



**Request for Proposals for Hospitality Training Academy (HTA)
Workforce Development Services Projects – Professional
Services**

I. Purpose of the Request for Proposals (RFP)

The Hospitality Industry Training and Education Fund dba Hospitality Training Academy (HTA) is seeking qualified and experienced organizations or individuals, or other entities, to act as the \Subject Matter Expert(s) (SME) to the HTA, or training expert(s) to prepare HTA staff regarding the provision of hospitality and food service training services to clients who may be victims of domestic violence (DV) or human slavery and trafficking, in connection with current or future HTA projects. The HTA projects involved may be funded by current or future grants.

The HTA is seeking to partner with local DV and/or human slavery and trafficking agencies to provide hospitality and food service training to their client referrals. The HTA is looking to identify subject matter experts to enhance its services to these clients. Through this RFP process, the HTA will meet federal, state, and local procurement requirements for current and future projects for up to 4 years from the RFP release date. The specific services sought are described under item V (A through E) herein.

II. Background on HTA

HTA is a 501(c)(3) non-profit institution and a labor-management partnership/Taft-Hartley fund sponsored by UNITE HERE Local 11 and its contributing employers. HTA provides benefits to eligible participants, including Local 11 members, employees and potential employees of contributing employers. The Local 11 membership is incredibly diverse, comprised of 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.

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

III. Background on HTA Programs and Services

The HTA has, or intends to apply for, federal/WIOA, state, county and municipal funding to work with low-income jobseekers to assist with resumes, mock-interviewing, job/skill training, and then work to pipeline these clients into a union, hospitality job with good wages and benefits. Additionally, the HTA provides training to “upskill” the current Local 11 workforce of its contributing employers, and provides instruction on the National Restaurant Association’s (NRA) ServSafe Food Certification and TIPs Safe Alcohol Service Training. The City and the County Workforce Development Board (WDB) designated 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 and State of California Department of Apprenticeship Standards (DAS) Apprenticeship Program for Culinary/Line Cook and Room Attendant/Housekeeper, and has received numerous grants to run specialized and ESL/Workplace English programs.

Previously, the HTA has received various grants from the U.S. Department of Labor, California Workforce Development Board (WDB), and the City of Los Angeles’ WDB. All are focused on the training, employment, and social supports required by vulnerable, under-resourced populations in the greater Los Angeles area.

The HTA works with its partnership base to recruit youth and adults interested in participating in HTA Trainings. This base includes organizations that work directly with our target populations and communities, such as Los Angeles Unified School District’s (LAUSD) Division of Adult and Career Education (DACE); local AJCCs and WorkSource Centers, City-funded YouthSource and FamilySource Centers, City of Los Angeles-funded Domestic Violence Shelters, the Coalition to Abolish Slavery and Trafficking (CAST), Pacific Asian Consortium in Employment (PACE), Faith and Community Empowerment (FACE), TransLatin@ Coalition, the LGBT Center, YWCA of Greater Los Angeles, and more than 95 other local organizations. HTA’s team and partners co-case manage clients and provide, identify, and request supportive services for clients to ensure successful completion of training and securing/retaining employment in the hospitality industry. Supportive services include, but are not limited to, counseling, coaching, food and housing, transportation, tutorial services, job interview skills, resume preparation, and long-term supports for employment retention.

IV. Applicable Terms

Successful respondents to this RFP 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 RFP should base their proposals on the knowledge that:

1. Awards and contracts under this RFP are contingent on the availability of funds to the HTA;
2. Awards under this RFP will be no more than a total of \$8,000 for all Services in Section V of this RFP; and
3. Contract term shall be no more than 12 months.

V. Services Sought by HTA under this Request for Proposals

The HTA is seeking a Subject Matter Expert(s) (SME) in domestic violence and human trafficking regulations and services. The SME will act, along with HTA staff, as a liaison between the HTA and DV and slavery and human trafficking shelters, and related agencies, with regard to facilitating communications, regulatory compliance, confidential information and case file requirements. The SME will provide the HTA with written policies, guidance, and procedures related to client information and file confidentiality, redaction requirements for legal or security purposes, domestic violence client file required forms, and supportive services.

Additionally, the HTA is seeking a SME(s) who is a Trainer(s) that can broaden the knowledge base of HTA staff and instructors regarding domestic violence and human trafficking service such as background, challenges, and potential issues they may encounter when providing employment and training, and social support services to clients referred to the HTA by Los Angeles City and/or County-funded Domestic Violence Shelters, the Coalition to Abolish Slavery and Trafficking (CAST), Faith and Community Empowerment (FACE), TransLatin@ Coalition, the LGBT Center, and other community partners. The successful bidder(s) will provide formal training to HTA staff and instructors on domestic violence and/or slavery and trafficking issues to ensure proper client care and delivery of trauma-informed care.

The services for which the HTA is seeking proposals and quotes will include:

- A. **Liaison for Project Meetings** - The SME(s) will act, along with HTA staff, as a liaison between the HTA and DV and slavery and trafficking shelter agencies, and other related partners, to facilitate agency and client referrals, facilitate communications, ensure regulatory compliance and confidentiality.
- B. **Liaison for Project Conference Calls** - The SME(s) will ensure agency and client referrals, confidentiality requirements for case files, regulatory compliance, and

troubleshoot any communication issues between the HTA staff and DV and slavery and human trafficking agencies, and other related partners.

- C. **SME for Policies and Procedures** - The SME will develop and provide the HTA with written policies, guidance, and procedures related to client information and file confidentiality, redaction requirements for legal or security purposes, domestic violence client file required forms, and supportive service needs.

- D. **SME for Training/Domestic Violence Subject Matter** - The SME(s) will provide *one, 6-hour, formal training session* to HTA staff and instructors on domestic violence issues to ensure proper client care and delivery of trauma-informed care. The training session will broaden HTA's knowledge base regarding domestic violence, including challenges, and potential issues that may be encountered when providing employment and training, and social support services. The training session may include, but is not limited to: the history, dynamics of domestic violence, cultural diversity of domestic violence, impact on children of domestic violence, crisis intervention, domestic violence reporting, and advocacy. The SME will provide the HTA with a syllabus and copies of the training session PowerPoint presentation and all class handouts.

- E. **SME for Training/Slavery & Human Trafficking Subject Matter** - The SME(s) will provide *one, 4-hour, formal training session* to HTA staff and instructors on slavery and human trafficking issues to ensure proper client care and delivery of trauma-informed care. The training session will broaden the HTA's knowledge base regarding slavery and human trafficking including challenges, and potential issues that may be encountered when providing employment and training, and social support services. The training session may include, but is not limited to: an introduction to the subject of slavery and human trafficking, services for survivors of modern-day human trafficking; overview of the control factors associated with slavery and human trafficking including, force, fraud and coercion; control strategies used by traffickers; and legal advocacy on behalf of trafficking survivors. The SME will provide the HTA with a syllabus and copies of the training session PowerPoint presentation and all class handouts.

The SME(s) will provide services to the HTA utilizing their knowledge and experience with regard to California Welfare and Institutions Code Sections 18290-18370; California Evidence Code Section 1037; California Penal Code Sections 13823.15 and 13823.16; U.S. Department of Labor Trafficking Victims Protection Act and Trafficking Victims Protection Reauthorization Act; AB 22 California Trafficking Victims Protection Act (CTVPA).

VI. Proposal Evaluation Factors

Proposals for each service will be reviewed by an evaluation team, which will assign a score to each proposal in accordance with the following evaluation criteria.

Evaluation Criteria	Weight
Experience with similar project(s) and qualifications	30%
Design of Service proposed	40%
Quote for Services	30%

VII. Award and Contract

Award and contract are solely contingent on the availability of funds to the HTA from federal, state and local funding sources that will allow the HTA to enter into a professional services contract with the successful bidder(s). The contract will specify all services to be provided, associated costs to be paid to the contractor in connection with the delivery of services, and timeframes for the delivery of services and completion of work.

VIII. Request for Proposals Response Package

A RFP (proposal) response package will consist of:

- A. A completed and signed Applicant Information, Proposed Service(s) and Signature form (Exhibit 1)
- B. A completed Bidder Response form and Quote for Services form *for each service* the applicant seeks to provide under this RFP (Exhibits 2 through 6).

IX. Questions Regarding this Request for Proposals

Questions regarding this Request for Proposals (RFP) should be directed by email to Adine Forman, HTA Executive Director, at Adine.Forman@lahta.org no later than November 13, 2015.

X. Deadline for Responses

Responses to this Request for Proposals are due no later than 5:00 p.m. (Pacific) on November 15, 2018.

Responses should be submitted by email as a single Microsoft Word document with subject line – DV RFP (Your (Agency) Name). Email proposal response packages to Adine Forman, HTA Executive Director, at Adine.Forman@lahta.org.

XI. RFP Timeline

Release of RFP	10/29/18
Last date to submit questions regarding the RFP	11/13/18
Proposals in response to RFP Due	11/15/18 at 5 pm PST
Award Announced	11/26/18
Appeals Due	12/5/18
Contract executed with the successful bidder(s)	Contingent on available funding

XII. Appeals Process

The successful bidder will be announced by the HTA on, November 26, 2018. Following the announcement, other bidders may file an appeal. Bidders may appeal procedural issues only.


Appeals should be directed by email to Adine Forman, HTA Executive Director, at Adine.Forman@lahta.org. All appeals are due not later than 5:00pm, (Pacific) on December 5, 2018.

To file an appeal, bidders must submit it in writing and identify the specific reason(s) for the appeal. Written appeals shall not be more than one (1) page, single-spaced with one-inch margins and a 12-point Arial font.

Written appeals must include the following information:

1. The entity name, contact name, email, telephone number, and the address of the proposer.
2. Detailed statement of the appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposed service will be permitted. All appeals will be reviewed by the HTA Board of Trustees. The review of the appeal will be communicated no later than December 12, 2018. The decision of the HTA Board of Trustees shall be final.

	<p>Request for Proposals for HTA Workforce Development Services Projects – Professional Services</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.	Federal Tax ID Number	
6.	State Business License 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.

A. Liaison for Project Meetings	
B. Liaison for Project Conference Calls	
C. SME for Policies and Procedures	
D. SME for Training/Domestic Violence Subject Matter	
E. SME for Training/Human Trafficking Subject Matter	

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	

	Request for Proposals for HTA Workforce Development Services Projects – Professional Services
---	--

BIDDER RESPONSE FORM

A. Liaison for Project Meetings


1. Experience and Qualifications, and Summary of Services Design

In no more than 200 words, describe your experience and qualifications to provide these services, and a summary of your proposed services design as part of HTA’s projects which serve clients including referrals from community partners, domestic violence shelters, and others.

2. Quote for Services

In the table below, indicate the cost of services PER HOUR you propose for Liaison for Project Meetings.

HOURLY RATE	\$
--------------------	-----------

	Request for Proposals for HTA Workforce Development Services – Professional Services
---	---

BIDDER RESPONSE FORM

B. Liaison for Project


1. Experience and Qualifications, and Summary of Services Design

In no more than 200 words, describe your experience and qualifications these services, and a summary of your proposed services design as part of HTA's projects which serve clients including referrals from community partners, domestic violence shelters, and others.

2. Quote for Services

In the table below, indicate the cost of services PER HOUR you propose for Liaison for Project Conference Calls.

HOURLY RATE	\$
--------------------	-----------

	Request for Proposals for HTA Workforce Development Services Projects – Professional Services
---	--

BIDDER RESPONSE FORM

C. SME for Policies and Procedures


1. Experience and Qualifications, and Summary of Services Design

In no more than 200 words, describe your experience and qualifications to provide these services, and a summary of your proposed services design as part of HTA’s projects which serve clients including referrals from community partners, domestic violence shelters, and others.

2. Quote for Services

In the table below, indicate the cost of services PER HOUR you propose for SME for Policies and Procedures.

HOURLY RATE	\$
--------------------	-----------

	Request for Proposals for HTA Workforce Development Services Projects – Professional Services
---	--

BIDDER RESPONSE FORM

D. SME for Training/Domestic Violence Subject Matter


1. Experience and Qualifications, and Summary of Services Design

In no more than 200 words, describe your experience and qualifications to provide these services, and a summary of your proposed services design as part of HTA’s projects which serve clients including referrals from community partners, domestic violence shelters, and others.

2. Quote for Services

In the table below, indicate the cost of services PER HOUR you propose for SME for Training/Domestic Violence Subject Matter.

HOURLY RATE	\$
--------------------	-----------

	Request for Proposals for HTA Workforce Development Services Projects – Professional Services
---	--

BIDDER RESPONSE FORM

E. SME for Training/Slavery & Human Trafficking Subject Matter

1. Experience and Qualifications, and Summary of Services Design

In no more than 200 words, describe your experience and qualifications to provide these services, and a summary of your proposed services design as part of HTA’s projects which serve clients including referrals from community partners, domestic violence shelters, and others.

2. Quote for Services

In the table below, indicate the cost of services PER HOUR you propose for SME for Training/Human Trafficking Subject Matter.

HOURLY RATE	\$
--------------------	-----------