**Invitation for Bid**

Managed Career Solutions (MCS) is a contractor with the Los Angeles BusinessSource Center System (LABSC) for the City of Los Angeles and serves as the administrative entity for this Invitation for Bid (IFB).

Proposing agencies are applying for Subcontract(s) with MCS in the amount of $175,000 per BusinessSource center (2 centers currently), with an option of procurement for additional MCS managed BusinssSouce centers in the future (if applicable). The services subcontracted include but are not limited to Operating Business enrollment, Access to Capital, Loans, Loan $ Amount, Job Creation and Job Retention.

MCS anticipates that contracts will be awarded to successful proposers for an initial period of twelve (12) months, April 1, 2016 to March 31, 2017 with an option to extend with four (4) additional one-year terms, depending on approval from the City of Los Angeles. At MCS’s sole option, any extension of the contract term will be contingent upon the availability of funds, evaluation of subcontractor’s performance, subcontractor’s continuing compliance with applicable federal, state, and local government laws and regulations. MCS reserves the right to adjust the contract term, amount and scope in order to best serve the needs of City residents and regulations of the grant or fund sources.

MCS is seeking proposals from qualified and experienced organizations and institutions to provide training, instruction, technical assistance and consulting (in both English and Spanish) to clients of the City's Los Angeles BusinessSource Center System (LABSC). This will target the following specific CDBG eligible clientele category and metrics:

* Operating Businesses
* Access to Capital
* Loans
* Loan $ Amount
* Job Creation
* Job Retention

Scope of Work

Subcontractor shall provide and deliver access to capital, including packaging loan proposals and matching business profiles to lender’s criteria. Subcontractor must be able to provide evidence of formal relationships with a variety of lenders. Subcontractor must have an adequately diverse source of capital that will serve Operating Business clients. The subcontractor will be required to provide MCS with a list of loan types and sizes that they are offering or have access to along with the qualifying criteria for those loans. Additionally, subcontractors are encouraged to develop access to other sources of funding such as angel, equity or investor sources, $0 fees loans, 0% loans, forgivable loans, and crowdfunding financing, such as KivaZip, and Somolend; and, shall provide information on these sources to MCS and their business clients.

Interested applicant bids must be able to deliver specific metrics associated with this clientele category. Contracts will be for twelve (12) months for Program Year 2016-17, with option of four (4) additional one (1) year renewals, based on performance and funding. Specific metrics include the following for each BusinessSource center:

* Number of Operating Businesses Enrolled 30
* Number Who Completed Coursework 20
* Number of New Businesses Location Established 4
* Number Who Developed a Business Plan/Exec Summary 20
* Number Who were Provided Access to Capital 30
* Number of Loans Funded 25
* Number of Loans Funded-City of Los Angeles 0
* Number of Total Loans Amount Funded 2.5 M
* Number of Business Referrals To WorkSource Center 15
* Number of New FTE Jobs Created 110
* Number of FTE Jobs Retained 45

Subcontractor is required to register with the City’s Business Assistance Virtual Network (“BAVN”) to begin the procurement process.

The following should be submitted with Bid:

(1) History of Demonstrated Effectiveness

Describe previous services that proposer has provided to the local community that are most similar to the program proposed in this IFB. If program has engaged in lending or packaging of loans, provide quantifiable evidence of the number and type of loans the proposer has successfully provided. Narrative should provide information on the types of businesses that are served through the proposer’s existing programs, with detail on industry and size of business.

(2) Fiscal Operations Narrative

This section requests the preparation of a budget and requires the identification of all non-MCS contract sources, program income, fee charges, etc. that will be used in support of the program(s) as well as the uses of all resources. The budget must be attached to a narrative including justification of the cost categories and level of expenditures. The budgets should be structured to reflect a twelve (12) month term at a maximum of $350,000 ($175,000 per center). MCS reserves the right to negotiate individual terms of the budget prior to the award of contracts to successful proposers.

ADITIONAL APPLICANT FORMS

* Cover Page (Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer). Also include proposing agencies’ City of Los Angeles Business Tax Registration #
* Budget Forms (attached)

Submissions should be sent to Derek Kissinger at dkissinger@mcscareergroup.com