

PROGRAM: El Nido Family Centers – SW Family Source Center – VITA SERVICES

PROGRAM OVERVIEW:

El Nido Family Centers manages the South West LA FamilySource 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 VITA services for the SW 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 July 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 looking for a subcontractor that can provide VITA tax services that has a minimum of five years of experience. The subcontractor will prepare tax returns for a minimum of 180 El Nido customers and secure copies of filed tax returns reflecting the State and/or Federal tax credit or a Tax Assistance Exit Survey to support outcome credits totaling minimum of \$250,000.

The subcontractor will enroll a minimum of 15 El Nido's clients to establish an Individual Development Account. Clients will save \$200 within 4 to 6 months for a specific asset (college, higher education, training and workforce development, etc.). The subcontractor will collect supporting documentation to verify the opening of the account and track monthly savings for a minimum 15 IDA participants. The subcontractor will also provide two staff trainings on financial coaching.

Deliverables: El Nido Family Centers is seeking the following deliverables:

- a. Prepare tax returns for a minimum of 180 El Nido Family Center's Family Source Center low to moderate income customers and secure copies of filed tax returns reflecting the State and/or Federal tax credit OR a Tax Assistance Exit Survey to support outcome credits totaling in the amount of \$250,000.
- b. Enroll a minimum of 15 El Nido clients to establish an Individual Development Account. Clients will save \$100 within 4 to 6 months for a specific asset (college, higher education, training and workforce development, etc.).
- c. Collect supporting documentation to verify the opening of the account.
- d. Track monthly savings for a minimum 15 IDA participants.
- e. Provide training for staff on Financial Coaching

f. Proof of service in the form of client files are due monthly on the 10th day of each month. Proof of service will accompany the monthly invoices on the 10th day of each month.

g. Proof of outcomes will be due quarterly on the 10th day of each 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	195
Minimum #of Unduplicated Customers Achieving Increased Family Income	180
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. Those are the *two fiscal and two programmatic reviews. And they are done 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 of up to \$30,000.

NARRATIVE 1- DEMONSTRATED ABILITY (10 POINTS)

- Describe your organization background and experience in providing VITA 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 twelve-month funding period of 7/1/20 – 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: August 10, 2020

Bid Submission Deadline: August 17, 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: Jackie Cohen, Regional Director, El Nido Family Centers with VITA Services Bid in the subject line to jcohen@elnidofamilycenters.org.

All bids must be received by August 17, 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: Jackie Cohen: 516-526-9532

jcohen@elnidofamilycenters.org

Attachment: Budget Forms