

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 21, 2018

CAO File No. 0220-00540-1275

Council File No. 11-1783

Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Reference: Housing and Community Investment Department transmittal dated May 17, 2018; Received by the City Administrative Officer on May 31, 2018; Additional Information Received through June 6, 2018

Subject: **REQUEST FOR AUTHORIZATION TO CONTRACT WITH COALITION FOR ECONOMIC SURVIVAL (CES), INNER CITY LAW CENTER (ICLC), AND STRATEGIC ACTIONS FOR A JUST ECONOMY (SAJE), SELECTED THROUGH A REQUEST FOR PROPOSALS (RFP) FOR TENANT OUTREACH AND EDUCATION SERVICES FOR THE RENT ESCROW ACCOUNT PROGRAM (REAP) AND THE UTILITY MAINTENANCE PROGRAM (UMP)**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Amend Recommendation I of the Housing and Community Investment Department (HCID) transmittal (Report) dated May 17, 2018 relative to the request for authority to contract with three firms to provide tenant and outreach education services, to:
 - a. Add that the contracts are also subject to compliance with the City's contracting requirements;
 - b. Include the attached Exhibit C with the draft contract with the Coalition for Economic Survival;
 - c. Replace the Exhibit C of the draft contracts with Inner City Law Center and Strategic Actions for a Just Economy, and adopt Recommendation I as amended;
2. Amend Recommendation II of the related Report to refer to the stated table in Recommendation I, and adopt Recommendation II as amended; and,
3. Adopt Recommendations III and IV of the related Report.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute Professional Services Agreements with three firms to provide Rent Escrow Account Program (REAP) and Utility Maintenance Program (UMP) tenant outreach and education services. The proposed contracts would have a one year term to commence on or about July 1, 2018 through June 30, 2019, with two one-year renewal options, for an amount not to exceed \$600,000.

The selected tenant outreach and education Contractors and annual amounts are as follows:

<u>Contractor</u>	<u>Amount</u>
Coalition for Economic Survival	\$ 200,000
Inner City Law Center	200,000
Strategic Actions for a Just Economy	200,000
Total	<u>\$ 600,000</u>

Subsequent to releasing their Report, the HCID provided the attached Exhibit C, which was inadvertently omitted in the draft contract for the Coalition for Economic Survival attached to the HCID Report, and also requested to replace the previous Exhibit C for the draft contracts of the remaining two contracts with the attached Exhibit C.

On January 29, 2018, HCID released a Request for Proposals (RFP) to solicit responses from interested firms and organizations to provide REAP and/or UMP Tenant Outreach and Education Services. Four proposals were received in response to the RFP. During the preliminary review, three proposals were deemed responsive and submitted to the evaluators for scoring. The remaining proposal from Inquilinos Unidos did not pass the threshold screening and they were notified accordingly. An appeal was received from Inquilinos Unidos and a hearing was conducted on March 27, 2018, at which the Appeals Panel denied the appellant's appeal and upheld HCID's threshold review determination.

On September 26, 2017, HCID requested a Charter Section 1022 determination from the Personnel Department. On October 16, 2017, the Personnel Department provided its determination that City employees do not have the expertise to perform the proposed work as outlined in the draft contract attached to the HCID Report.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that there is no additional cost to the City. The proposed contracts are fully fee-supported. They total \$600,000, with 99% (\$594,000) of the proposed budget to be provided by the Systematic Code Enforcement Trust Fund No. 41M and 1% (\$6,000) to be provided by the Rent Stabilization Trust Fund No. 440.

RHL:ICS:02180139C

Attachment

**2018-19 Rent Escrow Account Program and
the Utility Maintenance Program**

EXHIBIT C
PROFESSIONAL FEE SCHEDULE

Fee and Expense Schedule
REAP/UMP Tenant Outreach

Services will be compensated upon approval of the Monthly Activity Report, according to the following fee schedule:

Monthly: not to exceed \$16,666.67

DRAFT