



REQUEST FOR PROPOSAL (RFP)

FOR

EVIDENCED-BASED PROGRAM (EBP)
AGING SERVICE AREA (ASA) #___

Issue Date: TBD

Proposers' Conference: TBD, at TBD

Submission Deadline: TBD, at 3:30 p.m.

CITY OF LOS ANGELES
DEPARTMENT OF AGING
221 N Figueroa St., 5th Floor, Suite ___
Los Angeles, CA 90012
(213) 482-7252

TABLE OF CONTENTS

	<u>Page</u>
I BACKGROUND.....	1
A. ADMINISTRATIVE ENTITY	1
B. PROGRAM OVERVIEW	1
II. RFP SPECIFICATIONS.....	1
A. SCOPE OF WORK	1
B. MINIMUM REQUIREMENTS	3
C. ELIGIBLE ORGANIZATIONS.....	6
D. ESTIMATED PROGRAM FUNDING.....	7
E. CONTRACT TERM	8
F. PRELIMINARY SCHEDULE.....	8
G. PROPOSERS' CONFERENCE	8
H. TECHNICAL ASSISTANCE.....	8
I. DEADLINE FOR SUBMISSION OF PROPOSALS	9
J. EVALUATION CRITERIA	9
K. PROPOSAL REVIEW PROCESS	11
L. CONTRACT NEGOTIATIONS PROCESS	11
M. PROPOSAL APPEAL PROCESS	11
III. GENERAL RFP INFORMATION	13
A. GENERAL PROPOSAL CONDITIONS	13
B. LAWS AND REGULATIONS	14
C. STATEMENTS REQUIRED WITH PROPOSAL.....	15
D. CONTRACT EXECUTION REQUIREMENTS	20
E. SUBCONTRACT COMPETITIVE BID REQUIREMENTS	23
F. AUDITS.....	24
G. CONTRACT EVALUATION ORDINANCE.....	24
IV. PROPOSAL PACKAGE.....	24
A. GENERAL PREPARATION GUIDELINES	24
B. DOCUMENTS TO BE COMPLETED.....	26
C. PROPOSAL CHECKLIST.....	26
D. PROPOSAL	26
V. CHECK OFF LIST.....	33
VI. ATTACHMENTS	34

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The City of Los Angeles Department of Aging (LADOA) is designated by the California Department of Aging as Planning Service Area 25, an Area Agency on Aging (AAA) responsible for providing senior and caregiver services to older adults who are 60 years of age or older. According to the 2010 Census, it is estimated that the City of Los Angeles is home to approximately 562,896 adults age 60 or over, including 305,671 minorities and 67,076 low income older adults.

LADOA was established in 1983 with a mission to improve the quality of life, independence, health and dignity of the City's older population by managing community based senior programs that are comprehensive, coordinated and accessible, and to advocate for the needs of older adults and their family caregivers.

On behalf of the City of Los Angeles, the Los Angeles Department of Aging will serve as the administrative entity for this request for proposals (RFP). LADOA has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. _____).

B. PROGRAM OVERVIEW

Evidence Based Programs (EBP) provide older adults with programs that enhance wellness skills in the areas of self management/healthier living, physical activity, memory enhancement, and caregiver support.

The City has been divided into fifteen geographic areas (see *Aging Service Area [ASA] Maps*, Attachment 17). A proposal must include program services within the entire ASA. A bidder may bid for more than one ASA, but each ASA proposal must be submitted separately. The LADOA will award one contract to provide EBP services per ASA.

II. RFP SPECIFICATIONS

A. SCOPE OF WORK

1. DESCRIPTION OF SERVICES

- a. The purpose of the EBP program is to provide services designed to enhance older adult health, memory, physical activity, and support family caregivers:
 - Improve health and promote healthy life styles;
 - Reduce the impact that physical disorders have on the quality of life of older adults;

- Promote and engage older adults in exercise and other health related activities; and
- Address issues of incorrect medication and adverse drug reactions.

The Contractor is required to tailor an evidence-based service plan to the needs of the participants' representative of each of the respective Aging Service Areas.

- b. The successful proposer will provide EBP programs from the LADDA approved list (below). The list may be updated as new programs become available. The successful proposer must provide a minimum of one evidence-based program from each of the three categories listed below:

Chronic Disease Self-Management/Healthier Living:

- Healthier Living – English version
- Tomando Control de su Salud – Spanish version

Physical Activity programs:

- A Matter of Balance (English and Spanish)
- Active Start (English and Spanish)
- Aquatic Exercise Association (AEA) Exercise ProgramSM (English and Spanish)
- AEA) Walk With Ease ProgramSM

Caregiver Support or Memory Enhancement:

- Powerful Tools for Caregivers
- Savvy CaregiverTM
- UCLA Memory Training

- c. The successful bidder(s) must offer each program no less than four times during each year of the contract.

2. TARGET POPULATION

Special attention is given to the targeting of services to older individuals with greatest economic need, with particular attention to low income and very low income individuals. Examples of targeting may include locating service centers in areas with a high concentration of low-income older individuals, or by providing services most appropriate to those targeted populations. For the population distribution within the geographic area, see Attachment 16.

B. MINIMUM REQUIREMENTS

1. MINIMUM UNITS OF SERVICE

The minimum number of units of service for each program is listed in Attachment 3.

The successful proposer(s) must have no less than 56 completers per quarter for a total annual number of 224 completers for all programs per Aging Service Area. A 'Completer' is a person who:

(1) Completed a minimum number of sessions and is 60+ years of age and resides in the City of Los Angeles,

OR

(2) Completed a minimum number of sessions and is an informal caregiver 18+ years of age that resides in the City of Los Angeles and cares for a person who is 60 years of age.

OR

(3) Completed a minimum number of sessions and is a grandparent or older individual 55 years of age and above that is a relative caregiver for a child by blood, marriage or adoption.

The following chart illustrates the number of required completers for each Evidence Based Program:

EB Program	Number of Sessions in Program	Completer/Participant has completed at least :
Healthier Living/Chronic Disease Self Management (CDSMP)	6 sessions	4 of the 6 sessions
Tomando Control de su Salud	6 sessions	4 of the 6 sessions
A Matter of Balance	8 sessions	5 of the sessions
Active Start*Active Living		
Every Day	20 sessions	13 of the 20 sessions
ExerStart	40 sessions	26 of the 40 sessions
AEA Exercise Program	12 sessions	8 of the 12 sessions
AEA Walk With Ease	18 sessions	12 of the 18 sessions
UCLA Memory Training	4 sessions	3 of the 4 sessions
Powerful Tools for Caregivers	6 sessions	4 of the 6 sessions
Savvy Caregiver	6 sessions	4 of the 6 sessions

*Each person who is an Active Start completer may be credited as two completers due to the large number of sessions in this program.

The successful proposer must also maintain an unduplicated persons count of at least 60 individuals annually. An “unduplicated persons count” is defined as an actual count of eligible individuals who are receiving or have received services. When initially served each new individual is counted one time, by service, in each fiscal year. A full client intake and other appropriate documents are required. An “unduplicated person served” may also be considered a “New Client Served”.

A proposer must provide the minimum level of service units as outlined in **Attachment 3**. Proposers will be rated on these minimum levels of service and their ability to augment the services with non-CDBG funds. Preference may be given to proposers whose work program and budget indicate that the required minimum units of service will be exceeded. Additional units of service from non-CDBG funds must be identified with appropriate budget documentation to support service levels above the minimum requirements.

2. OPERATING REQUIREMENTS

Before completing proposal, it is recommended that proposers review the following minimum operating requirements. Proposers cannot modify these requirements and must ensure their capacity to meet these requirements. Proposers must be aware that these requirements will become a condition of the contract awarded to the successful proposer of this RFP.

- a. The successful bidder(s) will be required to identify a Program Coordinator.
- b. The successful bidder(s) who are provided with CDBG funding must track/document economic benefits of caregivers.
- c. Successful bidder(s) will provide a plan for achieving EB program self-sufficiency within two years.
- d. Successful bidder(s) will submit a fee schedule in addition to the program subsidy (grant funds).
- e. Contractors must have planned outreach activities to ensure targeting in agreement with CDBG and LADOA requirements.
- f. Contractors must form collaborations (cooperative agreements) with community agencies and other organizations in order to ensure comprehensive and coordinated service delivery and to prevent duplication of services.
- g. Contractor agrees to collaborate with the LADOA on implementation of the EBP.
- h. Contractors shall outreach to serve all ethnic groups in each geographic area in which services are being provided.
- i. Participant Involvement:

1. Contractors must provide participants with the opportunity to voluntarily and confidentially contribute to the cost of the services.
 2. Contractors must have procedures to protect the confidentiality and privacy of information about, or obtained from, participants.
- j. Contractors must demonstrate that the proposed service hours of the Evidence Based Program are commensurate with the needs and demands of the community it serves.
- k. Bidders may review the Housing and Community Investment Department (HCID) Program Manual for additional information on the program requirements. The Program Manual is available for review during regular business hours at the LADOA.
- l. All Contractors must identify someone as the Emergency Preparedness Coordinator (EPC) who will oversee continuance of services to seniors during and after an emergency. The EPC is the designated point of contact person between the contractor and the LADOA and is required to attend emergency preparedness/response training, activities and/or meetings as directed by the LADOA.

3. PROGRAM REQUIREMENTS

Before completing proposal, it is recommended that proposers review the following minimum program requirements. Proposers cannot modify these requirements and must ensure their capacity to meet these requirements. Proposers must be aware that these requirements will become a condition of any contract awarded to the successful proposer of this RFP.

- a. A contractor must provide a minimum amount of service. There are programs mandated to be provided, and within each program there is a minimum level of service required. Level of service is measured in "units of service" which are defined in **Attachment 3**.
- b. The required program elements and the minimum units of service are further defined in **Attachments 5**.
- c. EBP program must ensure at least 56 'Completers' have completed the programs per quarter per Aging Service Area (for a total of 224 annually) during each fiscal year of the contract.
- d. Each month an agency will be required to report to the LADOA the number of units of service performed in each program area.
- e. Financial Expenditure Standards
 1. Contracts for CDBG funds for 2016/2017 will contain a financial expenditure standard clause. In reviewing expenditures the performance standard to be used will be **95%-110%** of the planned goal.

2. A contractor whose expenditures fall outside of the standard will not be in compliance with the contract. Such noncompliance may jeopardize a contractor's chance of receiving redistributed funds.
- f. Program Performance Standards: The contractor agrees that when program performance falls **below 95%** for any contracted category of service for any quarter, a corrective action plan shall be developed and submitted to the LADOA for review and approval.

4. COMPUTER / AUTOMATION REQUIREMENTS

- a. Contractor shall agree to the installation of a personal computer and peripheral equipment, software, and telecommunication lines to the LADOA's host computer, at service center site(s) and/or operating agency's administrative office(s), at the discretion of the LADOA as automated systems are developed. Said computer, peripheral equipment, and software are to be loaned to service provider by the LADOA and may be used for other service center functions only after the LADOA mandated systems are satisfied.
- b. Contractor shall provide a locked room at the service center site to house said computer, peripheral equipment, and software.
- c. All contractors must have the capability to receive and transmit information via Electronic Mail. Contractors must have resources to send and receive e-mail.
- d. Contractor shall obtain fire and theft insurance coverage for replacement of new computer, peripheral equipment, and software from the time of installation to the end of contract. Contractor shall reimburse LADOA for the cost (new) of all loaned computer, peripheral equipment, and software from proceeds of insurance claims due to loss of same through fire or theft.
- e. Contractor shall provide trained personnel to operate a personal computer for reporting automated reports as such reporting systems are developed by LADOA.
- f. Contractor shall provide ready access to LADOA personnel during regular working hours for inspection and/or recovery of computer, peripheral equipment, and software.
- g. Contractor shall provide printer paper supplies, printer supplies, and Compact Diskettes (CD) / flash drives.
- h. Maintenance of the personal computer, peripheral equipment, and software, loaned to the contractor, shall be the responsibility of LADOA and contractor.

C. ELIGIBLE ORGANIZATIONS

1. An organization is eligible to bid if it is any legally constituted public, private nonprofit or private body rendering related training, education, and/or services to older adults as described herein.
2. Subcontractor organizations must have experience in one of the areas of service described herein.

D. ANNUAL ESTIMATED PROGRAM FUNDING

1. EVIDENCE BASED PROGRAMS

- a. Following are estimated allocations for Fiscal Year 2016-2017.

Program	Proposed Service Area	Proposed Total Annual Funding
Evidence Based Programs	Per Aging Service Area	\$75,000

- b. Allocations to the program will be subject to change depending upon the level of federal funding received by the City of Los Angeles.
- c. Be advised that the City reserves the right to adopt any formula that is consistent with the targeting strategy of HUD and that the dollar allocations identified above and the geographical service areas are subject to change. Final determination will be made at the time the City makes contract offers to a successful proposer(s).

2. CONTRACTOR MATCHING SHARE

- a. Contractors are expected to provide a matching share. The LADOA considers 10% matching share as typical (10% of the total funding of the project). The matching share may be cash or an in-kind contribution (see Attachment 2 for definition) or a combination thereof.
- b. Contractor's Matching Share – Matching share is computed by multiplying the grant share by 11.11%. The product is 10% of the total funding of the project.
- c. Contractors must submit a plan for generating program funding to ensure the sustainability of EBP services. The plan should not include grant funding provided through this RFP.

3. PROGRAM INCOME SHARE

- a. Program Income is income earned from activities - the cost of which are partly or entirely borne by the grant. It can include income from fees for services performed during the contract period, participant donations, proceeds from the sale of personal or real property, rental fees, interest, etc. If the program on which this RFP is based collects fees, program income reporting is required..
- b. Voluntary participant contributions shall be budgeted as Program Income.

- c. Contractors are permitted to charge fee based services and/or fees on a sliding scale as a part of achieving the financial sustainability goals for the program.

E. CONTRACT TERM

The funding for this RFP is 12 months for the period beginning April 1, 2016 through March 31, 2017. At the discretion of the City, the contract may be renewed up to three additional years in one year increments, depending on the availability of funds, the contractor's performance, and the best interests of the City.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	TBD
Proposers Conference	TBD
Proposal Submission Deadline	TBD
Tentative Date of Contract Award (Mailed)	TBD
Contract Commencement	TBD

G. PROPOSERS' CONFERENCE

The Proposers' Conference has been scheduled to assist organizations in responding to this Request for Proposal. LADOA staff will review the RFP document and respond to questions regarding requirements of this RFP. It is required that all interested parties attend this conference. The Proposers' conference will be held at:

City of Los Angeles Department of Aging
201 N. Figueroa St., Suite 101
Los Angeles, California 90012
Date: **TBD**
Time: **TBD**

H. TECHNICAL ASSISTANCE

With the exception of the Proposers' conference, all technical assistance questions must be submitted by e-mail to ladoa.planning@lacity.org. Please identify the RFP title on the email subject line to ensure prompt attention from the appropriate City staff. To ensure a fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the Los Angeles Business Assistance Virtual Network (LABAVN) website at www.labavn.org. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

I. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals must be received in a sealed package to the address listed on the front cover of this RFP with the date and time stamped by an authorized LADOA representative by 3:30 p.m. on the submission deadline date.

City staff will stamp the date and time on each proposal at the time it is received. No facsimiles will be accepted. Hand delivered applications will be accepted during the hours of 8:00 a.m. to 3:30 p.m. Monday through Friday. The proposer must submit an original plus five (5) copies of the proposal, and include in its submission a copy of the entire proposal on a compact disk (CD) or flash drive. The proposal designated as original must be marked "ORIGINAL" on the cover letter and must bear the actual "wet" signature of the person(s) authorized to sign the proposal. All RFP documents can be downloaded at www.labavn.org. Submit any and all related information to:

City of Los Angeles Department of Aging
221 N. Figueroa St., 5th Floor, Suite ____
Los Angeles, CA 90012

No proposals or documentation will be accepted after the due date and time. Only timely proposals will be forwarded for review. Late proposals will not be considered for grant award.

Any correction and resubmittal by the proposer must be received before the deadline for submission of the proposal.

The City shall not be liable for any pre-contractual expenses incurred by the proposer in the preparation and/or submission of the proposal. The proposer shall not include any such expenses as part of the proposal.

J. EVALUATION CRITERIA

A proposal review team consisting of three to five people will evaluate proposals based on the weighting factors specified below. The LADOA qualifies those selected to participate in the review of proposals based on their education and/or work experience in gerontology, are experienced with senior and/or other social service programs, and/or are consumers connected with the aging and/or family caregiver network. Anyone with a past/current affiliation with agencies submitting proposals is not automatically deemed inappropriate for serving on the proposal review team.

The LADOA may conduct interviews or site visits at facilities of proposers not previously funded by the LADOA. The proposal review team will submit its funding recommendations to the LADOA. The LADOA will review and assess the recommendations, and forward final recommendations to the City Council for approval of its contract selections. The factors to be used in evaluating each proposer shall include, but is not limited to:

1. Overall qualifications and experience of proposer;
2. Specific qualifications of key staff to complete assigned tasks relative to the provision of services required of the program described in this RFP;
3. Responsiveness to requirements outlined in this RFP;
4. References;
5. Evidence that the proposer has the capacity and ability to provide services effectively, including financial sustainability for the program;
6. Evidence that proposer has the capacity and ability to work effectively within the public sector;
7. Adequacy of the work plan and related cost projected by proposer as set forth in proposal response.
8. The following is a brief summary of the evaluation criteria for this RFP:

Evaluation Criteria	Points
<p>Work Program: Proposers will be scored on how effectively they will provide Evidence Based Programs to older adults and caregivers residing in the City of Los Angeles with an emphasis on outreach and delivering services to the target population. Proposers will also be scored based on how well their program incorporates the operating requirements, program requirements, and computer/automation requirements described herein.</p>	50
<p>Organization's History and Administration: Proposers will be evaluated on the quality and depth of experience in providing EBP services and outreach to older adults in the target population. Proposers will also be evaluated on their funding history, contract performance history, record of fiscal management and credit worthiness, staffing plan, and transition plan.</p>	20
<p>Budget: Proposers will be assessed on the quality, feasibility, and sustainability of their budget in support of their work program. Proposers will also be evaluated on how well their budget conforms to the available funding for this RFP.</p>	30
Total Points	100

Proposals will be evaluated against others proposing to provide the same services identified in this RFP. The City reserves the right to verify information contained in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points.

The City's decision to award a contract will be based on the stated evaluation criteria. The City reserves the right to modify the City's objectives and requirements at any point, including, but not limited to, during the period prior to submittal deadlines (by RFP addendum) and during the period of contract negotiations, without liability, obligation, or commitment to any party, firm or organization for costs incurred in responding to this RFP, RFP addendums or subsequent modifications of the City's objectives and requirements prior to execution of a contract.

K. PROPOSAL REVIEW PROCESS

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed based on evaluation criteria, scored, and ranked.
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the budget, and its competitive standing as compared to all other proposals.
4. At the City's sole discretion, oral interviews may be held with top scoring proposers. The results of the oral interview may determine the final funding recommendations.
5. A minimum score of 70 points will be required to be considered for the awarding of a contract.
6. If no proposal rates 70 points, at the discretion of the General Manager of the LADOA, a proposal of a lower score may be accepted or the LADOA will repeat the RFP process.
7. All proposers will be provided their proposal scores and informed of whether or not their proposal will be recommended for funding.

L. CONTRACT NEGOTIATIONS PROCESS

An agency approved for funding shall be required to negotiate a contract with the City which may contain different and/or additional requirements not set forth herein. An agency shall be bound by the terms and conditions of its proposal. An agency approved for funding may not request or make any changes to its proposal terms and conditions during contract negotiations. The City reserves the right to make the awarding of a contract contingent upon the satisfactory completion by the agency of certain special conditions.

M. PROPOSAL APPEAL PROCESS

1. Appeal Rights

The City will notify all proposers of the results of the proposal evaluations and of

their right to file an appeal. LADOA allows unsuccessful proposers to appeal the result if a procedure in the process can be identified that imposed a disadvantage to your agency. If an agency wishes to appeal the RFP process, it must submit in written format the specific item(s) or procedure being appealed. Appeals shall be delivered to LADOA no later than five (5) business days of receiving notification of the results of the RFP. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Laura Trejo, General Manager
Los Angeles Department of Aging
RFP Appeal
221 N. Figueroa St., 5th Floor, Suite ____
Los Angeles, CA 90012

Written appeals must include:

- a. The name, address and telephone number of the proposer.
- b. The name/title of RFP to which the organization responded.
- c. Detailed statement of the grounds of appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted.

2. Appeals Process

The LADOA will convene a Proposal Appeal Review committee that may include Council on Aging members, representatives of human service agencies, LADOA staff, or other public services personnel. The LADOA's funding recommendations cannot be appealed and will be denied. The General Manager shall make the final decision at this level of the appeal process.

All proposals will be considered public documents, subject to review and inspection by the public upon completion of the contract decision making process.

3. Disclaimer

The City is not responsible for representations made by any of its officers or employees prior to the approval on an agreement by the Los Angeles City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

III. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS

1. The General Manager of the LADOA reserves the right to reject any proposal if the proposal is deemed inappropriate or incomplete or is not in the best interest of the City.
2. The LADOA reserves the right to withdraw this RFP at any time without prior notice and makes no representation that any contract will be awarded to any proposer responding to this RFP. The LADOA reserves the right to extend the submission deadline, should such action be in the best interest of the City.
3. The LADOA reserves the right to annually renegotiate contracts and adjust budgets throughout the duration of the program period in order to achieve maximum administrative efficiency at the lowest possible cost.
4. All applicants shall conform to all applicable indemnification and insurance requirements as set forth in **Attachment 9**.
5. The City reserves the right to retain all submitted proposals and they shall become the property of the City of Los Angeles. Any City agency or department has the right to use any or all ideas presented in proposals without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be considered public documents, subject to review and inspection by the public upon completion of the contract decision making process.
6. The successful proposer will use computerized reporting for fiscal and National Aging Program Information System (NAPIS) and any other reports, as software reporting systems are developed. The successful proposer will provide personnel with sufficient skills in automation to support such systems when installed and will designate a liaison to the LADOA regarding the NAPIS (this individual should appear in the personnel section of the budget (**Attachment 2**) and organization chart. LADOA reserves the right to approve the skill levels of such personnel assigned to support automated reporting systems.
7. A proposer may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with the City of Los Angeles or any other funding source, poor, current or past contract performance with the City or any other funding source, or current disputed or disallowed cost with the City or any other funding source.
8. The City reserves the right to verify the information in the proposal. If the information in the proposal cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

9. If a proposer knowingly and willfully submits false performance or other inaccurate data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other inaccurate data submitted in response to this RFP, the City reserves the right to terminate that contract.
10. A proposal may be withdrawn by written request prior to the scheduled closing time for receipt of proposals.
11. The City reserves the right to waive any informality in the proposal when to do so would be to the advantage of the City.
12. Failure to negotiate a contract within 60 days from the proposal award will result in the proposal being deemed non-responsive.

B. LAWS AND REGULATIONS

1. All applicants shall conform to all applicable provisions of laws and regulations.

These shall include, but not be limited to:

- a. Civil Rights Act
- b. Americans with Disabilities Act of 1990 (ADA)
- c. Rehabilitation Act, Sections 503 and 504
- d. The Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151-4157, et. seq.).
- e. Applicable federal regulations
- f. Appropriate Office of Management and Budget (OMB) circulars
- g. LADOA and Housing & Community Investment Department Program Manuals
- h. Nondiscrimination and affirmative action provisions of the laws of the United States of America, and the City of Los Angeles
- i. City of Los Angeles "Living Wage Ordinance". Section 10.37.9, Los Angeles Administrative Code.
- j. City of Los Angeles "Service Contractor Worker Retention Ordinance," Section 10.36.6 Los Angeles Administrative Code.
- k. City of Los Angeles "Equal Benefits Ordinance", Section 10.8.2.1 Los Angeles Administrative Code.
- l. City of Los Angeles "Slavery Disclosure Ordinance", Section 10.41 Los Angeles Administrative Code
- m. City of Los Angeles "Contractor Responsibility Ordinance", Section 10.40.2 Los Angeles Administrative Code
- n. Office of Management and Budget (OMB), Circular A-102, Uniform Administration Requirements for Grants-In-Aid to State and Local Governments;
- o. Office of Management and Budget (OMB), Circular A-122, Cost Principles for Nonprofit Organizations, and (OMB), Circular A-110;

- p. Federal Management Circular (FMC), 74-4, Cost Principles Applicable to Grants and Contracts With State and Local Governments;
- q. Executive Order Number 11,063 dated November 20, 1962;
- r. Copeland "Anti-Kickback" Act (18 USC 874) (29 CFR, Part 3);
- s. Davis-Bacon Act (40 USC 276a-7) (29 CFR, Part 5.0);
- t. Drug-Free Workplace Act (41 USC 701 et seq.);
- u. Contract Work Hours and Safety Standards Act (40 USC 327-330) (29 CFR, Part 5);
- v. Clean Air Act, as amended (42 USC 1857, et seq.);
- w. Federal Pollution Control Act, as amended (33 USC 1251, et seq.);
- x. Title VI of the Civil Rights Act of 1964 (42 USC 2000d) and implementing regulations;
- y. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, (42 USC 2000e), and implementing regulations;
- z. Section 503 and 504 of the Rehabilitation Act of 1973, as amended, (29 USC 794) and implementing regulations issued at 45 CFR, Part 84;
- aa. The Age Discrimination Act of 1975, as amended, (42 USC 6101, et seq.) and implementing regulations;
- bb. The Single Audit Act P.L. 98-502 and OMB Circulars A-110, 128 and 133.
- cc. OMB "Compliance Supplement for Single Audits of Educational Institutions and Other Nonprofit Organizations" and the "Compliance Supplement for Single Audits of State and Local Governments".
- dd. The terms and condition of the grant agreement between the State of California and the City of Los Angeles that funds this Agreement.
- ee. The Clean Water Act as amended 42 USC 1857.
- ff. The Environment Protection Regulations 40 CRF Part 15 and Executive Order 11738.
- gg. First Source Hiring Ordinance

C. STATEMENTS REQUIRED WITH PROPOSAL

1. A Non-Discrimination/Equal Employment Practices/Affirmative Action

Bidders/proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, Non-discrimination Clause.

Non-construction contracts for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All bidders/proposers shall complete and upload the Non-Discrimination/Equal Employment Practices Certification (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to

re-submit the document.

Non-construction contracts for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload the City of Los Angeles Affirmative Action Plan (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. Bidders/proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto BAVN.

Bidders/proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

All bidders/proposers shall complete and submit ONLINE, with their proposal, the Non-Discrimination, Equal Employment Practices and Affirmative Action Plan (see **Attachment 10**: Nondiscrimination, Equal Employment Practices and Affirmative Action Program) and the Assurance of Compliance with the Department of Health and Human Services Regulation Under Title VI of the Civil Rights Act of 1964 (See **Attachment 11**)

2. Contractor Responsibility Ordinance (CRO) Questionnaire

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers/bidders complete and return, with

their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer/bidder being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance, requires each contractor to: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance.

All proposers shall submit a completed CRO Questionnaire signed under penalty of perjury with their proposal (see **Attachment 12**: City of Los Angeles Responsibility Questionnaire). If a proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the proposal.

3. Conflict of Interest

All proposer shall submit a completed Conflict of Interest Statement (See **Attachment 14**) indicating that no present director, officer, member or employee of the City of Los Angeles has any financial or personal interest, direct or indirect, in any agreement resulting from this offer and will not have such interest for a period of one (1) year after his/her employment with the City of Los Angeles.

4. Proposer Workforce Information/Non-Collusion Statement

Proposers shall submit with their proposal a statement indicating their headquarters address, as well as the percentage of their workforce residing in the City of Los Angeles. Proposer shall also submit a completed Workforce Information/Non-Collusion Statement. (See **Attachment 15**: Proposer Workforce Information/Non-Collusion Statement.)

5. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Bidders/Proposers shall refer to **Attachment 27** for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the award of a City contract, the value of which exceeds \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Bidders/proposers do not need to submit supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders/proposers shall complete and submit ONLINE, with their proposal, the Equal Benefits Ordinance Affidavit, or Request for Waiver, if applicable.

6. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. Bidders/proposers shall refer to **Attachment 28** for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the award of a City contract. Bidders/proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

7. Municipal Lobbying Ordinance CEC Form 50

All proposers must submit a completed Bidder Certification CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance: http://ethics.lacity.org/PDF/laws/law_mlo.pdf. (See **Attachment 30**: Bidder Certification CEC Form 50).

NOTE: Failure to submit this completed CEC Form 50 will result in the proposer begin deemed non-responsive and the proposal will be rejected.

8. Municipal Campaign Finance Ordinance CEC Form 55

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 (provided in **Attachment 31**) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

9. Subcontractors

If a proposer will have subcontractors in the program, a list of the subcontractors must also be submitted with the proposal.

10. LABAVN Certification

All proposers shall register on the Los Angeles Business Assistance Virtual Network (LABAVN) at the following website: www.labavn.org and submit the required online documentation.

11. Business Inclusion Program

All bidders/proposers shall comply with the City's Business Inclusion Program requirements, identify sub-contracting opportunities and outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants. Proposer with sub-contractors must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 33**: Business Inclusion Program. Requirements must be completed on the Business Assistance Virtual Network (BAVN), www.labavn.org.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

12. Los Angeles Residence Information

All proposers shall complete and submit the Los Angeles Residence Information form (See Attachment 34) with their proposal.

D. CONTRACT EXECUTION REQUIREMENTS

If recommended for funding, the proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the requirements listed below. Failure to comply with these requirements will result in non-execution of the contract.

1. Insurance Certificates

Contractors may be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution (see **Attachment 9**: Insurance Instructions and Information).

2. City Business License Number

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC), call the Office of Finance at (213) 473-5901 and pay the respective business taxes. The address is as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 201 North Main Street, Los Angeles, CA 90012. For more information, visit <http://finance.lacity.org>.

3. Employment Training Policy

All agencies bidding for goods and services contracts of \$500,000 or more shall agree to identify all vacant full-time positions and to interview City Workforce Investment Act (WIA) participants and OAA Title V recipients, contingent upon a review of their qualifications. The agency also agrees to describe the on-the-job training opportunities it can offer to WIA and OAA Title V recipients and to identify a contact person with whom LADOA representatives may negotiate the placement and training of WIA and OAA Title V recipients.

4. The Declaration of Contractor in Compliance with City of Los Angeles Employment and Training Policy

The Declaration of Contractor in Compliance with City of Los Angeles Employment and Training Policy (see **Attachment 13**) must be completed and submitted with the proposal in order for it to be considered responsive.

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) form. (Refer to link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> Request for Taxpayer Identification Number (Form W-9).

6. Nonprofit Status Documentation from the Internal Revenue Service (IRS)

Proposers must submit a copy of their notice from the IRS designating the agency as a 501(c)(3) organization or other evidence of its tax exempt status from the IRS, if applicable (See **Attachment 19**: Tax Exempt 501(c)(3) Certificate).

7. Certifications

Contractor shall provide copies of the following documents to the City:

- a. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractor shall also file a Disclosure Form, at the end of each calendar quarter during which any event requiring disclosure, or which materially impacts the accuracy of the information contained in any previously filed Disclosure Form, occurs. (See **Attachment 21**)
- b. A Certificate Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549 (See **Attachment 22**).
- c. A Certificate Regarding Drug-Free Workplace Requirements, if applicable (See **Attachment 24**)

8. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall be subject to the following:

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph. (See **Attachment 23**: Certification Regarding Compliance with Americans with Disabilities Act).

Contractor/Consultant must ensure that their websites are compliant with the Americans with Disabilities Act (ADA) Section 508.

9. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to **Attachment 25**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

10. Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

This Contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor/Consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of Contractor/Consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of Contractor/Consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of Contractor/Consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor/Consultant under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by City. Any subcontract entered into by the Contractor/Consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor/Consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/Consultant under the terms of this contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110 (see **Attachment 26**: Child Support Obligations).

11. First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which is in excess of \$25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/proposers shall refer to the following link: <http://bca.lacity.org/site/pdf/fsho/First%20Source%20Hiring%20Ordinance.pdf> for further information regarding the requirements of the Ordinance.

Effective July 25, 2012, the Office of Contract Compliance implemented a new compliance process for the First Source Hiring Ordinance (FSHO) by utilizing the LABAVN. The uploaded affidavit will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority shall award the contract. As required by the affidavit, if your company has any job opportunities, you must submit the Anticipated Employment Opportunities Form (FSHO-1) to the awarding department before the contract is executed. The FSHO-1 <http://bca.lacity.org/site/pdf/fsho/FSHO-1.pdf> shall only be required of the Bidder/Proposer that is selected for award of a contract.

E. SUBCONTRACT COMPETITIVE BID REQUIREMENTS

1. All subcontracts exceeding \$500 must be let only by the competitive bidding process in compliance with City bidding procedures (see Los Angeles City Charter, Section 371), except when the subcontractor is the sole supplier of services or materials. Any procurement exceeding \$10,000 must also comply with the requirements of the OMB Circular A-102.
2. Prior to entering into any subcontract of \$500 or more a contractor shall submit the City evidence that it has received a minimum of three bids for said subcontract and justification for the selection of the successful bidder or documentation indicating it is a sole supplier. Records shall be maintained by the contractor showing the parties solicited and the bids submitted.

F. AUDITS

1. Any audit of a LADOA contracted agency may be subject to review and oversight by the City's single audit contractor.
2. A contractor agrees to hire an auditor to audit the organization and test the financial integrity of the contractor's transactions. The contractor will be reimbursed by the LADOA for the audit fees. This audit shall be conducted within the contract period in accordance with:
 - a. Single Audit P.L. 98-502
 - b. OMB Circulars A-110, and A-133
 - c. OMB Compliance supplement for Single Audits of State and Local Governments (service delivery level)
 - d. City Council action dated February 4, 1987, Council File No. 84-2259-S-1
3. The City reserves the right to withhold funds, disallow costs, suspend payments, or impose the default, probation, suspension, and termination clause of the agreement if the contractor fails to comply with the Single Audit Act and its provisions and/or until the audit is completed satisfactorily.

G. CONTRACTOR EVALUATION ORDINANCE

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed, the timeliness of performance, the Contractor's compliance with budget requirements, and the expertise of personnel that the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow these instructions and/or information is left out or a particular attachment is not submitted, the proposer may be determined to be ineligible and excluded from the review.

1. The proposal must be submitted in the legal name of the firm or corporation

and the corporate seal must be embossed on the original proposal. An authorized representative of the proposer organization who has legal authority to bind the organization in contract with the City must sign the proposal.

2. Proposers must submit one original and five (5) stapled copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. ___"
3. Proposers shall complete, prepare and submit the Application for Project Grant (**Attachment 1**). The Application for Project Grant must:
 - Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator.
 - Be signed by the person(s) authorized to bind the agency to all commitments made in the proposal.
 - Identify the individual or firm, which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.
 - Emboss or attach the corporate seal on the original, signed application. The corporate seal must bear the same title as that given as the Legal Name of Operating Agency
 - If agency is a corporation, list corporate officers and voting board members and their work and home phone numbers. Do not include nonvoting members.
4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.
5. Narratives must follow these standards:
 - Font size – 12 points
 - Margins – At least 1 inch on all sides
 - Line spacing – Single-spaced
 - Double-sided, plain white paper
6. Each page of the proposal, including attachments, must be numbered

sequentially at the bottom of the page to indicate Page ___ of ___.

7. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.) so that proposals can be easily converted to contract form.
8. The Proposal Checklist lists all narratives, attachments and certifications that must be included in the proposal. In assembling the completed proposal, please insert the attachments and certifications where they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents (See **Section V**).
9. Answers should be as concise as possible while providing all the information requested.
10. In completing the narratives and attachments, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

B. DOCUMENTS TO BE COMPLETED

Proposers must complete and submit all of the attachments and certification forms listed. **Do not assume that any document is not applicable.** If the proposer does not follow all the instructions and/or requirements in this RFP, the proposer may be determined to be ineligible and excluded from the review. Use the Proposal Checklist as a guide.

C. PROPOSAL CHECKLIST

The **Proposal Checklist (See Section V)** is to serve as the Table of Contents for your proposal and as guide for all documents, which must be submitted with the RFP. It lists all Narratives, Attachments, and Certifications (if applicable) that must be included as part of the proposal. Indicate in the page number column where the information can be found in your proposal. In assembling the complete proposal, please insert the attachments where they are indicated in the Proposal Checklist.

D. PROPOSAL

1. Work Program (worth 60 points)

The description of the work program must include the information below.

- a. **Basic Requirements:** The bidder should describe how the agency will provide services to a minimum of 72 clients that have completed the program each fiscal year will include the following basic requirements:

- 1) Provide program services to meet the needs of older adult participants.
- 2) Provide a description of how program outreach addresses the needs of the working caregiver and give examples.
- 3) Provide adequate and appropriate staffing to meet the specified program needs of the participants.
- 4) Provide a physical facility that meets Americans with Disabilities Act (ADA) requirements that include safeguards necessary to protect the participant's safety.
- 5) Serve as a center for onsite training of students in the fields of nursing, social work, gerontology, and related fields.
- 6) Describe how volunteers will be used and trained to enhance the program. Include recruitment strategies, sources, number of volunteers to be recruited and duties.
- 7) Submit a plan for generating program funding that will ensure the sustainability of EBP services within two years. The plan should *not* include grant funding provided through this RFP.

b. Service Delivery Plan

- 1) **Scope of Service:** The bidder shall describe a plan for the provision of EBP services for each of the EBP program categories for each proposal submitted. Bidder must submit a proposed EBP program activity calendar.
- 2) **Location of Services**
 - a) List names and addresses of proposed main service site, satellite site(s), as well as written pre-contractual agreements assuring use of the identified sites and signed by the owners of said sites.
 - b) Identify sites within the geographic area with easy access to all seniors desiring service (i.e., close to public transportation).
- 3) **Targeting:** Describe the method by which your agency will target services to those older individuals/working caregivers in greatest economic need, with particular attention given to the low income and very low income. For example, targeting can be done through location of sites, advertising, and community collaborations.

Targeting may also include marketing the operations of the program needs of the working caregiver (example: setting hours of operation according to the demands of the working caregiver).

- 4) **New Seniors Served:** Each senior served for the first time in a fiscal year (new senior) must have an Intake/Screen completed for each program in which he/she is served. This form is submitted to the LADOA and is used for counting the numbers of new seniors served. The proposed number of unduplicated individuals to be served annually in each program must be identified.
- 5) **Outreach:** Describe your plan for outreach activities to bring new seniors into the program. Demonstrate how your outreach activities will attract non-English speaking minority senior populations, and how these populations will be supported by agency staff.
- 6) **Client Confidentiality:** Describe the method of ensuring confidentiality in collecting and storing client information.

c. Mandated Services

- 1) The bidder must describe how the services will be provided as well as the number of units of services to be provided annually. The mandated service categories which must be provided are detailed in Attachment 3.
- 2) The bidder must also indicate how many new seniors will be served and how the number was selected, i.e., by a relationship between an individual and the number of units of service to be performed per individual (see above for definition of "New Senior").
- 3) The minimum units of service required to be provided for each mandated service program are provided in Attachment 3. The services must be provided at the MPC.

d. Collaborations With Other Agencies

- 1) Provide a listing of the agencies with which you have current documented linkages. Describe the collaborations (formal cooperative agreements) and coordination available with other programs and agencies, including agencies not funded by LADOA, which support or result in a direct expansion of services and/or a reduction in program cost.
- 2) Provide copies of your current cooperative agreements.

- 3) Provide a listing of linkages proposed to be established. Identify contact person and time frame for completion.
- 4) Describe your procedure for receiving referrals for services from other community agencies.
- 5) Describe in detail how your agency will coordinate with other programs at the Senior Multipurpose Center (if applicable) to enrich the EB Program.

e. Participant Contributions and Fees

- 1) For the collection of fees for service within the scope of the program on which this RFP is based, please describe the following:
 - a) The method for public notification that program fees are collected.
 - b) Implementation of sliding scale, and procedures that will enable those persons least able to afford the service the opportunity to participate. Grant funds cannot be used for participation of persons who do not meet low or very low income requirements. Bidder must include a schedule of fees if it proposes implementation of a sliding scale.
- 2) Describe the method to be used to insure confidentiality of donations and fees collected.
- 3) Describe the method for recording (counting and banking) daily contributions and fees.

2. Organization's History and Administration (worth 20 points)

a. Funding

- 1) Description of your agency's funding history for the past three years relative to this program including a brief summary of the kind(s) of services provided, the dollar amount and source of funds per contract, and the name and telephone number of the contact person for each service.
- 2) Excluding Los Angeles City Community Development Block Grant funds, identify and list other city, county, state, federal, or private funds, and/or in-kind contributions that will lend support to the proposed program and documentation of these resources.

b. Contract Performance History

Indicate number of years providing service and number of clients served. Compare proposed service to actual service provided. Discuss attainment of

proposed goals. Identify three references and submit a grantor statement verifying past contract performance (see **Attachment 8**).

c. Fiscal Management

This section must contain a brief description of procedures for the agency's financial management system. Your most recent audited financial statement must be provided. Identify three credit references (see **Attachment 8**).

d. Staffing Plan

The proposer must submit an Organization Chart and Job Descriptions which will be evaluated to determine whether qualifications/requirements of personnel are suitable to the EBP Program. Additionally, resumes of the personnel currently in place must be included with the proposal.

- 1) Job Descriptions: Each funded position must have a corresponding job description which describes duties and responsibilities. The job description must contain at a minimum: the summary of duties, examples of duties and responsibilities, qualifications, experience, and education requirements. Positions described must be shown on the personnel budget pages (Exhibit 1, Part B).
- 2) Organization Chart: The organization chart must show clear lines of authority for each position listed in the proposed budget as well as other positions not paid with contract funds which have a direct relationship to the project. The chart should start with the Board of Directors.

e. Transition Plan - Maximum 60-day Timeline

- 1) For New Proposers: If your agency is not currently providing the EBP through the LADOA, identify activities a) will ensure that once City funding for the EBP is reduced/discontinued, that the program can be sustained with new financial resources; and b) steps that will be taken that will reduce and/or eliminate any disruption of current non-EBP services (if your agency currently provides any LADOA contracted services) should your agency be awarded the contract. Also provide information on how your agency would plan, coordinate with LADOA, and carry out any transition plan with only your agency's staff and resources, and be ready to handoff the program without any service interruptions to any successor agency.
- 2) For Existing Contractors: If your agency is currently providing the EBP through the LADOA, identify activities a) will ensure that once City funding for the EBP is reduced/discontinued, that the program can be sustained with new financial resources; and b) steps that will be taken to

reduce and/or eliminate any disruption of services to program participants should your agency not be awarded the contract. Also provide information on how your agency would plan, coordinate with LADOA, and carry out any transition plan with only your agency's staff and resources, and be ready to handoff the program without any service interruptions to any successor agency.

3. Program Budget (worth 30 points)

- a. The budget package for this RFP consists of the following budget documents.

CDBG Program Services

- 1) Exhibit 1: Project Budget Summary by Cost
- 2) Exhibit 2: Budget Justifications: Cost Category 1000 Personnel Costs
- 3) Exhibit 3: Budget Justifications: Cost Categories 2000 - 4000

- b. Exhibits will serve as the basis for preparing the contract budget should your agency be awarded a contract for fiscal year (FY) 2016/2017. The exhibits must agree with and support your Work Program and Staffing Plan.

- c. Agencies submitting proposals for more than one program must submit separate budget packages for each program. Each package must consist of separate budgets.

- d. Detailed instructions for completing the budget exhibits are provided in **Attachment 2**.

- e. Some of the criteria on which your program budget will be evaluated are below:

- 1) The program budget should reflect and support your Work Program and level of staffing.
- 2) The budget must agree with the funds available as provided in this RFP.
- 3) The budget must include the grant, matching, program income, other income, and nonmatching shares as described in the budget exhibit instructions (**Attachment 2**).
- 4) The budget must show an efficient use of funds and support how they will be used, according to the Work Plan, to provide the minimum units of service required.

- 5). The budget must show staffing which is appropriate for the number of work sites to provide sufficient coverage as well as administrative capacity and efficiency.

f. Salary Plan

- 1) The proposer must provide a Salary Plan (**Attachment 6**) for each funded position. It must include the percentage increase between each step.
- 2) The Cost of Living increase, if any, must also be reflected in this section.
- 3) The plan must include the title of each position and the annual salary at each step of a position.

V. CHECK OFF LIST: COMPONENTS MUST BE SUBMITTED IN ORDER LISTED

Page No.

Check off list, dated and signed

Application for Project Grant (Attachment 1)

Work Program

- Basic Requirements
- Service Delivery Plan
- Mandated Services
- Collaborations with Other Agencies
- Voluntary Participation Contributions and Fees

Organization's History and Administration

- Funding
- Performance History: Credit References (Attachment 8)
- Contract Performance Statement (Attachment 8)
- Fiscal Management: Audited Financial Statement
- Staffing Plan: Job Description (Attachment 7)
- Organization Chart
- Sustainability and Transition Plan

Program Budget (Attachment 2)

- Exhibit I, Parts 1, 2 and 3
- Salary Plan (Attachment 6)

Other

- Indemnification and Insurance Requirements (Attachment 9)
- Affirmative Action Plan (Attachment 10)
- Compliance with the Department of Health and Human Services Regulations Under Title VI of the Civil Rights Act (Attachment 11)
- Contractor Responsibility Questionnaire (Attachment 12)
- Compliance with City of Los Angeles Employment and Training Policy (Attachment 13)
- Conflict of Interest Statement (Attachment 14)
- Affidavit of Non-collusion (Attachment 15)
- Child Care Policy (Attachment 18)
- Tax Exempt 501 (c) (3) Certificate (Attachment 19)
- Personnel Policies and Procedures (Attachment 20)
- Certification Regarding Lobbying (Attachment 21)
- Certification Regarding Debarment (Attachment 22)
- Certification Regarding Compliance with Americans with Disabilities Act (Attachment 23)
- Certification Regarding Drug Free Workplace and Non-Delinquency on Federal Debt.(Attachment 24)
- Certification Regarding the Living Wage Ordinance & the Service Contract Worker Retention Ordinance. (Attachment 25)
- Certification Regarding Child Support Obligations (Attachment 26)
- Equal Benefits Ordinance (Attachment 27)
- Slavery Disclosure Ordinance (Attachment 28)
- First Source Hiring Ordinance (Attachment 29)
- Lobbying Ordinance CEC Form 50 (Attachment 30)
- Municipal Campaign Finance Ordinance CEC 55 (Attachment 31)
- Los Angeles Residence Information Form (See Attachment 34)

The above information is included in this proposal and is accurate and completed to the best of my knowledge.

Signature of Individual Preparing Proposal

Date

VI. ATTACHMENT LIST

- Attachment 1:** Application for Project Grant - Complete and submit with your proposal.
- Attachment 2:** Program Budget and Instructions – Submit proposed program budget with your proposal.
- Attachment 3:** Minimum Units of Service for CDBG funded programs and Units of Service proposed by bidder submit with your proposal as part of the Work Program: Mandated Services section.
- Attachment 4:** Intentionally Omitted
- Attachment 5:** CDBG reporting forms and units of service measurements and definitions.
- Attachment 6:** Salary Plan - Complete and submit with your proposal.
- Attachment 7:** Job Descriptions - Complete and submit with your proposal.
- Attachment 8:** Credit References and Contract Performance Statement - Complete and submit with your proposal.
- Attachment 9:** Indemnification and Insurance Requirements - Information regarding insurance coverage required of contractors. Submit copy of insurance coverage with you proposal.
- Attachment 10:** Affirmative Action Plan - Complete, sign and submit with your proposal.
- Attachment 11:** Assurance of Compliance with the Department of Health and Human Services Regulation Under Title VI of the Civil Rights Act of 1964 - Complete, sign and submit with your proposal.
- Attachment 12:** City of Los Angeles Contractor Responsibility Questionnaire. Complete and submit with your proposal.
- Attachment 13:** Declaration of Contractor in Compliance with City of Los Angeles Employment and Training Policy - Complete, sign and submit with your proposal.
- Attachment 14:** Conflict of Interest Statement - Complete, sign and submit with your proposal.

- Attachment 15:** Affidavit of Non-Collusion - Complete, sign and submit with your proposal.
- Attachment 16:** Ethnic Distribution within the geographic area - Information regarding the geographic ethnic distribution of senior citizens, and income guidelines.
- Attachment 17:** Aging Service Area Maps.
- Attachment 18:** Child Care Policy - Complete, sign and submit with your proposal.
- Attachment 19:** Tax Exempt 501(c)(3) Certificate - Submit a copy of your 501(c)(3) certificate.
- Attachment 20:** Personnel Policies and Procedures - Submit a copy of your personnel policies and procedures with your proposal.
- Attachment 21:** Certification Regarding Lobbying - Submit copy with your proposal.
- Attachment 22:** Certification Regarding Debarment - Submit copy with your proposal.
- Attachment 23:** Certification Regarding Compliance with Americans with Disabilities Act - Submit copy with your proposal.
- Attachment 24:** Certification Regarding Drug Free Workplace and Certification of Non Delinquency on Federal debt - Submit copy with your proposal.
- Attachment 25:** Living Wage Ordinance and Service Contract Worker Retention Ordinance. Submit copy with your proposal.
- Attachment 26:** Certification Regarding Compliance with Child Support Obligations. Submit copy with your proposal.
- Attachment 27:** Equal Benefits Ordinance Certification regarding compliance with equal benefits ordinance. Submit copy with your proposal.
- Attachment 28:** Slavery Disclosure Ordinance. Submit copy with our proposal.
- Attachment 29:** First Source Hiring Ordinance
- Attachment 30:** Municipal Lobbying Ordinance CEC Form 50
- Attachment 31:** Municipal Campaign Finance Ordinance CEC Form 55
- Attachment 32:** Intentionally Omitted

Attachment 33: Business Inclusion Program

Attachment 34: Los Angeles Residence Information Form