activity and outcomes that would normally be paid for using grant funds. Leveraged resources must be allowable and auditable under the WIOA program.

ANALYSIS

Review of potential operators will be based on:

1. Replacement operator's final score of AJCC RFP;
2. Financial stability at the time of review;
3. Review of current demonstrated ability, if currently funded;
4. Partnering and leveraging of community resources in the region to be assumed;
and

EWDD CONTACT

Questions regarding this RFI must be emailed to EWDD.Planning@lacity.org by **12:00 Noon on Tuesday, October 29, 2019**. Answers will be posted to <http://ewddlacity.com/index.php/development/bid-opportunities>.

GR:TJ:cg

Attachments A: List of Qualified AJCC Replacement Operators