



LOS ANGELES
MISSION COLLEGE

One of the Nine Los Angeles Community Colleges

REQUEST FOR PROPOSAL (RFP)

TO: INTERESTED SERVICES PROVIDERS

FROM: LOS ANGELES MISSION COLLEGE

RE: SEEKING SUB-CONTRACT PARTNERSHIP FOR THE NORTH VALLEY YOUTH WORKSOURCE CENTER, UNDER THE REQUEST OF LOS ANGELES CITY COMMUNITY DEVELOPMENT DEPARTMENT

DUE DATE: DECEMBER 16, 2011 by 4 p.m. LATE PROPOSALS WILL NOT BE ACCEPTED.

TECHNICAL ASSISTANCE: Please email any questions regarding this RFP with your name, agency name and email address to Cathy Brinkman at BrinkmCJ@lamission.edu.

Our Mission Is Your Success

13356 Eldridge Avenue | Sylmar, California 91342 | 818.364.7600 | www.lamission.edu

OVERVIEW

Los Angeles Mission College (LAMC) is submitting a proposal to the City of Los Angeles Community Development Department to administer and operate The North Valley Youth WorkSource Center. LAMC is currently seeking proposals from interested sub-contractors to support the delivery of services. Los Angeles City Community Development Department RFP can be found at <http://cdd.lacity.org/bids>.

The Youth WorkSource Center will provide services to youth ages 14-21, with a minimum of 70% of enrolled youth to be out-of-school youth between the ages 17-21 years of age.

The target population this center will service is youth ages 14-21. An eligible youth is defined as a 14-21 year old individual, low-income, deficient in basic literacy skills, a school drop-out, homeless, a runaway or foster youth, pregnant or a parent; an offender; or an individual who requires additional assistance to complete an educational program or to secure and hold employment.

The proposed program will serve 70% out-of-school youth (age 17-21) and 30% in-school youth.

An **out-of-school** youth is an individual who is a) a youth who is a high school dropout, b) a youth who has either graduated from high school or holds a General Educational Development (GED) certificate, but is basic skills deficient, unemployed, or underemployed, or c) a youth who has left school without passing the CAHSEE.

An **in-school** youth is an individual who is a youth in school, low income, and has one or more barriers.

Successful bidders will be expected to enter into an agreement to formally partner with Los Angeles Mission College and actively participate in the completion of the North Valley Youth WorkSource Center proposal, due to the City of L.A Community Development Department on December 22, 2012.

In the event Los Mission College is awarded, the initial contract term shall be from July 1, 2012 to June 30, 2013, with the option to renew based upon performance and availability of funds.

Eligible providers must meet the following qualifications:

- Be a for-profit corporation, community-based organization (CBO), non-profit organization, local educational agency, institution of higher learning, or literacy provider. These and other relevant entities are encouraged to participate in this process.
- Proposals will be accepted from providers with the following qualifications: Must be qualified to conduct business in the State of California, be in good standing with the Secretary of State if a corporation or limited liability company, have not been determined to be non-responsible or debarred by the City, have not been debarred by the federal government, State or local government, do not have a current disputed or disallowed cost if previously contracted with CDD.
- Provider must demonstrate experience within the past two years of having provided services similar to those solicited and must be able to demonstrate delivery of services.
- Must be able to provide all required forms listed on LACCDD RFP website.

Please submit one (1) original and three (3) copies of intended proposal to LAMC, Attn: Cathy Brinkman, Associate Dean of Workforce Development, due by **Friday, December 16, 2011, no later than 4 p.m.** Late RFPs will not be accepted after this date and time.

Delivery Method:

Hand-delivered proposals will be accepted at the following location:

Los Angeles Mission College
Office of Academic Affairs
Attn: Cathy Brinkman, Associate Dean of Workforce Development
Instructional Building
13356 Eldridge Ave.
Sylmar, CA 91342
(818) 364-7723

Cover Letter:

A Cover Letter should be submitted and include the following: an overview of proposed services to be provided by the agency; title, address, telephone number and email address of the person authorized to bind the agency to all commitments made in this proposal, as well as the indication of intent to formally collaborate and signature on the Intent to Collaborate form. The letter should also include the proposed unit cost for services provided.

Proposal Narrative:

The proposal narrative should not exceed 5 pages, single-spaced, one page sided, 12-point font, excluding attachments.

Proposed Program Design:

Total 40 points

Program elements for consideration:

1. Tutoring, study skills training, and instruction leading the completion of secondary school, including dropout prevention strategies.
2. Alternative secondary school services as appropriate.
3. Summer employment opportunities that are directly linked to academic and occupational learning.
4. Paid and unpaid work experiences, including internships and job shadowing as appropriate.
5. Occupational skill training as appropriate
6. Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.
7. Supportive services.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up services for not less than 12months after the completion of participation, as appropriate.
10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referral, as appropriate.

Proposed Delivery of Services:

- Detailed description of proposed services, including length, comprehensiveness, and number of participants that will be served.
- Specific demographics and special populations to be targeted.

- Any existing relations with local High Schools.
- Staff titles that will be directly involved in the proposed design.
- Include any assessments, or measuring tools.
- Submit completed Proposed Enrollment Summary Outcome sheet.

Demonstrated Ability

Total 35 points

- Best Practices/Expertise working with target population for the past 2 years.
- Agency capacity to provide needed services.
- Description of demonstrated experience providing similar services during the past two years including number of youth ages 14-21.
- Proposed demographic groups and targeted special population.
- Program prior successes/outcomes achieved.
- Description of collaboration with other agencies and/or school sites, including existing relationships with K-12 schools and institutions of higher education in Los Angeles.

Cost Reasonableness:

Total 25 points

- Please complete attachment II budget narrative for your proposed services for a complete one year of service.
- Include any ‘Leveraged Resources’.
- Provide information on current program services and a cost efficiency description.
- Include total cost per youth.
- Description of cost of services: how did you arrive at proposed amount per youth.
- Describe leveraged funds and how leveraged funds will be incorporated into program design.
- Complete Budget Narrative and Leveraged Resources sheet.

Proposal Review

The selection process and scoring of subcontractor proposals will be based on the following point distribution. All proposers shall be reviewed for the minimum eligibility requirements.

Program Design:

Total 40 Points

This component will be evaluated according to the quality and design of integration into the overall Youth WorkSource Center approach and proposed program, specifically, proven track record of youth activities/services, and a strong youth outreach plan. Also include a timeline of proposed activities. State goals, and explain how objectives will be measured and reported on. Completion of the Proposed Enrollment Summary Sheet.

Demonstrated Ability:

Total 35 Points

LAMC will award points to agencies that can demonstrate effective and successful outcomes for the past 2 years: educational, employment, and/or training services. To earn total points, please provide specific, detailed evidence of past performance, including forms of measurement and outcomes achieved and populations served.

Cost Reasonableness:

Total 25 Points

This category will be scored on the strength of the applicant's procedures for measuring progress and goal completion among cost of delivery of services. Cost reasonableness description will be key to obtaining total points, as well as accuracy in completion of Budget Narrative Sheet and Leveraged Resources sheet.

Appeals Process

LAMC will notify all providers in writing via email, by the end of the day December 19, 2011. Upon submitting a proposal, the agency will receive written notification of selection status. A service provider, potential service provider, or any entity in the selection process may file a written appeal.

Letter of Appeal can be sent to:

Cathy Brinkman
Associate Dean of Workforce Development/CTE
13356 Eldridge Ave.
Sylmar, CA 91342

Please submit appeals, no later than December 21st, 2011 by 3pm. LAMC has complete discretion to reject any proposals if it is in their best interest to do so. Written appeals may not include new or additional information that was not submitted with the original proposal.

NARRATIVE WORKSHEET FOR PROPOSED BUDGET LINE ITEMS

Preparer	RFP Title
Phone	Proposer Legal Name
E-mail	Proposed Regional Area

A	B	C	D	E
COST CLASSIFICATION/ LINE ITEM	PROPOSED	LINE ITEM %	NARRATIVE EXPLANATION OF PROPOSED FUNDING	
#1000 - PERSONNEL COSTS				
	Salaries	\$0.00	#DIV/0!	
	Fringe Benefits	\$0.00	#DIV/0!	
#2000 - OTHER COSTS				
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
#2100 - PARTICIPANT RELATED COSTS				
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
#2200 - SUBCONTRACTOR COSTS				
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
#3000 - FURN. & EQUIPMENT COSTS				
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
		\$0.00	#DIV/0!	
#4000 - INDIRECT COSTS				
		\$0.00	#DIV/0!	
#5000 - CAPITAL COSTS				
		\$0.00	#DIV/0!	
Total		\$0.00	#DIV/0!	

**YOUTH WORKSOURCE CENTER OPERATORS RFP
INTENT TO FORMALLY COLLABORATE**

Instructions: This form must be completed with the original signature of each Collaborator with whom the applicant proposes to enter into a formal funding agreement (Subcontract) for the provision of services listed below.

Proposer Legal Name: _____

Program Elements	Name of Collaborator Providing Service
1. tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies	
2. alternative secondary school services as appropriate	
3. summer employment opportunities that are directly linked to academic and occupational learning	
4. paid and unpaid work experiences, including internships and job shadowing, as appropriate	
5. occupational skill training, as appropriate	
6. leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate	
7. supportive services	
8. adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	
9. follow-up services for not less than 12 months after the completion of participation, as appropriate	
10. comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate	

SCHEDULE OF LEVERAGED RESOURCES

RFP TITLE	YOUTH WORKSOURCE CENTER OPERATORS
Proposer Legal Name	
Proposed Regional Area	

Program Elements	Service Provider	Method of Calculation	Total \$ Value of Resources
1 tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies			
2 alternative secondary school services as appropriate			
3 summer employment opportunities that are directly linked to academic and occupational learning			
4 as appropriate, paid and unpaid work experiences, including internships and job shadowing			
5 occupational skill training, as appropriate			
6 leadership development opportunities, which may include community service and peer-centered activities encouraging			
7 supportive services			
8 adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months			
9 follow-up services for not less than 12 months after the completion of participation, as appropriate			
10 comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as			
Total			\$ -

**YOUTH WORKSOURCE CENTER OPERATORS RFP
PROPOSED ENROLLMENT AND OUTCOMES SUMMARY**

Proposer Legal Name	
Total Funds Requested	
Cost Per Youth Served (Total Funds Requested/Column A)	

A. Table 1 - Proposed Enrollment

Column A		Column B		Column C		Column D	
# of Youth Ages 14-21 to be Served		(of Youth Ages 14-21 Served in Col A) - # to be Enrolled		(of Youth Ages 14-21 Enrolled in Col B) - # of Out-of-School Youth		(of Out-of-school Youth Enrolled in Col C) - # of Drop-outs	
Planned Goals	Percent (as % of Col A)	Planned Goals	Percent (as % of Col A)	Planned Goals	Percent (as % of Col B)	Planned Goals	Percent (as % of Col C)

B. Table 2 - Proposed Outcomes

Column E		Column F		Column G	
(of Youth Ages 14-21 enrolled in Col B) - # of Youth who will be Placed into Employment or Education		(of Youth Ages 14-21 enrolled in Col B) - # of Youth who will Attain a Degree or Certificate		(of Youth Ages 14-21 enrolled in Col B) - # of Youth who will Attain Literacy and Numeracy Gains	
Planned Goals	Percent (as % of Col A)	Planned Goals	Percent (as % of Col A)	Planned Goals	Percent (as % of Col A)