



Request for Quotes for HTA Workforce Development Services Projects funded by City of Los Angeles WIOA Underrepresented/Underserved Populations Program

I. Purpose of the Request for Quotes

The Hospitality Training Academy (HTA) is seeking qualified and experienced organizations to provide services under the Underrepresented/Underserved Populations (UUP) programs in connection with the HTA projects, Mayor’s UUP Initiative and South Los Angeles Hospitality Industry Training, funded by the City of Los Angeles under Workforce Innovation and Opportunity Act (WIOA). The HTA is looking to enter into subcontracts with those organizations/individuals selected under this Request for Quotes. The specific services sought are described under item V (A through C), below.

II. Background on HTA

The Hospitality Training Academy (HTA) is a 501(c)(3) non-profit institution and a labor-management partnership/Taft-Hartley fund sponsored by UNITE HERE Local 11 over 135 contributing employers. HTA provides benefits to Local 11 members and employees of contributing employers. The Local 11 membership is incredibly diverse, comprising workers from many immigrant communities as well as high percentages of African-American, Latino, and Asian American workers. The members are predominantly women and people of color, and hail from all corners of the planet.

The HTA has federal/WIOA, state, county and municipal funding to work with low-income jobseekers to assist with resumes, mock-interviewing, job/skill training, and then pipeline these clients into a union, hospitality job with good wages and benefits. Additionally, the HTA has funding to train and “upskill” the current Local 11 workforce, and provide ServSafe Food Certification and TIPs Safe Alcohol Service training. The City of Los Angeles and the Los Angeles County Workforce Development Board (WDB) approved the HTA to act as its “Hospitality Sector Intermediary” to analyze current trends in the hospitality industry, identify training needs, propose workforce solutions, and coordinate with the workforce development system and sector-based partnerships. The HTA is an approved U.S. Department of Labor Apprenticeship Program for Culinary and Room Attendant/Hotel Worker, and has received numerous grants to run specialized and ESL/Workplace English programs.

For more information on the HTA, visit www.LAHTA.org.

III. Background on City of Los Angeles Underrepresented/Underserved Populations Program

The City of Los Angeles Economic and Workforce Development Department (EWDD) funded the HTA to provide workforce development, career services and support services to underrepresented/underserved populations in the City of Los Angeles' Southeast and South Los Angeles areas per City of Los Angeles Community Planning Areas (areas with the highest percentages of poverty and unemployment and lowest levels of educational attainment) The targeted populations for the LA City UUP Program overall include the following:

1. Ex-offenders
2. Homeless Youth (Ages 18-24)
3. Linguistically Isolated Adults
4. People of Color
5. Single Parents
6. Transgender Persons
7. Older Workers

The HTA UUP projects are funded under number 4, People of Color and successful respondents are to provide services under this category only (Section V herein.)

The LA City UUP program is built on the following premise:

Despite the overall economic recovery, the recovery remains uneven, with stubbornly high unemployment rates among populations with significant barriers to employment. While the City's Workforce Development System (WDS) has undergone a major redesign, and is now emphasizing greater coordination among workforce development agencies, education/training providers, government agencies, and businesses, as well as placing greater emphasis on serving high-barrier populations, the Workforce Development Board (WDB) remains concerned that segments of the City's population will be left out of the economic recovery.

Individuals served by the UUP program must be eligible for services under the federal Workforce Innovation & Opportunity Act (WIOA) as:

1. Adults, 18 years or older
2. Dislocated Workers

Specific information on WIOA eligibility guidelines can be found under WSD15-14 at www.edd.ca.gov/jobs_and_training/Active_Directives.htm.

IV. Applicable Terms

Successful respondents to this RFQ must comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA), 20 CFR Parts 603, 651, 652, et al. Workforce Innovation and Opportunity Act; Final Rule, and 2 CFR Chapter I,

Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.

Respondents to the RFQ should base their quotes on the knowledge that:

1. HTA's entire proposed program (including the work HTA will do itself) has a total WIOA budget of \$125,000;
2. Available funding for the successful respondent(s) of this RFQ will be a maximum of \$38,000 per award,
3. Contract term will be no more than seven (7) months ending June 30, 2018, and

Successful respondents to this RFQ may be eligible to a contract time extension only and/or a contract amendment of time and additional funds contingent on LA City EWDD granting the same to the HTA.

V. UUP Services Sought by HTA under this Request for Quotes

HTA's LA City UUP projects are funded to serve "People of Color" as the UUP target group as will the successful respondents for this RFQ. The City EWDD UUP RFP provided the following information regarding this target group:

In support of President Obama's My Brother's Keeper initiative, the WDS is seeking to expand program services, to bring up the educational attainments and reduce the incarceration rates of males of color residing within the South Los Angeles and Southeast Los Angeles Community Planning Areas of the City (areas with the highest percentages of poverty and unemployment and lowest levels of educational attainment).

UUP services for which HTA is seeking quotes will include:

A. Service 1 - Outreach and Recruitment

1. Lead efforts to outreach into UUP communities as described in Section III herein and recruit individuals for participation in the WIOA-funded workforce/career services program through program "Navigators."
2. Co-host program orientations for UUP populations to disseminate information about the WDS.

B. Service 2 - Referrals to the Workforce System

1. Make program referrals of eligible participants to partner WorkSource/ YouthSource Centers through "Navigators" for co-enrollment into WIOA.
2. Coordinate education, career and mental health assessments, as needed, with WDS partners, and develop Individual Service Plan.

C. Service 3 - Training to WSC Staff/Case Managers

Program Navigators will be responsible for developing and providing training and technical assistance to WDS providers to enhance the system’s capacity to serve target populations.

VI. City of Los Angeles Performance Expectations under the UUP Program

The HTA is required to meet quantitative Annual Performance Measures (WIOA Adult Performance levels) described below:

| | |
|--|---------|
| Minimum Number of Unduplicated Customers to be Served | 75 |
| Minimum Number of Unduplicated Eligible Customers enrolled in WIOA | 75 |
| Number of Unduplicated Customers that will be placed into training | 25 |
| Percentage of Enrolled Customers that will be placed into employment | 67.25 % |
| Percentage of Enrolled Customers that will retain employment three quarters after exit | 78% |

VII. Request for Quote Response Package

A RFQ (proposal) response package will consist of:

- A. A completed and signed Applicant Information, Proposed Service(s) and Signature form (Exhibit 1)
- B. A completed Experience/Qualifications and Quote for Services form *for each service* the applicant seeks to provide under HTA’s UUP program (Exhibits 2 through 4).


VIII. Deadline for Responses

~~Responses to this Request for Quotes are due no later than 5:00 p.m. (Pacific) on Wednesday, December 20, 2017. The submittal date for responses to this Request for Quotes has been extended. Responses are due no later than 5:00 p.m. (Pacific) on Tuesday, January 2, 2018.~~

Responses should be submitted by email as a single Microsoft Word document. Email proposal response packages to Maggie.Mireles@lahta.org.

IX. Questions Regarding this Request for Quote

Questions regarding this Request for Quotes should be directed by email to Maggie Mireles, HTA Director of Operations at Maggie.Mireles@lahta.org.

| | |
|---|--|
|  <p>HTA LOS ANGELES HOSPITALITY TRAINING ACADEMY</p> | <p>Request for Quotes for HTA Workforce Development Services Projects funded by City of Los Angeles WIOA Underrepresented/Underserved Populations Program</p> |
|---|--|

APPLICANT INFORMATION, PROPOSED SERVICE(S) SUMMARY & SIGNATURE

I. Applicant Information (indicate N/A for any item not applicable)

| | | |
|----|--|--|
| 1. | Proposer's Name (legal name of entity or individual) | |
| 2. | Name of Authorized Contact Person | |
| | Title of Authorized Contact Person | |
| | Phone Number – Contact Person | |
| | E-Mail – Contact Person | |
| 3. | Administrative Address | |
| | Mailing Address (if Different) | |
| 4. | Phone Number | |
| | TTY Number | |
| | Fax Number | |
| 5. | Other Agency Email Address (optional) | |
| | Agency Website Address | |

II. Proposed Service(s)


Within the table below, indicate the service(s) for which you are providing a quote by marking "X" in the column at the right.

| | | |
|-----------|-------------------------------------|--|
| Service 1 | Outreach and Recruitment | |
| Service 2 | Referrals to the Workforce System | |
| Service 3 | Training to WSC Staff/Case Managers | |

III. Signature

The name, title and signature of an individual authorized to submit the attached quote(s) is required below, along with the date of signature.

| | |
|-----------|--|
| Name | |
| Title | |
| Signature | |
| Date | |

| | |
|---|---|
|  | <p align="center">Request for Quotes for HTA Workforce Development Services Projects funded by City of Los Angeles WIOA Underrepresented/Underserved Populations Program</p> |
|---|---|

EXPERIENCE/QUALIFICATIONS AND QUOTE FOR SERVICES

Outreach and Recruitment

1. Experience and Qualifications

In no more than 150 words, describe your experience and qualifications to provide this service as part of HTA's project to serve People of Color under the City's UUP Program.

2. Quote for Services

In the table below, indicate the cost of services you propose for Outreach and Recruitment, indicating the total quote for this service in the final row.

| | |
|---|--|
| Personnel Costs | |
| <i>Salaries</i> | |
| <i>Fringe Benefits</i> | |
| Subtotal Personnel | |
| Other Costs (describe) | |
| | |
| Subtotal Other | |
| Indirect Costs | |
| | |
| Subtotal Indirect | |
| TOTAL QUOTE (personnel + other + indirect) | |

| | |
|--|--|
|  <p>LOS ANGELES HOSPITALITY TRAINING ACADEMY</p> | <p>Request for Quotes for HTA Workforce Development Services Projects funded by City of Los Angeles WIOA Underrepresented/Underserved Populations Program</p> |
|--|--|

EXPERIENCE/QUALIFICATIONS AND QUOTE FOR SERVICES

Referrals to the Workforce System


1. Experience and Qualifications

In no more than 150 words, describe your experience and qualifications to provide this service as part of HTA's project to serve People of Color under the City's UUP Program.

2. Quote for Services

In the table below, indicate the cost of services you propose for Referrals to the Workforce System, indicating the total quote for this service in the final row.

| | |
|---|--|
| Personnel Costs | |
| <i>Salaries</i> | |
| <i>Fringe Benefits</i> | |
| Subtotal Personnel | |
| Other Costs (describe) | |
| | |
| Subtotal Other | |
| Indirect Costs | |
| | |
| Subtotal Indirect | |
| TOTAL QUOTE (personnel + other + indirect) | |

| | |
|--|--|
|  <p>LOS ANGELES HOSPITALITY TRAINING ACADEMY</p> | <p>Request for Quotes for HTA Workforce Development Services Projects funded by City of Los Angeles WIOA Underrepresented/Underserved Populations Program</p> |
|--|--|

EXPERIENCE/QUALIFICATIONS AND QUOTE FOR SERVICES

Training to WSC Staff/Case Managers

1. Experience and Qualifications

In no more than 150 words, describe your experience and qualifications to provide this service as part of HTA’s project to serve People of Color under the City’s UUP Program.

2. Quote for Services

In the table below, indicate the cost of services you propose for Training to WSC Staff/Case Managers, indicating the total quote for this service in the final row.

| | |
|---|--|
| Personnel Costs | |
| <i>Salaries</i> | |
| <i>Fringe Benefits</i> | |
| Subtotal Personnel | |
| Other Costs (describe) | |
| | |
| Subtotal Other | |
| Indirect Costs | |
| | |
| Subtotal Indirect | |
| TOTAL QUOTE (personnel + other + indirect) | |