

TRANSMITTAL

To:

THE COUNCIL

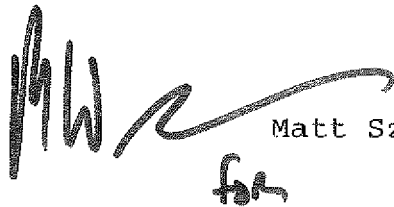
Date:

APR 28 2011

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in black ink, appearing to read 'MS' followed by a long, sweeping flourish.

Matt Szabo

for

ANTONIO R. VILLARAIGOSA
Mayor

CITY OF LOS ANGELES

CALIFORNIA

RICHARD L. BENBOW
GENERAL MANAGER



ANTONIO R. VILLARAIGOSA
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 W. SEVENTH STREET
LOS ANGELES, CA 90017

April 20, 2011

Council File No. 10-1610
Council Districts: All
Contact Person & Phone:
Manuel Chavez, 744-7398

OFFICE OF THE MAYOR
RECEIVED
2011 APR 22 PM 2:07
CITY OF LOS ANGELES

The Honorable Antonio R. Villaraigosa
Mayor, City of Los Angeles
Room 303, City Hall

Attention: Pamela Finley, Legislative Coordinator

COMMITTEE TRANSMITTAL: RECOMMENDATIONS FOR FUNDING DAY LABOR PROGRAM FOR PROGRAM YEAR 2011-12

ACTION REQUESTED

The General Manager of the Community Development Department (CDD) respectfully requests that your office review and approve this transmittal and forward to the City Council for further consideration.

RECOMMENDATIONS

The General Manager of CDD respectfully requests that the Mayor and City Council:

1. APPROVE the results of the Day Labor Program (DLP) Request for Proposals (RFP) for Program Year (PY) 2011-12, as indicated in the Attachment.
2. AUTHORIZE the General Manager of CDD or designee to negotiate and execute City Agreements with each of the three proposers selected to become service providers for the DLP program, with funding not to exceed the amounts stated on the Attachment, for the period commencing June 1, 2011 through March 31, 2012, with an option to extend for up to two additional one-year terms at the City's sole discretion and contingent upon availability of funds, certification as a Community Based Development Organization (CBDO), contractor performance and continued compliance with applicable laws.
3. AUTHORIZE the General Manager of CDD or designee to prepare any Controller's instructions needed to implement actions approved by the Council and Mayor on matters presented in or deriving from this transmittal, and/or make necessary

technical adjustments, subject to the approval of the City Administrative Officer; and further requests that the Controller implement the instructions.

SUMMARY

On November 3, 2010, the City Council authorized CDD to issue a RFP for the DLP and directed CDD to submit recommendations to the Mayor and City Council for the selected DLP contractors (CF 10-1610). Based on the RFP evaluation process, three day labor proposers that received a minimum total score of 70 points are recommended for funding to operate the eight Day Labor Centers.

FISCAL IMPACT STATEMENT

The DLP funding recommendations do not impact the City's General Fund. The DLP operates under the Housing and Community Development Consolidated Plan program year basis (April 1 through March 31) and is funded through the Community Development Block Grant (CDBG) awarded from the Department of Housing and Urban Development.

BACKGROUND

CDD released the RFP on January 7, 2011. Availability of funds was unknown at the time the RFP was released because the City's CDBG entitlement for the 37th Program Year had not yet been released and Council and Mayor had not yet approved the 37th Program Year Action Plan. Currently, there are three DLP providers whose contracts expired on March 31, 2011. Separately, as part of authorities related to the Housing and Community Development Consolidated Plan, CDD is requesting two month extensions of these contracts through May 2011 to allow for continuous service while the contracts from the new procurement are approved.

The DLP provides fixed hiring sites in selected areas of the City where persons participating in the casual labor force can safely congregate to solicit employment from residents and businesses seeking day labor. Funding provides basic amenities to day laborers such as water, coffee, bread, lavatories, waste disposal, benches and shade. Day Laborers are people who solicit employment on a daily or temporary basis. They often wait for employment on street corners, in parks, or in parking lots of home improvement stores or gardening supply businesses. In the City of Los Angeles, centers have been established where day laborers can congregate and employers can hire. Day laborers are mostly male immigrants who lack English language skills. Casual day labor is the sole employment option for these individuals. Some lack work permits and are homeless or ex-offenders.

REQUEST FOR PROPOSALS

Following authorization granted by the Mayor and City Council, the CDD released the subject RFP on January 7, 2011. The RFP was posted on the CDD website and in the Los Angeles Business Assistance Virtual Network, the City's official repository of contractual opportunities. An RFP bidder's conference was held on January 20, 2011 at CDD. Representatives from eight nonprofit agencies attended the conference. In addition to the RFP conference, technical assistance was provided by posting answers on CDD's website

to questions submitted at the conference and through email. The deadline to respond to the RFP was February 11, 2011.

Due to anticipated limited funding, the RFP indicated that each site was to be funded in the amount not to exceed one hundred thirty-eight thousand dollars (\$138,000) for a 12-month period. Applicants eligible to submit a proposal were nonprofit agencies that must be able to be certified as a CDBO. A nonprofit agency must be certified as a CBDO annually and a key requirement of the certification is the composition of the current Board of Directors. Applicants were allowed to submit one proposal for one or multiple sites.

PROPOSAL REVIEW PROCESS

Three agencies submitted proposals to operate the eight day labor centers. One agency submitted a proposal to operate seven sites, another agency proposed to operate two sites, and another agency proposed to operate a single site.

All proposals were pre-screened to assess if they met the minimum eligibility requirements as listed in the RFP checklist. The pre-screening assessment revealed that all agencies met the minimum eligibility requirements.

The proposals were reviewed, scored, and ranked according to the following categories.

Evaluation Factors	Total Points
I. Demonstrated Ability <ul style="list-style-type: none"> • Agency experience and capacity • References for awarding agencies • Recent financial statement or single audit report 	25
II. Program Design and Approach <ul style="list-style-type: none"> • Demonstrated ability: providing outreach to day laborers, community stakeholders, employers, other • Program implementation and center operations • Core services 	50
III. Resource Allocation/Cost Reasonableness <ul style="list-style-type: none"> • Costs that are reasonable, allowable, necessary, and competitive 	25
TOTAL POINTS	100

One rating team of three members, made up of internal CDD staff and an outside individual, reviewed the proposals. The raters participated in an orientation meeting to provide an overview of the RFP, reviewed the criteria for scoring, discussed, and signed the Conflict of Interest / Non-Disclosure Statement. Each rater scored the proposals individually and later discussed their individual scores with the rest of team to collectively arrive at a consensus for the final score.

RELEASE OF FUNDING RECOMMENDATIONS AND APPEALS

Applicants were notified of the RFP results and funding recommendations on March 21, 2011. The notification letter included their respective RFP score as well as information on the appeals process. Proposers wishing to file an appeal were informed to hand-deliver the appeal in writing to the attention of the Assistant General Manager by 5:00 p.m. on March 25, 2011. Proposers were informed that written appeals could not include any new information that was not submitted with the original proposal.

The CDD received no appeals from any of the agencies that were recommended for funding.

COMMUNITY ACTION BOARD

The Community Action Board (CAB) is a 21-member advisory board made up of representatives of the City's poverty, private, and public sectors. The CAB advises the Mayor and City Council on issues relating to the Community Services Block Grant (CSBG) funds that support the FamilySource System. The DLP is considered a part of the FamilySource System.

On April 13, 2011, the CAB met to consider CDD's funding recommendations. The Board did not have a quorum and therefore was unable to formally approve the recommendations, however, the members present indicated they were in favor of the recommendations and did not have any concerns.

CONTRACT NEGOTIATIONS

Because of the timing of the RFP and the approval of the Consolidated Plan, we are extending contracts for two months to provide continuous services for participants through a separate report related to the Consolidated Plan. New contracts based on the RFP will be for contracts starting June 1, 2011. Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth in the "Contract Negotiations" section of the Request for Proposal.



RICHARD L. BENBOW
General Manager

RLB:MC:JO
Attachment: DLP Funding Recommendations

**Community Development Department
PY 2011-12 Day Labor Program Request for Proposal:
Funding Recommendations**

Requested Site	Council District	PROPOSER	Proposal Score Total (100 point maximum)	Funding Amount Requested ¹	PROGRAM Funding Recommendation (12 Mos.)	Center-Specific FACILITY Costs ² (12 Mos.)	Total 12 Month Allocation	Two-Month Allocation 04/01/11-05/31/11	Ten-Month Allocation 06/01/11-03/31/12
Downtown	9	Instituto de Educación Popular del Sur de California (IDEPSCA)	88.0	\$ 138,000	\$ 119,304	\$ 41,860	\$ 161,164	\$ 26,860	\$ 134,304
Hollywood	13	Instituto de Educación Popular del Sur de California	88.0	\$ 138,000	\$ 119,304	\$ 9,110	\$ 128,414	\$ 21,400	\$ 107,014
West LA	11	Instituto de Educación Popular del Sur de California	88.0	\$ 138,000	\$ 119,304	\$ 15,660	\$ 134,964	\$ 22,490	\$ 112,474
Harbor City	15	Instituto de Educación Popular del Sur de California	88.0	\$ 138,000	\$ 119,304	\$ 16,953	\$ 136,257	\$ 22,700	\$ 113,557
Cypress Park	1	Instituto de Educación Popular del Sur de California	88.0	\$ 138,000	\$ 119,304	\$ 2,380	\$ 121,684	\$ 20,280	\$ 101,404
North Hollywood	6	Youth Policy Institute, Inc. ³	91.0	\$ 138,000	\$ 119,304	\$ 16,850	\$ 136,154	\$ 22,690	\$ 113,464
		Instituto de Educación Popular del Sur de California	88.0	\$ 138,000	\$ -	\$ -	\$ -	\$ -	\$ -
Van Nuys	6	Youth Policy Institute, Inc. ³	91.0	\$ 138,000	\$ 119,304	\$ 1,950	\$ 121,254	\$ 20,200	\$ 101,054
		Instituto de Educación Popular del Sur de California	88.0	\$ 138,000	\$ -	\$ -	\$ -	\$ -	\$ -
Westlake	1	Central American Resource Center CARECEN- of California	85.0	\$ 138,000	\$ 119,304	\$ 2,500	\$ 121,804	\$ 20,300	\$ 101,504
TOTALS					\$ 954,432	\$ 107,263	\$ 1,061,695	\$ 176,920	\$ 884,775
37th Year Consolidated Plan 2011-12 Proposed Program Budget							\$ 1,061,695		

¹ RFP stated that each day labor center to be funded in the amount not to exceed \$138,000 for a 12-month period. \$138,000 was based on 36th PY CDBG/CBDO allocation. Actual allocation approved by Council was decreased by 12% from the 36th PY.

² Center facility costs vary by center, based on the lease and other expenses.

³ Current provider to the site.