

**TRANSMITTAL**

To:

**THE COUNCIL**

Date: SEP 02 2014

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**



(Ana Guerrero)

**ERIC GARCETTI**

**Mayor**



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

Program Operations Bureau  
1200 West 7th Street, Los Angeles, CA 90017  
tel 213.744.9052 | fax 213.744.9061  
hcidla.lacity.org

August 27, 2014

Council File: New  
Council District: Citywide  
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The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
200 North Spring Street, Room 303  
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**COUNCIL TRANSMITTAL: REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR CITYWIDE FAIR HOUSING SERVICES**

**SUMMARY**

As a recipient of federal funds from the U.S. Department of Housing and Urban Development (HUD), the City of Los Angeles is required to develop policies and programs that “affirmatively further fair housing.” One way the City meets its obligation is to fund through one or more contracts with direct service providers a citywide fair housing program administered by the Los Angeles Housing + Community Investment Department (HCIDLA). This transmittal requests authority to release a new Request for Proposals (RFP) for Citywide Fair Housing Services, with the new term to begin April 1, 2015.

As in previous years, it is expected that the funding for Citywide Fair Housing services will include up to \$370,500 of Community Development Block Grant (CDBG) funds through the Housing and Community Development Consolidated Plan, and \$290,000 of Rent Stabilization Trust (Rent) funds.

To ensure that the service contracts begin effective April 1, 2015, HCIDLA estimates that the RFP process, including Mayor and City Council approval of selected contractors and funding amounts, should be completed by January 2015. (See Attachment A, the proposed timeline for the RFP process.)

## **RECOMMENDATIONS**

The General Manager of HCIDLA respectfully recommends that:

- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to City Council for review and approval immediately thereafter;
- II. The City Council, subject to the approval of the Mayor, take the following actions:
  1. Authorize the General Manager of HCIDLA, or designee, to issue and release an RFP for contractor(s) to provide Citywide Fair Housing Services in substantial conformance with the draft RFP included as Attachment B subject to approval of the City Attorney as to form.
  2. Direct the General Manager of HCIDLA, or designee, to assess the responses of the RFP and submit the evaluation results with recommendations to the Mayor and the City Council, including funding amounts and necessary implementation instructions.

## **BACKGROUND AND DISCUSSION**

As a recipient of federal Consolidated Plan funds from HUD, the City of Los Angeles is required to develop policies and programs that “affirmatively further fair housing.” Since 1975, the City has contracted with local non-profit fair housing agencies to provide citywide fair housing services to existing and prospective City residents, including investigating housing discrimination complaints, counseling victims of housing discrimination, researching housing discrimination in Los Angeles, conducting outreach and education programs to inform City residents and housing industry groups of their rights and responsibilities related to fair housing, and providing other related services.

On July 7, 2014, HCIDLA requested a determination on Charter Section 1022 from the Personnel Department to show that the City currently does not have the staff available to perform the required fair housing services. At the time of finalizing this transmittal, this determination was still under review by the Personnel Department.

### **Request for Proposals (RFP) Process**

HCIDLA is requesting authority to release a new Citywide Fair Housing Services Request for Proposals (RFP), evaluate the responses, and make contractor recommendations to the Mayor and City Council. This RFP will solicit qualified organizations to provide comprehensive fair housing services. HCIDLA anticipates funding one organization to provide services citywide. Organizations may submit proposals, which include using subcontractors to perform some of the fair housing work.

The RFP is designed to help fulfill the City’s federal mandate to affirmatively further fair housing by resulting in a contract, to provide residents, prospective residents, renters, homeowners, and property owners in the City with the following services:

- o Toll-free fair housing and anti-predatory lending telephone hotline;
- o Telephone, walk-in, and Internet-based fair housing services to housing providers, housing consumers, government and social service agencies, community and educational groups, and the public at large;

- General housing and landlord/tenant information and referrals.
- Investigation of housing discrimination complaints and enforcement of valid complaints through conciliation, administrative referral to state and federal agencies, or litigation. Rent Stabilization Ordinance, landlord/tenant, and habitability issues will be investigated if they are related to or are the basis of a housing discrimination complaint;
- Comprehensive citywide outreach and education program;
- Fair housing outreach and management certification training for property owners and managers in English and Spanish;
- Fair housing training sessions for City Departments, social service agencies and testers who investigate fair housing complaints;
- At minimum, one full-time staff attorney must be employed to oversee a litigation program, investigations, and related legal activity;
- Computerized fair housing database;
- Quarterly fiscal and programmatic reporting and a single audit and annual program report for each contract period;
- Monitoring subcontractors for fiscal and program compliance.

Services must be offered in at least English and Spanish, with translation services available for other languages, as needed. All services and offices must be accessible to persons with disabilities.

The initial contract term will begin April 1, 2015 and extend through March 31, 2016, with options to renew the agreement up to a total contract term of 36 months, subject to satisfactory contractor performance, available funding, and ongoing community and City needs. Pending City Council and Mayoral authorization, HCIDLA will release the RFP immediately and close submission 30 days later.

Each proposal will be evaluated on its own merits for content, responsiveness, clarity, relevance, strict adherence to the instructions in the RFP, work sample, and references. Proposals will be scored on the following criteria:

<b>Category</b>	<b>Points</b>
DEMONSTRATED ABILITY	35
PROGRAM DESIGN	45
RESOURCE ALLOCATION/COST REASONABLENESS	10
DATA AND RECORDKEEPING	10
<b>Total Points Available</b>	<b>100</b>

HCIDLA will make contractor recommendations to the Mayor and City Council based on the results of the selection process. The Mayor and City Council will exercise final authority in the selection of the contractor and the allocation of funds to be awarded through this RFP.

**FISCAL IMPACT STATEMENT**

There will be no impact on the General Fund.

Prepared by:



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AMELIA MEDINA  
Sr. Project Coordinator  
HOPWA Unit

Reviewed by:



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SUZETTE FLYNN  
Chief Management Analyst  
Monitoring and Technical Division

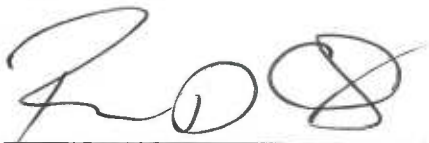
Approved by:



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MANUEL CHAVEZ  
Assistant General Manager  
Program Operations Bureau

Approved by:



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RUSHMORE D. CERVANTES  
General Manager

RDC:MC/SF/AM

Attachment A: Proposed RFP Calendar  
Attachment B: Draft RFP for Citywide Fair Housing Services

**2014 CITYWIDE FAIR HOUSING PROGRAM  
REQUEST FOR PROPOSALS (RFP)  
PROPOSED CALENDAR**

	<b>TASK</b>	<b>ESTIMATED DATE OF COMPLETION</b>
1.	Request for authority to release RFP transmitted to City Council and Mayor	Friday, August 15, 2014
2.	Authority to release RFP approved by City Council and Mayor	Week of September 15, 2014
3.	<b>Release of RFP</b>	<b>Monday, September 29, 2014</b>
4.	Proposals Submission Deadline	Monday, November 3, 2014
5.	Complete review of proposals/release recommendations	Monday, November 17, 2014
6.	Complete appeals process, if necessary	Monday, December 1, 2014
7.	Transmit funding recommendations to City Council and Mayor	Week of December 8, 2014
8.	City Council and Mayor approval of funding recommendations	Week of January 5, 2014
9.	Release of award letters to proposers	Week of January 26, 2015
10.	Contract start date	Wednesday, April 1, 2015



**City of Los Angeles  
Housing and Community  
Investment Department**



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

## Request for Proposals (RFP)

### CITYWIDE FAIR HOUSING PROGRAM

<b>Release Date</b>	<b>Monday, September 29, 2014</b>
<b>RFP Submission Deadline</b>	<b>Monday, November 3, 2014</b> Proposals shall be accepted no later than <b>4:00 p.m.</b> via hand delivery or courier to address listed below. If mailed, post marked no later than 11:59 p.m. and addressed to address listed below.
<b>Submission Address</b>	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 <sup>th</sup> Street, 6th floor Los Angeles, CA 90017
<b>Mandatory Proposers' Conference</b>	<b>Tuesday, October 7, 2014</b> (10:00 a.m. – Noon) HCIDLA, 1200 W. 7 <sup>th</sup> St., 6 <sup>th</sup> floor Main conference room  RSVP by September 19, 2014 via email to: <a href="mailto:hcidla.planning@lacity.org">hcidla.planning@lacity.org</a>
<b>Request for Technical Assistance Deadline</b>	<b>Monday, October 20, 2014</b> Submit by email only to: <a href="mailto:hcidla.planning@lacity.org">hcidla.planning@lacity.org</a>  All questions and answers will be available to all proposers on the LABAVN website at: <a href="http://www.labavn.org">www.labavn.org</a>
<b>Business Inclusion Program (BIP) and Outreach Deadline</b>	<b>Monday, October 20, 2014</b> (See RFP page 19 and Attachment 12 for outreach instructions)

For more information on the City's business outreach opportunities, visit

[www.losangelesworks.org](http://www.losangelesworks.org)

[www.labavn.org](http://www.labavn.org)



**City of Los Angeles  
Housing and Community Investment Department  
Request for Proposals  
Citywide Fair Housing Program**

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Bidder Certification CEC Form 50

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**ATTACHMENT 5**

Equal Benefits Ordinance

**ATTACHMENT 6**

Slavery Disclosure Ordinance

**ATTACHMENT 7**

Nondiscrimination, Equal Employment Practices and Affirmative Action Program

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Proposer Workforce Information/Non-Collusion Statement

**ATTACHMENT 9**

Business Services Implementation Plan Collaborator Agreements

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LA Business Assistance Virtual Network Registration Certificate

**ATTACHMENT 11**

Business Inclusion Program and MBE/WBE/OBE Outreach

**ATTACHMENT 12**

Iran Contracting Act of 2010 Compliance Affidavit

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City Business License Number

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Living Wage Ordinance and Service Contractor Worker Retention Ordinance

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LWO Statutory Exemptions

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**ATTACHMENT 21**

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**VI. BUDGET FORMS AND GUIDELINES**

- Budget Summary
- Budget Detail
- Schedule of Personnel Costs
- Spending Plan Worksheet
- Schedule of Leveraged Resources
- Salary Range Summary
- Position Descriptions
- Guidelines for Preparation of Budget Forms

## **I. BACKGROUND**

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### **A. ADMINISTRATIVE ENTITY**

The Los Angeles Housing and Community Investment Department (HCIDLA) administers various programs such as affordable housing, first-time home buyers, housing rehabilitation, the Rent Stabilization Ordinance, Systematic Code Enforcement and other services to ensure safe, decent and affordable housing in the City of Los Angeles.

On behalf of the City of Los Angeles (the City), the Los Angeles Housing and Community Investment Department (HCIDLA) will serve as the administrative entity for this request for proposals (RFP).

HCIDLA has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. XX-XXX).

### **B. OVERVIEW**

As a recipient of federal housing and community development funds, the City of Los Angeles is required to affirmatively further fair housing objectives of Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, as amended. Beyond fulfilling the federal mandate, the City is dedicated to giving its residents equal housing opportunities through the elimination of illegal housing discrimination, public education about fair housing, and identification of ongoing and emerging housing discrimination issues in Los Angeles.

To achieve these goals, the City is accepting proposals for the Citywide Fair Housing Program to provide comprehensive fair housing services including investigations of housing discrimination complaints; enforcement of federal, state, and local fair housing laws; public education, outreach, and training; and other services.

## **II. RFP SPECIFICATIONS**

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### **A. SERVICES SOLICITED**

This Request for Proposals (RFP) seeks a non-profit organization to provide the comprehensive fair housing services as described in the Scope of Work section of this RFP. Services must be provided to the entire City of Los Angeles, including all residents and persons seeking or providing housing in the City of Los Angeles. There are no income restrictions for persons requesting fair housing services.

Services must be available by telephone, Internet and to walk-in clients, and offices must be accessible to persons with disabilities. The selected contractor must offer all services in both English and Spanish, at minimum, including voice mail menus, telephone answering machines, internet accessibility and be able to arrange translation services for other languages when needed. Counseling and complaint investigation services must be provided free of charge.

### **B. SCOPE OF WORK**

The scope of work solicited under this RFP falls under three categories of services:

- Housing discrimination services
- Public information, education, and outreach
- Training

#### **1. Housing Discrimination Services**

##### **a. Discrimination Inquiries**

- i. Fair Housing and Anti-Predatory Lending Hotline. The contractor will be required to maintain a toll-free fair housing and anti-predatory lending hotline to field calls when necessary and make referrals to appropriate agencies for further assistance. A voicemail or answering machine service/system must be in place to receive messages when phone calls cannot be answered. The proposal must clearly describe the contractor's procedures and systems for record keeping, tracking, and addressing inquiries in a timely manner and how the hotline number will be advertised and a referral list kept current.
- ii. Internet/website accessibility. The contractor must be able to accept inquiries through the company website or internet-based system.
- iii. Provide in-depth counseling to clients on all fair housing and housing discrimination related matters including, but not limited to, fair housing

laws, rights and responsibilities, complaint investigation services, and training and volunteer opportunities. Counseling must be available and advertised.

b. Housing Discrimination Complaints

- i. Accept and investigate complaints alleging illegal housing discrimination based on federal, state, and local fair housing laws, including but not limited to the rental, sales, financing, insuring, and advertising of private and public housing.
- ii. Investigate housing discrimination complaints in a timely manner using industry-accepted testing methods. The proposal must contain a flow chart and timeline showing how complaints will be handled and supervised from initial filing to disposition. It must also describe the staff resources that will be used to provide this service for home-seekers (rent or sales), in-place tenants, and homeowners who allege harassment or other types of discrimination.
- iii. The proposal must explain the contractors' commitment to industry standards in handling cases of alleged denial to rent or sell. Please describe how investigations will be conducted.
- iv. Provide or facilitate resolutions for valid discrimination complaints including conciliation and mediation by the fair housing agency, litigation, or administrative remedy through the State Department of Fair Employment and Housing, HUD, or the U. S. Department of Justice.
- v. Thoroughly document each housing discrimination complaint investigation, and disposition in a separate and named complaint file. The proposal must contain in detail the type of information that will be collected in the complaint file.
- vi. The proposal must explain the methods used by the contractor, and any subcontractors, to recruit, train, and deploy testers to investigate alleged discrimination. Also, the proposal must demonstrate an understanding of the importance of having diverse categories of testers trained and available.
- vii. Implement oversight methods to ensure quality and timeliness of investigations and enforcement. The proposal must describe the oversight methods and the staff resources that will be used.

c. General Housing and Landlord/Tenant Referrals

- i. General housing, landlord/tenant, habitability, code enforcement, and Los Angeles City Rent Stabilization Ordinance (RSO) inquiries should be

briefly but adequately screened to determine if the problem may be a fair housing issue or complaint. Inquiries that are not related to housing discrimination should be referred, after basic information about RSO rights, responsibilities, and remedies has been provided to the client.

- ii. Landlord/tenant, habitability and code enforcement, and RSO issues that are part of a housing discrimination complaint or are the basis of the complaint must be thoroughly addressed as part of the complaint investigation and resolution.
- d. Patterns of Practice Audits, Special Projects, and Impediments to Fair Housing
- i. Pursue, through audits, housing discrimination complaints including, but not limited to, owners of numerous units and suspected patterns and practices of housing discrimination.
  - ii. Under the direction of the City, propose and implement special projects in response to findings of the City's Analysis of Impediments to Fair Housing Choice (AI).

## **2. Public Information, Education, and Outreach**

The contractor must design and implement citywide public information, education and outreach program (Outreach Program) relating to fair housing in rental and sales. The outreach program should include efforts to address specific fair housing needs of the protected classes listed in state, federal, and local fair housing laws, different geographic areas in the City, and limited English speaking and immigrant communities.

Proposals should include outreach efforts to address the most commonly reported types of housing discrimination. The City's AI may also uncover other fair housing problems involving housing discrimination, underreporting of housing discrimination, and other sources or causes of potential discrimination.

Additionally, proposals will be evaluated for the overall understanding of fair housing needs and trends in Los Angeles, for creative approaches to address the needs and trends, and for innovative methods to encourage victims of housing discrimination to file complaints.

- a. The proposal should include a description of an Outreach Program to address fair housing needs, problems, and issues in Los Angeles. Methods to be used should be discussed in detail.
- b. The proposal must list numerical outreach goals that the contractor proposes to meet.

- c. The Outreach Program must show how Fair Housing subcontractors (if applicable) will participate and how they will collaborate to avoid duplication of outreach efforts, media contracts, literature production and distribution, and so forth.

### 3. Training

- a. Tester Training. The contractor (and subcontractors if applicable) must maintain a list of properly trained, available, and reliable testers to conduct investigations of housing discrimination using on-site testing, surveys, full application tests, and patterns and practice audits throughout the City of Los Angeles.

Tester training courses should be advertised and conducted throughout the City. Training should be offered according to industry-accepted training standard, and should include instructions for on-site testing and surveys. The proposal must explain how the contractor will coordinate the development and/or use of a tester training manual.

- b. Property Management and Landlord Training. The contractor will be required to conduct fair housing training for property managers and landlords in English, Spanish, and other language as needed using a training manual that is available in these languages. Training sessions must take place within the City. The proposal must identify the neighborhoods in which management training will be offered in Spanish and another language; English training sessions should be offered throughout the City.

The proposal must indicate a timeline by which training materials will be translated, updated and available for use.

- c. Fair Housing Training for City Agencies. The contractor must conduct fair housing training for City agencies at the request of the City. It may also include requests to train other vendors under contract with the City involved with the development or management of housing, landlord/tenant services, or other aspects of housing.

### 4. Legal Staff

The contractor must have at least one full-time fair housing attorney on staff to oversee a litigation program, housing discrimination investigations, tester training programs, and related legal activity. The applicant must indicate in the proposal how they will fulfill this contract requirement and describe the role and duties of the attorney in the citywide fair housing program. The proposal must clearly describe how subcontractors, if applicable, will coordinate with the prime contractor to ensure oversight of any subcontractor legal activity. If outside



attorneys are contracted, the proposal must provide clear details of the arrangement and demonstrate oversight capacity and authority.

## 5. Documentation and Monitoring

- a. Database. Develop and/or maintain a database to document and track all incoming calls or walk-in requests for information, housing discrimination complaints, investigations, resolutions, and patterns and practice audits.
- b. Documentation of Requests for Assistance. Document all incoming calls, Internet-based or walk-in requests. Proposer should describe the type of client and demographic information that will be collected and the methods of tracking.
- c. Documentation of Discrimination Complaints. Thoroughly document all housing discrimination complaints and keep detailed statistics on the complaint type, investigation, resolution, and other relevant data requested by the City.
- d. Monitoring. The proposal must state how the monitoring and quality control for fiscal and programmatic performance will be conducted and how corrective action will be implemented. Program monitoring must address quality as well as quantity, including housing discrimination complaints, investigations, resolutions, education and outreach, training sessions and collaborative efforts. It will be the responsibility of the contractor to conduct fiscal and programmatic monitoring of subcontractors and implement corrective action.
- e. Records. The contractor, and any subcontractors, must maintain records for at least five (5) years. After this period, the contractor and subcontractors should dispose of records via shredding or similar technique.

## 6. Location Requirements

The contractor must have, or plan to establish, an office that is centrally located within the City of Los Angeles from which the City program will be both programmatically and fiscally administered and implemented. Staffs that provide direct services (complaint investigations, outreach, legal services, counseling, training, etc.) must be located in the City, either in main offices, satellite offices, or subcontractor offices. Information about provision of services and office hours during holiday periods must be described.

## C. ELIGIBLE PROPOSERS

Proposals will be accepted from potential contractors that:

1. Have at least five years' experience in administering any one of the following programs within a jurisdiction with demographics and housing issues similar to those of the City of Los Angeles: fair housing, tenant/landlord, housing services, or civil rights.
2. Have expertise in direct client services, counseling, investigations and resolutions of client complaints alleging violations of law or regulations, and outreach, education and training of various stakeholder groups.
3. Have either legal services experience or expertise in case development and preparation for litigation. The contractor must have, or be prepared to hire, a full-time fair housing staff attorney if awarded the contract.
4. Are qualified to conduct business in the State of California (Articles of Incorporation and current IRS 501 (c) (3) letter), and the City of Los Angeles.
5. If a corporation or limited liability corporation, the contractor must be in good standing with the Secretary of State.
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 debarred by the federal government, State of California or local government.
8. If the contractor has previously contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented. If it has contracted with HCIDLA, it must not have an outstanding disallowed cost or other liability to the City.

**D. BUDGET AND SOURCES OF FUNDS**

The City anticipates funding of \$660,500 (amount may change) for the one-year contract term. Funding is provided by the City's Community Development Block Grant (CDBG) program funds from the U.S. Department of Housing and Urban Development (HUD), the City's Rent Stabilization Trust Fund, and other appropriate sources, as available.

**E. CONTRACT TERM**

The initial contract shall commence on or about April 1, 2015, for a one-year period with an option to extend for up to two additional one-year terms, subject to the availability of funds, contractor's continuing compliance with applicable Federal, State, and local government legislation, an evaluation of contractor's performance, and approval by the Mayor and City Council. Only one contract will be issued under this RFP.

**F. PRELIMINARY SCHEDULE**

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Monday, September 29, 2014
Mandatory Proposers' Conference	Tuesday, October 7, 2014
Proposal Submission Deadline	Monday, November 3, 2014

## **G. MANDATORY PROPOSERS' CONFERENCE**

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. All proposers must attend the conference. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Please contact the Planning and Procurement Unit at (213)744-9078 seventy-two (72) hours prior to the date of the conference to ensure proper accommodations.

## **H. TECHNICAL ASSISTANCE**

With the exception of the Mandatory Proposers' conference, all technical assistance questions must be submitted by e-mail to [hcidla.planning@lacity.org](mailto:hcidla.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](http://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 hand or courier-delivered in a sealed package to the address listed on the front cover of this RFP by 4:00 p.m. PST by the submission deadline or delivered via U.S. Certified Mail postmarked no later than 11:59 p.m. PST on the submission date.

Proposers must submit one (1) original and four (4) complete copies of the proposal – no copies will be made at HCIDLA or by HCIDLA staff. 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. A cover letter accompanying the proposal package must be addressed to:

Planning and Procurement Unit  
Los Angeles Housing and Community Investment Department  
1200 W. 7th Street, 6th Floor  
Los Angeles, CA 90017

Persons who hand-deliver proposals will have their original proposal date and time stamped and will be issued a "Notice of Receipt of Proposal." Proposers are encouraged to submit proposals well in advance of the proposal due date and time to

ensure that proposals receive a time and date stamp of 4:00 p.m. or earlier. Please allow sufficient time for traffic, parking, and security checks when entering the building.

Proposers using the U.S. Mail are required to obtain a "Proof of Mailing Certificate" stamped by the Postal Service as evidence that the proposals were mailed not later than 11:59 p.m. on the submission deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. **ALL PROPOSALS HAND DELIVERED AFTER 4:00 P.M. PST ON THE SUBMISSION DEADLINE OR POSTMARKED AFTER 11:50 P.M. PST ON THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED TO PROPOSERS.**

## J. EVALUATION CRITERIA

The HCIDLA will review and score each complete and fully responsive proposal. Proposals shall be evaluated based on the quality of proposer responses to the RFP and reasonableness of the proposer's costs relative to other proposers and in relation to the value as compared to services proposed. A minimum score of 70 is required to be considered for funding. Proposals shall be evaluated based on the following measures:

Evaluation Criteria	Points
<p><u>Demonstrated Ability</u>                      Quality and depth of experience in providing fair housing tenant/landlord, housing services or civil rights program in the City or County of Los Angeles, that includes direct client services, counseling, investigations and resolutions of client complaints alleging violations of law or regulations, and an education and outreach program.</p>	35
<p><u>Program Design</u>                      A program design to serve all residents of the City of Los Angeles and to ensure that residents, home seekers and residential property owners have easy access to bilingual fair housing services by phone, internet, local offices, clinics, training sessions, etc., including accessibility for persons with disabilities. Should include other discrimination services including telephone hotline, counseling, complaint investigations and enforcement, patterns of practice audits/projects, oversight of housing discrimination work, and availability of legal staff.</p> <p>The program design should include a citywide public information, education and outreach relating to fair housing, as well as fair housing training services to property managers, landlords, tenants, vendors, and city agencies.</p>	45
<p><u>Resource Allocation/Cost Reasonableness</u>                      The proposed budget is to support the stated scope of services. Funds to be allocated should minimize administrative costs and support direct services.</p>	10
<p><u>Data and Record Keeping</u>                      Design for database, documentation and record keeping, statistical reports, and program monitoring and evaluation.</p>	10
<b>Total Points</b>	<b>100</b>

Proposals will be evaluated against others proposing to provide the same services. 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(s) 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 negotiation, 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.

Proposed costs may be compared against other proposers and to independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been considered.

#### **K. PROPOSAL REVIEW PROCESS**

The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

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, 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 line-item 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 review may determine the final funding recommendations.
5. Proposers shall be notified in writing about contract recommendations and results of RFP.

#### **L. 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. Proposers may appeal procedural issues only.

##### **2. Letter of Appeals**

Appeals shall be hand-delivered to HCIDLA 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:

Edwin C. Gipson II, Director  
Los Angeles Housing and Community Investment Department  
c/o Planning and Procurement Unit  
RFP Appeal – Citywide Fair Housing Program  
1200 W. 7<sup>th</sup> Street, 6th Floor  
Los Angeles, CA 90017

Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted. Written appeals must include the following information:

- 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 for 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. All appeals and protests must be submitted within the time limits set forth in the above paragraphs.

### 3. Review Panel

A panel composed of selected staff will review the appeal for this RFP. The decision of the panel will be HCIDLA's final recommendation.

### 4. Disclaimer

The City is not responsible for representations made by any of its officers or employees prior to the approval of 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**

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#### **A. GENERAL PROPOSAL CONDITIONS**

##### **1. Costs Incurred by Proposers**

All costs of proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

##### **2. Best Offer**

The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of ninety (90) days from the submission deadline.

##### **3. Accuracy and Completeness**

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other 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 data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

##### **4. Withdrawal of Proposals**

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by telegram at any time prior to the submission deadline.

##### **5. General City Reservations**

**Submission Deadline** - The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

**Withdrawal of RFP** - The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

**Reissue of RFP** - If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

**Changes to Proposals** - The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.

**Verification of Proposal Information** - The City reserves the right to verify all information 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 awarded.

**Pre-award Interview** - The City reserves the right to require a pre-award interview and/or site inspection.

**Minor Defects** - The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

**Program Personnel** - If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the contractor replace any project personnel.

**Rejection of Proposals** - The City reserves the right to reject any or all proposals, to waive any minor defects in proposals received; to reject unapproved alternate proposal(s); and reserve the right to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

## 6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.



As part of the negotiation process, the City reserves the right to:

- a. Fund all or portions of a proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- b. Use other sources of funds to fund all or portions of a proposer's proposal;
- c. Require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- d. Elect to contract directly with one or more of the identified collaborators;
- e. Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

#### 7. Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

#### 8. Proprietary Interests of the City

The City reserves the right to retain all submitted, proposals which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal 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 at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 *et seq.*) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from

any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefor.” Failure to include such a statement shall constitute a waiver of the proposer’s right to exemption from disclosure.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing bidders until allowed by the law.

## 9. Discount Terms

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement, which meet the discount terms.

## **B. STATEMENTS REQUIRED WITH PROPOSAL**

### 1. 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 2**: 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.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

2. 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](http://ethics.lacity.org/PDF/laws/law_mlo.pdf). (See **Attachment 3**: Bidder Certification CEC Form 50).

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

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

3. 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 4**) 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](http://ethics.lacity.org).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

#### 4. 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 5** 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](http://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 twelvemonths 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.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.  
([www.labavn.org](http://www.labavn.org))**

#### 5. 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 6** 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](http://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>.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.  
([www.labavn.org](http://www.labavn.org))**

#### 6. 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](http://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](http://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 7: Nondiscrimination, Equal Employment Practices and Affirmative Action Program**).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.**  
**([www.labavn.org](http://www.labavn.org))**

7. 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 8**: Proposer Workforce Information/Non-Collusion Statement.)

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

8. Business Services Implementation Plan Collaborator Agreements

Proposals shall include completed forms from each organization intending to formally collaborate with the proposers (see **Attachment 9**: Collaborator Agreements).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

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 bidders/proposers shall register on the Los Angeles Business Assistance Virtual Network (LABAVN) at the following website: [www.labavn.org](http://www.labavn.org), and submit the required online documentation (see **Attachment 10**: LA Business Assistance Virtual Network Registration Certificate).

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. Bidder with sub-contractors must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 11**: Business Inclusion Program. Requirements must be completed on the Business Assistance Virtual Network (BAVN), [www.labavn.org](http://www.labavn.org).

**OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.**

12. Iran Contracting Act 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City

of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign and submit the "Iran Contracting Act of 2010 Compliance Affidavit" (see **Attachment 12**: for Affidavit form).

### C. 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.** A copy of the City's Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a to-be-negotiated fee-for-performance basis.

#### 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 13**: Insurance Instructions and Information).

#### 2. Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Organizations must be in good standing and authorized to do business in California (see **Attachment 14**: Secretary of State documentation).

#### 3. Corporate Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen (see **Attachment 15**: Corporate Documents).

#### 4. 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://fiancé.lacity.org> (see **Attachment 16**: City Business License Number).

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) form. (See **Attachment 17**: 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.

7. Certifications

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

- a. A Certificate Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549.
- b. 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 effects the accuracy of the information contained in any previously filed Disclosure Form, occurs
- c. A Certificate Regarding Drug-Free Workplace Requirements, if applicable.

8. Collaboration

The City may, at its discretion, require two or more proposer to collaborate as a condition to contract execution.

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 18**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.



Bidders/Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and Application for Non-Coverage or Exemption are included in the attachment (see **Attachment 19**: LWO Statutory Exemptions).

#### 10. 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.

#### 11. 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 20**: Child Support Obligations).

## 12. 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 **Attachment 21**, "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance.

The Anticipated Employment Opportunities Form (FSHO-1) and Subcontractor Information Form (FSHO-2) contained within the attachments shall only be required of the Bidder/Proposer that is selected for award of a contract.

## D. 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**

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### **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 (4) 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. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter 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 and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than **one (1) calendar week** after the proposal submission deadline.
  - 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.
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 are limited to the number of pages indicated and 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

**Pages in excess of the stated limits will not be read and will not be considered in scoring.**

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 **Attachment 1**).
9. Answers should be as concise as possible while providing all the information requested.
10. In completing the narratives and attachments, including the fee schedule, 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 (Attachment 1)** 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.