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**CITY OF LA PUENTE**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**YOUTH WORKFORCE DEVELOPMENT PROGRAM**

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City of La Puente  
15900 E. Main Street  
La Puente, California 91744  
(626) 855-1500

Contact: Gisel Rubio-Lopez, Housing & Grant Analyst

## CITY OF LA PUENTE

### YOUTH WORKFORCE DEVELOPMENT PROGRAM

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### PROPOSAL SCHEDULE

- Issuance of Request for Proposals April 6, 2026
- Proposal Period April 6 – April 20, 2026
- Proposal Due Date April 20, 2026, at 3:00 p.m.

Proposals will be received at the office of the City Clerk, City Hall, 15900 E. Main Street, La Puente, California, until **3:00 p.m. on Monday, April 20, 2026.**

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**NOTICE INVITING PROPOSALS  
FOR YOUTH WORKFORCE DEVELOPMENT PROGRAM**

NOTICE IS HEREBY given that the City Council of the City of La Puente, invites sealed proposals from nonprofit organizations for Youth Workforce Development Programs to increase youth employment, develop youth interest in and experience towards a career, and to strengthen city capacity to address key areas of climate sustainability, food insecurity, public service gaps and education disparities. Proposals will be received until **3:00 p.m. on Monday, April 20, 2026, in the office of the City Clerk in the City Hall, 15900 East Main Street, La Puente, CA 91744,** and then will be publicly opened and read at the above address on behalf of the City.

All submitted documents will become part of the official files of the City of La Puente and will not be returned. All interested parties are invited to submit a proposal to the City, in accordance with the enclosed specifications. The submittal, consisting of an original, loose proposal, three (3) additional bound copies, along with one digitized copy on a universally accessible media format (USB flash drive), **or** by email to [grubio@lapuente.org](mailto:grubio@lapuente.org) marked **Youth Workforce Development Program Proposal 2026**, must be received no later than **3:00 p.m. on Monday, April 20, 2026.**

City of La Puente  
Attn: City Clerk's Office  
15900 E. Main Street  
La Puente, CA 91744

NO FAXED PROPOSALS WILL BE ACCEPTED. Proposals received after the deadline will not be considered, regardless of postmark. Bidders are responsible for having proposals deposited on time, at the specified location, and assume all risks of late delivery. Any proposal received after 3:00 p.m. on Monday, April 20, 2026, whether by mail, or otherwise, will be returned unopened. The time of receipt shall be determined by the time stamp in the City Clerk's Office.

This RFP and any addenda are available on the La Puente website at [www.lapuente.org](http://www.lapuente.org). To receive a printed or email copy of this document or any technical assistance, please contact Ms. Gisel Rubio-Lopez at [grubio@lapuente.org](mailto:grubio@lapuente.org). The City reserves the right to accept or reject any or all proposals submitted.

The scope of work includes the initiative to increase youth employment, develop youth interest in and experience towards a career, and to strengthen city capacity to address key areas of climate sustainability, food insecurity, public service gaps and education disparities. The City reserves the right to accept or reject any or all proposals submitted.

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Remit to Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

Vendor Website  
(if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

# **YOUTH WORKFORCE DEVELOPMENT PROGRAM**

## **INSTRUCTION TO PROPOSERS**

The City pursued a \$2 million grant through the Governor's Youth Workforce Initiative to strengthen and expand its existing in-house youth workforce development program. Building on this foundation, the City is allocating up to \$500,000 in grant funding to qualified nonprofit organizations to support the delivery of comprehensive workforce services.

Through this collaborative effort, the City anticipates serving approximately 50 local youth residents. The initiative is designed to provide meaningful employment opportunities, job readiness training, and supportive services that prepare youth for long-term success in the workforce.

The workforce development program aims to connect youth job seekers with employment, education, and training opportunities while equipping them with the skills necessary to thrive in today's labor market. In addition, the program seeks to support local economic growth by developing a pipeline of skilled and work-ready individuals.

The City is seeking proposals from qualified nonprofit organizations with demonstrated experience in youth development, workforce programming, and the provision of wraparound services. Target participants may include youth who face barriers to employment, such as being low-income, unemployed, out of school, justice-involved, transitioning from foster care, or in need of mental health or substance use support services.

Recognizing that each participant's needs are unique, proposers must demonstrate the ability to deliver flexible, individualized services that identify and address barriers to employment and self-sufficiency.

The mission of the City's Workforce Development efforts is to empower youth and strengthen the community through innovative, inclusive, and impactful workforce services. Additional details regarding funding parameters, program expectations, and the anticipated term of grant agreements are outlined in subsequent sections of this Request for Proposals.

### **A. Eligible Applicants**

You are eligible to apply if you:

- Are a nonprofit 501(c)(3) organization, registered with the Internal Revenue Service and in good standing with the State of California's Registry of Charitable Trusts;
- Are not debarred or suspended from participation in local, State or Federal programs;
- Meet all minimum qualifications as described in Section I & II below;
- Are able to comply with all local, state, and federal laws and regulations if awarded;
- Are willing to submit to stringent record-keeping and audit requirements.

### **B. Available Funding**

Initial grant awards for this program are funded through State of California appropriations administered by California Volunteers, Office of the Governor, as part of the #CaliforniansForAll Youth Workforce Initiative. These funds are supported through state budget investments dedicated to expanding youth service and workforce opportunities, including ongoing allocations to the Youth Corps program. The initiative represents a statewide commitment to providing paid work experience, skills development, and supportive services to young people facing barriers to employment.

California Volunteers administers these funds in partnership with local governments to implement place-based workforce programs that address community needs while preparing youth for long-term career pathways. These investments are part of broader state efforts to strengthen economic recovery and workforce development systems across California.

The City of La Puente will award grant funds directly to eligible Community-Based Organizations (“CBOs”) on a reimbursement basis, with payments issued monthly. The City intends to subgrant available program funds to qualified CBOs providing youth workforce development programming and related supportive services.

Subgrantees, under the oversight of the City of La Puente, will be responsible for identifying or creating job opportunities, as well as recruiting, hiring, and managing program participants. Grant funds may be used to develop new programming or expand existing youth workforce initiatives, provided all activities comply with grant requirements.

Programs may operate year-round or as seasonal offerings, such as summer-based initiatives. Regardless of program duration, all participant positions must be structured at a minimum of 0.50 full-time equivalent (FTE). All awarded funds must be fully expended by the end of the contract period, which will extend through December 2026.

Applicants awarded grants through this program will be required to submit quarterly and annual reports detailing expenditures and performance outcomes, as defined by the City.

Unless otherwise specified, successful proposals will be funded through December 2026. Grant agreements may be negotiated for shorter terms based on program design and performance, with funding amounts adjusted proportionally to the approved service period.

## **QUALIFICATIONS OF PROPOSERS**

### 1. Competency of Proposers

Proposers must be thoroughly competent and capable of satisfactorily performing the work covered by the proposal. When requested, they shall furnish statements of previous experience on similar work; the plan of procedure proposed; the organization, manpower, and equipment available for the contemplated work; and their financial condition and resources, as required by the City to determine such competence and capability.

### 2. City License

Necessary City licenses (business license) may be secured after the proposals are opened, but prior to executing the contract.

## **PREPARATION OF PROPOSALS**

### 1. Examination of Work Specifications

Proposers are responsible for reviewing all specifications, requirements, and conditions outlined in this Request for Proposals (RFP). By submitting a proposal, the proposer acknowledges full understanding of the scope of work, program requirements, and any conditions that may impact service delivery. Failure to fully examine the RFP and its requirements will not relieve the proposer of the obligation to comply with all provisions, nor will it serve as a basis for claims of misunderstanding after submission.

### 2. Proposal Form Instructions

Proposals must be submitted using the forms and format provided in this RFP package. All required sections must be completed in full, and proposals must be signed by an authorized representative of the proposed organization. Incomplete or improperly submitted proposals may be deemed non-responsive and may not be considered.

Where applicable, proposers shall provide clear and accurate budget information, including unit costs and total amounts, in the designated sections. In the event of any discrepancy between unit costs and total amounts, the unit cost shall prevail.

### 3. Altering Proposals

The content and structure of the proposal forms must not be altered. Any unauthorized additions, conditions, limitations, or modifications introduced by the proposer may result in the proposal being deemed non-responsive and rejected. Any necessary corrections or clarifications must be clearly indicated and initialed by the authorized signer.

## **SUBMITTAL OF PROPOSAL**

### 1. General

Proposals shall be submitted to the City on forms prepared and furnished for the purpose, which may be obtained at the office of the City Clerk. When presented, they must be completed in the manner and form indicated therein, showing the proposed price clearly and legibly, and must be properly signed by the proposer.

In order to meet the criteria for consideration, the following information, organized and identified with headers as listed below, shall be included in the proposal.

#### a) **Introduction**

Provide a letter of introduction that briefly describes the organization and includes the name, address, and telephone number of the primary contact person. The letter should also include: organizational history; number of years in business; experience delivering similar services; organizational size; location of the office that will serve the City; disclosure of any controlling or financial interests in other organizations, or whether the organization is owned or controlled by another entity; and the legal structure of the organization (e.g., corporation, partnership, nonprofit). The letter must be signed by an authorized representative to bind the

organization contractually.

b) **Subsubgrantees List**

Include a list of any subgrantees or subcontractors that will be engaged in the delivery of services, if applicable. Proposers must also provide a summary of each entity's experience and qualifications.

c) **References**

Provide a minimum of three (3) references for similar projects, including contact names, titles, and contact information. References may include other public agencies or organizations but must not include City of La Puente elected officials, department directors, or the City itself.

d) **Cost Estimate**

Include a detailed cost proposal using the format provided in the RFP (see Schedule of Prices). All costs must be clearly itemized and aligned with the proposed scope of work.

e) **Insurance and Licensing**

Proposers must submit evidence of required insurance coverage, such as an ACORD certificate, with their proposal. If selected for award, the proposer will have ten (10) calendar days to provide full insurance documentation, including endorsements naming the City as an additional insured. Proposers must also certify that they possess all required licenses and certifications. Additional insurance coverage should not be purchased until a contract has been awarded.

All proposals must be submitted in a sealed format (if applicable) and received by the City prior to the deadline specified in the Notice Inviting Proposals. Late submissions will not be considered. Proposals will be publicly opened at the time and place indicated in the Notice.

2. **Withdrawal of Proposal**

A proposer may withdraw its proposal at any time prior to the submission deadline by submitting a written request to the City Clerk, signed by an authorized representative. Withdrawal of a proposal does not preclude the proposer from submitting a new proposal prior to the deadline.

**DISQUALIFICATION OF PROPOSALS**

More than one proposal for the same work from any individual, firm, partnership, corporation or association under the same or different names will not be accepted; and reasonable grounds for believing that any proposer is interested in more than one proposal for the work will be cause for rejecting all proposals in which such proposer is interested. Apparent collusion among proposers will likewise be sufficient cause for rejecting any or all proposals, and the participants in such collusion may be barred from future proposal submittal.

Proposals in which the prices are obviously unbalanced, and those which are incomplete or show any alteration of form, erasures or irregularities of any kind, or contain any additions or conditional or alternate proposals that are not called for or otherwise permitted, may be rejected. A proposal on which the signature of the proposer has been omitted, may at the discretion of the City, be rejected.

## **AWARD AND EXECUTION OF CONTRACT**

### 1. Comparison of Proposals

After the proposals have been opened, City staff will analyze the proposals for responsiveness to the Request for Proposals and qualifications.

### 2. Release from Proposal Due to Mistake

A proposer may be relieved of his/her proposal by the City if:

- a. A mistake was made.
- b. The proposer gives the City written notice of the mistake within five (5) business days after the proposal opening, specifying in detail how the mistake occurred.
- c. The mistake made the proposal materially different than the proposer intended it to be.
- d. The mistake was made in filling out the proposal and not due to error in judgment, or to carelessness in inspecting the project site, or in reading the work specifications.

A proposer who claims a mistake shall be prohibited from participating in further proposals submitted on the project on which the mistake was claimed.

### 3. Award of Contract

The award of contract, if it is awarded, will be made to the most responsible and qualified proposer whose proposal is not rejected for cause by the City. However, until an award is made, the City reserves the right to reject any or all proposals, and to waive technical errors or discrepancies, if to do so is deemed to best serve the interests of the City. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the proposer to whom it is proposed to make such award.

### 5. Execution of the Contract

After the project is awarded, the subgrantee will provide the following documents by mail or by hand delivery:

- a. The Workers' Compensation Insurance certification
- b. The Fully Executed Agreement
- c. Liability Insurance Certificates and Endorsements

The agreement shall be signed by the subgrantee and returned to the City, together with the other contract documents, within ten (10) business days after it has been received by the subgrantee or its authorized agent.

No proposal shall be considered to be binding upon the City, until the contract is fully executed. Failure of the subgrantee to properly execute the awarded contract shall be just and sufficient cause for the annulment of the award by the City. Attached is a sample copy of the City's Standard

Agreement for Professional Services. Bidders should review this agreement and provide the City with a written statement of their willingness to accept the terms of the agreement. If a bidder is unwilling to accept any terms of the agreement, the bidder should identify the term(s) and the reason(s) that such term(s) are unacceptable.

## **INSURANCE**

The Subgrantee shall secure, maintain in full force, and effect and bear the cost of complete Workers' Compensation Insurance in accordance with the Labor Code, for the duration of the project or Contract. A certificate of Worker's Compensation Insurance, which meets the requirements of Section 3700 of the Labor Code, shall be furnished to the City of La Puente prior to the execution of the Contract. An insurance company providing the required insurance shall be a company admitted to do business in the State of California. Coverage amount for workers compensation shall not be less than one million dollars (\$1,000,000) per accident or occupational illness.

During the performance of the work, the Subgrantee shall maintain in force, public liability and property damage insurance to cover awards of judgments for any death, injury, loss or damage arising out of the performance of the work by the Subgrantee. A certificate of said insurance shall be provided to the City which states that the City of La Puente and its respective elected officials, officers, attorneys, agents, employees, and volunteers, are named as additional insureds; such policies of insurance shall be issued by insurance companies which are admitted to do business in the State of California with a minimum rating of A:VII by "Best Insurance Guide," shall be primary and shall contain a provision which states that the insurance shall not be canceled unless the insurer provides thirty (30) days prior written notice to the City. Subgrantee shall submit insurance policy endorsements to City evidencing compliance with minimum insurance requirements not less than one (1) day prior to beginning of performance under the contract. Endorsements must be executed on the appropriate "Additional Insured Endorsement" forms included in the Contract Documents.

1. Public liability insurance shall be in the amount of not less than one million dollars (\$1,000,000) per occurrence and not less than two million dollars (\$2,000,000) in aggregate for injuries, including accidental death to any one person or one accident and shall name the City of La Puente and its elected officials, officers, attorneys, agents, employees, and volunteers as additional insureds. Such policies of insurance shall be issued by insurance companies which are admitted to do business in the State of California with a minimum rating of A: VII by "Best Insurance Guide", shall be primary and shall contain a provision which states that the insurance shall not be canceled unless the insurer provided thirty (30) days prior written notice to the City.
2. Property damage insurance shall be in the amount of not less than one million dollars (\$1,000,000) and shall name the City of La Puente and its elected officials, officers, attorneys, agents, employees, and volunteers as additional insureds. Such policies of insurance shall be issued by insurance companies which are admitted to do business in the State of California with a minimum rating of A:VII by "Best Insurance Guide", shall be primary and shall contain a provision which states that the insurance shall not be canceled unless the insurer provides thirty (30) days prior written notice to the City.
3. A comprehensive automobile liability insurance policy for vehicles used in conjunction with the proposed service shall be in the amount of not less than one million dollars (\$1,000,000) per occurrence and shall name the City of La Puente and its elected officials,

officers, attorneys, agents, employees, and volunteers as additional insureds. Such policies of insurance shall be issued by insurance companies which are admitted to do business in the State of California with a minimum rating of A:VII by “Best Insurance Guide”, shall be primary and shall contain a provision which states that the insurance shall not be canceled unless the insurer provides thirty (30) days prior written notice to the City.

4. Sexual Abuse and Molestation Liability Insurance endorsement to the commercial general liability insurance in amounts of not less than One Million Dollars (\$1,000,000) per occurrence.

# **PROPOSAL DOCUMENTS**

(Next Page)

# YOUTH WORKFORCE DEVELOPMENT PROGRAM

## SCHEDULE OF PRICES

The undersigned hereby proposes and agrees to furnish all of the materials, labor, equipment, transportation and services related to the Youth Workforce Development Program.

Bidders shall provide a detailed proposal of work and include a proposed program budget. Proposed budgets must contain the following three (3) cost categories:

Category #1 – Administrative Costs (maximum 10% of total direct costs)

Category #2 – Wrap Around Service Costs (maximum 40% of total direct costs)

Category #3 – Participant Wages & Benefits.

All proposed costs must be contained within these categories. Failure to submit a budget containing the foregoing cost categories may result in disqualification of the bid.

Proposed program budgets shall be included with the bid submission as “Attachment A”.

The prices included in “Attachment A” include incidental and appurtenant work and materials necessary for satisfactory completion of the work. In the case of discrepancies between words and figures, the words shall govern.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPOSER

By: \_\_\_\_\_

\_\_\_\_\_  
TITLE

# **YOUTH WORKFORCE DEVELOPMENT PROGRAM**

## **INTRODUCTION, OVERVIEW AND SCHEDULE**

The funding available through this Request for Proposals (RFP) is intended to support workforce development services for youth residents of the City of La Puente. The City will allocate up to \$500,000 in grant funding to subgrantees to deliver youth workforce development programming and supportive services. Additional details regarding funding limits, eligible activities, and the anticipated term of grant agreements are outlined in Sections I and II of this document.

This RFP is supported through the CaliforniansForAll Youth Workforce Initiative, a Governor’s program administered by California Volunteers in partnership with cities across California. The purpose of this initiative is to expand youth employment opportunities, provide meaningful work experience, and support career pathway development, while also strengthening local capacity to address community priorities such as economic recovery and workforce readiness.

### **A. Eligible Applicants**

You are eligible to apply if you:

- Are a nonprofit 501(c)(3) organization, registered with the Internal Revenue Service and in good standing with the State of California’s Registry of Charitable Trusts.
- Are not debarred or suspended from participation in local, State or Federal programs.
- Meet all minimum qualifications as described in Section I & II below;
- Can comply with all local, state or federal laws and regulations if funded.

### **B. Available Funding**

Initial grant awards under this program are funded through State of California appropriations administered by California Volunteers, Office of the Governor, as part of the CaliforniansForAll Youth Workforce Initiative. These funds are supported through state budget investments aimed at expanding youth employment opportunities and workforce development programs. Administered in partnership with local jurisdictions, this funding supports efforts to advance economic recovery and provide meaningful career pathways for youth.

The City of La Puente will award grant funds directly to eligible Community-Based Organizations (“CBOs”) on a reimbursement basis, with payments issued monthly. The City intends to subgrant program funds to qualified CBOs providing youth workforce development programming and related supportive services. Subgrantees, under the oversight of the City, will be responsible for identifying or creating job opportunities and for recruiting, hiring, and managing program participants.

Grant funds may be used to establish new programming or expand existing youth workforce initiatives in accordance with grant requirements. Programs may operate year-round or as seasonal offerings, such as summer-based programs. Regardless of program duration, all participant positions must be structured at a minimum of 50% full-time equivalent (FTE). All funds must be fully expended by the end of the contract period, which will extend through December 2026.

Organizations selected for funding will be required to submit monthly, quarterly, and annual reports detailing expenditures and performance outcomes, as outlined in Sections I and II of this document.

# **SPECIFICATIONS**

The program has three primary goals:

- GOAL 1: Increase youth employment opportunities, providing meaningful work experience and skill development.
- GOAL 2: Develop career pathways by equipping youth with the knowledge, training, and experience needed to pursue long-term employment and career advancement.
- GOAL 3: Strengthen local capacity to address community priorities, including food insecurity, climate action, and homelessness.

## **I. Program Description and Requirements**

### **A. Allowable Grant Activities and Expenses**

Indirect administrative costs may not exceed 10% of modified total direct costs, in accordance with applicable federal guidance. Up to 40% of modified total direct costs may be allocated to wrap-around services for participants. Such services may include transportation stipends or awards, job readiness training, case management, and other supportive services designed to help participants succeed in the program and secure employment upon completion. All participants must be paid a wage of at least \$19.20 per hour.

### **B. Disallowable Activities and Expenses**

Participants may not engage in activities that involve high-risk safety conditions. Activities requiring specialized training may only be conducted if the subgrantee provides the necessary training. All expenditures and activities must comply with federal procurement requirements, state and federal laws, and other applicable regulations..

### **C. Focus Areas**

Subgrantees are strongly encouraged to place participants in job opportunities that address climate sustainability, food insecurity, public service gaps and education disparities.

### **D. Youth Eligibility Requirements**

Participants must be between 18 and 30 years of age. Priority should be given to youth who:

- Have not participated in an AmeriCorps program
- May face barriers to employment
- Are low-income
- Are unemployed and/or out of school
- Are or were justice-involved
- Are in or transitioning from foster care
- Are engaged with the mental health or substance use system

Priority participants—those meeting at least two of the above criteria—should constitute no fewer than 75% of selected participants.

## E. Metrics/Reporting

Subgrantees are required to report the following metrics on a monthly basis:

- Number of youth participating in the program
- Number of youth employed in each focus area
- Number of youth enrolled in job training/readiness programs
- Number of youth completing job training/readiness programs
- Number of youth participating in summer programs (if applicable)
- Average wage and hours worked by participants
- Qualitative information, including participant stories, for inclusion in the annual report

Additional monthly reporting requirements include:

- Number of youth employed who were previously unemployed
- Number of youth completing the full program (year-round or summer)
- Percentage of participants who remain in college or stable employment
- Percentage of participants employed after program completion
- Percentage of participants reporting job satisfaction after one year of employment (survey-based)
- Percentage of participants expressing interest in a public service career after one year (survey-based)
- Percentage of participants employed in public service after one year
- Evaluations of job training programs

Fiscal reporting shall also be conducted on a monthly basis. Subgrantees shall apply for reimbursement of expenditures in a format prescribed by the City and provide accounting and payroll records upon request. Annual financial reporting will also be required in compliance with state and/or federal laws and regulations. Subgrantees may be subject to the Single Audit Act, and if so, shall bear the full expense of compliance with audit requirements.

## II. Program Scope of Work

**The scope of work for the subrecipient(s) in this program area may include (but are not limited to) the following:**

- **Urban Forestry:** Youth will participate in pruning, and general care of trees and vegetation in parks, as well as landscaping along streets, medians, and other facilities within the public right-of-way. Urban forestry may also include specialized plant care for the Urban Orchard.
- **City Facilities Maintenance:** The city facilities maintenance team will be responsible for performing routine general cleaning, including but not limited to daily trash removal, dusting, restocking/cleaning restrooms, sweeping/mopping/vacuuming, cleaning/disinfecting tables and counters, and cleaning/disinfecting community surfaces (handrails, water fountains, vending machines, etc.).
- **City Beautification:** Youth will participate in illegal dumpsite cleanups, hauling away and properly disposing of large items such as mattresses, furniture, tires, other debris. Litter Abatement will be conducted to remove litter throughout the City. Sidewalk pressure washing services shall include regularly scheduled pressure washing of sidewalks that accomplishes the removal of dirt and stains, cleaning of public trash cans in the public right-of-way, removal of

gum and other substances/objects that may adhere to sidewalk surfaces, and the placement of clearly legible “Caution” signs on sidewalks for the duration of cleaning activities.

- **Snack Bar Operations:** Snack bar operations will be conducted at the snack bar located in La Puente Park where fresh food and drinks are served. Duties shall include stocking food and drinks, preparing and cleaning work areas, greeting the public, responding to inquiries, and cashiering.
- **Community Food Distribution/Food Banks:** Youth will assist with food inventory, separate perishables, and non-perishables, and create baskets for distribution. In addition, youth may be tasked with participating in mobile food distributions, drive-through pantries, and no-contact distributions.
- **Community Service Special Events:** Youth shall assist the staff at La Puente Community Center during special events, including but not limited to the summer lunch program, Spring Egg Hunt, Movies in the Park, Concerts in the park, National Night Out, Dia De Los Muertos, Veterans Day, Holiday Parade and Tree Lighting. Tasks will include assisting with event setup, takedown/cleanup, and assisting members of the public.
- **Senior Services:** Youth will work at the Senior Center assisting with planning and instructing recreational classes, scheduling transportation for medical appointments and outings, assist with the distribution of meals for consumption at the Senior Center and pre-packaging meals for seniors that do not have the ability to leave their home.
- **Veterinary Care/No-kill shelter:** Youth will be taught the proper care of animals brought in by residents who cannot afford veterinary care or cannot afford food for their animals. These shelters and veterinary facilities provide food, medicine, and care to residents experiencing financial hardships. Some of the tasks may include but are not limited to working directly to assist a licensed veterinarian with basic and routine non-medical tasks, office support, creating a healthy environment, preparing food, feeding the animals, and cleaning cages and other facilities. This program exposes youth to veterinary science.

## **CONTRACT DEVELOPMENT**

If a proposal is accepted, the consultant is required to enter into a contractual agreement with the City. The City reserves the right to amend this contract based on the information provided by the consultant in its response to the RFP.

The following contractual terms are non-negotiable and included in the standard City contract:

- Indemnification
- All insurance terms
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law
- Record keeping, audit, and financial reporting requirements

If an agreement cannot be reached, negotiations with an alternate consultant may commence.

## **INTERPRETATION OF THE RFP**

The bidder must make careful examination and understand all the requirements, specifications, and conditions stated in the RFP. If any bidder planning to submit a proposal finds discrepancies in or omissions from the RFP, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the City. Any changes to the RFP will be made only by written addendum, which may be posted on the City's website [www.lapuenta.org](http://www.lapuenta.org). The City is not responsible for any other explanations or interpretations. If any provision in this RFP is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

## **PROFESSIONAL SERVICES AGREEMENT**

The contact regarding this RFP is Ms. Gisel Rubio-Lopez, Housing & Grant Analyst, who can be reached at (626) 855-1500 or via email at [grubio@lapuenta.org](mailto:grubio@lapuenta.org). Inquiries and request for additional information shall be submitted via U.S. Mail to Mr. Troy Grunklee, at the following address:

**Troy Grunklee, CPA**  
**Director of Administrative Services**  
City of La Puente  
15900 E. Main Street  
La Puente, California 91744  
RE: Youth Workforce Development Program RFP 2026

## **SELECTION PROCESS**

City staff will review the proposals. Staff may request additional or supplemental information as necessary. After reviewing the proposals, the City may conduct interviews with the top two or three candidates. Staff will forward a recommendation to the

City Council for final selection. It is anticipated that the selected subgrantee(s) will be identified during the City Council meeting on to be determined (TBD) date.

### **CANCELLATION OF PROCUREMENT PROCESS**

The City may cancel the procurement process at any time. All proposals become the property of the City. All information submitted in the proposal becomes “public record” as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified by the Subgrantee. However, the City reserves the right to release the entirety of any RFP submitted, in accordance with State law.

The City reserves the right to amend or modify the project Scope of Services prior to the award of contract, as necessity may dictate, and to reject any and all proposals hereunder. This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source or to cancel in part or in its entirety this RFP if it is in the best interest of the City.

“Attachment A” (required)

Please submit project proposals and proposed program budget documents as Attachment A.