

MANAGED CAREER SOLUTIONS, INC.
3333 WILSHIRE BOULEVARD, SUITE 405
LOS ANGELES, CALIFORNIA 90010

REQUEST FOR QUALIFICATIONS

DEVELOPMENT
DIRECTOR/GRANT WRITER
CONSULTANT

MCS
RFQ – Development Director/Grant Writer

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Background

Founded in 1987, Managed Career Solutions, Inc. (MCS) is a human capital and economic development corporation whose mission is to act as a gateway to prosperity for workers, employers, and small businesses in Southern California. The company has two divisions:

1. **The Workforce Development Division** specializes in public sector workforce and economic development under contract to the State of California and City and County of Los Angeles agencies and departments. Current programs include:
 - Hollywood WorkSource Center
 - Northeast San Gabriel Valley WorkSource Center
 - Asian Pacific Mini Career Center
 - Governor’s Discretionary Veterans Program
 - The City of Los Angeles Healthcare Career Ladder Training Program
 - The City of Los Angeles Hospitality Program
 - Los Angeles Business Assistance Program at Harbor
 - Disability Program Navigator
 - General Relief Opportunities for Work – Wilshire
 - Summer Youth Employment Program Central City

2. **The Vocational Assessment Division** provides a wide range of assessments for GAIN/GROW participants in various DPSS regions in order to help participants prepare for and find employment.

II. RFQ Specifications

A. Services Solicited

In accordance with the corporate strategic plan, MCS is issuing a Request for Qualifications (RFQ) to select a Consultant/Director of Development for a program period of 12 months.

B. Cost Range

Given the scope of work, the consultant/contractor must be available throughout the PY 09-10 program year, which runs July 1, 2009 through June 31, 2010. The cost range is not to exceed \$75 per hour, or \$500 per day.

C. Eligible Proposers

Proposals will be accepted only from individuals or organizations that:

1. Are qualified to conduct business in the State of California;

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2. Are in good standing with the California Secretary of State, if a corporation or Limited Liability Company;
3. Have not been determined to be non-responsive or been debarred by the City pursuant to the Contractors Responsibility Ordinance;
4. Have at least thirty-six months of direct and/or related experience in the delivery of the same or similar services for which they are requesting consideration through this RFQ
5. Eligible entities include non-profit, 501(c)3 corporations, sole proprietorships, partnerships, and non-profit corporations.

D. Schedule

Release of RFQ	May 27, 2009
Submission Deadline for Letter of Intent to Apply	June 2, 2009
Submission Deadline for Proposal Submissions	June 8, 2009
Scoring of Proposals	June 12, 2009
Panel Interview	June 15, 2009
Announcement of Selected Consultant	June 22, 2009
Contractor Commences Work	July 1, 2009

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E. Letter of Intent to Apply

Any consultant or firm intending to submit a response to this RFQ must first submit a Letter of Intent to Apply that includes the bidder's name, address, and e-mail address. Letters of Intent can be e-mailed to mamador@mcsrehab.com or sent to: Managed Career Solutions, Inc. 3333 Wilshire Boulevard, Suite 405, Los Angeles, California 90010.

F. Deadline and Format for Proposal Submission

- a. The original proposal together with three (3) complete copies must be received in a sealed package by 5:00 p.m. PST to: Managed Career Solutions, Inc. 3333 Wilshire Boulevard, Suite 405, Los Angeles, California 90010, Attention: Martha Amador.
- b. Timely submission is the sole responsibility of the proposer. All proposals hand-delivered shall receive a date and time-stamped receipt.

G. Proposal Review Process

1. All proposals shall be reviewed to determine that minimum eligibility standards have been met. Ineligible proposers will be notified in writing
2. All eligible proposals shall be reviewed, scored and ranked.
3. If needed, oral interviews will be scheduled with top scoring proposer,
4. Proposers shall be notified in writing as to the outcome of the process.

H. Proposal Appeal Process

All applicants shall have the opportunity to appeal funding recommendations. Information on the appeals process and timeline will be specified in a written notice to all bidders when the award letters are released.

I. Proposal Evaluation Factors

The selected consultant shall demonstrate that he, she, or it has the capacity to develop innovative proposal strategies, collaborations and program designs, and complete quality proposal submissions in a timely manner. The successful proposer should understand workforce and economic development within a federal, state, and local context, and demonstrate a sustained ability to raise not less than \$750,000 in funds annually. During the term of the contract, the selected proposer shall be able secure a minimum of \$1 million in funding.

The following sets forth the elements the proposer shall describe in a narrative of not more than eight pages:

A. Demonstrated Ability (25 Points)

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1. Describe past performance as Grant Writer/Development Director for a minimum of 36 months. Include a description of each grant written that includes: (1) Description of company or agency for whom the grant was written; (2) Soliciting agency/funding source; (3) Description of the grant; (4) Partners; (5) Whether the grant was funded and for what amount.
2. Include your resume or company profile and resumes of key staff as Exhibit 2.

B. Grant Fund Development Strategy (20 points)

Describe your strategy for developing a minimum of \$1 million in new grant funds for MCS in PY 09-10. A description of MCS' programs can be found on page 3.

C. Grant Writing Samples (30 Points)

Include two sample excerpts of grant submissions you have written of not more than 20 pages each. Extra credit shall be given for sample grants in workforce development, human services programs, or economic development.

4) Budget (25 Points)

Complete Attachment 1.

III. General Preparation Guidelines

A. Narratives are limited to eight (8) pages and must follow these standards:

- Font type – Arial
- Font size - 12 point
- Single sided on white paper
- Margin – One inch on all sides
- Line Spacing – Single Spaced

B. Pages in excess of stated limits will not be read.

C. Each page must be numbered sequentially at the bottom of the page.

D. Proposal Checklist – Documents that must be submitted with proposal:

	Description	Page Number
1	Letter of Transmittal	
2	Table of Contents	

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3	Narrative	
5	Budget: Attachment 1	
4	Attachment 2: Curriculum Vitae/Resume or Company Profile & Resumes for Key Staff	

E. Letter of Transmittal must accompany each proposal, and include:

- The title, address, telephone number, Fax number, and e-mail of the proposer;
- And must be signed by the person authorized to bind the proposer to a contract.

F. Proposals must be submitted in the English language, with numerical data in the English measurement system, with costs in U.S. dollars.

IV. General Proposal Conditions

A. Costs incurred by Proposer: All costs of proposal preparation shall be borne by the proposer;

B. Best Offer: The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer that will remain open and valid for a minimum period of ninety (90) days from the submission deadline.

C. Accuracy and Completeness: The proposal must set forth accurate and complete information. Unclear, incomplete, and/or inaccurate documentation may not be considered. If the proposer knowingly and willfully submits false performance or other data, MCS reserves the right to reject that proposal. If it is determined that a contract was awarded as the result of false data or performance, MCS reserves the right to terminate the contract.

D. Withdrawal of Proposals: Proposals may be withdrawn by written request of the authorized signatory or the proposer's letterhead or by e-mail at any time prior to the submission deadline.

E. General MCS Reservations:

- a. MCS reserves the right to withdraw this RFQ at any time and without prior notice. MCS makes no representation that any contract will be awarded to any proposer responding to the RFQ. MCS reserves the right to reject any or all submissions.
- b. If an inadequate number of proposals is received or the proposals received are deemed non-responsive, or not cost effective, MCS may at its sole discretion reissue this RFP or execute a sole source contract with a vendor.
- c. MCS and/or their designee shall review and rate the proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. MCS

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reserves the right to request additional information or documentation, as it deems necessary.

- d. MCS reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, MCS reserves the right to reduce the rating points awarded.
- e. If the selection of the proposed is based in part on the qualifications of specific key individuals named in the proposal, MCS must approve in advance any changes in the key individuals or the percentage of time they spend on the proposal.

V. Standing of the Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with MCS or with the City of Los Angeles, or any other funding source; poor past or current contract performance with MCS, the City or any other funding source; or current disputed or disallowed costs with MCS, the City, or any other funding source.

VI. Contract Documents

The proposer approve for funding shall be required to negotiate a contract with MCS that shall include all documentation that is required pursuant to City contract policies.

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Attachment 1

PROPOSED BUDGET

Applicant Name: _____

Contact: _____

Telephone: _____

E-Mail: _____

In submitting this application, I/we warrant that to the best of our knowledge and belief, all costs are necessary, allowable, allocable and reasonable; and that any applicable discounts have been included in the costs to MCS.

A. PROPOSED BUDGET

Line Item		Cost
1	Personnel Expenses	\$
2	Materials and Supplies	\$
3	Mileage & Travel	\$
4	Others	\$
5	TOTAL	\$

B. BUDGET NARRATIVE: Provide a budget narrative to support your proposed costs. Discuss how you arrived at the cost breakdown.