

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

**DATE:** October 28, 2019

**TO:** Qualified YouthSource Center (YSC) Replacement Operators

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System

**SUBJECT: WDS INFORMATION BULLETIN No. 20-16**  
*(Supercedes WDS Information Bulletin No. 20-15)*  
**REQUEST FOR INTEREST (RFI) TO ASSUME OPERATION OF THE  
EITHER THE NORTH SAN FERNANDO VALLEY OR CENTRAL LOS  
ANGELES YOUTHSOURCE CENTER**

## EFFECTIVE DATE

This bulletin is effective upon issuance.

## PURPOSE

This bulletin solicits letters of interest from agencies included on the current list of "Eligible YouthSource Center (YSC) Operators." interested in operating a City of Los Angeles YSC in either the North San Fernando Valley or Central Los Angeles area.

## BACKGROUND

Proposers to the *Request for Proposals for YouthSource Center Operators* issued February 1, 2017, that attained a passing score were placed on a replacement operator list. 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 YSC operators if the need arises. The current list for YSCs 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, approximately \$403,363 in Workforce Innovation and Opportunity Act (WIOA) Youth formula funds and any of the location's remaining Los Angeles (LA) City General Fund Summer Youth Employment, LA County System Involved Youth and Youth @ Work funds, will be available for November 4, 2019, through June 30, 2020.

## **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 existing YouthSource Center;
2. Transition existing YouthSource 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 YouthSource Center facility management including all City owned furniture and equipment;
5. Assume responsibility for all active YouthSource Center customers and exited customers in follow-up;
6. Assume all active training, and/or work experience (WE) agreements and any other agreements which the previous YouthSource 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 YouthSource 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 YouthSource 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 YouthSource Center;
6. Assume responsibility for all active YouthSource Center customers and exited customers in follow-up; and
7. Assume all active training, and WE agreements and/or any other agreements which the previous YouthSource Center operator may have entered into.

In order to minimize the impact on current center participants, the replacement operator for the North Valley region will be required to assume the City-owned North Valley YouthSource Center location

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 one additional, one-year program term.

## PERFORMANCE LEVELS

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

<b>PERFORMANCE MEASURES AND SERVICE LEVELS</b>		
<b>No.</b>	<b>Performance Measure</b>	<b>YouthSource Center</b>
1	Number of Youth Served through System of Support	575
2	Total WIOA Enrollments	138
3	Maximum Carryovers Counted	35
4	75% of WIOA enrollment goal by 12/31/ 19.	104
5	Minimum percentage of total Out-of-School youth to be served	75%
6	Minimum 23% of funding expended on work experience	\$139,160
7	Education and Employment Rate 2 <sup>nd</sup> Quarter after exit	66.5%
8	Education and Employment Rate 4 <sup>th</sup> Quarter after exit	65.0%
9	Credential Attainment within 4 quarters after exit	56.0%
10	Measurable Skills Gain	TBD
11	Median Earnings	TBD
12	Youth Participant Satisfaction Score	9.0
13	Number of Youth receiving educational assessment from PSA Counselors including 100% of WIOA and Non WIOA-enrolled youth	500
14	Leveraged Resources	\$200,000

## 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 YSC Replacement Operators, which are operating fewer than two City of Los Angeles YouthSource 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. The area to be served, North Valley or Central Los Angeles;
  - B. A description of experience providing service to, and/or specific knowledge of, the needs of job seekers and employers in the proposed region;
  - C. A list of participating partners, collaborators, and/or subcontractors that will collaborate in providing services to the YSC's participants, and a description of such services;
  - D. A listing and amount of planned leveraged resources that will be available to provide services to WIOA enrolled participants;<sup>1</sup>
  - E. 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 proposed region; and
  - F. Stipulation to commence providing services on November 4, 2019..

## 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](mailto:EWDD.Planning@lacity.org) Indicate *North Valley YSC RFI* in subject line.

## ANALYSIS

Review of potential operators will be based on:

1. Replacement operator's final score of YSC 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
5. Program budget.

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<sup>1</sup> 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.

## **EWDD CONTACT**

Questions regarding this RFI must be emailed to [EWDD.Planning@lacity.org](mailto: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 YSC Replacement Operators