

CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER



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MAYOR

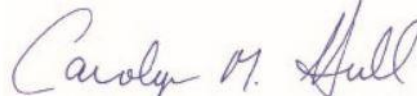
**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: October 4, 2021

TO: Workforce Development System

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department



**SUBJECT: WDS INFORMATION BULLETIN No. 22-07
REQUEST FOR INTEREST (RFI) FOR CITY CONTRACTORS WITH
EXPERIENCE ADMINISTERING YOUTH EMPLOYMENT PROGRAMS TO
SUPPORT THE CITY'S HIRE L.A.'S YOUTH PROGRAM**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to solicit interest from currently contracted City of Los Angeles (City) partners with experience administering youth employment programs to expand the capacity of the Economic and Workforce Development Department's (EWDD) HIRE L.A.'s Youth program.

BACKGROUND

The City's HIRE L.A.'s Youth program, which is funded through the City General Fund and Los Angeles County, provides paid work experience to youth ages 14 to 24 and is a critical component of EWDD's response to the pandemic. The program provides approximately 6,000 youth with an average of 120 hours paid work experience annually. In response to COVID-19, EWDD has developed new strategies that will allow for increased access to virtual work experience and Learn & Earn opportunities.

With our most vulnerable populations in mind, EWDD intends to develop partnerships with companies, departments, and employers in high-interest industry clusters, such as digital media, healthcare, engineering, technology, and others, as well as post-COVID-19 high-growth sectors.

ELIGIBLE RESPONDERRESPONDERS TO THIS RFI

Responders to this RFI are limited to current City contractors with direct experience administering youth employment programs, either as a subcontractor to a HIRE L.A.'s Youth or YouthSource Center or as a HIRE L.A.'s Youth worksite.

SERVICES TO BE PROVIDED

Services to be provided include:

1. The City General Fund Summer Youth Employment Program (SYEP) will provide eligible city participants ages 14 to 24 with up to 120 hours of paid work experience that supports the development of basic work readiness skills. Emphasis will be placed on serving youth who reside in the city and are foster youth, youth experiencing homelessness, youth on probation, or members of families whose income is identified as low-income. The expected outcomes are: 1) to provide first-time work experience to youth, and 2) to build work readiness skills.
2. The County SYEP will provide up to 120 hours of paid work experience and related training services to eligible youth ages 14 to 24 who reside in the city limits. The target population includes eligible youth who are from CalWORKs, in foster care, on probation, experiencing homelessness, receiving general relief, or are from low-income households. The County SYEP will be available under the following four (4) funding streams: CalWORKs, Other Underserved Youth (OUY), Foster, and System Involved Youth (SIY).

PERFORMANCE REQUIREMENTS

The selected contractor(s) shall ensure that at least 80% of youth participants enrolled in the SYEP are placed in paid work experience during the months of November 2021, through March 2022, and with 100% of youth placed in paid work experience by June 30, 2022.

NUMBER OF PARTICIPANTS AND PER PARTICIPANT COSTS

Funding for these programs will come from the City General Fund and the County Youth@Work Fund. The per participant slot cost will be as follows:

PY 21-22 SYEP SLOT COST BY FUNDING STREAM					
	CITY	COUNTY			
	City GF	CalWORKs	OUY	Foster	SIY
Cost per slot	\$2,520	\$2,385	\$2,380	\$2,388	\$2,348

TERMS OF CONTRACT

Contracts resulting from this RFI are expected to last eight (8) months: November 1, 2021 through June 30, 2022.

RESPONSE REQUIREMENTS

Request for Interest Response Form

Attached to this bulletin is the City's Request for Interest (RFI) response form that must be completed and submitted by all eligible responders **by 5:00 pm, Friday October 14, 2021**.

Written Narrative

In addition to the RFI response form, each interested contractor shall indicate its desire to participate by submitting a written narrative not to exceed three (3) pages that addresses the following:

1. **PAST EXPERIENCE:** Describe your experience as a work site or a subcontractor for the HIRE L.A.'s Youth program.

2. NUMBER OF PARTICIPANTS TO BE SERVED: Indicate how many participants will be served from November 1, 2021, through June 30, 2022.
3. NUMBER OF EMPLOYERS/WORKSITES: Indicate how many employers/worksites are available now to provide youth with work experience.
4. PROGRAM DESIGN/APPROACH: Briefly describe the program design/approach to be taken in order to successfully complete the objectives of the program.

Program Budget Schedules

Responders must complete a complete and accurate program budget using the schedules provided.

Audited Financial Statements

Responders not currently contracted with EWDD, must completed audited financial statements demonstrating good financial standing.

OTHER REQUIREMENTS – STATUTORY, OPERATING, AND REPORTING

In providing services pursuant to this RFI, the selected agency will be expected to comply with the following:

1. Any issued program policy directives
2. Applicable federal and state statutes, rules, regulations, and policies
3. Local rules and policies

The selected contractor(s) will be expected to utilize the CalJOBSSM system to report program performance.

SUBMISSION REQUIREMENTS

Timely submission of the Response Requirements outlined above is the sole responsibility of each responder. The City reserves a right to determine the timeliness of all submissions and to reject any submissions delivered after the stated deadline.

Submission Deadline Date: Friday, October 14, 2021

Deadline Time: 5:00 PM

Delivery Method: E-mail to: **EWDD.Planning@LACity.org**
Subject Line: **Youth Employment Program RFI**

EVALUATION OF RESPONSES

Responses will be evaluated solely on the narratives and budget submitted. Responders that demonstrate previous experience and success with HIRE L.A.'s Youth and/or similar transitional employment/work experience projects funded by the EWDD; an understanding of the City's project design; and an ability to plan, manage, and implement the proposed project model within the slot costs described above, will be placed on an eligible provider list and may be recommended for funding.

FUNDING RECOMMENDATIONS

Funding recommendations are subject to approval by the Los Angeles Workforce Development Board and/or the City Council. Funding amounts are set at the discretion of the City and each agency's past performance will be considered in making funding

recommendations. All responders to this RFI must be in good financial standing as determined by the City.

EWDD CONTACT

Questions regarding this RFI must be e-mailed to **EWDD.Planning@LACity.org** by **5:00 pm on October 8, 2021**. Answers will be provided via e-mail.

CMH:GR:MV:FG:DG:cg

Attachments: 1. Request for Interest Response Form
2. Youth Program Budget Forms