

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor, The Council	Date: 03-20-15	C.D. No. Various	CAO File No.: 0150-10347-0000				
Contracting Department/Bureau: Department on Disability		Contact: Gina Lombardo					
Reference: C.F. 13-1395, C.F.13-1395-S1, C.F. 13-1395-S3							
Purpose of Contract: To provide funding to maintain HIV prevention services through the City of Los Angeles, including syringe collection and disposal, HIV/AIDS education, and treatment and intervention programs.							
Type of Contract: (X) New contract () Amendment		Contract Term Dates: One year with an option for two, one year renewals					
Contract/Amendment Amount: \$684,663							
Proposed amount \$ 684,663 + Prior award(s) \$ 0 = Total \$ 684,663							
Source of funds: Community Development Block Grant (CDBG), General Fund							
Name of Contractor: Various							
Address: Various							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employt. Oppty./Affirm. Action	X		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach**		X	
3. Charter Section 1022 findings completed	X			c. Equal Benefits Ordinance	X		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	X		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance	X		
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50	X		
7. Workforce that resides in the City: %				*N/A = not applicable ** Contracts over \$100,000			

COMMENTS

The Department on Disability (DOD) requests authority to execute sixteen service contracts to provide HIV prevention services through the City of Los Angeles. The contracts apply to various areas of prevention: syringe collection and disposal, HIV/AIDS education among affected communities, and treatment and intervention programs. Each of the contracts will be retroactive to July 1, 2014, and will expire on March 31, 2015. The combined cost of the proposed agreements is \$684,663 for the first year, subject to the availability of funds.

This Office recommends that the DOD include a ratification clause in each of the proposed agreements to cover work completed after the start date and prior to the execution of the proposed agreements. Per the Request for Proposals (RFP), the term of the proposed agreements is for one year with the option of two, one year extensions, subject to the availability of funds. We further recommend that the DOD amend the expiration dates in the proposed agreements from March 31, 2015 to June 30, 2015 which is the expiration date advertised in the RFP. Additionally the proposed term change will allow the Department sufficient time to process all the amendments and complete invoice processing.

		
PXD/EOS Analyst 08150066	Assistant CAO	City Administrative Officer

The total cost of all of the proposed agreements is \$684,663. Funding totaling \$684,663 is available in Fund 473, Account 65L473 (\$245,988) and Account 65L215 (\$438,675) for the proposed agreements.

DOD has provided funding for HIV prevention services throughout the City of Los Angeles for several years. Most recently, DOD has used funds provided through the Community Development Block Grant (CDBG) in order to fund these services. The variety of contracted services includes:

- Collection and disposal of syringes in order to prevent the transmission of HIV
- Development of education, intervention, and treatment programs to target, reach, and assist underserved communities most at-risk for HIV acquisition and transmission
- Identification of linkages to care and treatment services, harm reduction, and programs that reduce behaviors most likely to lead to the transmission and acquisition of HIV/AIDS

DOD posted an RFP for HIV Prevention Services on the Business Assistance Virtual Network (BAVN) on April 29, 2014. Twenty-four proposals from twenty agencies were received by the May 27, 2014 due date. The proposals were evaluated based on the following criteria:

Rating Criteria	Points
Project Abstract	5
Proposed Project / Scope of Work	40
Capacity and Experience	25
Evaluation	20
Budget and Narrative Justification	10
Total	100

Of the proposals received, 16 agencies were selected based on highest overall scores.

Agency	Scope of Work	Contract Funding
APLA Health and Wellness	Transgender	\$ 30,000
Asian American Drug Abuse Program	Syringe Collection and Disposal	\$ 33,750
Bienestar Human Services	Syringe Collection and Disposal	\$ 37,500
Center for Health Justice	Incarcerated Young Gay/Bisexual Men	\$ 33,750
Children's Hospital Los Angeles	Transgender	\$ 20,913
East Los Angeles Women's Center	Women	\$ 41,250
Homeless Health Care Los Angeles	Syringe Collection and Disposal	\$ 77,250
LA Gay and Lesbian Center	Young Gay Bisexual Men	\$ 41,250
Planned Parenthood, Los Angeles	Woman	\$ 41,250
Public Health Foundation Enterprises	Syringe Collection and Disposal	\$ 78,000
Reach-LA	Young Gay Bisexual	\$ 30,000
Special Service for Groups	Young Gay Bisexual Men	\$ 37,500
St. John's Well Child and Family Center	Transgender	\$ 37,500
Tarzana Treatment Center	Syringe Collection and Disposal	\$ 69,750
Valley Community Clinic	Young Gay Bisexual Men	\$ 33,750
Venice Family Clinic	Syringe Collection and Disposal	\$ 41,250
	Total	\$ 684,663

In order to avoid a gap in services provided during the release of the RFP and selection of service providers, the prior contracts for HIV/AIDS Prevention were extended by three months to June 30, 2014. The total for each of the above contracts reflects nine months funding.

In accordance with Charter Section 1022, the Personnel Department determined that City classifications cannot do the work. To the best of our knowledge, the Contractor has complied with all contracting requirements and City policies and procedures. The proposed amendment is subject to review by the City Attorney as to form.

RECOMMENDATION

That the Council, subject to the approval of the Mayor;

1. Authorize the Executive Director of the Department on Disability, or designee, to execute the proposed sixteen service contracts to provide HIV prevention services through the City of Los Angeles for a term of one year with the option of two, one year extensions for a total of \$684,663, subject to the availability of funds and subject to review and approval of the City Attorney as to form, content, and legality.
2. Instruct the Department on Disability to add a ratification clause to each of the proposed agreements to cover work completed prior to the execution of the proposed agreements:

“Due to the need for Contractor's services to be provided continuously on an ongoing basis, Contractor may have provided services prior to the execution of this Agreement. To the extent that said services were performed in accordance with the terms and conditions of the Agreement, those services are hereby ratified.”
3. Instruct the Department on Disability to amend the expiration dates in the proposed contracts from March 31, 2015 to June 30, 2015 to reflect the expiration date advertised in the Request for Proposals and to allow for time to process invoices from the Contractors and prepare amendments as required.

FISCAL IMPACT STATEMENT

Funding in the amount of \$684,663 is provided by the Community Development Block Grant Program PY 40 (\$245,988) and the General Fund (\$438,675) (C.F. 13-1395-S3) for the proposed contracts to provide HIV prevention services through the City of Los Angeles. There is no additional impact on the General Fund. Approval of these agreements is in compliance with the City's Financial Policies as one-time funding is being used for one-time expenditures.