

TRANSMITTAL

To:

THE COUNCIL

Date: 4/25/2017

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Administration Bureau
1200 West 7th Street, 9th Floor, Los Angeles, CA 90017
tel 213.928.9071 | fax 213.808.8999
hcidla.lacity.org

April 21, 2017

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

Attention: Mandy Morales, Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR THE LOS ANGELES HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCIDLA) SYSTEMS DIVISION FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

SUMMARY

The Los Angeles Housing + Community Investment Department (HCIDLA) seeks authority to issue a new 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 HCIDLA Systems Division will serve as the Administrative entity for this RFP.

HCIDLA administers various programs pertaining to affordable housing, first-time home buyers, housing rehabilitation, the Rent Stabilization Ordinance (RSO), the Systematic Code Enforcement Program (SCEP) and other services to ensure safe, decent and affordable housing in the City of Los Angeles. In particular, the City's RSO protects tenants from excessive rent increases, while at the same time allowing landlords a reasonable return on their investments. The SCEP program conducts inspections of multi-family residences on a systematic basis to prevent the development of dangerous, substandard and/or unsanitary and deficient living conditions. HCIDLA's Systems Division provides business applications and information technology infrastructure support to the Department in order to achieve its mission and ensure uninterrupted systems availability to staff and the public who rely on housing-related services. The contract programmers hired via contracts with qualified vendors provide the temporary programming resources and technical skills HCIDLA needs to support this work.

The source(s) of funds for this RFP may include, but is not limited to, the Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program (NSP), Municipal Housing Finance Fund (MHFF), Accessible Housing Program (AcHP) Fund, Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Lead Grant Fund. The estimated HCIDLA budget available for these services for Fiscal Year 2017-18 is approximately \$3,000,000.

To ensure that the IT Professional Services contracts begin effective January 1, 2018, HCIDLA estimates that the RFP process, including Mayor and City Council approval of selected contractors and funding amounts, should be completed by December 1, 2017.

RECOMMENDATIONS

The General Manager of HCIDLA respectfully requests the following:

I. That your office schedule this transmittal for consideration at the next available meeting(s) of the appropriate Committee(s) of the City Council and forward it to the City Council for review and approval immediately thereafter; and,

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

A. AUTHORIZE the General Manager of HCIDLA, or designee, to release an RFP for contractor(s) to provide IT support services to the Department. The contracts are used to hire computer programmers for HCIDLA's business systems programming in substantial conformance with the draft RFP included as Attachment A to this transmittal, subject to the approval of the City Attorney as to form; and,

B. INSTRUCT the General Manager of HCIDLA, or designee, to assess the responses of the subject RFP and report back on the results of the RFP with recommendations to enter into contracts with qualified vendors for the provision of services identified in the RFP, including funding amounts and necessary implementation instructions.

BACKGROUND

HCIDLA currently utilizes contract programmers via existing contracts to supplement internal IT staff in the development of the department business application systems. The use of contract programmers is critical to the operation of the Department as they provide the temporary staffing resource needed to complete systems projects, and they contribute specialized technical skills that the Department may not have.

HCIDLA's current IT Professional Services vendors, 3Di Inc. and Rydek Computer Professionals, were selected through a similar RFP process in 2014. Their current contracts expire on December 31, 2017.

These contracts are used to hire contract programmers for the development of HCIDLA's enterprise business systems, consisting of the Housing Information Management Systems (HIMS), the Code, Compliance and Rent Information Systems (CCRIS) and other related systems. HIMS is a suite of web applications used to support the Department's Housing Development operations. It manages a housing loan portfolio of over 5,000 loans worth \$1.9 billion and tracks the housing development of hundreds of projects. CCRIS is also a suite of web applications that supports the SCEP and the RSO operations. The CCRIS manages code enforcement inspections of about 760,000 rental units and tracks the RSO

cases for 620,000 units in the City of Los Angeles. The system is also responsible for the billing and collections of SCEP and RSO fees worth approximately \$55 million annually.

The continued maintenance and enhancement of HIMS and CCRIS are critical to the operation of the Department. The contract programmers hired via these contracts provide the temporary programming resource and technical skills HCIDLA needs to continue these efforts.

Charter Section 1022 Review

On April 6, 2017, HCIDLA requested a determination from the Personnel Department, based on the provisions of Charter Section 1022, that the City currently does not have the staff available to perform the required information technology services. The request is currently under review by the Personnel Department.

REQUEST FOR PROPOSALS (RFP) PROCESS

This RFP will solicit qualified vendor(s) to provide IT professional services support to the Department. HCIDLA proposes to execute new contract(s) with selected IT provider(s) to commence on or about January 1, 2018, 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 by the Mayor and City Council. The RFP will be posted on the Los Angeles Business Assistance Virtual Network (LABAVN), and will be advertised in the Daily Journal. Current contractors and other interested parties will be notified as well.

Proposers for this RFP must satisfy the following requirements:

1. Have a minimum of five (5) years of direct and/or related experience in administering part or all of the services solicited;
2. Demonstrate expertise in direct placement of qualified personnel in IT professional services;
3. Have a minimum of three (3) years relevant public sector experience;
4. Be qualified to conduct business in the State of California and in good standing with applicable regulatory oversight agencies;
5. If a corporation or limited liability company, the proposer must be in good standing with the California 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; and,
8. If the proposer has contracted with the State of California or the City of Los Angeles, it does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented.

The criteria for evaluating proposals shall include the following:

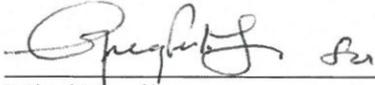
Area	Description	Points
1	QUALITY AND CAPABILITY Projects implemented and track record	40
2	QUALIFICATIONS OF CONTRACTOR STAFF Experienced in administering personnel placement	30
3	BREADTH AND DEPTH OF CONTRACTOR EXPERIENCE Number and size of organizations served	15
4	COSTS Direct and Indirect Costs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

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

FISCAL IMPACT

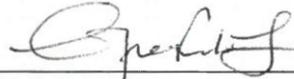
With exception of the work related to AcHP, which was funded by General Fund and approved in Fiscal Year 2016-17 (CF 16-1389), all funding is authorized from grant funds or fee funds in HCIDLA’s approved budget.

Prepared by:



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Sr. Systems Analyst II
Community Services and Reporting

Reviewed by:



GREG KUNG
Director
Systems Division

Approved by:



LUZ C. SANTIAGO
Assistant General Manager
Administration

Approved by:



LAURA GUGLIELMO
Executive Officer

Approved by:



RUSHMORE D. CERVANTES
General Manager

RDC:LS:GK:MD

Attachment A: Draft RFP for Information Technology Professional Services



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



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Release Date	Monday, June 26, 2107
RFP Submission Deadline	Monday, August 7, 2017 Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, postmarked no later than 11:59 p.m. and addressed to address listed below.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Contracts and Procurement Unit 1200 W. 7 th Street, 1 st Floor, Public Counter Los Angeles, CA 90017
Mandatory Proposers' Conference	Thursday, July 6, 2017 (2:00 p.m. – 4:00 p.m.) Los Angeles Housing and Community Investment Department 1200 W. 7 th Street, 9th Floor, Conference Room 912 Los Angeles, CA 90017 RSVP by Friday, June 30, 2017 via email to: hcidla.planning@lacity.org
Request for Technical Assistance Deadline	Monday, July 24, 2017 Submit by email only to: hcidla.planning@lacity.org All questions and answers will be made available to all proposers on the LABAVN website at: www.labavn.org
Business Inclusion Program (BIP) and Outreach Deadline	Sunday, July 23, 2017 No later than 11:59 p.m. (See RFP page 22 and Attachment 6 for outreach instructions)

It is the policy of the City of Los Angeles to provide access to its programs and services for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended. As a covered entity under Title II of the Americans with Disabilities Act, 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. For more information on the City's business outreach opportunities, visit www.labavn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Information Technology Professional Services**

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Living Wage Ordinance and Service Contractor Worker Retention Ordinance

ATTACHMENT 3

LWO Statutory Exemptions

ATTACHMENT 4

Proposer Workforce Information/Non-Collusion Affidavit

ATTACHMENT 5

Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 6

Business Inclusion Program and MBE/WBE/SBE/EBE/DVBE/OBE Outreach

ATTACHMENT 7

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 8

Corporate Documents

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Child Support Obligations

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CEC Form 55 Instructions

ATTACHMENT 11

Contractor Pool Category Definitions

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Fee Schedule

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

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

The HCIDLA Systems Division serves as the Administrative entity for this Request for Proposals (RFP) and seeks vendor(s) for the Information Technology (IT) Professional Services on an as-needed basis for current and future projects. The source(s) of funds for this RFP may include but may not necessarily be limited to Community Development Block Grant, HOME Investment Partnerships Program Fund (HOME), Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program (NSP), Municipal Housing Finance Fund, and Lead Grant Fund. The estimated HCIDLA budget for Fiscal Year 2018-19 is approximately \$3 million.

On behalf of the City of Los Angeles (City), the HCIDLA will serve as the administrative entity for this request for proposals (RFP). The 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-XXXX).

B. OVERVIEW

The HCIDLA's mission is to provide safe and livable neighborhoods through the promotion, development, and preservation of decent and affordable housing.

The HCIDLA also administers the City's Rent Stabilization Ordinance, which protects tenants from excessive rent increases, while at the same time allowing the landlords a reasonable return on their investments. In addition, the HCIDLA oversees the Systematic Code Enforcement Program, which inspects multi-family residences on a systematic basis to prevent the development of dangerous, substandard and/or unsanitary and deficient living conditions.

The HCIDLA Systems Division provides business applications and information technology infrastructure support to the Department to support its mission and ensure uninterrupted systems availability to HCIDLA staff and the public who rely on the systems. These critical applications include the Housing Information Management System (HIMS), the Code, Compliance and Rent Information Systems (CCRIS) and the Billing Information Management Systems (BIMS). HIMS is a suite of web applications used to support the Department's Housing Development operations. It manages a housing loan portfolio of about 5,000 loans worth over \$1.9 billion and tracks the housing development of hundreds of projects. CCRIS is also a suite of web applications which supports the Systematic Code Enforcement Program (SCEP) operation and the

Rent Stabilization Ordinance (RSO) operation. The CCRIS manages code enforcement inspections of about 760,000 rental units and tracks the Rent Stabilization cases for 620,000 units in the City of Los Angeles. The system is also responsible for the billing and collections of SCEP and RSO fees worth over \$55 million annually. BIMS is an online, web-based, customer interface and portal for property owners to pay their bills, apply for exemptions, print billing and collections related forms and access their Rent Registration Certificates.

To achieve the Department's mission, the Systems Division of the HCIDLA intends to select the most qualified vendor(s) to address the systems support and application development needs identified in the Fiscal Year 2018-19.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This RFP seeks to solicit qualified organizations/contractors for the IT Professional Services on an as-needed basis for current and future projects.

B. SCOPE OF WORK

During the term of the contract, the contractor(s) may be called upon to identify, select and hire subcontractors to complete a variety of projects, from application enhancement performed by one programmer analyst to application development and implementation performed by a team of information technology professionals.

The projects identified for FY 2018-19 include the following with project scopes that are subject to change based on the needs of the City:

- 1) Code, Compliance and Rent Information System (CCRIS) – Redesign and develop CCRIS 2.0 to replace the existing version of CCRIS. CCRIS 2.0 will replace the existing system with newer technologies and add new business and technology requirements that are not supported by the current system. Below is a list of features to be included in CCRIS 2.0.

CCRIS 2.0 new functionality	Description
Online services	Consolidate and standardize online services for the public to make it easier for our customers to conduct business with us online.
Enhanced user interface and workflow	A more efficient user interface and automated workflow engine to automate the business process.
Performance data transparency	Provide transparency to the fee programs and meet the Mayor's goal in publishing performance data to the public.
TRIP module	Ability for Tenant Relocation Inspection Program (TRIP) inspector and administrative staff to manage inspection and track cases.
HOME property, Residential Hotel, REAP and Hearing shortened cycle inspection module	Ability to accommodate inspection schedule of other programs which have a different inspection schedule than SCEP.
Subpoena and CPRA function	Ability to compile case records to respond to subpoenas and CPRA requests.
Court Liaison Unit (CLU) Inspection function	Ability to track all case activity of inspections of cases sent to the City Attorney's office.
Residential Hotel	Tracking of Residential Hotel properties.

Tenant Habitability Program review	Automate the paper process of reviewing Tenant Habitability applications.
Scheduling Upgrade	Scheduling upgrade to prevent double booking within CCRIS.
Mileage statement	Automation of mileage statements.
Standardize letters/notices generation	Use one technology for letters and notices generation. Allow staff to modify template wording and output letters/notices to Word format.
Reporting	Support custom ad-hoc reporting to allow users to create their own customized reports.
Enhance CCRIS case workflow	Enhance CCRIS case routing control to handle when, who, and to whom cases can be routed.
Mobile CCRIS cloud	Move Mobile CCRIS service to cloud to reduce interruption to inspectors work due to City network/server down problem.
Interactive web payment portal	Allow property owners to perform all billing transactions related to SCEP and RSO programs.

- 2) Billings Information Management Systems (BIMS) – Develop and enhance the following:
 - a. Enhanced payment and Mobile application to include all fees owed by a property owner
 - b. Integration with the InContact call center system
 - c. Ability to generate bills by owners in addition to the current process which is by properties
 - d. Enhanced reporting

- 3) Housing Information Management Systems (HIMS) – Develop and enhance the following:
 - a. Redesign the Occupancy Monitoring module to enhance reporting and tracking of affordable housing covenants
 - b. Ability to track accessibility compliance for housing project development and all the project stages of the Settlement Agreement, to allow staff to meet the significant data recording and reporting requirements.
 - c. Upgrade of technology platform

- 4) Homeless Management Information System (HMIS) - Implement the new HMIS for the Housing Opportunities For Persons with AIDS (HOPWA) Program:
 - a. Case management and client record tracking and to fulfill U.S. Housing and Urban Development (HUD) Department’s record keeping requirement
 - b. Collect data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness

- 5) Document Management System (DMS) – Implement a department-wide document management system (DMS) to store all official documents. The DMS will allow staff to automate the creation, search, retrieval, archival and disposition of such documents.

- 6) Foreclosure Information Management System (FIMS) – Develop and enhance the following
 - a. Automation of non-compliance notices processing
 - b. Enhanced reporting
 - c. Integration with the public portal - GeoRegistry

Types of Services

Specifically, the types of services to be performed by contract staff include one or more of the following:

- 1) Design, develop, install, and support computer applications that enhance the efficiency and effectiveness of the HCIDLA operations and ensure the effectiveness of overall systems performance.
- 2) Design, develop, implement, and maintain workgroup and enterprise databases and data administration and management processes that ensure the availability, integrity and efficient integration of data in applications.
- 3) Perform business and systems analyses to facilitate and coordinate the development of technology solutions to departmental business and operational requirements and evaluate technology alternatives.
- 4) Design, develop, install, administer and support stability and efficiency of the more complex control software and network systems; plan, design, implement and configure large multi-segmented local and wide area networks; and manage and optimize control and network system performance and interoperability.
- 5) Design, develop, implement, and maintain business intelligence systems solutions, including integration with databases and data warehousing.

IT Contractor Pool Categories

These job classifications for the types of services listed above are in the following IT Contract Pool Categories:

- Programmer Analyst
- Application Programmer
- Systems Programmer
- Database Architect
- Business Intelligence Specialist
- Geographic Information Specialist

IT Contract Pool Categories Definitions are listed in **Attachment 11**. It lists a description of the duties, qualifications, experience levels and specific skill sets required within the IT Contract Pool Categories. Proposers that supply services in these categories may submit a proposal in response to this RFP.

C. ELIGIBLE PROPOSERS (Threshold Requirements)

Proposals will be accepted only from individuals or organizations that meet the following criteria. Proposers must:

1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration with the California Secretary of State;
2. Be in good standing with the California Secretary of State, if a corporation or limited liability company;
3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. Have not been debarred by the federal government, State of California or local government;
5. Have a minimum of five (5) years of direct and/or related experience in administering part or all of the services solicited.
6. Can demonstrate expertise in direct placement of qualified personnel in IT professional services.
7. Have a minimum of three (3) years relevant public sector experience.
8. Not have an outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented, if the proposer has previously contracted with the State of California or the City of Los Angeles. If it has contracted with the HCIDLA, it must not have any outstanding disallowed costs or other liability to the City.

D. BUDGET AND SOURCES OF FUNDS

The source of funds for this RFP is may include but may not necessarily be limited to Community Development Block Grant, HOME Investment Partnerships Program Fund, Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program, Municipal Housing Finance Fund, and Lead Grant Fund beginning January 1, 2018 until December 31, 2018. Approximately \$3 million is anticipated to be available for the Information Technology Professional Services, subject to the approval by the Los Angeles City Council and the Mayor.

E. CONTRACT TERM

The initial contract shall commence on or about January 1, 2018 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. More than one contract may be issued under this RFP.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Monday, June 26, 2017
Mandatory Proposers' Conference	Thursday, July 6, 2017
Proposal Submission Deadline	Monday, August 7, 2017

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. Attendance is mandatory for anyone interested in submitting a proposal in response to the RFP. Please note that the conference will not be available via telephone, teleconferencing or the web. If you are not available to attend, please send a representative. 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 Contracts and Procurement Unit at (213) 744-7278 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. **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. 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. Proposers must also submit an electronic version in a properly labeled disk or memory stick with the package. A cover letter accompanying the proposal package must be addressed to:

Contracts and Procurement Unit
Los Angeles Housing and Community Investment Department
1200 W. 7th Street, 1st Floor, Public Counter
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 11:59 P.M. PST ON THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED TO PROPOSERS.**

J. EVALUATION CRITERIA

The Housing and Community Investment Department will review and score each complete and fully responsive proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the proposal documentation and information. A minimum score of 70 is required to be considered for funding. The evaluation will be based on the proximity of a proposal's prices to competitive market values and relative to other proposers' pricing, the quality of responses to the RFP, and reasonableness of the proposer's costs relative to other proposers' costs. Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at the City's sole discretion.

EVALUATION CRITERIA	POINTS
QUALITY AND CAPABILITY Projects implemented and track record	40
QUALIFICATIONS OF CONTRACTOR STAFF Experience in administering personnel placement	30

BREADTH AND DEPTH OF CONTRACTOR EXPERIENCE Number and size of organizations served	15
COSTS Direct and Indirect Costs	15
TOTAL POINTS	100

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with proposers. The HCIDLA reserves the right to select more than one contractor.

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 during the period prior to submittal deadlines (by RFP addendum), 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 terms and conditions prior to execution of a contract.

Proposals will be evaluated against others proposing to provide the same services 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 are met (See Section II. C). 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. A proposal’s fee schedule pricing will be judged based on its proximity to the Department’s competitive market value pricing and other proposers’ pricing.
5. 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.

6. Proposers shall be notified in writing about funding recommendations and evaluation results.

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. Letters of Appeal

Appeals shall be hand or courier delivered to HCIDLA no later than within five (5) business days from the date that the notification of the results of the RFP was emailed. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Rosa Benavides, Senior Management Analyst II
Los Angeles Housing and Community Investment Department
c/o Contracts and Procurement Unit
RFP Appeal – Information Technology Professional Services
1200 W. 7th Street, 1st Floor, Public Counter
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.

M. 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

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 email 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; and
- 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 and Pledge of Compliance signed under penalty of perjury with their proposal. Refer to links below:

<http://bca.lacity.org/site/pdf/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf>

and

<http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF>

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. (Refer to the link below to access the Bidder Certification CEC Form 50, http://ethics.lacity.org/pdf/forms/CEC_Form_50.pdf).

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/proposers must submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access the form http://ethics.lacity.org/pdf/forms/CEC_Form_55.pdf).

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. (See **Attachment 10** – Form 55 Instructions). Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

4. Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavits

All 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) and the Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

Effective July 1, 2016, the Equal Benefits Ordinance and First Source Hiring Ordinance Compliance affidavits were combined into one web application form available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org. All bidders/proposers shall complete and upload the joint affidavit prior to the award of a City contract, the value of which exceeds \$25,000. A sample form may be accessed via the link below:

http://www.labavn.org/misc/docs/co_files/EBOFSHO/EBOFSHO_Sample_07-01-2016.pdf

If subject to the ordinances, a contractor will be required to complete the web application form, electronically sign, and submit. If a form was uploaded and verified prior to July 1, 2016, these will continue to be valid until they expire or are deleted (generally three years from upload date). When the form expires, a contractor will be required to complete the new web application form.

Equal Benefits Ordinance

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit, your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance (OCC) prior to contract award. The EBO Affidavit shall be effective for a period of three years from the date it is first uploaded onto the City's BAVN. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

First Source Hiring Ordinance

Prime contractors who are awarded a contract that is subject to the requirements of the FSHO must complete and upload the FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over \$25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful proposer/bidder selected for contract award.

Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

Bidders/proposers shall complete and submit ONLINE, with their proposal, the EBO/FSHO Affidavit, or Request for Waiver, if applicable.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

5. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance (SDO), 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 seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the BCA's website at http://bca.lacity.org/index.cfm?nxt=sd&nxt_body=content_sdo.cfm

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 prior to the award of a City contract.

Effective July 1, 2016, the SDO was changed to a web form in BAVN to make the procedure consistent with the EBO and FSHO modifications. There are two changes with the new SDO web form: **1)** If a contractor needs to submit supporting documentation (for instance, to show the "nature of participation, investment or profit or names of any enslaved persons") as required by the SDO, they will need to submit the documentation directly to the Bureau of Contract Administration's (BCA) Office of Contract Compliance (OCC) Division. Attachments cannot be uploaded to BAVN. **2)** Typically, the SDO is an indefinite application, and it does not expire. However, if a contractor already has a verified form on their BAVN profile, if and when they have another form (EBO or FSHO) that expires, their verified SDO will expire as well. At that time, the contractor will need to complete the new SDO web form. This will allow the contractor to have consistency in all their BAVN forms.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

6. 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 2**, "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 (see **Attachment 3**: LWO Statutory Exemptions) shall apply for an exemption from the Ordinance by submitting with their proposal the LWO –

Departmental Exemption Application (LW-13), which can be accessed at:
<http://bca.lacity.org/site/pdf/lwo/LW%2013%20-%20Departmental%20Exemption%20Application.pdf>

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL, IF APPLICABLE.

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 4**: 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 5**: 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. 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 6**: Business Inclusion Program. Requirements must be completed on the Los Angeles Business Assistance Virtual Network (LABAVN), www.labavn.org. A proposer's failure to complete the BIP outreach by the required deadline will result in a proposal being deemed non-responsive.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

11. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders/proposers 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 7**: 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 (refer to the following link for Insurance Instructions and Information http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf).

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, as registered contractors with the State of California. Visit the Secretary of State's website for more information at: <http://kepler.sos.ca.gov/>.

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, DUNS 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 8**: 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: Los Angeles City Office of Finance, Tax and Permit Division, City Hall, 200 N. Spring Street, Room 101, Los Angeles, CA 90012. Visit the Office of Finance's website for more information at: www.finance.lacity.org.

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) form. (Refer to link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> 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 proposers to collaborate as a condition to contract execution.

9. Non-Discrimination/Equal Employment Practices/Affirmative Action

Effective July 1, 2016 the Non-Discrimination/Equal Employment Practices and Affirmative Action (ND/EEP and AA) provisions were amended to eliminate the need for contractors to complete affidavits on BAVN. By affixing its signature to a contract, the contractor agrees to adhere to the ND/EEP and AA for the duration of the contract. When a contractor signs the contract, they will also be acknowledging their responsibility to comply with both the ND/EEP and AA provisions. The AA provisions will now apply to all construction contracts and all non-construction contracts of \$25,000 or more.

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/index.cfm?nxt=lco&nxt_body=tutorials_eeo.cfm

10. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall:

1. Comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 et seq., the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 et seq., the Fair Housing Act, and its implementing regulations and any subsequent amendments; and California Government Code Section 11135.
2. Not discriminate in the provision of its programs, services or activities on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability.
3. Provide reasonable accommodation upon request to ensure equal access to all of its programs, services and activities.

Contractor represents that it will certify that any construction for housing performed with funds provided through any future contract will be done in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40.

Contractor represents that it will certify that its buildings, and facilities used to provide services in accordance with any future contract, are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

Contractor understands that the City is relying upon these certifications and representations as a condition of funding any future contract.

Contractor will require its subcontractors, if any, to include this language in any subcontract.

Contractors must be in compliance with these provisions at the time the contract is executed.

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 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 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 9: Child Support Obligations**).

12. Fair Chance Initiative for Hiring Ordinance

City Contractors and subcontractors with 10 or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant's criminal history information until a job offer is made and from withdrawing a job offer unless the employer performs an assessment of the applicant's criminal history and the duties of the position. Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. Additional information and forms can be found at Department of Public Works, Bureau of Contract Administration at: http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_eeo_fc.cfm

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 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

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow these instructions and/or information is omitted or a required attachment is not submitted, the bidder/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 (1) original and four (4) stapled or large binder-clipped 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 as indicated per narrative question 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 a 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.