

City of Los Angeles Transitional Job Opportunities Program

Pursuant to Los Angeles Administrative Code (LAAC), Article 5, Sections 10.31 through 10.31.7, a firm may apply for certification as a Transitional Job Opportunities Program (TJOP) employer. The qualifications for certification are listed below.

1. The firm must be incorporated in or have its principal office located in the State of California.
2. The firm must have been in operation for at least three years providing transitional jobs and related supportive services to program participants.

Firms certified as a TJOP employer with the City of Los Angeles are given a preference applied to bid contracts of \$100,000 or less. A 10 percent preference (discount) is given to the bids of TJOP certified firms. The preference is determined by taking 10 percent of the lowest bid that is proposed by a non-certified TJOP firm, and subtracting that amount from the bid of the TJOP certified firm. If after the preference the TJOP firm's bid is less than or equal to the lowest non-certified firm's bid, the TJOP firm will be awarded the contract. For proposals, the 10 percent preference is applied to the cost evaluation factor. If after the preference the TJOP firm's cost proposal is less than or equal to the lowest non-certified firm's cost proposal, the TJOP firm will receive the maximum number of points in the cost evaluation factor.

In order to be given the bid preference as a certified TJOP firm, a Transitional Job Opportunities Application must be submitted to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later than five (5) calendar days prior to the bid or proposal deadline and must be approved prior to the award date.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at:

**1149 South Broadway, Suite 300
Los Angeles, CA 90015**

Certification as a Transitional Job Opportunities Program employer by the Office of Contract Compliance will continue until or unless it is removed by our agency. For questions concerning the Transitional Job Opportunities Program, contact the Office of Contract Compliance, Centralized Certification Section at (213) 847-2684.

City of Los Angeles

Transitional Job Opportunities Program Application

Application must be submitted five (5) calendar days prior to the bid or proposal deadline and approved prior to the award date in order to be considered for TJOP status for the project.

1. BUSINESS INFORMATION

Organization Type (check one): Sole Proprietorship Corporation Limited Liability
 Partnership Joint Venture

Business Name: _____

Contact Person and Title: _____

Local Business Address: _____

Local Business Telephone Number: _____ Fax Number: _____

Local Business E-mail Address: _____

Principal Office Address (if different from Local Business Address): _____

Principal Office Telephone Number: _____ Fax Number: _____

List the services provided by your firm: _____

2. BUSINESS AFFILIATION

Is the firm affiliated with another firm? (check one) Yes No

If yes, please provide the following information describing the affiliate firm:

Affiliate Name(s) and/or Owner(s): _____

Business Address: _____

Business Telephone Number: _____

3. REQUIRED PROGRAM INFORMATION (please attach to application)

(a) List the year in which the firm began a program to provide transitional jobs and related supportive services to participants.

(b) Describe the firm's program to help participants transition towards competitive unsubsidized employment, including the supportive services offered (e.g., maximum length of time participants remain in program; types of training offered; types of supportive services offered, etc.).

(c) Provide a profile of the program participants (e.g., homeless individuals, individuals with addictions, at-risk youth, etc.) and the number of participants in each of the profile categories in the previous calendar year.

1. Percentage of workers in each profile category who were transitional jobs' participants
2. Number of participants in each profile category who transitioned to regular unsubsidized employment

The undersigned declares under penalty of perjury that the information contained herein is true and correct.

Print Name

Title in Company

Signature

Date