PROGRAM: Latino Resource Organization - West Los Angeles FamilySource Center
LEGAL/IMMIGRATION SERVICES

PROGRAM OVERVIEW:
Latino Resource Organization, Inc. manages the West Los Angeles 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:
Latino Resource Organization, Inc. is seeking bids to subcontract with qualified organizations that are skilled and experienced in providing Legal-Immigration Services for the West 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 July 1, 2020 through June 30, 2021 with an option to extend for an additional one year term.

SCOPE OF WORK:
Scope of work:

The provision of High-quality, Community-Based, Legal Immigration Services aimed to protect and advance the rights of low-income families; through representation, systems change, and community education. The FamilySource System seeks specific legal services in the areas of Immigration.

This RFP is to secure a non-profit agency to provide the following services:

1. **Immigration Services** that help secure the immigration status of low-income immigrants and families that enable them to prosper and thrive. Immigration work that focuses on adults, minors,
and includes survivors of crime. Assistance is required in the areas of: Naturalization, DACA, Permanent Residence/Renewals, Adjustments of Status, VAWA Self Petitions, U Visas and T Visas.

2. **Family Law** Legal Services as they relate to Immigration Services which educate and empower FSC Customers by providing information they need to build and plan a stable family life. Assistance is required in the areas of: Divorce, Child Custody, Child Support, Visitations, and Protective Orders. Legal Services must include Legal Advocacy for Victims of Crime such as Domestic Violence and Sexual Abuse Survivors.

3. Provide legal services in both English and Spanish is required.

4. Provide Legal Services in the areas of Immigration, and Family Law onsite and co-located at the West Los Angeles FamilySource Center, 1645 Corinth Ave. #112, Los Angeles, CA. 90025. A minimum of one (1) day per week from 9:00 – 5:00 p.m.

**Deliverables:**

A. **Bidder must propose a minimum number of clients they can serve with a $50K subcontract.** This is not a fee for service contract. The FamilySource Center seeks to ensure services to as many client as possible.

   i. **Required:** Immigration - DACA Applications, Naturalizations applications, Consultations.

   ii. **Required:** Child Custody, Child Support, Protective Orders, Divorce, and Victims of Crime.

B. **Recruit FSC Immigration Customers and accept FSC referrals from WLA FamilySource Center to meet Proposed Minimum # of Unduplicated Customers to be Served**

C. Support at least 10 clients in obtaining legal citizenship

D. Support at least 5 clients in obtaining permanent or temporary residency

E. **Provide training for LRO Staff on legal services provided by the subcontractor**

F. **Provide training for clients on legal services provided by subcontractor**

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

H. **Proof of enrollments and outcomes reported bi-monthly on the 2nd and 4th Friday of every month.**
Each proposer will be required to meet the minimum quantitative Performance Measures:

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Annual Performance Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Minimum # of Unduplicated Customers to be Served</td>
<td>__________</td>
</tr>
</tbody>
</table>

Latino Resource Organization, Inc. will review the progress of the above annual objectives in month 6 and 9 of the contract period. Two fiscal and two programmatic reviews will be conducted 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 $50,000.00

NARRATIVE 1- DEMONSTRATED ABILITY (10 POINTS)
● Describe your organization background and experience in providing legal services in immigration, housing, and family law 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: 8/19/2020
Bid Submission Deadline: 9/03/2020 at 3:00 p.m.

Responses will be evaluated and a notice to proceed will be effected no later than: September 10, 2020

SUBMISSION ADDRESS:
Please submit a written proposal & budget by EMAIL with LEGAL IMMIGRATION SERVICES BID on subject line to info@latinoresource.org

All bids must be received by September 3, 2020 by 3:00 p.m. 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: Joseph Soto
jsoto@latinoresource.org

ATTACHMENT: Budget Forms