



**Submission Deadline:  
Tuesday, October 9, 2018 - 5:00pm (PDT)**

*Notice of Intent Deadline:* Thursday, September 13

*Proposers' Conference RSVP Deadline:* Tuesday, September 4

*BIP and Outreach Deadline:* Monday, September 24

The purpose of this Request for Proposals is to solicit proposals from organizations interested in offering services as both a Workforce Innovation and Opportunity Act (WIOA) one-stop operator and primary WIOA Title I adult and dislocated worker service provider, in an America's Job Center of California, known locally as a WorkSource Center.

Through this RFP, the EWDD is seeking to increase economic opportunity and improve local workforce services, especially for populations left behind by the region's economic recovery. The City wishes to enhance services and further target individuals lacking economic opportunity through the following three strategies.



1. Strengthen employer engagement through stronger connections with major economic drivers in the region and strengthening Industry Sector Strategies
2. Target vulnerable populations with a geographic focus for increased participant outcomes
3. Strengthen the integration of services with key partners through a more strategic and purposeful collaboration

Selected Proposers will enable the City of Los Angeles to meet the expectations and challenges of improving economic opportunity to under-served and vulnerable communities, and provide a full range of assistance under one roof to all job seekers, including individuals with barriers to employment, workers who have been laid off, youth, incumbent workers, new entrants to the workforce, veterans, people with disabilities, and employers.

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The full RFP and all related documents and forms may be downloaded through the [Los Angeles Business Assistance Virtual Network \(LABAVN\)](#).

**\*\*Registration is required for access\*\***  
*review the [LABAVN Walkthrough Guide](#) for further assistance*

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A proposers' conference is scheduled to review the RFP document, discuss requirements and answer questions. City staff will not provide assistance regarding a proposer's specific individual submission.

All prospective proposers planning to attend the proposers' conference are required to RSVP.

**Attendance is not mandatory.**

A webinar of the proposers' conference will be made available shortly after the event. Please bring your own copy of the RFP as copies will not be provided.

**Thursday, September 6, 2018 - 10:00am**  
[Economic & Workforce Development Department](#)  
[1200 West 7th Street, Los Angeles 90017](#)

**RSVP by Tuesday, September 4, 2018**

email to [EWDD.procurement@lacity.org](mailto:EWDD.procurement@lacity.org), using "RSVP, AJCC Proposers' Conference" in the subject line.

Please include total number of individuals attending with full names.

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Technical assistance will be available beginning September 7 until October 1. All technical assistance questions must be submitted by e-mail only. Please identify the RFP title on the subject line of your message. The proposer's question must identify the page and section of the subject matter.

To ensure fair and consistent distribution of information, all questions will be answered through regularly updated Q&A pages linked from this webpage and on LABAVN. No individual answers will be given.

**Final day to submit questions is Monday, October 1**

email to [EWDD.procurement@lacity.org](mailto:EWDD.procurement@lacity.org), using "AJCC Operators RFP – Technical Assistance Request" in the subject line

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In order to more efficiently manage the number of potential respondents to this RFP, submission of the Notice of Intent to Submit Proposal form (Exhibit IX) is mandatory. The form may be submitted by email only.

**Deadline to Submit Intent Form is Thursday, September 13, 2018 by 5:00pm (PDT)**

email to [ewdd.intenttosubmit@lacity.org](mailto:ewdd.intenttosubmit@lacity.org), using "AJCC Operators RFP – Notice of Intent to Submit" in the subject line

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The BIP outreach is performed through the Los Angeles Business Assistance Virtual Network (BAVN) system, accessed by going to [labavn.org](http://labavn.org). See RFP page 20 and Appendix D for outreach instructions. Registration is required to access the BAVN system. A proposer's failure to utilize and complete their BIP Outreach as described in Appendix D will result in their proposal being deemed non-responsive.

**Conducting outreach to subcontractors must be performed by Monday, September 24, 2018, by 11:59pm (PDT)**

review [BIP Outreach Guide](#) for further assistance