

RFQ PACE-LABSC Operator Subcontractor

EWDD City of Los Angeles BusinessSource Center (LABSC) Program

Issued by: Pacific Asian Consortium in Employment (PACE)

Location: Hollywood Region

Release Date: March 3, 2026

Grant Period: July 1, 2026 – June 30, 2027

Proposal Deadline: March 6, 2026, no later than 5:00:00 p.m. PST

Program Overview

PACE (Pacific Asian Consortium in Employment) is applying to serve as a Los Angeles BusinessSource Center (LABSC) Operator. If awarded, PACE will subcontract with qualified organizations to expand outreach, technical assistance, and business support services citywide. The LABSC program supports small business growth and economic development with a central goal of creating and retaining jobs for low- to moderate-income individuals, providing counseling, training, access to capital, and industry-specific support.

Since its implementation, LABSC has enrolled thousands of clients, delivered tens of thousands of trainings, facilitated access to millions in capital, launched new businesses, and created or retained hundreds of local jobs. The program strengthens business resiliency, helping businesses withstand economic challenges, natural disasters, and market disruptions while preparing for major events such as the LA '28 Summer Olympics and 2026 World Cup in Los Angeles.

If selected as a LABSC Operator, PACE will work closely with subcontractors to provide services citywide, with an emphasis on neighborhoods with high concentrations of low- to moderate-income residents. Subcontracted organizations will deliver tailored resources, including business counseling, workshops, access to capital, and industry-specific technical assistance, helping ensure small businesses have the support necessary to grow, adapt, and thrive.

Key Objectives of the LABSC Program

1. Promote the creation and retention of jobs for low- to moderate-income individuals.
2. Provide business technical assistance, training, and access to capital to support business growth.
3. Enhance the resiliency and adaptability of small businesses to respond to economic, environmental, and industry-specific challenges.
4. Build a coordinated business support ecosystem through partnerships with public and private sector stakeholders.

Core Services Include

- One-on-one business counseling and mentoring
- Business plan development and financial planning
- Access to capital and loan management support
- Workshops and group training on business management, financial literacy, and market expansion
- Specialized resources for high-growth industries such as healthcare, biotech, renewable energy, construction, logistics, and entertainment

Purpose of RFQ

PACE seeks to subcontract with **one (1) qualified small business consulting firm** to provide individualized technical assistance and facilitate access to capital for small businesses, with the goal of creating and / or retaining jobs, and achieving performance-based outcomes under the LABSC Program. Anticipated award size is up to **\$20,000**. Services are anticipated to begin as early as July 1, 2026, and will continue through June 30, 2027.

This solicitation is consistent with City of Los Angeles procurement procedures under Appendix C - <https://www.rampla.org/s/opportunity-details?id=006QL00000WSPHBIA5>.

Scope of Work

Selected subcontractors will collaborate closely with PACE to deliver comprehensive small business services to LABSC-eligible businesses, including new businesses, under the LABSC Program. Scope of work is as follows:

Definitions

1. **LABSC-eligible business:** Owner resides in Los Angeles or business location is within City limits. Verification may reference ZIMAS: <https://zimas.lacity.org>
2. **New business:** In operation ≤12 months or pre-revenue and actively preparing to launch.

1. Job Creation, Retention, and Access to Capital

- Provide technical assistance, guidance, and support to help small businesses create or retain at least 25 jobs, including facilitating access to capital and financial resources.

- Deliver measurable outcomes tied to program goals - new client enrollment, job created/retained, and total capital infusion - particularly in low- to moderate-income communities.
- Ensure all activities comply with City of Los Angeles's procurement guidelines, cost allowability, and reporting requirements.

2. Enrollment and Business Support

- Identify, engage, and refer to PACE small businesses interested in BusinessSource Center's program services
- Provide tailored one-on-one technical assistance including:
 - Business start-up fundamentals
 - Access to capital and financial management
 - Business planning and operational strategies
 - Industry-specific technical assistance

3. Progress Reporting

- Submit quarterly progress reports aligned with PACE-provided deadlines, including:
 - Number of jobs created or retained (with forms)
 - Business enrollment forms
 - Business license and permits
 - Access to capital facilitated
 - Case notes capturing client progress resulting from the technical assistance provided.
 - Record Keeping: client-related documentation that substantiate scope #1 and #2 must be retained for at minimum 3 years.
 - The following EWDD LABSC programs forms must be completed to document enrollment and job creation/retention. Attachments 1 to 5 below.
 1. Exhibit I - Individual Business Service Agreement (Enrollment Form)
 2. Exhibit II - Individual Business Service Agreement (Enrollment Form) Spanish
 3. Exhibit III - Assisted Activity Job Creation Form 2025
 4. Exhibit IV - Assisted Activity Job Retention Form 2025
 5. Exhibit V - Assisted Activity Job Information Report (AAJIR)

4. Compliance and Recordkeeping

- Maintain all records per Appendix C §3; make available for audit, inspection, or City review.
- Comply with ADA (§7), City's Conflict of Interest policies, and other federal/state regulations.

Subcontractor Requirements

Prior to being awarded, subcontractor will be required to:

- Provide proof of applicable business licenses and permits.
- Comply with General Terms & Conditions (RAMP Opportunity ID #226844) and federal/state regulations, including debarment and suspension checks (2 CFR 200); i.e., no funds will be awarded to debarred or suspended entities.
- Adhere to Appendix C §4: no cost-plus-percentage-of-cost contracts.
- Take affirmative steps to ensure participation by minority, women-owned, and small businesses (§6).
- Comply with MWB/DBE affirmative steps, ADA, and recordkeeping requirements.
- Execute a written subcontract (upon award) incorporating City General Terms, proof of licenses, and adherence to procurement rules.

Proposal Submission Requirements

Deadline: March 6, 2026, 5:00:00 p.m. PST

Submit via email to veronicalopez@pacela.org and vandreassian@pacela.org, and cc: ghan@pacela.org. Late submissions will not be considered.

1. Technical Proposal (≤1 page)

- **Job Creation & Retention Strategy:** Describe approach to help small businesses create or retain at least 25 jobs, track progress, and report outcomes.
- **Deliverables & Reporting:** Explain how quarterly reports will capture job creation, business enrollment, and access to capital.

2. Cost Proposal

- Fully loaded unit price per job created or retained and number of proposed jobs created or retained; *note – total proposed cost should not exceed \$20,000 total.*
- Cost proposals will be subject to cost/price analysis to ensure allowability, reasonableness, and compliance with federal cost principles.

3. Past Performance

- Provide staff qualifications and prior success in creating jobs, facilitating capital, and supporting low- to moderate-income businesses. Include

quantitative outcomes where available. If applicable, describe the organization's experience working with City of Los Angeles or similar programs, highlighting instances where the organization helped clients secure capital that resulted in job retention and/or job creation.

Evaluation Methodology

- Proposals will be evaluated based on technical responsiveness (30%), cost reasonableness (35%), and past performance (35%).
- Staff responsibilities, evaluation worksheets, and independent scoring will be used to ensure transparency and avoid conflicts.

Evaluation Criteria

- **Technical Responsiveness (30%)** – Scope of work, job creation strategy, and reporting methods.
- **Cost (35%)** – Price reasonableness, responsiveness, and compliance with cost/price analysis requirements.
- **Past Performance (35%)** – Organizational capacity, prior results, and ability to meet measurable outcomes.

Submission Instructions

- Email technical proposal and fully loaded unit price by March 6, 2026, 5:00:00 p.m. PST to veronicalopez@pacela.org and vandreassian@pacela.org, and cc: dhan@pacela.org.
- Confirmation of receipt will be sent within 24 hours.

** After announcement of results, bidders will have the opportunity to appeal. For any appeals, please email directly to veronicalopez@pacela.org and vandreassian@pacela.org, and cc: dhan@pacela.org.*

RFQ Provisions

- RFQ is issued in accordance with Appendix C: small purchase procedures for awards under \$25,000.
- Records of RFQ requests, submissions, and evaluations will be maintained for at minimum 3 years.