



PROGRAM: El Nido Family Centers – North Valley FamilySource Center

PROGRAM OVERVIEW:

El Nido Family Centers manages the North Valley Family Source Center (FSC). The FSC is funded by the City of Los Angeles Housing + Community Investment Department (HCIDLA) 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 asset-building programs and also to prepare low-income youth to graduate from high school and qualify for post-secondary education.

SUB-CONTRACTOR BID SOLICITATION:

El Nido Family Centers is seeking bids to subcontract with qualified organizations that are skilled and experienced in providing legal immigration services for the North Valley Family Source 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 Family Source contract is September 1, 2020 through June 30, 2021 with an option to extend for an additional one-year term.

SCOPE OF WORK:

Scope of work: El Nido Family Centers is seeking a subcontractor that can provide legal immigration services that includes: consultations, DACA applications, citizenship and residency applications, applications to assess eligibility for immigration benefits, permanent residency, u-visas, FOIA and other immigration related background screening for naturalization process. Subcontractor should have the capability of providing services virtually and/or on-site. Whenever on-site services are warranted, subcontractor should follow CDC recommendations and guidelines.

Deliverables:

El Nido Family Centers is seeking the following deliverables:

- Serve a total of 120 low income clients in a variety of service modalities that includes DACA applications, Naturalization applications and consultations
 - Support 10 or more clients in obtaining legal citizenship

- Support 5 or more clients in obtaining permanent or temporary residency
- Provide proof of service on a monthly basis to Family Source Center staff liaison at Pacoima office. Proof of services to be also accompany the monthly invoices.
- Proof of outcomes will be due quarterly on the 10th day of every quarter

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

Performance Measures	Annual Performance Goals
Minimum # of Unduplicated Customers to be Served	120
Minimum #of Unduplicated Customers Achieving Increased Family Income	100
Minimum Number of Unduplicated Customers in Achieving Increased Academic Achievement	N/A

El Nido Family Centers will review the progress of the above annual objectives in month 6 and 9 of the contract period. This includes two fiscal and two programmatic reviews that are to be done by December 31, 2020 and March 31, 2021.

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 HCIDLA, it must not have any outstanding disallowed costs or other liability to the City, or 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 in the amount of \$50,000.

NARRATIVE 1- DEMONSTRATED ABILITY (10 POINTS)

- Describe your organization background and experience in providing legal immigration services to low- and moderate-income individuals/families as outlined in the scope of work, within the last 5 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, Spending Plan Worksheet, & Budget Narrative, describe in detail your proposed costs in providing your proposed scope of work for a ten-month funding period of 9/1/20 – 6/30/21.
- 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 \$15.00 per hour with health benefits of at least \$1.25 per hour or \$16.25 per hour without health benefits. 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: July 14, 2020

Bid Submission Deadline: July 31, 2020

Responses will be evaluated and a notice to proceed will be effected no later than: September 1, 2020

SUBMISSION ADDRESS:

Please submit a written proposal by email to the attention of:

Veronica Ruiz
FSC Program Director
El Nido Family Centers
vrui@elnidofamilycenters.org

Ara Avakyan
Grants Administrator
aavakyan@elnidofamilycenters.org

Include: Legal Immigration Services Bid in subject line

All bids must be received by July 31, 2020. Bids must be signed and dated to be considered.

If selected, you will be required to provide a copy of your business license, proof of insurance, and a copy of your Workers Compensation Insurance Coverage.

QUESTIONS OR TECHNICAL ASSISTANCE:

Contact:

Veronica Ruiz
FSC Program Director
vrui@elnidofamilycenters.org

Ara Avakyan
Grants Administrator
aavakyan@elnidofamilycenters.org