



PROGRAM: Barrio Action Youth & Family Center - Family Source Center Services

PROGRAM OVERVIEW:

Barrio Action Youth & Family Center manages the Northeast Los Angeles FamilySource Center (FSC). Communities in the Northeast FSC include El Sereno, Hermon, Lincoln Heights, Highland Park and Eagle Rock. The FSC is funded by the City of Los Angeles Community Investment for Families Department (CIFD) through Federal, State, and local funds, and serves as the City's delivery system for anti-poverty initiatives and essential social services. The FSC is a one-stop center that provides a continuum of core services designed to financially empower poor, very-low, and low-income families to become more self-sufficient by increasing family income through the provision of financial security programs, homelessness prevention, and also to preparation of low-income youth to graduate from high school and qualify for post-secondary education.

SUB-CONTRACTOR BID SOLICITATION:

Barrio Action Youth & Family Center is seeking bids to subcontract with qualified organizations that are skilled and experienced in providing Employment Services for the Northeast Los Angeles FamilySource Center.

SOURCES OF FUNDS AND FUNDING REQUEST

The primary funding sources for this bid are a combination of Community Development Block Grant, Community Services Block Grant, and City General Funds.

ANTICIPATED TERMS OF CONTRACT:

The anticipated term of the FamilySource contract is November 1, 2025 through June 30, 2026 with an option to extend for one additional year.

SCOPE OF WORK:

Scope of work: Subcontractor shall screen both adult and youth participants to determine if they are eligible for employment support services. Subcontractor shall provide job readiness development such as resume development, job search, and interview skills training, and adult linkage to obtain high school diploma, HiSET or GED.

Subcontractor shall help adults and youth obtain employment and acquire one of the following supporting documentation: 1. Copy of 1st paycheck stub for adults or copy of 1st paycheck stub **and** school work permit for youth. 2. Letter from the employer containing the employer name, position, wage rate, start date.

Deliverables: Subcontractors are required to submit monthly programmatic progress reports along with their cash requests by the 7th of each month for the preceding month. Program progress reports should include a narrative outlining the amount of clients served, performance measures achieved, client success stories, and challenges. Monthly invoicing should include supporting documents for expenses being billed consisting of but not limited to approved expense form, receipts, and proof of payments.

Each proposer will be required to meet the minimum quantitative Performance Measures:

Performance Measures	Performance Goals
Minimum # of Unduplicated Clients to receive employment services: Subcontractor shall provide job readiness development such as resume development, job search, and interview skills training, and adult linkage to obtain high school diploma, HiSET or GED.	100
Minimum # of Unduplicated Clients Achieving Obtained Employment (Up to the City of Los Angeles Living Wage)	20
Minimum # of Unduplicated Clients Achieving Obtained Employment (With a City of Los Angeles Living Wage or Higher)	20
Minimum # of Unduplicated Clients Achieving Improved Employment	10

Barrio Action Youth & Family Center will review the progress of the above annual objectives in March 2026 of the contract period (date to be determined).

ELIGIBLE BIDDERS (Threshold Requirements):

Eligible bidders are invited to submit proposals indicating their interest in this project. Bids will be accepted only from community-based, non-profit organizations that meet the following criteria. Bidders must meet the following criteria to be eligible:

1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration the California Secretary of State;
2. Be in good standing with the Secretary of State, if a corporation or limited liability company;
3. Have not been determined to be non-responsible or been disbarred by the City pursuant to the Contractor Responsibility Ordinance.

4. Have not been disbarred by the federal government, State of California, or local government.
5. Have a minimum of five (5) years continuous experience in providing services comparable to those solicited herein.
6. Not have any outstanding debt which has not been repaid or for which a department agreement plan has not been implemented, if the proposer has previously contracted with the State of California or the City of Los Angeles. If it has contracted with the CIFD, it must not have any outstanding disallowed costs or other liability to the City, or be on corrective action for the current fiscal year.
7. Not have conflict of interest with any parties involved in this contract, either through the awarding of this contract or through the provision and receipt of services.
8. Disclosure of any political contributions to City Officials.

BID PROPOSALS:

Bidders shall include three brief program narratives that describe their demonstrated ability and program design, as well as budget forms that detail costs associated with the project. Narratives are not to exceed two pages. Budget forms do not count toward the two-page limit. All bids are to include a budget of up to **\$50,000**.

NARRATIVE 1- DEMONSTRATED ABILITY (10 POINTS)

- Describe your organization background and experience in providing Employment Services as described in the scope of work, to low- and moderate-income individuals/families as outlined in the scope of work, within the last 3 years.

NARRATIVE 2- PROGRAM DESIGN (10 POINTS)

- Describe your proposed program design to meet the performance measures outlined in the scope of work.

NARRATIVE 3 - COST REASONABLENESS, LEVERAGED RESOURCES, AND FINANCIAL VIABILITY (10 POINTS)

- Provide a brief narrative summarizing your financial stability based on your agency's past 24-month financial statements. This may include but not be limited to balance sheets or statements of financial position, statement of income, and statement of cash flow.
- Using the following Budget Forms: Budget Summary, Schedule of Personnel Costs, Budget Detail, & Budget Narrative, describe in detail your proposed costs in providing your proposed scope of work for an eight-month funding period of 11/01/25 – 06/30/26.
- Any staff funded in whole or in part of these grant funds, shall be paid a salary that is consistent with the City's Living Wage Ordinance of \$22.00 per hour. Living wage exemptions will not be granted for the FSC program because, as the City's anti-poverty program, it does not align with the FamilySource System's vision of lifting families out of poverty.
- Also include any non-federal Matching / Leveraged Resources / Funds.

EVALUATION CRITERIA:

Bids will be evaluated and rated from **1- 30 points based on the bid package submitted.**

IMPORTANT DATES:

Bid Release: 10/03/2025

Bid Submission Deadline: 10/10/2025

Responses will be evaluated and a notice to proceed will be effected no later than: **10/15/2025**

SUBMISSION ADDRESS:

Please submit a written proposal by tmembreno@barrioaction.org to the attention of: **Tammy Membreno**

All bids must be received by Monday, October 13, 2025, by 5:00pm. Bids must be signed and dated to be considered.

If selected, you will be required to provide a copy of your City of Los Angeles business license, proof of insurance, proof of registration with <https://www.sam.gov/SAM/> (must not be debarred, suspended, or otherwise excluded from participation in Federal assistance programs), and a copy of your Workers Compensation Insurance Coverage.

QUESTIONS OR TECHNICAL ASSISTANCE:

Contact: Tammy Membreno, President & CEO

tmembreno@barrioaction.org

ATTACHMENT: Budget Forms