



PROCUREMENT

City of Los Angeles, Mayor's Office of Community Safety

DATE ISSUED: April 16, 2025

TITLE: GRYD Intervention Case Manager Certification Training Program

PRELIMINARY SCHEDULE:

Informal Procurements Released April 16, 2025

Proposal Submission Deadline May 14, 2025

1. GENERAL PROJECT DETAILS

1.1 Administrative Entity

The City of Los Angeles, by and through the Mayor's Office of Community Safety (MOCS), was created by Mayor Karen Bass in 2023, to prevent crime and violence through community-based strategies that impact the social and economic conditions that drive community harm. The office supports non-punitive safety strategies, including civilian first responders, violence interruption, re-entry services, youth diversion programs, and capacity-building programs for non-profit organizations working to address community safety.

The City of Los Angeles Gang Reduction and Youth Development (GRYD) Office is releasing a procurement opportunity for an Intervention Case Manager Certification Training program. This initiative aims to enhance the service provision of case managers working with youth aged 14-26 years, focusing on reducing participants' risk levels and building resilience within their families.

The goals of the program are to:

- Enhance Service Provision: Equip case managers with cutting-edge tools and methodologies to provide comprehensive support to high-risk individuals.
- Incorporate National Best Practices: Integrate National Community Violence Intervention (NCVI) innovations in case management, emphasizing trauma reduction and resilience building.
- Focus on Strength-Based Services: Empower case managers to implement strength-based strategies tailored to participants and their communities.
- Foster Collaboration: Ensure alignment with GRYD's objectives and incorporate feedback for continuous improvement.

The City of Los Angeles is seeking a qualified contractor to create and operate as a GRYD Intervention Case Manager Certification Program Creator.

1.2 Proposal Submission Deadline

Timely submission of Proposals is the sole responsibility of the Proposer. Proposers must submit one Proposal in Adobe PDF format via email by **May 14, 2025, at 6:00 p.m. PST.**, and the Subject Line should state "GRYD Intervention Certification Proposal".

Proposals must be emailed to: Lisa Loftin (lisa.loftin@lacity.org) with copy to Paula Afanador (paula.afanador@lacity.org).

All proposals will be electronically dated and time stamped upon receipt. Late proposals will not be accepted. Late Proposals will be disqualified from review and will not be scored.

1.3 Project Funding and Budget

The funding source for this project is the City of Los Angeles (“City”) General Funds, which is administered by the Mayor’s Office of Community Safety.

The project subject to this Request for Proposals (“RFP”) has a total budget not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), and shall be entirely funded through the City’s General Funds.

The resulting contract will be awarded on a fixed, firm price basis. Funding for this project is subject to City Council approval and the continuing availability of funds. The City reserves the right to change this project's funding source and budget.

1.4 Proposer Eligibility

Proposals will be accepted only from Proposers who meet ALL of the following requirements:

- Must be in good standing with the Secretary of State if the Proposer is a corporation or Limited Liability Company;
- Must have a license to do business in the City of Los Angeles;
- Must not have been debarred by the Federal Government, the State of California, or the local government;
- Must not have an outstanding debt to the State of California or the City of Los Angeles that has not been repaid or for which a repayment agreement plan has not been implemented. If the Proposer has contracted with any city agency, it must not have an outstanding disallowed cost or other liability to the City;
- Must be financially solvent, possessing an ongoing ability to provide the services proposed;
- Must possess adequate staffing, including support and backup staff, with sufficient experience and technical expertise in the subject matter of the project;
- Must possess the ability to work independently and efficiently and complete the project and all of its deliverables and objectives within the specific timeline that is to be agreed upon at the time of the contract negotiations;
- Must satisfactorily be able to complete all deliverables and requirements indicated in this RFP.

1.5 Proposer Qualifications

The selected Proposer (“Contractor”) for this project will be chosen based on experience and knowledge of the project topic and deliverables requested as well as the cost estimate for the completion of this project. This includes, but is not limited to, having a background and prior experience in working with various community violence intervention and prevention agencies and initiatives, demonstrated knowledge of GRYD’s Model of Practice and experience in providing training to community-based organizations.

2 PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

2.1 Questions Regarding the RFP

Specific questions concerning this Proposal should be submitted via e-mail to the Contract Administrator, Lisa Loftin, at lisa.loftin@lacity.org with a copy to Paula Afanador at paula.afanador@lacity.org at the Mayor's Office of Community Safety. Please identify the proposal title on the subject line of your communication. Responses will be posted as a PDF document to the opportunity on RAMP (rampla.org) under "Q&A." Please check this Q&A document periodically as it will be updated on a rolling basis. Questions on this Proposal will be accepted through May 7, 2025, at 4:00 p.m. PST.

The City will make every effort to respond to all written questions as soon as practicable. Responses to questions, or any other changes to or interpretation of the Proposal, will be posted on RAMP. Any such changes or interpretations shall become a part of said Proposal and may be incorporated into any Contract awarded pursuant thereto,

2.2 Award of Contract

The award of a contract resulting from this RFP shall be on an as-needed basis and shall be made to the Proposer with the best combination of experience, quality of service, delivery, and price. Awards are not restricted to the lowest offer or bid. The award of a contract resulting from this RFP may be made to more than one Proposer. The contract shall have a performance period which shall begin on or about June 1, 2025 and end on June 30, 2025. However, the City reserves the discretion to extend the period of performance of this project.

3 Proposal Format and Submission Requirements

Proposals shall be submitted in accordance with the requirements set forth in this RFP.

3.1 Authorized Signature Proposals must be signed by an officer who is duly authorized to sign contracts on behalf of and bind the Proposer to the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless there is written confirmation sent to the Contract Administrator Lisa Loftin (lisa.loftin@lacity.org) that the submitting entity has the authority to contract with the City on behalf of the Proposer. The proposal must clearly identify the submitting entity that has the authority to contract on behalf of the Proposer.

3.2 Information Requested and Not Furnished

The information requested and the manner of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and/or reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals which are offered subject to conditions and/or limitations may be rejected as non-responsive.

3.3 Proposal Errors

Proposers are responsible for all errors or omissions incurred by the Proposer in preparing the proposal. Proposers will not be allowed to change or revise the proposal documents after the submission deadline.

However, the City reserves the right to make corrections or amendments due to errors identified in the proposal that are made by the City or the Proposer.

3.4 Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

3.5 Rejection of Proposals

The City reserves the right to reject any or all proposals; to waive any minor error in proposals received; to reject any unapproved alternate proposal(s); and to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damage

3.6 Interpretation and Clarifications

All recommendations or requests for clarification must be in writing and submitted to the Contract Administrator Lisa Loftin (lisa.loftin@lacity.org). The City reserves the right to modify requirements to this RFP if it is in the best interest of the City.

3.7 Cost of RFP

The City is not responsible for any costs or expenses incurred by Proposers in connection with submitting proposals. All Proposers who respond to this RFP do so solely at their own cost or expense

4.0 SCOPE OF WORK

The Los Angeles Mayor's Office of Community Safety is seeking proposals from qualified agencies to develop and implement a 60-hour Gang Reduction and Youth Development (GRYD) Intervention Case Manager Certification training program. This program will equip Intervention Case Managers with advanced skills and best practices to effectively serve high-risk individuals aged 14–26.

4.1 Key Program Objectives

4.1.1. Enhance Service Provision: Equip case managers with cutting-edge tools and methodologies to provide comprehensive support to high-risk individuals.

4.1.2. Incorporate National Best Practices: Integrate National Community Violence Intervention (NCVI) innovations in case management, emphasizing trauma reduction and resilience building.

4.1.3 Focus on Strength-Based Services: Empower case managers to implement strength-based strategies tailored to participants and their communities.

4.1.4 Foster Collaboration: Ensure alignment with GRYD's objectives and incorporate feedback for continuous improvement.

4.2 Deliverables

4.2.1 Develop a detailed training curriculum aligned with GRYD's Comprehensive Strategy and strategic objectives.

4.2.2 Post-training evaluation reports summarizing participant progress and outcomes.

4.2.3 Instructor-led sessions and workshops for approximately fifty (50) case managers working across twenty-two (22) non-profit organizations that provide GRYD intervention services.

4.2.4 Training materials, including slides, handouts, and case studies.

4.2.5 Certificates of completion for participants who meet program requirements.

4.2.6 A final report with recommendations for ongoing capacity-building efforts.

4.3 Training Structure

4.3.1 Develop a Comprehensive Training Curriculum

- Provide overview of GRYD Comprehensive Strategy
- Provide overview of GRYD Intervention Model Components (e.g., IR and FCM)
- Provide clear learning objectives at the practice, theory, and professional/personal development levels
- Address intervention case management best practices, risk assessment, and resilience-building techniques.
- Provide guidelines for collaboration and management of comprehensive resources (e.g., substance abuse, behavioral health, employment)
- Provide guidelines for effective management of systems referrals (e.g., Police, Probation, Parole, DCFS, DOC)
- Provide guidelines for development of behaviors associated with self-differentiation.
- Provide guidelines for incorporation of blood and chosen family centered activities.
- Incorporate strategies to reduce trauma and stress for participants, (families) and communities.
- Include modules on effective communication, conflict resolution, and resource

- linkage.
- Provide modules on data collection, evaluation, and documentation.

4.3.2 Deliver a 60-Hour Training Program

- Conduct interactive sessions using evidence-based and trauma-informed approaches.
- Include role-playing, case studies, and real-world application exercises.
- Provide training in-person.

4.4.3 Collaborate with GRYD

- Work closely with GRYD to align curriculum content with GRYD's standards and goals.
- Incorporate feedback and suggestions from GRYD staff and other stakeholders.

4.4. Qualifications

- Be an established training provider, academic institution, or professional consulting firm with expertise in violence intervention, social work, or case management training.
- Demonstrated knowledge in GRYD's Models of Practice & Ability to incorporate potential adaptations.
- Demonstrate expertise training community-based organizations
- Demonstrate experience in curriculum development
- Experience providing training to case managers or similar professionals
- Demonstrate understanding of cultural/racial dynamics of GRYD zone neighborhoods
- Strong understanding of trauma-informed care and family resiliency

5. PROPOSAL CONTENTS

Responses to this RFP shall not exceed ten (10) pages and must include in Aria 12-point font and 1-inch margins:

Cover Letter/Executive Summary: The cover letter must include the name, title, address, and telephone number of the person or persons who will be authorized to represent the proposer entity. Cover letter shall not exceed one page.

Table of Contents: A clear identification of proposal content by section and page number.

Project Introduction: A brief one page summary of the proposer's understanding of the project subject matter, its goals and objectives, the Scope of Work, and deliverables.

Statement of Work: A detailed statement of work no greater than thirty (30) pages, including graphs, tables, figures, and pictures

The Statement of work must include the following. Label each response as such:

- **Approach:** Description of the approach to completing the project,

including an outline of tasks to be performed and products to be produced;

- **Experience with Similar Projects:** Discuss similar projects successfully conducted;
- **Milestones and Deliverables:** Discuss how the project will be completed as related to a timeline and schedule of deliverables. Each phase of the project must be described with an emphasis on providing the required deliverables within the proposed schedule and budget;
- **Project Team Qualifications:** Description of the Proposer's project team, its expertise, and how the team will work together to meet the objectives of the project. Provide specific information on previous work completed by team members in the City or County of Los Angeles;
- **Project Schedule:** Discuss how the project schedule will be laid out. Provide schedule of deliverables for each Project Phase in Section 4;
- **Project Management:** Describe the approach for managing the project schedule, budget, and each milestone/deliverable. Address status meeting frequency, reports to the City, and a change order process, if applicable;
- **Project Completion:** Discuss how the project will be completed on time and within budget;
- **Conclusion:** Provide any additional thoughts, concerns, or suggestions

Project Staff and Resumes: Provide a list of team members who will work on the project. Describe the professional qualifications of all of the team members and provide a brief description of relevant work. Provide contact information and a narrative discussion of the division of labor throughout completion of the project. Provide a resume for all team members. Include how staff changes and vacancies created over the life of the project will be handled by the Contractor. State how the Contractor will ensure City approval of replacement staff before any changes are made to the project team. Include an organizational chart of your company if possible.

Budget/Cost: Itemized quote for the services outlined in Section 3 of this Proposal.

References: At least two professional references, along with project description and relevant contact information.

6. General Information

6.1 Property of City/Proprietary Material

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and subject to the State of California Public Records Act. In the event that the City receives a request for your proposal, you will be asked to identify all proprietary or confidential information that you believe are exempt from the California Public Records Act (California Government Code Section 6250 et seq.). In the event that a Proposer claims such an exemption, the Proposer will be asked to sign the following statement:

"The Proposer will indemnify the City and its officers, employees and agents, and

hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore."

6.2 Contract Negotiations

6.2.1 Prior to the award of a contract, the Contractor may be required to attend negotiation meetings that will be scheduled at a later date. The intent of the meeting(s) will be to discuss and negotiate contract requirements, deliverables, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, and anything else to ensure successful administration of the contract.

6.2.2. As part of the negotiation process, the City reserves the right to:

- Fund all or portions of the Contractor's proposal and/or require that one Contractor collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- Require that a funded Contractor utilize a facility designated by the City for purposes of implementing its project;
- Request changes or disallow proposed expenditures included in a Contractor's cost proposal;
- Elect to contract directly with one or more identified collaborators; and
- Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

6.3 Execution of Contract

A timely response to this RFP is an offer to contract with the City on an as-needed basis based upon the terms, conditions, service level agreement, and specifications contained in the RFP. A contract will be negotiated and prepared promptly after the City makes an award to the Contractor.

6.4 General City Reservation

6.4.1 The City reserves the right to extend the proposal submission deadline this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

6.4.2 The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any Proposer responding to this RFP. The City reserves the right to reject any or all submissions.

6.4.3 If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

6.4.4 The City shall evaluate and rate submitted proposals. Proposers may not make any changes or additions after the deadline for receipt of proposals. The City

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

6.4.5 The City reserves the right to verify all information in the proposal. If the information cannot be verified or if errors are not willful, the City reserves the right to reduce the rating points awarded.

6.4.6 The City reserves the right to require a pre-award interview and/or site inspection.

6.4.5 The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

6.4.6 If the selection of the Proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the Contractor replace any project personnel.

7 Specific Terms and Conditions

7.1 Statutory Requirements

The City of Los Angeles Standard Provisions for City Contracts (rev. 01/25, v.2), attached herein as Exhibit L, are hereby incorporated into this RFP. Please review this information carefully. Compliance with the provisions and submission of necessary forms is mandatory prior to award of contract.

7.2 Contractor Evaluation Ordinance

When the term of the contract pursuant to this RFP has concluded, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the City of Los Angeles Administrative Code (LAAC), evaluations will be based on several criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. Contractor shall be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City shall use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other service contracts.

7.3 Nondiscrimination, Equal Employment Practices and Affirmative Action Program

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of LAAC Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000.00 or more shall comply with the provisions of LAAC Sections 10.8.3., Equal Employment Practices Provisions.

Non-construction services to or for the City for which the consideration is \$100,000.00 or more shall comply with the provisions of LAAC Sections 10.8.4., Affirmative Action Program Provisions.

As a condition to the award of a contract under this RFP, the Contractor shall assure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

The Contractor shall also comply with all regulations implementing the laws listed above and all requirements of the grantor funding this project. This assurance applies to the Contractor's operation of the program or activity. The Contractor understands that the United States and the City of Los Angeles have the right to seek judicial enforcement of this assurance.

7.4 Certifications, Statements and Affidavits

Prior to contract execution, the Contractor shall submit copies of the below-listed documents to the City. Please carefully review all attached exhibits and additional information published by the Bureau of Contract Administration, available at: <https://bca.lacity.org/contracting>. Compliance with these requirements and submission of necessary forms is mandatory prior to award of contract. Documents with an asterisk (*) must be completed and submitted at the time of proposal submission:

Certificate of Insurance (uploaded to KwikComply at kwikcomply.org) and Insurance Requirements (Exhibit A)

- Proposer Workforce Information (Exhibit B) *
- Statement of Non-Collusion (Exhibit C) *
- Contractor Responsibility Questionnaire (Exhibit D)
- Pledge of Compliance, Contractor Responsibility Ordinance (Exhibit E)
- Equal Benefits Ordinance Affidavit (Exhibit F)
- Slavery and Border Wall Disclosure Ordinance Affidavit (available on www.rampla.org) *
- Certification and Disclosure Regarding Lobbying (Exhibit G) *
- Certification Regarding Debarment, Ineligibility, Suspension (Exhibit H) *
- Certification Regarding Drug-Free Workplace Act (Exhibit I)
- Bidder Certification City Ethics Commission Forms 50 and 55 (Exhibit J)
- Living Wage Ordinance Forms (Exhibit K)
- Standard Provisions for City Contracts (rev. 01/25, v.2) (Exhibit L)

7.5 Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall be subject to the following:

The Contractor hereby certifies that it shall comply with the Americans with Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. The Contractor will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor, relating to the resulting contract of this RFP, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

7.6 Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

The contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor certifies that it shall: (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of the Contractor is/are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of the Contractor to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of the Contractor to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor by the City. Any subcontract entered into by the Contractor relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor to obtain compliance of its subcontractors shall constitute a default by the Contractor under the terms of this contract, subjecting this contract to termination where such failure continues for more than ninety (90) days after the City provides notice of such failure to the Contractor. Contractor shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110.

8 Evaluation Criteria

8.1 All proposals shall be initially reviewed to determine if they are responsive to all of the City's statutory requirements. Those proposals deemed non-responsive shall be eliminated from consideration. Those proposals deemed responsive shall be evaluated by a committee selected by the City.

8.2 Semi-Finalist Presentations: The evaluator may invite selected Proposers receiving the highest scores to present their qualifications in a virtual format. The presentation shall address: (1) knowledge and understanding of project; and (2) Proposer's qualifications and methodology. Points from the presentation shall be combined and averaged with the points received for the written proposal.

8.3 The City at its option may reject any and all proposals submitted in response to this RFP, or waive any administrative irregularities or informalities in a proposal when to do so would be to the advantage of the City

**Proposals are due via email no later than
6:00 p.m. PST on May 14, 2025.**