



ALL PEOPLES COMMUNITY CENTER

All Peoples Community FamilySource Center - Request for Proposals Immigration Services

PROGRAM OVERVIEW

All Peoples Community Center (APCC) manages the Southeast FamilySource Center (FSC). The FSC is funded by the City of Los Angeles Community Investment Department (CID) 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 increasing family income 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.

SUBCONTRACTOR SOLICITATION

All Peoples Community Center is seeking bids to subcontract with qualified nonprofit organizations experienced in providing immigration legal services for participants of the Southeast FamilySource Center.

SOURCES OF FUNDS

The primary funding sources for this subcontract are a combination of Community Development Block Grant (CDBG), Community Services Block Grant (CSBG), and City General Funds.

ANTICIPATED CONTRACT TERM

The anticipated term of the FamilySource Center subcontract is **September 15, 2026 through June 30, 2027**, with an option to extend based upon funding availability and satisfactory performance.

The anticipated contract amount is **up to \$25,000**.

SCOPE OF WORK

The selected subcontractor shall provide immigration legal services for eligible participants of the Southeast FamilySource Center.

Services shall include, but are not be limited to:

2 Immigration Workshops – Contractor shall coordinate and provide immigration status workshops targeting traditionally hard-to-reach immigrant populations. Workshops shall include, but not be limited to Family Based Immigration & the Provisional Waiver, U-Visas and general overview of immigration processes, Citizenship, Deferred Action for Childhood Arrivals (DACA), and an overview of general immigration law and services.

1 Legal workshop/training for FSC staff giving an overview of immigration law and their services.

40 Individual legal consultations, as scheduled by FSC, to assess eligibility for immigration benefits (including Freedom of Information Act Requests and FBI background checks).

A minimum of 15 USCIS Approved Cases to secure the right to work. Services will include:

- DACA applications (including initial DACA requests & renewal applications),
- I-90 green card renewal applications & fee waiver requests,
- I-765 work permit renewal applications & fee waiver requests,
- VAWA/U Visa petitions (including adjustment of status for U Visa holders) and fee waiver requests,
- Family-based immigration applications including I-130 relative petitions and I-485 adjustment of status.

Coordinate appointment scheduling with All Peoples Community Center staff and make reasonable efforts to schedule participants within ten (10) business days of referral.

PERFORMANCE GOALS

Deliverables: Subcontractors will submit narrative reports by the 10th of each month. Cash requests must be submitted by the 10th of each month with documentation to support expenses. Subcontractors will respond to all requests for documents as required by the City of Los Angeles. Subcontractors must provide proof of service and proof of outcomes as determined by CIFD guidelines.

Leveraging of Other Legal Services through FSC

- Legal representation to be provided by Providers using other sources of funding.
- Identification of individuals eligible for various forms of immigration relief (including VAWA, U Visa, T Visa and unaccompanied minors in removal proceedings) and referral for representation through other funding sources.
- Total leveraged legal services: \$7,500.

All Peoples Community Center will review the progress of the above annual objectives, including financial monitoring, no later than March of the contract period.

DELIVERABLES

Subcontractors shall:

- Attend coordination meetings with All Peoples Community Center as requested.
- Submit narrative reports by the 10th of each month.
- Submit invoices and supporting documentation by the 10th of each month.
- Respond to all requests for documentation as required by the City of Los Angeles.
- Provide proof of service and proof of outcomes as determined by CID guidelines.
- Maintain participant confidentiality in accordance with all applicable federal and state laws.
- Notify APCC of any circumstances that may significantly impact contract performance.

LEVERAGING OF OTHER LEGAL SERVICES

The subcontractor is encouraged to leverage additional legal resources beyond this subcontract, including:

- Legal representation funded through other funding sources.
- Identification of individuals eligible for additional forms of immigration relief, including VAWA, U Visa, T Visa, SIJS, asylum, or removal defense, and referral to additional funding sources when appropriate.

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 nonprofit organizations meeting the following minimum qualifications:

1. Be qualified to conduct business in the State of California.
2. Be in good standing with the California Secretary of State.
3. Have not been determined to be non-responsible or debarred by the City of Los Angeles.
4. Have not been debarred by any Federal, State, or local government agency.

5. Have a minimum of **five (5) years** of continuous experience providing immigration legal services comparable to those solicited herein.
6. Have no outstanding debt or unresolved corrective action with the City of Los Angeles or CIFI.
7. Have no conflict of interest with any parties involved in this procurement.
8. Maintain an active SAM registration and valid Unique Entity Identifier (UEI), if applicable.

BID PROPOSALS

Bidders shall include three brief program narratives describing their demonstrated ability, proposed program design, and financial viability. Narratives shall not exceed two (2) pages each. Budget forms do not count toward the page limit.

All proposals shall include a budget **not to exceed \$25,000**.

Narrative 1 – Demonstrated Ability (10 Points)

Describe your organization's background and experience providing immigration legal services to low- and moderate-income individuals and families comparable to the services outlined in the Scope of Work.

Narrative 2 – Program Design (10 Points)

Describe your proposed program design to meet the Scope of Work and Performance Goals. Include staffing, appointment scheduling, legal consultation process, workshops, referral coordination, and quality assurance procedures.

Narrative 3 – Cost Reasonableness, Leveraged Resources, and Financial Viability (10 Points)

Provide a brief narrative summarizing your organization's financial stability based on your most recent financial statements.

Using the required budget forms (Budget Summary, Schedule of Personnel Costs, Budget Detail, Spending Plan Worksheet, and Budget Narrative), describe your proposed costs for providing the requested services.

Include any non-federal matching or leveraged resources.

EVALUATION CRITERIA

Proposals will be evaluated and rated from **1–30 points** based on the submitted proposal package.

Evaluation Criteria

Points

Demonstrated Ability	10
Program Design	10
Cost Reasonableness, Leveraged Resources & Financial Viability	10
Total	30

IMPORTANT DATES

Bid Release: July 28, 2026

Proposal Submission Deadline: August 7, 2026

Notice of Intent to Award: August 19, 2026

Anticipated Contract Start: September 15, 2026

SUBMISSION INSTRUCTIONS

Please submit one electronic copy of your proposal in PDF format to:

Brandy Muñiz

Executive Director

All Peoples Community Center

allpeoples@allpeoplescc.org

All proposals must be received by the submission deadline to be considered.

If selected, the successful proposer will be required to provide a copy of its business license within the City of LA, proof of insurance, Workers' Compensation Insurance coverage, and any additional documentation required by All Peoples Community Center and the City of Los Angeles prior to execution of the subcontract.