

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

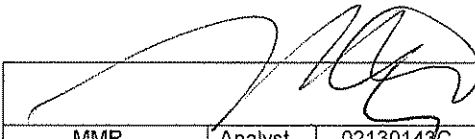
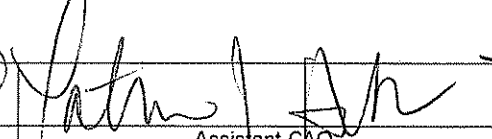
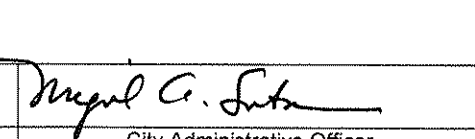
To: The Council		Date: 06-04-13	C.D. All	CAO File No.: 0220-00540-1045			
Contracting Department/Bureau: Los Angeles Housing Department (LAHD)			Contact: Angelica Samayoa: (213) 922-9682				
Reference: Transmittal from Los Angeles Housing Department (LAHD) dated April 23, 2013; received by the City Administrative Officer on May 8, 2013							
Purpose of Contract: Hearing Services for LAHD							
Type of Contract: (X) New contract () Amendment			Contract Term Dates: August 1, 2013 through July 31, 2013 with two one-year renewal options				
Contract/Amendment Amount: \$180,000							
Proposed amount \$180,000 + Prior awards \$0 = Total \$180,000							
Source of funds: Code Enforcement Trust Fund (\$171,000) and Rent Stabilization Trust Fund (\$9,000)							
Name and Address of Contractor: Beth Rosen-Prinz 9673 Ocean View Avenue, Los Angeles, CA 90066							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employmt. Oppty./Affirm. Action	X		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach	X		
3. Charter Section 1022 findings completed	X			c. Equal Benefits Ordinance	X		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	X		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance	X		
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50			X
7. Workforce that resides in the City: %				*N/A = not applicable ** Contracts over \$100,000			

COMMENTS

The Los Angeles Housing Department (LAHD) requests authority to execute a Personal Services Agreement (PSA) with Beth Rosen-Prinz (Contractor) to act on behalf of the General Manager of LAHD for the purpose of conducting Hearing Services as described in the draft contract attached to the LAHD transmittal dated April 23, 2013. The term of the proposed PSA would be for 12 months from August 1, 2013 through July 31, 2014, with two one-year renewal options. The amount of the contract would not exceed \$180,000 and would be funded from the Code Enforcement Trust Fund No. 41M and the Rent Stabilization Trust Fund No. 440.

Approval of this PSA will enable LAHD to use the services of the Contractor to conduct hearings in response to appeals or as directed by the Rent Adjustment Commission under the Rent Stabilization Ordinance and the Los Angeles Housing Code. The Contractor will be authorized to rule on motions, make determinations and issue written decisions based on findings of fact and conclusions of law and regulations. The hearings include, but are not limited to Code Enforcement Cases, Rent Escrow Program, Utility Maintenance Program, Tenant Relocation Assistance, and the Urgent Repair Program.

In November 2012, the Council and Mayor approved a list of contractors recommended by the LAHD through a Request for Qualifications (RFQ) process (C.F. 12-1470). The LAHD issued a Request for Proposals (RFP) in April 2013 to the two firms included on the list in the category of Hearing Services.

		
MMR	Analyst	Assistant CAO
02130143C		City Administrative Officer

Ms. Rosen-Prinz was the only respondent to the RFP. Her proposal was evaluated and scored by LAHD staff and was recommended for award of the contract. The LAHD followed the City's contracting procedures.

Pursuant to Charter Section 1022, this Office determined that the Hearing Officer services could be performed more feasibly by a contractor than by City employees, because the work exceeds staffing availability and is intermittent and on-call in nature. In accordance with Los Angeles Administrative Code Section 10.5(a), Council approval of the proposed PSA is not required because the term of the contract will not exceed three years. The Department states the contractor has complied with all required City contracting policies and procedures.

RECOMMENDATIONS

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

1. Authorize the General Manager of the Los Angeles Housing Department (LAHD), or designee, to negotiate and execute a Personal Services Agreement (PSA) with Beth Rosen-Prinz (Contractor) to provide Hearing Services for a term of 12 months from August 1, 2013 through July 31, 2014, with two one-year renewal options, for a total amount not to exceed \$180,000, in substantial conformance with the draft PSA attached to the LAHD transmittal dated April 23, 2013, and subject to the following: a) funding availability; b) satisfactory Contractor performance; c) Department need; d) compliance with all applicable Federal, State and City regulatory requirements; e) approval of the City Attorney as to form; and, f) approval of the Department of Public Works, Bureau of Contract Administration as to adherence with City contracting requirements;

2. Authorize the Controller to:

- a. Allocate and expend funds not to exceed \$171,000 upon proper written demand of the General Manager of the LAHD, or designee, on an as needed basis from Fund No. 41M, Systematic Code Enforcement Fee, Department 43 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
43K299	Hearing Officer Contract	\$171,000

- b. Allocate and expend funds not to exceed \$9,000 upon proper written demand of the General Manager of the LAHD, or designee, on an as needed basis from Fund No. 440, Rent Stabilization Trust Fund, Department 43 as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
43K299	Hearing Officer Contract	\$9,000

3. Authorize the General Manager of the LAHD, or designee, to prepare Controller instructions and make any necessary technical adjustments consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The sources of funds for the proposed Personal Services Agreement (PSA) with Beth Rosen-Prinz to provide Hearing Services not to exceed \$180,000 are the Code Enforcement Trust Fund No. 41M (\$171,000) and the Rent Stabilization Trust Fund No. 440 (\$9,000). Expenditures made on the contract are fully cost recovered through fees deposited to these Special Funds. Execution of the proposed PSA is in compliance with the City's Financial Policies in that budgeted funds are available to support the proposed contract expenditures.