



California Jobs First Los Angeles Collaborative Catalyst Predevelopment Phase Request for Proposals (RFP)

Submission Deadline: Monday, March 10, 2025, 5:00 PM
Submission Instructions: Submit application materials via the [Catalyst Submission Form](#)
Application Questions: Email: CCF-CERF@calfund.org
Questions Deadline: February 6, 2025, 5:00 PM
Award Information: \$9 million funding opportunity aligned with the [LA Regional Plan](#) for a minimum of 22 projects

Table of Contents

I.	Preface	2
II.	Catalyst Predevelopment Phase Description & Objectives	2
III.	Funding Available	6
IV.	Contract Term	6
V.	Eligible Applicants	6
VI.	Eligible Projects.....	7
VII.	Scope of Work.....	7
VIII.	Key Deliverables	9
IX.	Evaluation Criteria	10
X.	No Commitment to Award.....	11
XI.	Budget	11
XII.	Proposal Requirements & Submission	11
XIII.	RFP Timeline Overview.....	13
XIV.	Application Questions.....	13
XV.	Proposed Contract.....	13
XVI.	RFP Addendum/Clarifications.....	14
XVII.	Appeals Process	14
XVIII.	Application Conditions and Reservations.....	14

I. Preface

The California Jobs First Los Angeles County Collaborative (LA Collaborative) is moving into a new phase of work – the Catalyst Predevelopment Phase. Over the last two years this coalition has developed a detailed analysis of the Los Angeles County region and has created specific strategies to uplift our region’s residents. The LA Collaborative is now embarking on the Catalyst Phase to move these strategies into action and impact. The Los Angeles California Jobs First Collaborative (LA Collaborative) selected the California Community Foundation (CCF) as its Fiscal Agent, and the Los Angeles County Economic Development Corporation (LAEDC) as its Regional Convener. CCF is soliciting proposals in response to Request for Proposals (RFP) No. CJF-Catalyst-01 to fund innovative projects that promote economic resilience, equitable growth, and workforce development across high-growth industries identified by the Los Angeles Collaborative. This RFP seeks to support programs that align with CJF’s core goals of creating quality jobs, advancing sustainability, and prioritizing disinvested communities throughout Los Angeles County. We invite you to join this collective movement for economic prosperity and are eager for your collaboration, project proposals, and partnership.

Specifically, this phase will entail several integrated tracks of work:

- **Regionwide strategy coordination and implementation:** The LA Collaborative’s regional Stewardship Committee (CCF and LAEDC) will spearhead regionwide coordination and implementation of the LA Collaborative’s strategies, with a focus on advancing quality job creation in the Aerospace Manufacturing, Clean/Renewable Energy, Transportation and Logistics, Construction, Bioscience, Healthcare, Video Production and Distribution sectors.
- **Project partners:** We invite partners to join us in these efforts by proposing Catalyst predevelopment projects to advance the LA Collaborative’s strategies. This document outlines the process to propose projects for funding. We look forward to working with you to identify a portfolio of projects that will be funded and integrated into regionwide efforts. The LA Collaborative is not just looking for independent grantees. Rather, we are seeking partners who share our overarching vision and who are eager to roll up their sleeves and work together to uplift our region’s residents. We are eager to support these partnership efforts.
- **Additional partners:** The LA Collaborative is excited to continue expanding this movement and coalition as we enter the Catalyst phase. A key component of our work going forward will be to collaborate with additional partners (including but not limited to CBOs, academic institutions, labor groups, social justice organizations, etc.) across Los Angeles County to seek public, private, and philanthropic resources that advance the LA Collaborative’s strategies and increase economic opportunities.

For more information on the LA Collaborative, California Jobs First, and the Catalyst Predevelopment Phase, please see the Preliminary Catalyst Predevelopment Phase Timeline and Criteria document available on the [LA Collaborative’s website](#).

II. Catalyst Predevelopment Phase Description & Objectives

The Catalyst Predevelopment Phase is a part of the California Jobs First program and aims to seed investment into regional strategies and to predevelop projects that drive innovation, growth, and community impact. The LA Collaborative was awarded \$9 million by the State of California Employment Development Department for project predevelopment activities that advance strategies set forth in [LA Regional Plan Part II](#).

Priority Investment areas: LA CJF Sector-Specific and Sector-Neutral Strategies

The LA Collaborative established targeted sectors and investment strategies in the LA Regional Plan Part II. The Collaborative seeks proposals to pre-develop projects that support equitable growth of a target sector, advance sector-neutral strategies, or both. The LA Collaborative will prioritize projects in targeted sectors and will consider projects that only align with sector-neutral strategies.

- Regional and Target Sector Strategies
 - Aerospace Manufacturing
 - Clean/Renewable Energy
 - Transportation and Logistics
 - Construction
 - Bioscience
 - Healthcare
 - Video Production and Distribution
- Sector-Neutral and Economic Mobility Strategies
 - Enhance the small business and entrepreneurship ecosystem, including to support businesses beyond the start-up stage
 - Build and align career pathways
 - Transition industries into the carbon-neutral economy

For additional details on target sector and sector-neutral strategies please review the [LA Regional Plan Part II](#).

Below, we introduce objectives, not requirements, that the funding aims to achieve by fostering economic resilience, environmental sustainability, and equitable growth.

- **Workforce Training and Development:** Projects that advance priorities and promote the strategies identified in the LA Regional Plan Part II that provide skills training, certification, or career advancement opportunities in targeted industries.
- **Community Engagement and Partnership:** Projects that demonstrate strong partnerships with local organizations, community groups, and workforce agencies to ensure inclusive access and engagement for local residents.
- **Sustainability and Climate Resilience:** Projects that contribute to California’s climate goals, such as reducing greenhouse gas emissions, improving energy efficiency, or advancing clean technology in alignment with the LA Regional Plan Part II.
- **Long-term Economic Impact:** Projects designed to have long-term impacts, including potential for scale, replication, or integration into broader economic development strategies across Los Angeles County.
- **Job Quality and Economic Mobility:** Projects that create or support high-quality jobs with sustainable wages, benefits, and pathways for advancement, especially for underserved and disinvested communities. The LA Collaborative, **following** the

Department of Labor Good Jobs principles, seeks to ensure that the following key principles are met:

- **Recruitment and Hiring:** Qualified applicants are actively recruited – especially those from underserved communities. Applicants are free from discrimination, including unequal treatment or application of selection criteria that are unrelated to job performance. Applicants are evaluated with relevant skills-based requirements. Unnecessary educational, credentials, and experience requirements are minimized.
- **Benefits:** Full-time and part-time workers are provided family-sustaining benefits that promote economic security and mobility. These include health insurance, a retirement plan, workers’ compensation benefits, work-family benefits such as paid leave and caregiving support, and others that may arise from engagement with workers. Workers are empowered and encouraged to use these benefits.
- **Diversity, Equity, Inclusion, and Accessibility (DEIA):** All workers have equal opportunity. Workers are respected, empowered, and treated fairly. DEIA is a core value and practiced norm in the workplace. Individuals from underserved communities do not face systemic barriers in the workplace.
- **Empowerment and Representation:** Workers can form and join unions. Workers can engage in protected, concerted activity without fear of retaliation. Workers contribute to decisions about their work, how it is performed, and organizational direction.
- **Job Security and Working Conditions:** Workers have a safe, healthy, and accessible workplace, built on input from workers and their representatives. Workers have job security without arbitrary or discriminatory discipline or dismissal. They have adequate hours and predictable schedules. The use of electronic monitoring, data, and algorithms is transparent, equitable, and carefully deployed with input from workers. Workers are free from harassment, discrimination, and retaliation at work. Workers are properly classified under applicable laws. Temporary or contractor labor solutions are minimized.
- **Organizational Culture:** All workers belong, are valued, contribute meaningfully to the organization, and are engaged and respected especially by leadership.
- **Pay:** All workers are paid a stable and predictable living wage before overtime, tips, and commissions. Workers’ pay is fair, transparent, and equitable. Workers’ wages increase with increased skills and experience.
- **Skills and Career Advancement:** Workers have equitable opportunities and tools to progress to future good jobs within their organizations or outside them. Workers have transparent promotion or advancement opportunities. Workers have access to quality employer- or labor-management-provided training and education.
- **Project Sustainability:** Projects will be able to leverage federal, state, private dollars, philanthropic organizations, and tax incentive opportunities to maximize impact

Predevelopment Project Activities

Catalyst Phase funds aim to support project predevelopment—those activities that prepare a project to be implementation-ready. Pre-development projects are, by definition, not ready for implementation. They may be in the early stages of ideation or development ('exploratory') or they may be near completion and just need to clear a few additional hurdles to be implementable ('last-mile').

These investments will support critical predevelopment activities, which are essential for laying the groundwork for long-term success. While immediate outcomes may not be evident, these efforts are designed to determine future development, ensuring that projects have the necessary search, planning, and early-stage support to achieve equitable, sustainable and impactful results over time. The Collaborative aims to invest in projects that support the diverse, and sometimes highly specific, needs of disinvested communities in the region. Pre-development project activities that may be funded under this award include, but are not limited to:

- **Planning:** feasibility studies; market analysis; environmental assessments, surveys, and remediation; site acquisition; site and development plans; project designs; permitting, drafting and negotiating Community Benefits Agreements and Community Workforce Agreements.
- **Finance:** establishing a regional tax increment financing district (TIF); establishing public-private partnerships, Community Development Corporations and Community Development Financial Institutions; revolving loan funds; Joint Powers Authorities; financial planning (e.g., preliminary budget and construction financing); with the goal of establishing long-term funding opportunities for implementation of Planning Phase regional strategies.
- **Construction:** basic environmental infrastructure pre-development, construction, and development of long-term operations and maintenance plans for infrastructure such as: clean water supply systems; wastewater systems; waste disposal systems; pollution control services.
- **Capacity-building:** support costs for building and sustaining the capacity of project leads and partners, such as: investments in partner and local staff development, funding new and/or critical positions, acquiring or utilizing tools and resources to increase partner capacity for project planning and implementation; organizational capacity-building activities such as: accessing financial services or legal review, developing new pilot or demonstration projects and programs, participating and/or partnering with existing workforce programs, providing or securing technical assistance for partners.

Target Populations

In line with the California Jobs First program's focus on investing in communities historically excluded from or ineligible for funding, Catalyst Phase funds will prioritize projects that benefit communities identified in the state's definition of disinvested communities. The state's California Jobs First program defines 'disinvested communities' as any of the following:

- Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency;
- Census tracts with median household incomes at or below 80 percent of the statewide median income or with the median household incomes at or below the threshold designated as low income by the Department of Housing and Community

Development's list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code;

- 'High poverty area' and 'High unemployment area' as designated by the California Governor's Office of Business and Economic Development California Competes Tax Credit Program;
- California Native American Tribes as defined by the list maintained by the Native American Heritage Commission (NAHC).

Goals for Funding Distribution

In addition to the goals outlined above, it is the LA Collaborative's goal to ensure fair distribution of funds across regional geographies and the LA Collaborative's nine Service Planning Areas, project funding amounts, and the seven target sectors and three sector-neutral strategies.

III. Funding Available

A total of \$9,000,000 is available for the Catalyst Phase of this initiative. Applicants may request any amount of funding, up to \$400,000. There is no minimum threshold for funding. Funds will be accessible through July 31, 2026. Awarded applicants may be eligible for an advance on their funding, with the exact amount and terms determined during contract negotiations.

This funding is provided by the State of California through the Employment Development Department.

IV. Contract Term

The contract term for contracts awarded through this RFP will be from the contract start date TBD, no later than **August 1, 2025**, until **July 31, 2026**. All expenses must be included in the budget approved by CCF.

V. Eligible Applicants

Applicants can be community-based organizations (CBOs), nonprofits, nongovernmental organizations (NGOs), labor organizations, academic institutions, or local governments. For-profit entities may not be the lead applicant but are eligible to be a part of a consortium, so long as the lead entity is eligible to apply. Only one entity per application may serve as a lead applicant. The LA Collaborative encourages projects to partner with organizations based in the community the project aims to benefit.

Additional criteria:

- The lead applicant must be based in Los Angeles County.
- The lead applicant must be onboarded to the LA HRTC/LA Jobs First Collaborative by **Monday, January 27, 2025 at 5:00 PM (Pacific Time)**.
- Applicants must also comply with all Conflict-of-Interest requirements (Conflict of Interest forms must be fully completed by all parties identified in the proposal). Please see Attachment # 1.
- Applicants must be able to adhere to and provide all items on the CCF Contractor Checklist. Please see Attachment # 2.

Entities may submit multiple applications, either within the same funding lane or across different lanes, if the scope of each application varies. Additionally, entities can engage a fiscal sponsor for multiple organizations.

CCF will not award contracts to or consent to subcontractors with bidders, contractors, or affiliates that appear on any disqualified, suspended, or debarment list issued by any agency of the federal, state, or local government.

Joint Offers

Where two or more applicants desire to submit a single proposal in response to this RFP, they should do so as a Primary Recipient/Lead Applicant and Subrecipient relationship, rather than as a joint venture or informal team. CCF intends to contract with single organizations, and not with multiple organizations doing business as a joint venture.

VI. Eligible Projects

Eligible projects must:

- **Align with the [CA Jobs First program](#) priorities** of advancing equity, climate, job quality and access, economic competitiveness, and economic resilience goals through activities that support members of disinvested communities.
- **Align with the Sector-Specific and/or Sectoral Neutral strategies** described in the LA Regional Plan Part II (see Section II. Catalyst Predevelopment Phase Description & Objectives of this RFP for a list of strategies).
- **Be predevelopment projects;** implementation-ready or 'shovel-ready' projects will not be considered for funding under this award.
- **Include at least one CBO or worker-based organization** as a project partner.
- **Be able to start by no later than August 1, 2025 and be completed within the contract term (ending on July 31, 2026)**

VII. Scope of Work

The awarded entity shall execute the following activities.

- Design and complete a pre-development project. Pre-development project activities include but are not limited to:
 - a. **Planning:** such as feasibility studies; market analysis; environmental assessments, surveys, and remediation; site acquisition; site and development plans; project designs; permitting, drafting and negotiating Community Benefits Agreements and Community Workforce Agreements.
 - b. **Financial:** such as establishing a regional tax increment financing district (TIF); establishing public-private partnerships, Community Development Corporations and Community Development Financial Institutions; revolving loan funds; Joint Powers Authorities; financial planning (e.g., preliminary budget and construction financing); with the goal of establishing long-term funding opportunities for implementation of Planning Phase regional strategies.
 - c. **Construction:** such as Basic environmental infrastructure pre-development, construction, and development of long-term operations and maintenance plans

for infrastructure such as: clean water supply systems; wastewater systems; waste disposal systems; pollution control services.

- d. **Capacity-building:** such as support costs for building and sustaining the capacity of project leads and partners, such as: investments in partner and local staff development, funding new and/or critical positions, acquiring or utilizing tools and resources to increase partner capacity for project planning and implementation; organizational capacity-building activities such as: accessing financial services or legal review, developing new pilot or demonstration projects and programs, participating and/or partnering with existing workforce programs, providing or securing technical assistance for partners.
- Develop and execute a culturally competent outreach and engagement strategy focused on reaching members of disinvested communities, including:
 - a. Informing community members, residents, and other stakeholders of project activities and progress.
 - b. Soliciting feedback from community members and providing avenues for community involvement and participation
 - c. Considering and incorporating community feedback into project execution
 - Work with the Stewardship Committee, CCF, LAEDC, the Sector Investment Coordinators, and members or representatives thereof to ensure progress on project and address any challenges to project execution.
 - Work with the LA Jobs First Collaborative, Steering Committee, Stewardship Committee, and other LA Jobs First governing bodies to align the project with existing and future California Jobs First work in the region.
 - Collaborate with the LA Jobs First Sector Investment Coordinators to track progress towards deliverables, work with technical assistance providers, align project with identified federal, state, local, and private funding opportunities, and other tasks as necessary.
 - Work with LA Jobs First Collaborative members and partners to integrate their involvement into project when possible
 - Liaise with existing workforce and economic development entities and partners, CBOs, labor organizations, and business organizations to build the ecosystem around the project's sector or to implement its non-sectoral strategy.
 - Work with the Governor's Office of Business and Economic Development (GO-Biz), the Employment Development Department (EDD), and other state agencies to find and apply for federal, state, and private grants.
 - Be willing to attend regional and State-level meetings related to the California Jobs First program, assuming travel expectations are reasonable and feasible for the awardee. Remote or hybrid meeting participation may also be available.
 - Respond to any program directions required by the State.
 - If your project involves workforce development activities, you may be subject to additional reporting requirements via the State's CalJOBS program.
 - Complete and submit monthly reporting on project.
 - Provide or procure all capacities and expertise necessary to complete project.

VIII. Key Deliverables

The following deliverables will be expected from Catalyst Phase Awardees. The SIC will provide technical assistance to support completion of these deliverables and will provide document templates, as needed.

1. Project Kick-Off:

Upon execution of the contract, awardees will prepare for and attend a project kick-off meeting with the Stewardship Committee, relevant partners, and funders to confirm initial project objectives, communication protocols, and timelines.

2. Detailed Project Plan:

Within three weeks following contract execution, awardees will submit a comprehensive Project Plan. This plan will outline:

- Expected pre-development activities (e.g., feasibility studies, environmental assessments, financial structuring, site acquisition strategies).
- A detailed project timeline with key milestones for planning, finance, construction, and capacity-building tasks as necessary.
- Identification of project partners, including community-based organizations, workforce entities, labor and business organizations, and any collaborative governance bodies.
- A final budget aligned with projected pre-development costs, anticipated funding mechanisms (e.g., TIFs, revolving loan funds, public-private partnerships), and other financial planning components.
- A culturally competent outreach and engagement strategy that outlines how community feedback will be solicited, incorporated, and documented throughout the project's duration.

3. Monthly Progress Status and Project Plan Reports:

- Awardees will submit Monthly Progress Status Reports to the Stewardship Committee detailing:
- Progress on pre-development activities, including any adjustments to project designs, permitting, or capacity-building efforts.
- Updates on partnerships formed, stakeholder involvement, and integration of community feedback.
- Any new or identified funding opportunities pursued (e.g., federal, state, local, or private grants) and the status of financial strategies under development.
- Challenges, barriers, and proposed solutions, including alignment with LA Jobs First Collaborative, Steering Committee, and other governing bodies.
- Revisions to the Project Plan, if needed, along with an accompanying monthly budget report highlighting expenditures, obligations, and projected costs.

4. Presentations at CJF Convenings and Collaborative Meetings:

Awardees will provide periodic presentations at local, regional, and statewide convenings, as well as to the LA Collaborative, Steering Committee, and other LA Jobs First governing bodies. These presentations will showcase:

- Progress toward deliverables, including completed feasibility studies, established funding structures, or key environmental and construction pre-development milestones.
- Outcomes of community outreach efforts, demonstrating how community input shaped project direction.
- Coordination with the Sector Investment Coordinators and alignment with broader California Jobs First efforts and priorities.

5. Catalyst Phase Funding Close Out Report:

At the conclusion of the contract term, awardees will submit a Closeout Report detailing:

- The final status of the pre-development project, including completed planning, financial, construction, and capacity-building activities
- Documentation of all outreach and engagement efforts, including community feedback received and how it informed decision-making
- A summary of successes, challenges, lessons learned, and recommendations for future phases or related projects
- Documentation of any financial or operational strategies established (e.g., TIF district, public-private partnerships) and next steps for long-term sustainability and implementation.

IX. Evaluation Criteria

Proposals will be evaluated according to their feasibility and design, the strength of their equity and community collaboration components, their potential for positive climate impacts, and their potential to support the creation and accessibility of high-quality jobs.

1. **Project Feasibility and Alignment with Community Goals:** The project has high potential to succeed and demonstrates feasibility through plans and studies, permits or entitlements, realistic budget and financial statements, and sufficient organizational capacity. The project aligns with community goals and represents a contextually appropriate project that the local community supports.
2. **Project Overview and Design:** The overarching project and goals align with the CJF priority of advancing equity, climate, job quality and access, economic competitiveness, and economic resilience goals through activities that support members of disinvested communities. The predevelopment activities advance the project towards readiness. The project aligns with the Sector-Specific and/or Sector-Neutral strategies targeted by the LA Collaborative.
3. **Equity:** The project investments benefit disinvested communities in the Los Angeles region as defined in Section II, subsection “Target Populations” of this RFP.
4. **Community Engagement and Collaboration:** The project incorporates culturally competent methods to solicit and incorporate feedback on project design and execution from disinvested communities in the project area.
5. **Climate:** The project will advance greenhouse gas (GHG) emissions mitigation, reduce climate vulnerability, or support adaptation efforts.
6. **Job Quality and Access:** The project creates or supports ‘Good Jobs,’ as defined in Section II of this RFP, and equitable access to those jobs.

Points will be allocated by category according to the following breakdown:

Category	Points
----------	--------

1. Project Feasibility and Alignment with Community Goals	10
2. Project Overview and Design	20
3. Equity: The project and predevelopment investments benefit disinvested communities in the Los Angeles region.	20
4. Climate	20
5. Job Quality and Access	20
6. Community Engagement and Collaboration	10

To achieve the goal of fair distribution of funds across geographies, projects, and target industries and sector-neutral strategies, these factors may be considered when selecting the final portfolio of catalyst projects.

X. No Commitment to Award

Issuance of this RFP and receipt of proposals is not a commitment to award a contract. CCF expressly reserves the right to postpone proposal opening or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Applicant concurrently, or to cancel all or part of this RFP.

XI. Budget

Applicants are required to create and submit a comprehensive budget for the term of the contract, ensuring optimal performance. The budget must cover the total cost of the proposed project. The awardees will work the necessary hours to complete the work. The estimated period of performance is twelve (12) months. All expenses must be included in the budget approved by CCF. CCF uses the Line-Item Budget to assess how realistic the applicant's costs are. Once CCF awards a contract, the negotiated Line-Item Budget serves as the basis for managing approved contract expenditures.

Organizations submitting proposals are expected to provide their own all-inclusive Line-Item Budgets. Budgets should include funding sources including requested catalyst phase funding and any additional funds that has been secured, uses of funds including staff costs and travel expenses if necessary, and any other items that help define and clarify the funding request. In addition, each proposal should include the following components as attachments:

1. **Budget Summary:** Provide a high-level overview of the total project budget, outlining major expense categories and their respective costs. The summary should offer a clear snapshot of how funds will be allocated project wide.
2. **Budget Narrative:** Include a detailed explanation of each expense category outlined in the budget summary. The narrative should describe the necessity of expenses, how costs were calculated, and how they directly support and align the project's goals and activities.

Upload your detailed budget as a separate Excel workbook file (apart from the rest of your Technical Proposal). Disclaimer: Each applicant is responsible for ensuring the accuracy of all calculations and information provided in their budget submission.

XII. Proposal Requirements & Submission

Applications must include:

1. **Cover Letter:** Executive Summary of the application

2. **Detailed Project Description:** The Detailed Project Description must demonstrate the applicants' ability to begin project operations by the contract start date TBD, no later than **August 1, 2025**, to fully utilize grant funds within the proposed contract term. The Applicant is expected to initiate the approved project(s) promptly under the requirements of this RFP and the state and local regulations governing the awarded funding.
 - a. **Project Overview:** Describe the overarching project and its goals. Explain how the predevelopment activities described in the application are expected to advance the project towards readiness. Please note that Catalyst predevelopment funding will support predevelopment activities that lay the groundwork for a project's long-term success, with outcomes unfolding over time rather than immediately.
 - b. **Project Design:** Describe the activities, outputs, and expected outcomes of the predevelopment project. Explain how the project aligns with the Sector-Specific and/or Sector-Neutral strategies targeted by the LA Collaborative.
 - c. **Equity:** Explain how the project benefits disinvested communities in the Los Angeles region. Identify specific target communities or project beneficiaries and explain how the investments made will benefit those identified.
 - d. **Climate:** Explain how the project will mitigate greenhouse gas (GHG) emissions, reduce climate vulnerability, or support adaptation efforts.
 - e. **Job Quality and Access:** Explain how the project creates or promotes 'Good Jobs' as defined in Section II of this RFP. Explain how the project supports equitable access to those jobs.
 - f. **Community Engagement and Collaboration:** Explain how the awardee(s) will solicit and incorporate feedback on project design and execution from disinvested communities in the project area. Explain how the awardee(s) will use culturally competent outreach and engagement methods.
3. **Project Workplan and Schedule:** Provide a detailed schedule for completion of proposal activities, including performance schedules indicating phases or segments of the project, and milestones.
4. **Team Qualifications:** Provide names and description of the experience of project sponsors, leaders, and short bios of team members.
5. **Partnerships:** Include a Letter of Intent outlining roles and responsibilities of each party and key team members.
6. **Financial Information.** Applicants can submit audited or unaudited financials, their latest financial statement, or financial projections. This is only required of the Lead Applicant, however financial information from project partners will also be reviewed if provided.
7. **Budget and Financial Projections:** Budget Summary and Budget Narrative including direct expenses, administrative expenses, and other sources of funding (see **Section XI Budget** of this RFP).
8. **Conflict of Interest Form.** Please see COI Attachment (Attachment #1).
9. **Contractor Check List.** Please see (Attachment #2).
10. **Notice Regarding California Public Records Act.** (Attachment #3).
11. **Past Performances (optional):** Provide examples of similar work, if available, completed that demonstrate the applicants' readiness to complete the proposed project. While not required, this material can serve to enhance a project proposal.
12. **Letters of Support (optional):** No more than 3 letters of support from organization(s) that serve disinvested communities and which the applicant has worked with or are

currently working with. Letters of support are not required but may serve to enhance a project proposal.

Proposals submitted in response to this RFP will be due in accordance with the following dates: All proposals must be received via the [LA Jobs First Catalyst Project Proposal Submission Form](#) no later than **5:00 PM (Pacific Time), March 10, 2025**. Applications will not be accepted via email, facsimile or paper submission.

Proposal amendments and/or addendum submitted to CCF after the proposal deadline will be returned without review. However, CCF reserves the right to request clarification of unclear or ambiguous statements made in proposals.

XIII. RFP Timeline Overview

ITEM	DATE
RFP Release	Monday, January 27, 2025
Proposal Conferences x3	Jan. 27, Feb.1, Feb. 5, 2025
Written Questions Deadline	Thursday, February 6, 2025
Response to Written Questions Posted	Thursday, February 13, 2025
Submission Deadline	Monday, March 10, 2025
Review/Approval Period	Mon. Mar 17, '25– Fri. May 2, '25
Notification of Award	Tuesday, June 10, 2025
Process Appeal Deadline	Thursday, June 12, 2025
Contract Start	Friday, August 1, 2025
Contract End	Friday, July 31, 2026

XIV. Application Questions

Applicants are encouraged, but not required, to submit questions in writing no later than **5:00 PM (Pacific Time), February 6, 2025**. You may direct your questions regarding this RFP to CCF-CERF@calfund.org with the subject line **“CJF-Catalyst-01 – Question(s)”** Please include your name and title, the name of your organization and the best telephone number to reach you, if a CCF representative needs to speak with you for further clarification. CCF will post written responses to all received questions on the CCF website no later than (5) business days from the Written Questions deadline (i.e., no later than **February 13, 2025, 5:00PM (Pacific Time)**). Applicants are responsible for checking the [Catalyst RFP Website](#) to obtain current information and responses.

XV. Proposed Contract

The Applicant, if selected through this RFP and subsequently selected for the award, shall be required to enter a written agreement with CCF. The proposed contract may include, but is not limited to, all pertinent terms and conditions outlined in this RFP, including those added by addendum, and to reflect the Applicant’s offer or the outcome of the contract negotiations, if any, conducted with the Applicant. Applicants unable or unwilling to comply with CCF policies and procedures will not be considered for funding under this RFP.

Corrective actions may be imposed on a provider for non-compliance with regulations, contract requirements, and other applicable professional standards. Should a provider fail for any reason to comply with the contractual obligations of their contract, CCF reserves the right to take remedial action at its discretion. CCF, at its sole discretion, may impose remedial actions for cause including but not limited to the following: Notice of Noncompliance, Withholding of Payment, and/or Termination.

XVI. RFP Addendum/Clarifications

If it becomes necessary to revise any part of this RFP after the RFP is released, a written addendum will be posted on the [Catalyst RFP Website](#). It is the responsibility of the Applicant to review any publicly available addendum or information on the website prior to submission of the proposal.

XVII. Appeals Process

After the Quality Review Evaluation is completed, CCF will notify all applicants of its Quality Review Results. Within two business days of written notification of the Quality Review Results, applicants may file a Process Appeal, which is an appeal based upon CCF's failure to abide by its established procedures in making funding recommendations. Process Appeals contesting the outcome of an RFP and/or a disagreement with, or objection to, the points awarded is not a sufficient basis for a Process Appeal.

The Process Appeal must be in writing and shall be limited to two (2) typed pages. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal requests must be on an organization's letterhead and entitled **CJF-Catalyst-01 – Process Appeal**". Please do not include cover letters with the appeal request.

Process Appeals will be presented to the President/CEO or her/his designee. A Process Appeal must meet all the following criteria to be considered:

1. The request for the appeal must be submitted by **Thursday, June 12, 2025**.
2. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that CCF materially failed to follow procedures specified in its RFP document.
3. The request for the appeal must set forth sufficient detail to demonstrate that, but for CCF's alleged failure, the applicant would have been a successful applicant.
4. All Process Appeals must be in writing and emailed, within two (2) days of receiving a decision, to at CCF-CERF@calfund.org. On subject line of email submission please write "**CJF-Catalyst-01 – Process Appeal**".
5. Appeals will not be accepted via facsimile or paper submission.

XVIII. Application Conditions and Reservations

1. All costs of responding to this RFP shall be borne solely by the Applicant. CCF shall not be liable for any expenses incurred by the Applicant in the preparation and/or submission of the information requested in this RFP. The Applicant shall not include any such expenses as part of their itemized budget in their RFP.
2. During this RFP, Applicants may revise and re-submit their responses before the submission deadline.
3. Responses may be withdrawn by written request of the authorized signatory on Applicant's organization letterhead at any time.

4. CCF reserves the right to verify information provided in each response. If an insufficient number of responses are received, CCF reserves the right to re-issue an RFP, execute a sole-source contract, or take any other action deemed appropriate by CCF.
5. CCF reserves the sole right to decline any submission in response to this RFP, if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP or is not in the best interest of CCF.
6. CCF reserves the right to withdraw this Request for Proposal at any time without prior notice. Further, CCF makes no representation that any contract will be awarded to any applicant responding to this RFP. CCF reserves the right to reject any or all submissions.
7. It is improper for any CCF employee to solicit consideration, in any form, from an Applicant with the implication, suggestion or statement that the Applicant will obtain any type of favorable treatment arising out of this RFP or that the Applicant's failure to provide such consideration may negatively affect the Applicant. An Applicant shall not offer or give, either directly or through an intermediary, consideration, in any form, to a CCF employee for the purpose of securing any type of favorable treatment that may arise from the RFP. An Applicant shall immediately report any attempt by a CCF employee to solicit such improper consideration for any reason whatsoever. The report shall be made to the President and CEO of CCF. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.
8. Please be advised that, CCF may only consider minor modifications that clarify clauses in its existing contract template, and shall not entertain making major/substantive changes to or removing any clause, specifically:
 - Invoicing for Payment
 - Invoicing Format and Content
 - Penalty
 - Work Products and Related Work Materials
 - Ownership, Confidentiality, and Use of Work Products
 - Indemnity
 - Insurance
9. CCF reserves the right to negotiate with any, all or none of the applicants. If CCF is unable to negotiate final contract terms and conditions that are acceptable to CCF, CCF reserves the right to award the contract to another applicant.
10. CCF reserves the right to award a contract to other than the lowest priced proposal.
11. CCF reserves the right to award a contract without interviews, discussions, or negotiations.
12. CCF reserves the right to only award a contract or any portion thereof to a firm that possesses a valid business license. Firms must possess the license from any city or state by the RFP due date. CCF must be provided with a copy of this license, if requested; and
13. CCF reserves the right to only award a contract or any portion thereof to a firm that passes any references checks.

CONFLICT OF INTEREST FORM

SECTION I: INSTRUCTIONS

All firms or individuals (including their subconsultants) seeking a contract under the California Jobs First Collaborative must complete and submit this Conflict-of-Interest Form with their proposal. Failure to submit a fully completed and signed form may result in your proposal being deemed non-responsive and disqualified from consideration.

If you have any questions regarding how to complete this form or the information requested, particularly if you answer "YES" to any questions, please contact the California Community Foundation (CCF) for clarification prior to submitting your proposal. A "YES" response does not automatically disqualify your entity but may prompt further review and determination by CCF.

Name of Entity: _____

Name of Preparer: _____

Project Title: _____

RFP Number: _____ Date Submitted: _____

SECTION II: QUESTIONS

1. Employment History:

Within the last twelve (12) months, have you or any member of your firm been employed by or provided services as an employee to the California Community Foundation (CCF) or the Los Angeles County Economic Development Corporation (LAEDC)?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Personal Relationships:

Are you or any of your firm's managers, partners, or officers related by blood, marriage, or domestic partnership to any current staff member, officer, or board member of CCF or LAEDC?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by an individual authorized to legally commit the Proposer (e.g., General Partner, Owner, Principal, or Officer).

DECLARATION

I, (printed full name) _____, declare that I am the (position/title) _____ of (entity name) _____, and that I am authorized to execute this Validation Statement on behalf of this entity. I hereby certify that the information provided in this Conflict of Interest Form dated, _____, is true, accurate, and complete to the best of my knowledge and belief.

I understand that any false, deceptive, or fraudulent statements made in connection with this Form, or any omissions of material information, may result in the rejection of the proposal or revocation of a previously awarded contract.

Signature of Authorized Representative (original ink signature required) Date

NOTICE

A materially false statement, misleading omission, or fraudulent inducement made in connection with this Conflict of Interest Form may be grounds for rejection of the proposal or for termination of any contract awarded as a result of this solicitation.



California Community Foundation
Contractor Check List

Required Contractor Qualifications

The following documentation is required for any entity the Foundation will be paying for services, whether classified as an Individual/Sole Proprietor, LLC, or Corporation.

- 1) Copies of any required business license or tax registrations specific to your business location. Documentation should be recent (1 year).
 - Guidance re: State of California [business registrations](#)
 - Guidance re: Los Angeles County [business licenses](#)
 - Guidance re: City of Los Angeles [Business Tax Registration Certification](#)
- 2) Documentation of contracts with other entities to provide the same or similar services
 - Options include but are not limited to: client list, list of references, etc.
 - Documentation should be recent (1-3 years)
- 3) Documentation of the same or similar services being publicly advertised and available
 - Options include but are not limited to: website, email blast, other media
- 4) W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 5) Contact information, including physical address, phone, and email
- 6) Proposed scope of work
- 7) Term for services
- 8) Pricing for services

Please submit the above documentation to your Foundation contact or to grantsmanager@calfund.org.

Please initial to confirm you have read and acknowledge the above items must be

received prior to the Foundation issuing payment: _____

Attachment #3

Notice Regarding California Public Records Act

Section 1 - Summary

A proposal submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act, California Government Code Section 6250 et seq. (the "Act"). The Act generally provides that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempt from disclosure under one of several exemptions set forth in the Act.

If you believe that any portion of your proposal is exempt from disclosure under the Act, you must:

- 1. Mark such portion(s) "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" within your proposal;**
- 2. Complete Section 2 below; and**
- 3. Include this Attachment 9 in your submittal.**

If you do not comply with these requirements, your proposal will be subject to public disclosure under the Act. Proposals marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" in their entirety will not be honored, and CCF will not deny public disclosure of proposals so marked.

By submitting a proposal with specific material marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," you represent that you have a good-faith belief that the material is exempt from disclosure under the Act. However, such designations are not necessarily conclusive. You may be required to further justify in writing why such material should not, upon request, be disclosed by CCF under the Act. Fee and pricing proposals are not considered "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY."

If CCF denies disclosure, then by submitting your proposal you agree to reimburse, indemnify, defend, and hold harmless CCF, its officers, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses (including, without limitation, attorneys' fees, expenses, and court costs) of any nature whatsoever ("Claims") arising from, in connection with, or relating to CCF's non-disclosure.

By submitting your proposal, you also agree to defend, indemnify, and hold harmless CCF from and against any and all Claims arising from, in connection with, or relating to CCF's public disclosure of any such designated portions of your proposal if CCF reasonably determines that disclosure is required by law, or if disclosure is ordered by a court of competent jurisdiction.

