



ERIC GARCETTI  
MAYOR

December 18, 2014

Honorable Members of the City Council  
c/o City Clerk  
200 North Spring Street, Room 395  
Los Angeles, CA 90012

Re: Request for Authorization to Negotiate and Execute Contract with The Advancement Project to Implement the Los Angeles Violence Intervention Training Academy (LAVITA); Council File No. 13-0723

Dear Honorable Members:

The Mayor's Office of Gang Reduction and Youth Development (the "GRYD Office") established gang prevention and intervention programs in the City's most gang-plagued communities. The GRYD Office currently has contracts with ten non-profit community based organizations that provide direct gang intervention services to youth and families impacted by gang violence within GRYD zones and secondary GRYD areas. Community Intervention Workers and Case Managers retained to work in these designated areas are specially trained and certified to apply the GRYD Intervention Model of Practice in the provision of services to the community.

To provide this specialized training, the GRYD Office has established the Los Angeles Violence Intervention Training Academy ("LAVITA"). Through LAVITA, a contractor with experience and expertise in gang intervention is retained by the City to provide training, continuing education, and professional development to CIWs and Case Managers retained to work on behalf of the City.

On April 22, 2014, the City initiated a formal procurement process to select a qualified contractor to continue the operation of LAVITA. The GRYD Office hereby submits this report on the results of that procurement process pursuant to the Council's instruction (Council File No. 13-0723, June 28, 2013), and requests authority to negotiate and

execute a contract with the selected contractor, the Advancement Project, to implement LAVITA for a period up to 12 months in an amount not to exceed \$200,000.

## **BACKGROUND**

The GRYD Office's primary objectives in creating LAVITA were to: 1) create an academy that encourages lifelong learning of Community Intervention Workers (CIWs) and Case Managers in five identified areas of competency, and 2) develop a standardized certification process that will direct the professional development of CIWs. The LAVITA project is designed to provide effective training and certification for CIWs hired to work in designated GRYD zones and other GRYD communities. The training shall align with the GRYD Gang Intervention Model of Practice, including the Family-based Case Management and Crisis Response/Proactive Peacekeeping Services. To operate LAVITA, GRYD partners with an agency that functions as the fiscal, administrative, and accreditation body for the Academy. The agency will manage the registration process, secure space for live course instruction, maintain attendance records, and establish guidelines for instructor salaries. A committee selected by the GRYD Office (LAVITA Committee) will work with the agency to direct outreach, community engagement, and recruitment activities; select instructors and course materials; define the certification process; and evaluate performance.

## **LAVITA PROCUREMENT OVERVIEW**

On April 22, 2014, the Mayor's Office released the LAVITA Request for Proposal (RFP) (Attachment 1). The procurement was open to the public for approximately seven weeks from April 22, 2014 through June 10, 2014. Notice for the RFP was published on the Los Angeles Business Assistance Virtual Network (LABAVN). The Mayor's Office provided technical assistance via LABAVN.

As part of the procurement requirements, vendors were required to attend one of two mandatory Bidder's Conferences which were scheduled on May 1, 2014 and May 8, 2014. Two proposals were received by the submission deadline, from Advancement Project and the Center for Nonprofit Management.

During a first-level review, Mayor's Office staff found that both proposals met minimum eligibility requirements. The second-level review was conducted by a three-member panel (Evaluation Panel) comprised of experts from various disciplines, including law enforcement, the district attorney's office, and public health. The Evaluation Panel ranked the proposals based on the evaluation factors identified in the RFP: Project Plan, Staff Experience and References, Organizational Capacity, Operational Plan, Cost Proposal, Knowledge and Understanding of the Project, and the Proposer's Methodology. On October 23, 2014, the Evaluation Panel met and heard oral presentations from both proposers. The Evaluation Panel awarded Advancement Project the highest overall score based on submitted documents, presentations, and compliance with the administrative, financial and program elements requested in the

RFP. On that basis, the Evaluation Panel recommended Advancement Project be awarded the LAVITA contract.

### **APPEALS PROCESS**

On October 24, 2014, the Center for Nonprofit Management was notified that its proposal was not selected for the LAVITA project. It was invited to submit an appeal by the deadline of November 7, 2014. The Center for Nonprofit Management did not request a formal appeal.

As a result of this procurement, the Mayor's Office requests authority to negotiate and execute a contract with the selected contractor, the Advancement Project, to implement LAVITA for a period up to 12 months in an amount not to exceed \$200,000. The Mayor's Office will negotiate and execute a contract that substantially conforms to the scope of work and other requirements of the RFP, subject to approval of the City Attorney as to form and legality and the City's contracting requirements.

### **RECOMMENDATIONS**

It is therefore requested that the City Council:

1. **AUTHORIZE** the Mayor, or designee, to negotiate and execute a contract with the Advancement Project for the implementation of the LAVITA project for a term not to exceed 12 months in an amount not to exceed \$200,000, subject to the approval of the City Attorney as to form and legality, and funding availability and compliance with the City's contracting requirements; and
2. **AUTHORIZE** the Mayor, or designee, to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and authorize the Controller to implement the instructions.

Sincerely,



ERIC GARCETTI  
Mayor

EG:rw

Attachments

- 1 LAVITA Request for Proposals