

## TRANSMITTAL

To:

**THE COUNCIL**

Date:

**JUN 20 2014**

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**



(Ana Guerrero)

ERIC GARCETTI  
Mayor



Eric Garcetti, Mayor  
Rushmore D. Cervantes, Interim General Manager

OFFICE OF THE MAYOR RECEIVED  
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CITY OF LOS ANGELES  
CITY OF LOS ANGELES

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May 19, 2014

Council File: New  
Council District: Citywide  
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Greg Kung: (213) 808-8403

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 and 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 such as affordable housing, first-time home buyers, housing rehabilitation, the Rent Stabilization Ordinance, Systematic Code Enforcement and other services to ensure safe, decent and affordable housing in the city of Los Angeles. In particular, the City's Rent Stabilization Ordinance protects tenants from excessive rent increases, while at the same time allowing landlords a reasonable return on their investments. The Systematic Code Enforcement 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. The HCIDLA 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 HCIDLA staff and the public who rely on housing-related services. Therefore, the Systems Division of the HCIDLA intends to select the most qualified vendor(s) to address the systems support and application development needs as identified by HCIDLA.

The source(s) of funds for this RFP may include but is not limited to Community Development Block Grant, HOME Investment Partnerships Program (HOME), Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program (NSP), Municipal Housing Finance Fund, and Lead Grant Fund. The authorized HCIDLA budget for these services for Fiscal Year 2014-15 is approximately \$2,829,520.

To ensure that the Information Technology Professional Services contracts begin effective January 1, 2015, HCIDLA estimates that the RFP process, including Mayor and City Council approval of selected contractors and funding amounts, should be completed by October 2014. (See Attachment A, the proposed timeline for the RFP process.)

### **RECOMMENDATIONS**

The Interim General Manager of HCIDLA respectfully recommends that the City Council, subject to the approval of the Mayor, take the following actions:

1. Authorize the Interim General Manager of HCIDLA, or designee, to issue and 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 B to this transmittal, subject to the approval of the City Attorney as to form.
2. Direct the Interim General Manager of HCIDLA, or designee, to assess the responses of the subject RFP and submit the evaluation results with recommendations to the Mayor and the City Council, including funding amounts and necessary implementation instructions.

### **BACKGROUND**

HCIDLA currently utilizes contract programmers via existing contracts to supplement internal information technology (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.

On August 15, 2011, the former Los Angeles Housing Department (LAHD) released an RFP for as-needed IT Professional Services. As a result of the RFP, two qualified vendors, 3Di, Inc. and Rydek Computer Professionals, were selected and contracts were executed for a term of one year, beginning January 1, 2012 with the option to renew for two one-year terms.

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) and the Code, Compliance and Rent Information Systems (CCRIS). 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 billion and tracks the housing development of hundreds of projects. CCRIS is also a suite of web applications that supports the Systematic Code Enforcement Program

(SCEP) operation and the Rent Stabilization Ordinance (RSO) operation. The CCRIS manages code enforcement inspections of about 750,000 rental units and tracks the Rent Stabilization cases for 500,000 units in the city of Los Angeles. The system is also responsible for the billing and collections of SCEP and RSO fees worth over \$40 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.

On March 28, 2014, HCIDLA requested determination on Charter Section 1022 from the Personnel Department to show that the City currently does not have the staff available to perform the required information technology services. At the time of finalizing this transmittal, this determination was still 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, 2015, 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), with a link to the RFP listed on the HCIDLA's website and the City's home page, and will be advertised in local newspaper(s). Current contractors will be notified as well.

Proposers for this RFP must satisfy the following conditions:

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. Are 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:

<b>Area</b>	<b>Description</b>	<b>Points</b>
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
	<b>Total Points</b>	<b>100</b>

HCIDLA will notify all applicants in writing of the results of the proposal evaluations. Applicants may appeal procedural issues only, by submitting a letter to the 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.

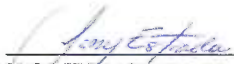
**FISCAL IMPACT**

All funding is authorized from grant funds or fee funds in HCIDLA's Fiscal Year 2014-15 budget, and therefore, there is no impact to the General Fund.

Attachment A: Proposed RFP Calendar

Attachment B: Draft RFP for Information Technology Professional Services

Prepared by:



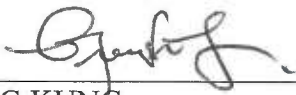
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Reviewed by:



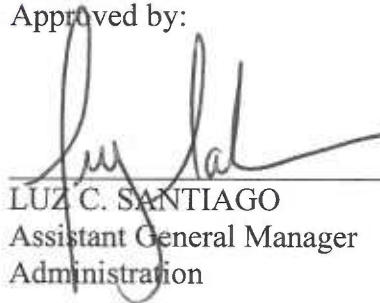
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Assistant General Manager  
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RUSHMORE D. CERVANTES  
Interim General Manager

RDC:LS/EG:GK/JO:ED:TE