

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER


Date: December 15, 2015

CAO File No. 0150-09602-0004

Council File No. 15-0600-S267

Council District: Citywide

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer 

Reference: Housing and Community Investment Department Transmittal dated December 2, 2015; Received by the City Administrative Officer on December 4, 2015

Subject: **REQUEST FOR APPROVAL TO NEGOTIATE AND EXECUTE A CONTRACT WITH CORELOGIC INFORMATION SOLUTIONS, LLC, SELECTED THROUGH A REQUEST FOR PROPOSALS FOR THE PROVISION OF REAL ESTATE INFORMATION SERVICES**

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a contract with Corelogic Information Solutions, LLC (Corelogic) for the provision of historical and custom real estate data services. The proposed contract has a term of six months from the date of execution, with two additional one-year extensions. Contract compensation will not exceed \$156,000 for the six-month term and is paid for by the Rent Stabilization Fund No. 440 (\$56,400), Code Enforcement Trust Fund No. 41M (\$39,000) and Foreclosure Registry Fund No. 56V (\$62,400). This Office recommends approval of the HCID request to execute a contract with Corelogic.

BACKGROUND

The HCID requires the use of real estate reports and services that provide historical and custom information for properties located in Los Angeles. The services are utilized by various sections department-wide including Compliance, Hearings, Billing and Collections, Code and the Foreclosure Registry Unit. These sections rely on accurate, up-to-date and comprehensive information about the properties on a daily basis to implement HCID programs and services.

In the past, the extent of real estate data acquisition has been limited to the Land Use Planning and Management System (LUPAMS) through the City's Department of Public Works, Bureau of Engineering and the occasional purchase of data from external sources such as Lexis-Nexis, Corelogic, Dataquick, using the Authority for Expenditure (AFE) system. Reliance on LUPAMS has hindered HCID's Billing and Collections operations due to its outdated and inaccurate information.

Currently, HCID is in the final year of a three-year contract with Corelogic. The HCID is proceeding to execute a supplemental agreement to the current contract to extend the term to December 30, 2015 to allow sufficient time for the new contract to be approved and executed (C.F. 15-0600-S267).

Request for Proposals (RFP) Process

On March 16, 2015, HCID released an RFP to solicit proposals from qualified organizations to provide real estate information services. The RFP was advertised through a local newspaper, various organizations that serve the minority communities and the City of Los Angeles Business Assistance Virtual Network (LABAVN). Announcements through LABAVN were delivered to registered organizations that could potentially qualify and compete for the RFP. The HCID transmittal, which includes the qualifications and scoring for the RFP, is attached to this report as an Attachment.

Three proposals were received in response to the RFP. During preliminary review, only two of the three proposals received were deemed responsive for further evaluation. An appeal letter received from the non-responsive proposer was presented to an appeals panel for consideration. At the conclusion of the hearing, the panel upheld the original staff determination that the entity was deemed non-responsive. A panel of HCID staff members evaluated the two proposals that passed the threshold review. Each proposal was assessed on its own merit for content, responsiveness, clarity, relevance, cost and strict adherence to the instructions in the RFP. The review team recommended Corelogic, the highest scoring proposer, to contract with the City to provide real estate information services, subject to the approval of the Mayor and City Council. The other proposer was informed that their proposal was not selected. No letter of appeal was received in response to the final scoring of proposals. Additional details of the RFP process and participants is included in HCID's transmittal dated December 2, 2015.

On April 6, 2015, the Personnel Department issued a Charter Section 1022 Determination indicating that the City does have existing job classifications to perform the tasks associated with the project scope of work. In December 2015, this Office found that the work assignment exceeds staffing availability therefore it is more feasible to contract out the proposed work.

RECOMMENDATIONS

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

- I. Authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to:
 - A. Execute a contract with Corelogic Information Solutions, LLC, for the provision of historical and custom real estate data services, with compensation in an amount not to exceed \$156,000 for a term of six months from the date of execution, with two additional one-year extensions, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements; and,

- B. Prepare Controller's instructions and make necessary technical adjustments consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions.

II. Authorize the City Controller to:

A. Transfer appropriations as follows:

	Fund	Account	Title	Amount
From:	440	43M411	Unallocated	\$ 54,600
To:	440	43M143	Housing	54,600
From:	41M	43M412	Service Delivery	\$ 39,000
To:	41M	43M143	Housing	39,000
From:	56V	43M411	Unallocated	\$ 62,400
To:	56V	43M143	Housing	62,400

- B. Increase appropriations in the amount of \$156,000 for Budget Fiscal Year 2015-16 within Fund 100/43 Account No. 003040 Contractual Services;
- C. Expend funds from Fund/Accounts 440/43M143, 41M/43M143, and 56V/43M143 in the amount per items 2a upon proper written demand of the General Manager of HCID, or designee; and,
- D. Expend funds as specified in 2b from Fund/Department 100/43 upon proper written demand of the General Manager of HCID, or designee.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations are in compliance with the City's Financial Policies in that the contract will be paid for by special funds.

Attachment – HCID transmittal dated December 2, 2015 and draft contract