

CITY OF LOS ANGELES

CALIFORNIA

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ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

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KAREN BASS
MAYOR

DATE: September 6, 2024

TO: Qualified YouthSource Center Replacement Operators

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

**SUBJECT: WDS INFORMATION BULLETIN No. 25-01
REQUEST FOR INTEREST TO ASSUME OPERATION OF THE
CENTRAL OR WEST LOS ANGELES YOUTHSOURCE CENTER**

EFFECTIVE DATE

This bulletin is effective upon date of 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 (City) YSC in either the Central or West Los Angeles area.

BACKGROUND

The City's Economic and Workforce Development Department (EWDD) released the YSC Operator Request for Proposals (RFP) on Friday, April 8, 2022. This RFP sought to solicit proposals from organizations or individuals interested in managing a YSC serving youth ages 16–24 in the specified City Planning Areas with a focus on engaging disconnected youth with school or work, improving student retention, and bolstering academic proficiency. The YSC provides support and career and workforce development services to youth in the City. YSCs are responsible for leading local partners to increase resources and outcomes for disconnected youth.

Proposers who participated in the YSC operator RFP issued on April 8, 2022, 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).

AVAILABLE FUNDING

Subject to availability of funds, approximately \$850,542 in Workforce Innovation and Opportunity Act (WIOA) Youth formula funds and any of the location's remaining City General Fund Summer Youth Employment, and Youth@Work funds, will be available for October 1, 2024, through June 30, 2025.

RESPONSIBILITIES OF THE SELECTED REPLACEMENT OPERATOR

Specific responsibilities of a replacement operator are as follows:

1. If assuming an existing location:
 - A. Assume the management of the day-to-day operations of the existing YSC;
 - B. Transition existing YSC staff to the replacement operator's payroll, in accordance with the City's Service Contractor Worker Retention Ordinance;
 - C. Assume a facility lease or negotiate a new lease;
 - D. Assume all responsibility for the YSC facility management, including all City owned furniture and equipment;
 - E. Assume responsibility for all active YSC customers and exited customers in follow-up; and
 - F. Assume all active training, and/or work experience agreements and any other agreements which the previous YSC operator may have entered into.
2. If establishing a new service location:
 - A. Ensure there is no interruption of service;
 - B. Locate and negotiate lease for new service location of YSC in the designated service delivery area;
 - C. Coordinate the transition of City-owned furniture and equipment to new location and assume all costs of moving;
 - D. Transition existing YSC staff to the replacement operator's payroll, in accordance with the City's Service Contractor Worker Retention Ordinance;
 - E. Manage the day-to-day operations of the YSC;
 - F. Assume responsibility for all active YSC customers and exited customers in follow-up; and
 - G. Assume all active training, and work experience agreements and/or any other agreements which the previous YSC operator may have entered into.

The initial contract that may result from this Request for Interest (RFI) would be upon the Workforce Development Board (WDB) and City Council approval through June 30, 2025, with an option to renew or recommend for subsequent program year(s).

PERFORMANCE LEVELS

For Program Year (PY) 2024–25 (July 1, 2024 – June 30, 2025), YSC operators are expected to attain the following performance levels. Actual performance will be determined at the time of the award and prorated, as necessary.

PERFORMANCE MEASURES AND SERVICE LEVELS		
NO.	PERFORMANCE MEASURE	YOUTHSOURCE CENTER
1	Number of Youth Served through System of Support	575
2	Total WIOA Enrollments	150
3	Maximum Carryovers Counted	38
4	Minimum number of Total enrollments required by December 31, 2024 (75% of enrollment goal).	112
5	Minimum percentage of total Out-of-School youth to be served.	75%
6	Co-Enrollment Requirement	70%
7	Number of participants to attend Career Assessment Experiences.	TBD
8	Amount to be expended on work experience as a percentage of formula dollars.	34%
9	Education and Employment Rate 2 nd Quarter after exit.	72%
10	Education and Employment Rate 4 th Quarter after exit.	72%
11	Credential Attainment within 4 quarters after exit.	61%
12	Measurable Skills Gain	62%
13	Median Earnings	\$4,200
14	Youth Participant Satisfaction Score	8.5
15	Number of Youth receiving educational assessment from Pupil Services Attendance (PSA) Counselors including 100% of WIOA and Non WIOA-enrolled youth.	500
16	Leveraged Resources	\$400,000

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 contracts.

EVALUATION OF RFI RESPONSES

Respondents from the List of Qualified YSC Replacement Operators that are operating fewer than two City YSCs and interested in providing the requested services should submit a response by September 12, 2024:

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, Central or West 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 resources¹ that will be available to provide services to WIOA enrolled participants;
 - 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 October 1, 2024.

TIMEFRAME FOR SUBMISSIONS

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

Submission: Thursday, September 12, 2024

Deadline Time: 5:00pm

Delivery Method: Email – EWDD.Planning@lacity.org

Indicate Central or West YSC 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. Prior Year YSC/WSC Performance;

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.

4. Review of current demonstrated ability, if currently funded; and
5. Partnering and leveraging of community resources in the region to be assumed.

EWDD CONTACT

Questions regarding this RFI must be emailed to EWDD.Planning@lacity.org by Monday, September 9, 2024. Answers will be posted to <http://ewddlacity.com/index.php/development/bid-opportunities>.

CMH:GR:DB:MF:cg

Attachments: YouthSource Center Operators Replacement List