

REPORT FROM

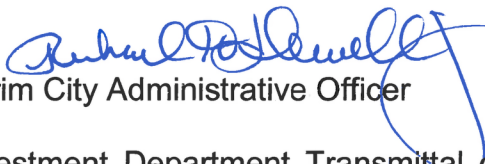
OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 8, 2017

CAO File No. 0150-10898-0001
Council File No. 17-0212
Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer



Reference: Housing and Community Investment Department Transmittal dated February 22, 2017; Received by the City Administrative Officer on February 23, 2017; Additional Information Received through March 6, 2017.

Subject: **REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR LANDLORD OUTREACH AND EDUCATION SERVICES FOR THE RENT ESCROW ACCOUNT PROGRAM (REAP) AND UTILITY MAINTENANCE PROGRAM (UMP)**

RECOMMENDATION

That the Council, subject to the approval of the Mayor, adopt the recommendations of the Housing and Community Investment Department (HCID) transmittal dated February 22, 2017, related to the release of a Request for Proposals for landlord outreach and education services.

SUMMARY

The General Manager of the Los Angeles Housing and Community Investment Department (HCID) requests authority to release a Request for Proposals (RFP) for landlord outreach and education services for the Rent Escrow Account Program (REAP) and Utility Maintenance Program (UMP). The existing contract (C-125147) will expire on October 31, 2017. The term of the proposed contract would be from November 1, 2017 through October 31, 2018 with an option for two one-year renewals, subject to contractor performance and availability of funding. The annual contract amount would not exceed \$150,000 each year or a total of \$450,000 for three years. Funds for the contract would be provided entirely by the Code Enforcement Trust Fund (\$148,500 annually) and the Rent Stabilization Trust Fund (\$1,500 annually). This Office concurs with HCID's request.

Charter Section 1022 Determination

The Personnel Department completed a Charter Section 1022 determination on November 22, 2016 for landlord outreach and education services for REAP/UMP, and found that City employees have the expertise to perform the work; however, the work assignment exceeds staffing availability. On February 17, 2017, our Office concurred that it is more feasible to contract for these services because the work is of an intermittent nature.

FISCAL IMPACT STATEMENT

There will be no impact to the General Fund. The recommendation in this report is in compliance with the City's Financial Policies in that the requested actions are fully funded by appropriations from the Systematic Code Enforcement and Rent Stabilization Trust funds.

RHL:EIC:02170125C