



PROGRAM: El Nido Family Centers – **Pacoima FamilySource Center**

PROGRAM OVERVIEW:

El Nido Family Centers manages the **Pacoima** FamilySource Center (FSC). The FSC is funded by the City of Los Angeles Community Investment for Families Department (CIFD) through Federal, State and local funds, and serves as the City's delivery system for anti-poverty initiatives and essential social services. The FSC is a one-stop center that provides a continuum of core services designed to financially empower poor, very-low, and low-income families to become more self-sufficient by improving housing stability, increasing family security through the provision of asset-building programs and also to prepare low-income youth to graduate from high school and qualify for post-secondary education.

SUB-CONTRACTOR BID SOLICITATION:

El Nido Family Centers is seeking bids to subcontract with a qualified organization that is skilled and experienced in providing **legal immigration services** for the **Pacoima** FamilySource Center.

SOURCES OF FUNDS AND FUNDING REQUEST

The primary funding sources for this bid are a combination of Community Development Block Grant, Community Services Block Grant, and City General Funds.

ANTICIPATED TERMS OF CONTRACT:

The anticipated term of the FamilySource contract is **February 1, 2026 through June 30, 2026**, with an option to extend for an additional one-year term.

SCOPE OF WORK:

The subcontractor shall provide legal immigration services that include: workshops, consultations, DACA applications and renewals, citizenship and residency applications, applications to assess eligibility for immigration benefits, permanent residency, u-visas, FOIA and other immigration-related background screening for naturalization process. Subcontractor shall have the capability to provide in-person services.

Deliverables:

The subcontractor shall provide the following deliverables:

- Serve a minimum of 60 low-income FSC enrolled clients in a variety of service modalities that include DACA applications, Naturalization applications and consultations based on the needs of client.
 - Conduct 5 legal immigration workshops from February – June.
 - Conduct presentation to FSC team members on immigration laws, local and state policy updates.
 - Support a minimum of 15 clients in renewing DACA.
- Provide proof of services on a monthly basis to FamilySource Center staff liaison at the Pacoima office.
- Proof of services and other supporting documents shall also accompany the monthly invoices due on the 10th business day of every month.
- Provide proof of outcomes due on the 10th business day of every quarter.

Each proposer will be required to meet the minimum quantitative Performance Measures:

Performance Measures	Annual Performance Goals
Minimum # of Unduplicated Customers to be Served	60

El Nido Family Centers will review the progress of the above annual objectives, which will include one fiscal- and one programmatic-review by **March 31, 2026**.

ELIGIBLE BIDDERS (Threshold Requirements):

Eligible bidders are invited to submit proposals indicating their interest in this project. Bids will be accepted only from community-based non-profit organizations. Bidders must meet the following criteria to be eligible:

1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration with the California Secretary of State.
2. Be in good standing with the Secretary of State, if a corporation or limited liability company.
3. Have not been determined to be non-responsible or been disbarred by the City pursuant to the Contractor Responsibility Ordinance.
4. Have not been disbarred by the federal government, State of California, or local government.
5. Have a minimum of five (5) years' continuous experience in providing services comparable to those solicited herein.
6. Not have any outstanding debt which has not been repaid or for which a department agreement plan has not been implemented, if the proposer has previously contracted with the State of California or the City of Los Angeles. If it has contracted with CIFD or El Nido Family Centers, it must not have any outstanding disallowed costs or other liability to the City or El Nido Family Centers, or on corrective action for the current fiscal year.
7. Not have conflict of interest with any parties involved in this contract, either through the awarding of this contract or through the provision and receipt of services.
8. Disclosure of any political contributions to City Officials.

BID PROPOSALS:

Bidders shall include three brief program narratives that describe their demonstrated ability and program design, as well as budget forms that detail costs associated with the project. Narratives are not to exceed three single-sided pages. Budget forms do not count toward the three-page limit. **All bids shall include a budget of \$27,446**

Any proposal that deviates from this format may be rejected as nonresponsive without review at El Nido Family Centers' sole discretion.

NARRATIVE 1- DEMONSTRATED ABILITY (10 POINTS)

- Describe your organization's background and experience in providing legal immigration services to very low- and low-income individuals/families as outlined in the scope of work, within the last 5 years.

NARRATIVE 2- PROGRAM DESIGN (10 POINTS)

- Describe your proposed program design to meet the performance measures outlined in the scope of work.

NARRATIVE 3 - COST REASONABLENESS, LEVERAGED RESOURCES, AND FINANCIAL VIABILITY (10 POINTS)

- Provide a brief narrative summarizing your financial stability based on your agency's past 24-month financial statements. This may include but not be limited to balance sheets or statements of financial position, statement of income, and statement of cash flow.
- Describe your agency's ability to administer a cost-reimbursement contract, including monitoring and documenting expenditures, participating in fiscal reviews conducted by funders, and adhering to generally accepted accounting principles (GAAP).
- Using the following Budget Forms: Budget Summary, Schedule of Personnel Costs, Budget Detail, Budget Narrative and Salary Range, describe in detail your proposed costs in providing your proposed scope of work for a 5-month funding period of 2/1/26 – 6/30/26.
- Any staff funded in whole or in part by these grant funds shall be paid a salary that is consistent with the City's Living Wage Ordinance of a minimum of \$22.00 per hour. Living wage exemptions will not be granted for the FSC program because, as the City's anti-poverty program, it does not align with the FamilySource System's vision of lifting families out of poverty.
- Also include any non-federal Matching / Leveraged Resources / Funds.

EVALUATION CRITERIA:

Bids will be evaluated and rated from 1- 30 points based on the bid package submitted.

IMPORTANT DATES:

Bid Release: **January 15, 2026**

Bid Submission Deadline: **January 23, 2026**

Responses will be evaluated and a notice to proceed will be effected no later than: **January 27, 2026.**

SUBMISSION ADDRESS:

Please submit a written proposal by email to the attention of:

Veronica Ruiz

FSC Program Director

El Nido Family Centers

vrui@elnidofamilycenters.org

and a Copy to:

Ara Avakyan

Grants Administrator

aavakyan@elnidofamilycenters.org

Include: "Bid for Legal Immigration Services at Pacoima FSC" in the subject line.

All bids must be received by 12:00pm on January 23, 2026. Bids must be signed and dated to be considered.

If your agency is selected for an award, you will be required to provide a copy of your City of Los Angeles business license, proof of insurance, proof of active registration with <https://sam.gov/content/home> (must not be debarred, suspended, or otherwise excluded from participation in Federal assistance programs), and a copy of your Workers' Compensation Insurance Coverage.

QUESTIONS OR TECHNICAL ASSISTANCE:

Contact:

Veronica Ruiz
FSC Program Director
vruiiz@elnidofamilycenters.org

Ara Avakyan
Grants Administrator
aavakyan@elnidofamilycenters.org

ATTACHMENT: Budget Forms