Proposer's Conference

2025 WSC Operators – Round 2 RFP

June 25, 2026

City of Los Angeles
Community Investment Department
Workforce Development Division

WDB
Workforce Development Board
City of Los Angeles

AGENDA

- Welcome & Disclaimer
- RFP Overview
- RFP Specifications
- WSC Program Design
- Proposal Package
- Evaluation & Scoring

DISCLAIMER

THIS PRESENTATION DOES NOT SUBSTITUTE ANY RFP DOCUMENTS.

THIS PRESENTATION IS PROVIDED AS AN OVERVIEW; IT IS NOT ALL-ENCOMPASSING NOR EXHAUSTIVE.

REFER TO THE RFP DOCUMENTS FOR FULL INSTRUCTIONS, SPECIFICATIONS, AND REQUIREMENTS.

Community Investment Department (CID) RFP Administrator

CID is authorized to release this RFP by the Los Angeles City Council and Mayor (City Council File 26-0327) and will serve as the RFP administrator.

CID's Workforce Development Division (WDD) administers the Workforce Innovation and Opportunity Act (WIOA) program for the City and serves as the administrative entity for the Workforce Development Board (WDB). WDD programs are designed to grow and improve Los Angeles' economy while building a well-trained and job-ready workforce.

Effective June 29, 2026, Economic & Workforce Development Department (EWDD) programming will be administered by the Community Investment Department's Workforce Development Division.

RFP OVERVIEW

Purpose: To solicit proposals from pre-qualified organizations interested in providing services as both *a one-stop operator and primary WIOA Title I adult and dislocated worker service provider* in a WorkSource Center (WSC). The City will only be selecting one (1) service provider for each of the following Community Plan Areas (CPA):

➔ Boyle Heights CPA
➔ Southeast Los Angeles / Watts CPA
➔ West Adams–Baldwin Hills–Leimert CPA OR South Los Angeles CPA

Vision/Priorities for the New WSC System: Advancing the goals of the City's *Five-Year Workforce Development Strategic Plan* (2025-2030); address the *homelessness crisis* in Los Angeles; and implementing new service delivery & employer engagement and sector strategies outlined in the RFP.

Eligible Proposers: Pre-Qualified List (25 total applicants)

- Proposers may submit <u>a maximum of two proposals</u> in response to this WSC Operator RFP.
  - Entities that were awarded funding for two (2) WSCs in PY 26-27 are not eligible to submit a proposal through this procurement.
  - Entities that were awarded funding for one (1) WSC in PY 26-27 are only eligible to submit one proposal in response to this RFP.

RFP OVERVIEW

Total Source of Funds: $1.5 million for each WSC in WIOA Title I Adult Formula (Adult) and WIOA Title I Dislocated Worker Formula Funds; Approx. $4.5 million total for all 3 WSC sites

Required Leveraged Resources: Minimum of $750,000 in verifiable leveraged resources.

Strategic Partnerships: The City has executed Memoranda of Understanding (MOU) with the mandatory partners on behalf of the entire workforce development system that include Resource Sharing Agreements.

Requirements to Procure Subcontractors: All proposers who plan to include funded partners in their proposal must procure those subcontractors prior to submitting their proposal.

Mandatory Facility: The City will prioritize the collocation of WSCs in City-operated facilities or co-located with strategic partners, including Los Angeles Community College campuses and/or others, to reduce infrastructure costs for the system and increase the funding and/or services available to assist job seekers. Additionally, the City intends to continue hosting the Boyle Heights / East Los Angeles WSC at the Boyle Heights Multi-Purpose Center.

ROLE OF THE WSC OPERATOR

In the City of Los Angeles, WSC Operators serve as Adult and Dislocated Worker Career Services Providers whose role includes:

- Establishing and maintaining a physical WSC site that includes office space for intake and case management purposes, classroom space for training, and office space for co-located partners.

- Providing basic career services including, but not limited to, participant intake, orientations, initial assessments, employment services, and referrals to other partners and services, and;

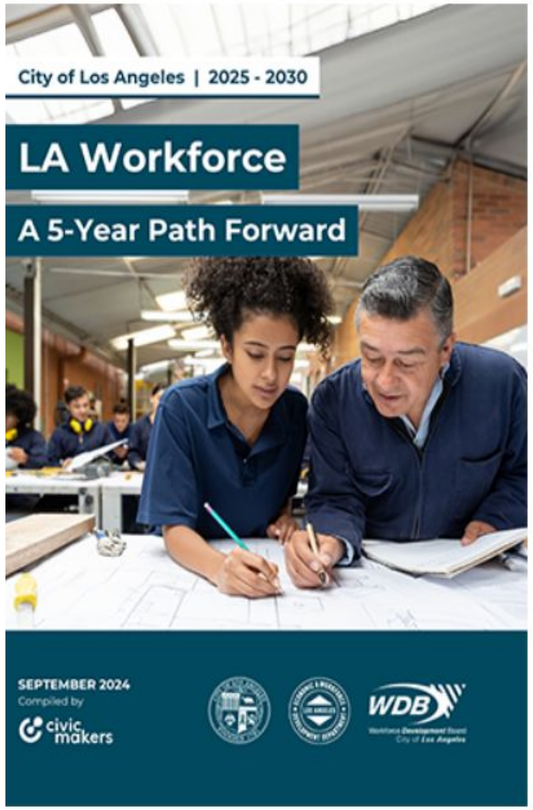
- Providing individualized career services including, but not limited to, comprehensive and specialized assessments, case management, individual employment plans, career planning and vocational counseling.

WorkSource CALIFORNIA
Building Business and Careers

NEW WORKFORCE SYSTEM STRATEGIES

The WDS System will be responsible for advancing the goals of the City's recently completed ***Five-Year Workforce Development Strategic Plan*** (2025-2030) and the Mayor's efforts to address the ***homelessness crisis*** in Los Angeles.

The Five-Year Plan's goal is to place 50,000 Angelenos into high-quality, living-wage jobs, registered apprenticeships, paid work experiences and training as critical pathways to economic stability and success by 2030.

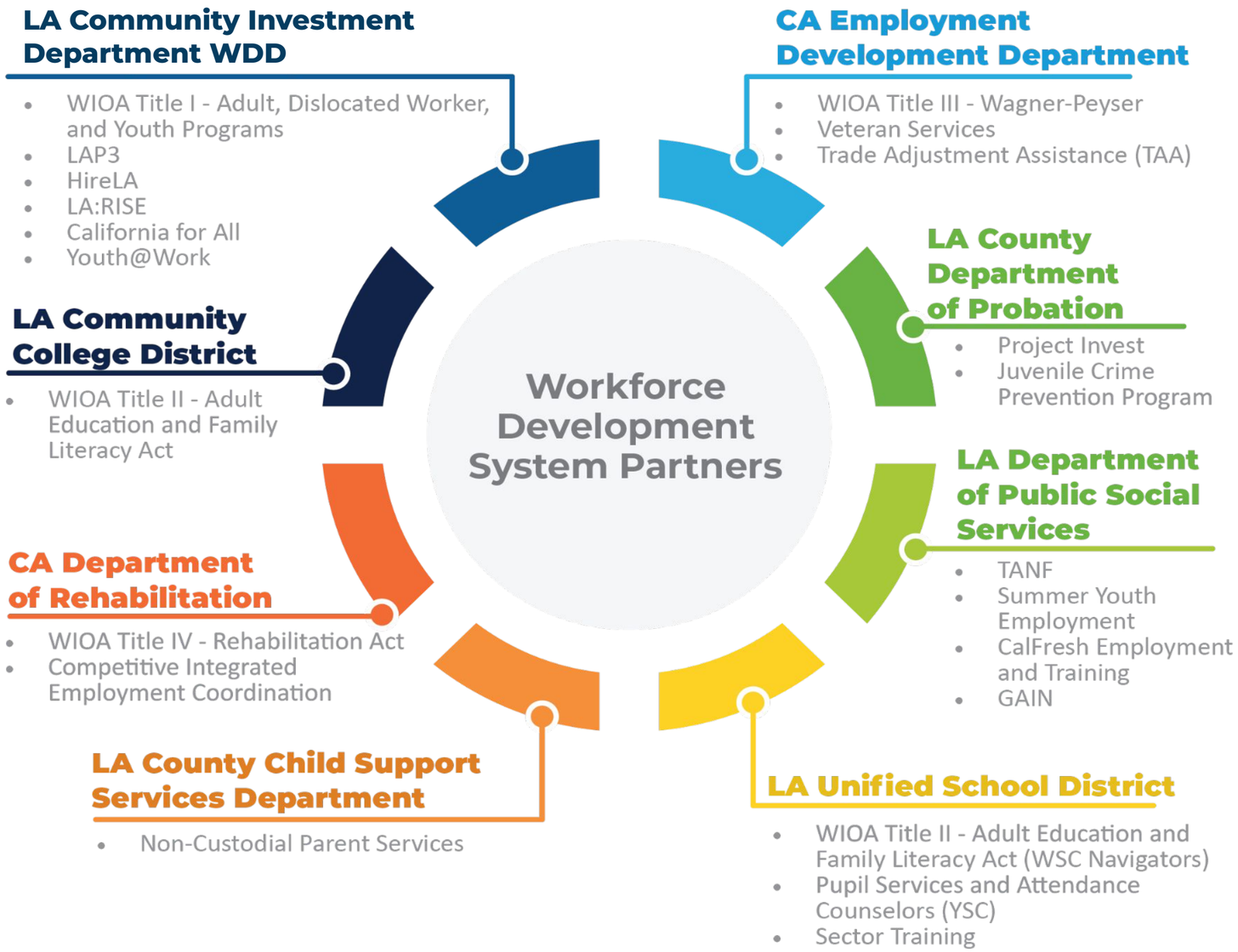


Will prioritize **collaboration** among government, labor, educational institutions, businesses, and community organizations, to provide **both workers and employers** with the support they need to thrive.

NEW WORKFORCE SYSTEM STRATEGIES

System Partners

Strengthen strategic interdepartmental and regional partnerships to increase its impact.



RFP SPECIFICATIONS

RFP TIMELINE

Release Date	June 16, 2026
MANDATORY "Notice of Intent to Submit Proposal"	**July 1, 2026 at 5:00 p.m. PST** Submit by email to: EWDD.Planning@lacity.org
Technical Assistance	**June 29, 2026 – July 23, 2026** Submit by e-mail to: EWDD.Planning@lacity.org Subject line: "2025 WSC Operators - Round 2 RFP - Question" *All questions and answers will be posted at: www.RAMPLA.org*
City Contracting Requirements Checklist and Compliance Forms	Reference Attachment 5 - City Contracting Requirements Checklist and Compliance Forms, which is a list of compliance requirements and forms that will be needed from the proposer at various stages in the contracting process. Follow instructions noted on the checklist for specific contracting and compliance forms that must be submitted via the City's procurement website, RAMP LA (https://www.rampla.org)
RFP Submission Deadline	**July 28, 2026 no later than 5:00 p.m. PST** Proposals will not be accepted after the deadline.
Electronic Submission Only	Submit to: **EWDD.Planning@lacity.org**
Term of Anticipated Contracts	Initial Contract Term (**October 1, 2026 – June 30, 2027**) With option to renew for three one-year terms.

COMPOSITION OF THE RFP

1. **RFP SOLICITATION DOCUMENT**
2. **APPENDICES** A-O
3. **ATTACHMENTS - PROPOSAL PACKAGE**

Attachment 1 – Proposal Contents Checklist

Attachment 2 – Mandatory Notice of Intent to Submit Proposal

Attachment 3 – Exhibits I-XIV – Proposal Package

Attachment 4 – Exhibit XV – Budget Form #1

Attachment 4 – Exhibit XV – Budget Forms #2-6 WIOA Adult

Attachment 4 – Exhibit XV – Budget Forms #2-6 WIOA DW

Attachment 4 – Exhibit XV – Budget Form #7 Leveraged Resource Form

Attachment 4 – Exhibit XV – Budget Form #8 Salary Range Summary

Attachment 4 – Exhibit XV – Budget Form #9 Position Description

Attachment 5 – Contracting Requirements Checklist & Compliance Forms

2.12 Technical Assistance

All technical assistance questions must be submitted to EWDD.Planning@lacity.org.

Subject line: ***"2025 WSC Operators - Round 2 RFP - Question"***

To ensure fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document that will be available on the City's procurement website www.RampLA.org.

Individual answers will not be given directly to the inquirer, and a consolidated answer may be provided in response to several questions that are similar in nature.

All questions will be responded to within 3 business days.

2.14 Proposal Review Process and Proposal Award

The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

- All accepted proposals shall be reviewed to determine that the minimum eligibility requirements continue to be met. Ineligible proposers will be informed in writing.

- Proposals must identify the planned area where service will be provided. All eligible proposals shall be reviewed, scored, and ranked within the seven proposed APC / regional planning areas noted in this RFP.

- All eligible proposals shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, the program design, and its competitive standing as compared to all other proposals.

2.14 Proposal Review Process and Proposal Award

- A minimum score of 70 is required to be considered for funding.
- Proposals with a score of 70 or greater that are not recommended for funding will be placed on a List of Qualified Adult WorkSource Replacement Operators.
- CID will propose funding recommendations to the WDB. The WDB will consider CID's recommendations during a public meeting and may accept or reject CID’s recommendation in making its decision. The WDB's funding decisions will be submitted to the Mayor and City Council for further consideration.
- Proposers shall be notified in writing about funding recommendations and results of the RFP.

2.15 Proposal Appeal Process

Appeal Rights

The City will notify all proposers in writing of the results of the proposal evaluations, their right to file an appeal, and the appeal process.

Proposers may appeal procedural issues only, including rater failure to follow written guidelines.

Letter of Appeals

Appeals shall be submitted *electronically* to EWDD.Planning@lacity.org no later than 5 business days after the date of the RFP notification results letter.

Written appeals may not include any new or additional information that was not submitted with the original proposal.

Only one appeal per proposal will be permitted.

WSC PROGRAM DESIGN

3.2 Individualized Participant Flow Model

- The new WSC System will strengthen its service delivery to high-barrier populations by designing and implementing individualized **service strategies based on educational attainment level**, with an emphasis on providing the participant supports needed to achieve higher level outcomes.

- The City of Los Angeles proposes to meet outcome goals based on participant **educational attainment level, barrier removal, and employment outcomes** that exceed traditional WIOA federal performance measures expectations.

- The WSCs, in collaboration with its co-located and virtual partners, will work towards assessing and determining the appropriate educational, career, and/or training services available under WIOA.

3.4 Employer Engagement

City to implement new employer engagement strategies, with the goal of connecting job seekers, particularly high-barrier populations, with quality jobs in the priority sectors.

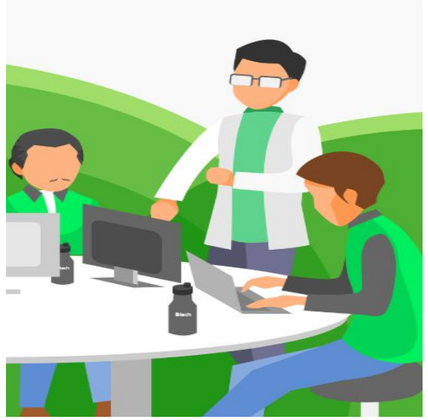
- **The new WSC system will aim to increase job placements with salaries above $55,000 annually.**
- **Successful proposers must demonstrate strong partnerships with employer and union partners** that align with the following desired elements:
  - ✔ **Offer comparatively good wages and benefits relative to the industry, occupation, and labor market in which participating workers are employed**;
  - ✔ Pay workers at or above local or regional living wages and pay at or above regional prevailing wage standards where such standards exist for the occupations in question;
  - ✔ **Have a history of investment in employee training, growth, and development**;
  - ✔ Provide opportunities for career advancement and wage growth;
  - ✔ Ensure safe and healthy working conditions;
  - ✔ Consistently comply with workplace laws and regulations, including proactive efforts to remedy past problems;
  - ✔ Establish fair and predictable scheduling practices, and;
  - ✔ Adopt mechanisms to include and amplify worker voice and agency in the workplace.
- **Goal is to expand training programs in high-growth employment sectors that lead to middle-skilled employment opportunities.**

3.4 Employer Engagement

WSCs will develop career pathways in the following **<u>nine industry sectors:</u>**

1. Healthcare
2. Biotech / Biosciences
3. Renewable Energies including Blue & Green Economy
4. Advanced Manufacturing
5. Construction / Infrastructure
6. Trade and Logistics
7. Public Sector / Government
8. Motion Picture and Sound Recording
9. Sports and Entertainment

3.4 Employer Engagement



Industry Sector Initiatives

WSCs will also have active participation in the following industry sector initiatives outlined in the Five-Year Plan to strengthen partnerships with businesses and align with workforce needs:

City Employment

WSCs will be responsible for supporting City programs that seek to provide alternative pathways to city employment such as Targeted Local Hire, Bridge to Jobs, and potential apprenticeship programs.

Partnership with Labor

WSCs will also be responsible for partnering with local labor organizations to support increased access to union employment opportunities.

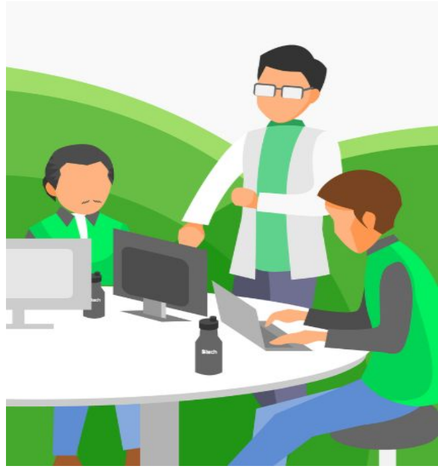
WSCs will partner with the Los Angeles County Federation of Labor, Miguel Contreras Foundation, a workforce partner of the Los Angeles County Federation of Labor to connect job seekers to apprenticeship programs.

Olympics 2028

WSCs are expected to play an integral role in preparing people for living wage job opportunities tied to the Olympics and other high profile sporting events coming to Los Angeles.

The WSCs will be tasked with integrating skills development, career planning, and post-event placement to support individuals in transitioning to long-term, sustainable employment once these events conclude.

3.4 Employer Engagement

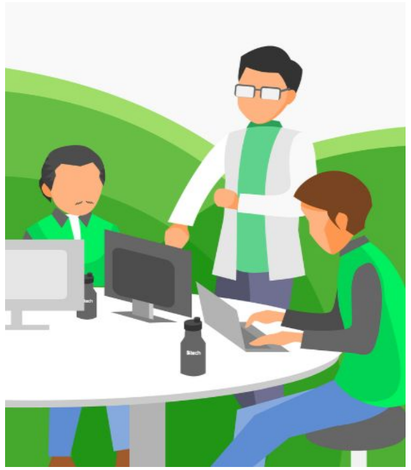


Industry Sector Initiatives

Traditional and non-traditional apprenticeships
WSCs will also connect clients to traditional and non-traditional registered apprenticeships, as well as paid internship opportunities in the identified key sectors.

Homeless Connect Days and Regional Hiring Fairs
WSCs will support the coordination and staffing for a minimum of two quarterly regional “Homeless Connect Days” to provide employment resources focused on homeless service provision and filling jobs created by the homeless services expansion. WSCs will also continue to coordinate regional hiring fairs to meet the needs of job seekers and employers.

3.4 Employer Engagement



Business Services

To support the partnerships with employers, successful proposers shall provide the following business services to employers to ensure the identification and matching of job seekers to job opportunities

- **Conduct labor exchange activities, matching and referring participants to job orders and postings;**
- Engage in analytics and outreach activities to understand and communicate participant profiles, education levels, skills, and experiences to the employer community to inform labor exchange activities;
- Communicate identified job opportunities to all staff and partners within the WSC;
- Work with employers on active recruitment within the WSC and employers' sites;
- **Participate in and coordinate job fairs at the WSC and other partner or community locations**;
- Conduct screening and coaching activities prior to referring candidates to employers to ensure participants are prepared and qualified for the job selection process;
- Manage relationships with the hiring managers of employers to promote labor exchange and job identification activities with the WSC;
- Promote Tax Credits (homeless, foster youth, etc.) and other economic benefits for employing high-barrier populations;
- Design and implement focus groups to study operational challenges as requested by one or more businesses within the industry. Such forum will also provide information on industry trends and other information for the purpose of economic development planning;
- **Provide Layoff Aversion services** to address the financial and economic challenges of the business through appropriate referrals to the City's Business Source Centers for access to capital, business counseling, and other resources, and;
- Respond to the needs of the employer to assist those employees affected by downsizing and/or closures of business with Rapid Response services and provide necessary resources and services.

3.5 Regional Collaboration & Strategic Partnerships

City of Los Angeles Regional Collaborative

- Funded WSCs will be expected to participate in and support the establishment of a regional workforce collaborative led by CID focused on aligning workforce and education services to enhance workforce outcomes for WSC participants.

- Similar to the Horizon 32K/ P3 Opportunity Youth collaborative model, **the goal is for city, county, school districts, higher educational institutions, employers, and community-based partners to work together, share resources, and develop an operational plan for the coordination and leveraging of services.**

- WSC operators will be responsible for facilitating **monthly regional meetings in the respective Community Planning Areas/ service areas.**

3.5 Regional Collaboration & Strategic Partnerships

Source Collaborative

A goal identified in the Five-Year Strategic Plan is to **establish a "Source Collaborative" to bring together WSC, YSC, BSC, and FSC representatives on a quarterly basis**, where critical information, training, and data can be shared with multiple groups, and strengthen Source service delivery and partnerships.

Proposers will be required to collaborate with the geographically closest FSC, YSC, and BSC.

3.5 Regional Collaboration & Strategic Partnerships

Collaborating with the Workforce Development Board

To facilitate the various initiatives outlined in the Five-Year Strategic Plan, WSCs will be required to attend and provide input during quarterly and committee meetings of the Workforce Development Board.

A key goal is to **integrate existing regional projects and strategic plans** to ensure that every job seeker and employer can easily access the resources and support they need.

- City of Los Angeles Workforce Development Board Year 26/27 Annual Plan
- Horizons 32K Strategic Plan (formerly LAP3)
- AdvantAGE LA Older Worker Strategic Plan
- Los Angeles Workforce Infrastructure Network (LAWIN) Strategic Plan

3.5 Regional Collaboration & Strategic Partnerships

Regional Efforts to Reduce Homelessness

The City's WSCs will be required to **establish formal partnerships via a MOU or subcontractor agreements with homelessness service providers** to provide access to housing and/or support services.

WSCs shall help **implement service strategies to provide job-skills training, employment services, and other related services** for individuals currently and/or formerly experiencing homelessness.

The City seeks to **support regional efforts to reduce homelessness by expanding employer-driven pathways to well-paying and stable employment** by integrating public, private, educational, non-profit systems, and employment social enterprises through its WSC system via successful program models such as the City's Los Angeles Regional Initiative for Social Enterprise (LA:RISE) initiative and the Inside Safe Job Connectors Program.

3.7 WSC Location and Facility Requirements

The **City will prioritize the co-location of WSCs in City-operated facilities** or co-located with strategic partners, including Los Angeles Community College campuses, and/or other strategic partners.

The WSC **operating site must be physically located in the identified community planning area that the proposer proposes to serve**. Regional integrated service centers may be exempted from this requirement.

Proposals that identify a low or no cost City/non-profit owned facility as the center location, or that include collocation agreements that reduce infrastructure costs, will be favorably rated.

3.7 WSC Location and Facility Requirements

Proposed operating site must meet facility requirements outlined in the RFP.

- Meet the physical and program access standards in law, including ADA Title II Accessibility Guidelines and Title 24 of the California Building Code.
- Be easily reached by public transportation.
- Contain a resource room of at least 20 computers with internet access, phones, printers, fax machines, and space for job bulletin boards.
- Contain at least 2 enclosed or private offices in which confidential intake and case management discussions can take place.
- Contain at least 2 classrooms where training can be provided for approximately 30 customers.
- Contain space for the collocation of collaborators.
- Contain signage that identifies the facility as a City, WIOA funded WSC, "A proud partner of the America's Job Center of California℠ network." Exterior signage must be in public view.
- Operate a minimum of 40 hours per week and offer other non-traditional hours of service either in the evening or on Saturdays.
- Provide virtual services during non-traditional hours.
- Provide ADA compliant parking spaces for staff and participants, per ADA Accessibility Guidelines 4.1.2(5)(a) requirements listed in TABLE VI and in a manner consistent with the City zoning codes. Free and sufficient parking must be available for participants.
- All site locations must be in full compliance with all federal, state, and local fire and life safety, building, and zoning codes.

3.8 Staffing Requirements

Through this RFP, the City seeks to enhance the WorkSource System staffing capacity by facilitating

a) increased employee retention rates for WSC staff;
b) decreased participant to case manager ratios, and;
c) increased customer satisfaction rates of all WSC operators.

- **Successful proposers will have a participant to case-manager ratio not to exceed 75 to 1**.
- WSC-funded staff and partner staff have sufficient training and resources to deliver high quality of services to support high-barrier populations successfully move into a quality job.
- WSC staff shall be paid no less than **$23 per hour** starting in year one of the performance period.
- **WSC Case Managers and/or Business Services Representatives shall earn a minimum wage of $65,000 per year** in year one of the performance period (will increase incrementally to $72,000 per year, no less than $35/hour)
- Lastly, successful proposers will be required to have a **professional development strategy for Case Managers and Business Services Representatives**.

3.9 Training and Leveraged Resources

- All WSC operators will be required to include a **minimum of $750,000** in **verifiable leveraged resources** in their budgets.
- **While it is anticipated that $1.5 million in WIOA resources will be made available to every WSC operator, the expectation is that additional funds (cash contributions and in-kind contributions) will be leveraged to net a total operating budget of approximately $2.2 million.**

<u>Training</u>

WIOA Adult and Dislocated Worker formula training set-aside

- **44% training set-aside** (30% of the WIOA Adult and Dislocated Worker formula funds must be allocated to workforce training services; up to 14% of the combined total adult and dislocated worker formula fund allocation may be leveraged training services)

PROPOSAL PACKAGE

PROPOSAL PACKAGE

The proposal package will consist of a series of **Exhibits with narratives, tables, and flowcharts**. The proposal package will provide the applicant with an opportunity to articulate its unique approach to:

- serving high-barrier and vulnerable populations,
- connecting job seekers with training programs and quality jobs in the identified priority sectors, and
- cultivating high-road employers who offer jobs with good wages and benefits, and career advancement opportunities.

PROGRAM DESIGN EXHIBITS

- **Exhibit I – Program Design Narrative**
  - **Narrative** must support Program Design Exhibits II - VI
  - 5 pages maximum

- **Exhibit II – Participant Flowchart**
  - **Flowchart** must illustrate and articulate the participant-centered, integrated service delivery
  - Detail the progression of the program participant from enrollment from outreach to follow-up, including intervention strategies for the vulnerable populations
  - Clearly articulate customization of services based on different barriers to employment and/or educational attainment
  - Color code specific activities by population/educational attainment level and services offered by partners
  - 5 pages maximum

PROGRAM DESIGN EXHIBITS

- **Exhibit III – Skills Development and Training**
  - **Flowchart** detailing available training and supportive services options
  - Include the sectors identified in Employer Engagement
  - Flowchart outcomes must, at a minimum, reflect attainment of an industry recognized credential
  - Color code specific activities by population/educational attainment level and services offered by partners
  - 3 pages maximum

- **Exhibit IV – Regional Collaboration and Partnerships**
  - **Table** must identify all workforce partners and services provided to the WSC
  - Successful proposers will have established formal partnerships via a MOU or subcontractor agreements with homelessness service providers

PROGRAM DESIGN EXHIBITS

- **Exhibit V – Cross Training of WSC Staff and Partners**
  - **Table** must identify the training to be available to all WSC staff and partners
  - Identify duration of training in hours only

- **Exhibit VI – Staffing**
  - **Table** must display education and experience of all proposed staff
  - **Resumes** of individuals identified to fill the positions or job descriptions for vacant positions must be attached
    - Resumes must reconcile with the information reported in the exhibit table.
  - **WSC Organizational Chart** identifying the relationship of all funded positions identified in the proposal

PROGRAM DESIGN EXHIBITS

- **Exhibit VII – Homeless Strategy Narrative**
  - **Narrative** must identify employer-driven pathways to well-paying and stable employment for individuals experiencing homelessness. Proposer shall identify innovative partnerships with homeless service providers, social enterprises, employment partners, and/or educational partners; proposed job-skills training; proposed employment services, barrier removal or support services, and proposed outcomes and timelines.
  - 2 pages maximum
  - *Please note: The Homeless Strategy Narrative is a separate requirement from the 5-page Program Design Narrative. The 2-page Homeless Strategy Narrative does not count toward the page maximum for the Program Design Narrative.*

EMPLOYER ENGAGEMENT EXHIBITS

- **Exhibit VIII – Employer Support**
  - **Table** must display a maximum of 5 businesses that have and/or will provide support to the WSC
  - **Narrative** must detail the employer partnerships that will support with job placements and career pathways
    - 2 pages maximum
  - **Flowchart** must illustrate a strategy for local employer engagement and formal partnership establishment to support successful placements into living wage employment
    - Include key partners from the RFP and identify how partnerships will support hiring for priority populations
    - 5 pages maximum

EMPLOYER ENGAGEMENT EXHIBITS

- **Exhibit IX – Business Services**
  - **Table** must identify the sectors and employers targeted for business services, along with the training and outcomes
    - A minimum of 2 sectors must be from the list of priority sectors
  - **Flowchart** must describe how business services are provided to local employers and how the WSC has helped address the business needs of those employers.
    - 5 pages maximum
  - **Letters from each employer** identified in the exhibit must indicate their participation/willingness to partner in the development of the sector strategy

EMPLOYER ENGAGEMENT EXHIBITS

- **Exhibit X – Customized Sector Initiative**
  - **Table** must describe a program in partnership with a training institution(s, and employer(s) for the training and placement of a predetermined number of WSC participants with the participating employer
    - Proposed initiative may have already been developed or be in development
    - Include only 1 customized sector initiative with the proposal
  - **Narrative** must further describe the particulars of the initiative including but not limited to the content of the proposed prerequisite courses, classroom training and the outcomes that will be generated
    - 2 pages maximum
  - **OPTIONAL Letters from participating employer(s)** identified in the exhibit must indicate their participation/willingness to partner in the development and implementation of this initiative.

PERFORMANCE OUTCOMES & BUSINESS RESULTS EXHIBIT

- **Exhibit XI – Performance Outcomes & Business Results**
  - **Table** must list the proposed performance outcomes during the 12-month WIOA program year, including the number of customers to be enrolled and placed into employment, the average wage of those placed into employment, the number placed into registered apprenticeships, the number placed with a single employer and corresponding cost effectiveness of the WSC's operations.
    - Successful proposers will be required, via contract, to attain the business results that they propose or those mandated by the City

FACILITY SITE READINESS EXHIBITS

- **Exhibit XII – Facility Form**
  - **Table** will propose a physical site through which services will be provided
    - Must have a lease for the physical site executed by October 1, 2026

- **Exhibit XIII – Virtual Services**
  - **Table** must list services that are available virtually to augment those available through the physical site or explain how they will support remote access

- **Exhibit XIV – Accessibility through Community Partners**
  - **Table** must demonstrate access to WSC services via partners that are not co-located at the WSC
    - List the number of hours WSC staff will be physically co-located at the identified organizations

COST REASONABLENESS AND LEVERAGED RESOURCES

- **Exhibit XV - Budget Forms #1-9**
  - Complete all **budget forms** and prepare a budget for the proposed contract term in accordance with **Attachment 4 - Exhibit XV - Budget Form #1 - Guidelines for Preparation of Budget Forms**
  - **Failure to comply with all budget guidelines in the RFP will result in a "Fail" rating, which may disqualify the proposal from consideration.**
    - As prescribed by Attachment 4 - Exhibit XV (Budget Forms #2-8), Budget Forms #2-8 must be submitted ONLY in Excel format, without changes to formatting and formulas
    - Include only those costs that are allowable and allocable in accordance with GAAP and WIOA guidelines
    - **Identify staff wages of no less than $23 per hour for all WSC employees and no less than $31.25 for WSC Case Manager and Business Services Representatives; staffing set-aside requirement: a minimum of $65,000 per year in direct salaries to WSC Case Managers and Business Services Representatives for Year 1.** *A goal will be set of $72,000 per year over a 3-year period.*

COST REASONABLENESS AND LEVERAGED RESOURCES

- **Exhibit XV - Budget Forms #1-9**
  - Identify funding to support a participant to case manager ratio of no more than 75 to 1
  - **Identify facility costs** - The City will prioritize the collocation of WSCs in City-operated facilities or with other strategic partners
  - **Identify participant training costs – incorporate a 44% training set-aside** (30% of the WIOA Adult and Dislocated Worker formula funds must be allocated to workforce training services; up to 14% of the combined total adult and dislocated worker formula fund allocation may be leveraged training services)
  - **Identify a minimum of $750,000 in documentable, leveraged resources**

ADDITIONAL DOCUMENTS & CONTRACTING REQUIREMENTS

- **2024 Audited Financial Statements**
  - All proposers must also submit a copy of their 2024 audited financial statements. If it is determined by CID that the proposer is not solvent, proposer will NOT be considered for funding.

- **City Contracting Requirements Checklist and Compliance Forms**
  - Reference City Contracting Requirements Checklist and Compliance Forms (Attachment 5), which is a list of compliance requirements and forms that will be needed from the proposer at various stages in the contracting process.

    Follow instructions noted on the checklist for specific contracting and compliance forms that must be submitted via the City's procurement website, RAMP LA https://www.rampla.org

PROPOSAL EVALUATION AND SCORING

Proposals will be evaluated using a point system in the areas of

1. Program Design,
2. Accessibility,
3. Employer Engagement,
4. Performance Outcomes and Business Results, and
5. Proposed Costs.

A total of 100 points may be awarded based on the review of narratives and exhibits submitted with the proposal. A minimum score of 70 is required to be considered for funding. Scores will be ranked only against others proposing to serve the same Regional Planning Area service area.

Proposals with a score of 70 or greater that are not recommended for funding will be placed on a list of “Qualified WorkSource Replacement Operators.”

PROPOSAL EVALUATION AND SCORING

The evaluation categories are as follows:

1. Program Design - 25 Points Max

A. Participant-Centered Services
B. Skills Development/Training
C. Strategic Partnerships and Regional Collaboration
D. Cross-training
E. WSC Operator Staffing

2. Employer Engagement - 20 Points Max

A. Employer Support
B. Business Services
C. Customized Sector Initiative

3. Performance Outcomes & Business Results - 25 Points Max

4. Facility Site Readiness - 10 Points Max

A. Physical Site
B. Virtual Services
C. Increased Access to Services through Community Partners

5. Budget/ Cost Reasonableness and Leveraged Resources - 20 Points Max

MODIFICATIONS TO RFP

At its own discretion, the CID may modify or cancel this RFP.

Updates to the RFP will be formally posted on the City's procurement website site (www.Rampla.org).

THANK YOU!