

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 11, 2014

CAO File No. 0220-00540-1097

Council File No. 14-0853

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Housing and Community Investment Department (HCID) Transmittal dated May 19, 2014; Received by the City Administrative Officer on June 23, 2014

Subject: **REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR THE HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCID) SYSTEMS DIVISION FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to issue a Request for Proposals (RFP) for the selection of vendor(s) for Information Technology (IT) Professional Services on an as-needed basis for current and future projects. The RFP will solicit bids from qualified vendors for new contract(s) with the selected IT service provider(s) to commence on or around January 1, 2015 for a one-year period with an option for two one-year extensions, not to exceed a total of three years, subject to the contractor's performance, availability of funding and approval of the Mayor and Council. The HCID Systems Division will serve as the Administrative entity for the purposes of the RFP.

The sources of funds for this RFP may include but are not limited to the Community Development Block Grant, HOME Investment Partnerships Program (HOME), Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program (NSP), Municipal Housing Finance Fund, and Lead Grant Fund. The HCID budget for these services authorized in the 2014-15 Adopted Budget is approximately \$2,829,520. This Office is in concurrence with the recommendations of the Department.

LA OF THE CITY ADMINISTRATIVE OFFICER
RECEIVED

BACKGROUND

The HCID currently utilizes contract programmers via two existing contracts with 3Di, Inc. and Rydek Computer Professionals to supplement internal IT staff in the development of HCID's business application systems. On August 15, 2011, the former Los Angeles Housing Department (LAHD) released an RFP for IT Professional Services, which resulted in the selection of 3Di, Inc. and Rydek Computer Professionals and the execution of contracts with these firms for a one-year term beginning January 1, 2012 with two 12-month renewal options exercised in amendments to both contracts. Both contracts expire on December 31, 2014.

These contracts were used to hire contract programmers for the development of HCID's enterprise business systems, which consist of the Housing Information Management System (HIMS) and the Code, Compliance and Rent Information System (CCRIS). HIMS is a suite of web-based applications that supports the Department's Housing Development operations, which manages a portfolio of about 5,000 loans worth more than \$1 billion and tracks the development of hundreds of projects. CCRIS is also a set of web-based applications that supports the operation of the Systematic Code Enforcement Program (SCEP) and the Rent Stabilization Ordinance (RSO). CCRIS manages code enforcement inspections of approximately 750,000 rental units and tracks Rent Stabilization cases for 500,000 units in the City. The system is also responsible for the billing and collection of SCEP and RSO fees worth more than \$50 million annually.

The HIMS and CCRIS are critical to the operation of the Department. These crucial systems require periodic maintenance and enhancement in order to remain effective. The contract programmers hired as a result of the requested RFP will provide the temporary programming resources and technical skills HCID needs to continue these efforts.

Pursuant to Charter Section 1022, the Personnel Department determined on May 30, 2014 that the IT professional services described in this RFP could be performed more feasibly by a contractor than by City employees because of the intermittent and on-call nature of the work and the work exceeds staffing availability.

Request for Proposals (RFP) Process

The requested RFP will solicit qualified vendors to provide IT professional services support to the Department and will be posted on the Los Angeles Business Assistance Virtual Network (LABAVN) with a link to the RFP on HCID's website and the City homepage, and will be advertised in local newspapers. Current contractors will also receive notification for this RFP. The HCID proposes the execution of new contract(s) with the selected IT service provider(s) to commence on or about January 1, 2015, for a 12-month period with two optional 12-month extensions, not to exceed a total of three years, subject to contractor performance, funding availability and approval by the Mayor and Council.

Proposers for this RFP must satisfy the following conditions:

1. Have a minimum of five (5) years of direct and/or related experience in administering part or all of the services solicited;
2. Demonstrated expertise in direct placement of qualified personnel in IT professional services;
3. Have a minimum of three (3) years of relevant public sector experience;
4. Are qualified to conduct business in the State of California and in good standing with applicable regulatory oversight agencies;
5. Be in good standing with the California Secretary of State, if a corporation or limited liability company;
6. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
7. Have not been debated by the federal government, State of California or local government; and,
8. Does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented, if the proposer has contracted with the State of California or the City of Los Angeles.

The criteria for the evaluation of proposals shall include the following:

Area	Description	Points
1	QUALITY AND CAPABILITY: Projects implemented and track record	40
2	QUALIFICATIONS OF CONTRACTOR STAFF: Experienced in administering personnel placement	30
3	BREADTH AND DEPTH OF CONTRACTOR EXPERIENCE: Number and size of organizations served	15
4	COSTS: Direct and Indirect Costs	15
Total Points		100

HCID will provide all applicants with a written notification of the results of the proposal evaluations. Applicants may appeal procedural issues only by submitting a letter to HCID within five (5) business days of receiving notification of the RFP results. Appeals will be reviewed by a panel of experts from HCID. The Mayor and Council will exercise final authority in the selection of the contractor, as well as the allocation of funds to be awarded through this RFP.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor, to authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to:

1. Release a Request for Proposals (RFP) for contractor(s) to provide information technology support services for HCID's business systems programming in substantial conformance with the draft RFP attached to the HCID transmittal dated May 19, 2014, subject to the approval of the City Attorney as to form; and,
2. Assess the responses of the subject RFP and submit the evaluation results with recommendations to the Mayor and Council, including funding amounts and necessary implementation instructions.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. If contractors are selected funding for any work performed would be provided by grant or fee funds which were approved in the 2014-15 Adopted Budget.

MAS:MMR:NSC:02150004C