

TRANSMITTAL

To:

THE COUNCIL

Date: SEP 02 2014

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI

Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Program Operations Bureau
1200 West 7th Street, Los Angeles, CA 90017
tel 213.744.9052 | fax 213.744.9061
hcidla.lacity.org

August 27, 2014

Council File: New
Council District: Citywide
Contact Person/s:
Suzette Flynn: (213) 808-8580
Amelia Medina: (213) 744-9099

The Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR CITYWIDE FAIR HOUSING SERVICES

SUMMARY

As a recipient of federal funds from the U.S. Department of Housing and Urban Development (HUD), the City of Los Angeles is required to develop policies and programs that “affirmatively further fair housing.” One way the City meets its obligation is to fund through one or more contracts with direct service providers a citywide fair housing program administered by the Los Angeles Housing + Community Investment Department (HCIDLA). This transmittal requests authority to release a new Request for Proposals (RFP) for Citywide Fair Housing Services, with the new term to begin April 1, 2015.

As in previous years, it is expected that the funding for Citywide Fair Housing services will include up to \$370,500 of Community Development Block Grant (CDBG) funds through the Housing and Community Development Consolidated Plan, and \$290,000 of Rent Stabilization Trust (Rent) funds.

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

RECOMMENDATIONS

The General Manager of HCIDLA respectfully recommends that:

- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to City Council for review and approval immediately thereafter;
- II. The City Council, subject to the approval of the Mayor, take the following actions:
 1. Authorize the General Manager of HCIDLA, or designee, to issue and release an RFP for contractor(s) to provide Citywide Fair Housing Services in substantial conformance with the draft RFP included as Attachment B subject to approval of the City Attorney as to form.
 2. Direct the General Manager of HCIDLA, or designee, to assess the responses of the RFP and submit the evaluation results with recommendations to the Mayor and the City Council, including funding amounts and necessary implementation instructions.

BACKGROUND AND DISCUSSION

As a recipient of federal Consolidated Plan funds from HUD, the City of Los Angeles is required to develop policies and programs that “affirmatively further fair housing.” Since 1975, the City has contracted with local non-profit fair housing agencies to provide citywide fair housing services to existing and prospective City residents, including investigating housing discrimination complaints, counseling victims of housing discrimination, researching housing discrimination in Los Angeles, conducting outreach and education programs to inform City residents and housing industry groups of their rights and responsibilities related to fair housing, and providing other related services.

On July 7, 2014, HCIDLA requested a 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 fair housing services. At the time of finalizing this transmittal, this determination was still under review by the Personnel Department.

Request for Proposals (RFP) Process

HCIDLA is requesting authority to release a new Citywide Fair Housing Services Request for Proposals (RFP), evaluate the responses, and make contractor recommendations to the Mayor and City Council. This RFP will solicit qualified organizations to provide comprehensive fair housing services. HCIDLA anticipates funding one organization to provide services citywide. Organizations may submit proposals, which include using subcontractors to perform some of the fair housing work.

The RFP is designed to help fulfill the City’s federal mandate to affirmatively further fair housing by resulting in a contract, to provide residents, prospective residents, renters, homeowners, and property owners in the City with the following services:

- o Toll-free fair housing and anti-predatory lending telephone hotline;
- o Telephone, walk-in, and Internet-based fair housing services to housing providers, housing consumers, government and social service agencies, community and educational groups, and the public at large;

- General housing and landlord/tenant information and referrals.
- Investigation of housing discrimination complaints and enforcement of valid complaints through conciliation, administrative referral to state and federal agencies, or litigation. Rent Stabilization Ordinance, landlord/tenant, and habitability issues will be investigated if they are related to or are the basis of a housing discrimination complaint;
- Comprehensive citywide outreach and education program;
- Fair housing outreach and management certification training for property owners and managers in English and Spanish;
- Fair housing training sessions for City Departments, social service agencies and testers who investigate fair housing complaints;
- At minimum, one full-time staff attorney must be employed to oversee a litigation program, investigations, and related legal activity;
- Computerized fair housing database;
- Quarterly fiscal and programmatic reporting and a single audit and annual program report for each contract period;
- Monitoring subcontractors for fiscal and program compliance.

Services must be offered in at least English and Spanish, with translation services available for other languages, as needed. All services and offices must be accessible to persons with disabilities.

The initial contract term will begin April 1, 2015 and extend through March 31, 2016, with options to renew the agreement up to a total contract term of 36 months, subject to satisfactory contractor performance, available funding, and ongoing community and City needs. Pending City Council and Mayoral authorization, HCIDLA will release the RFP immediately and close submission 30 days later.

Each proposal will be evaluated on its own merits for content, responsiveness, clarity, relevance, strict adherence to the instructions in the RFP, work sample, and references. Proposals will be scored on the following criteria:

Category	Points
DEMONSTRATED ABILITY	35
PROGRAM DESIGN	45
RESOURCE ALLOCATION/COST REASONABLENESS	10
DATA AND RECORDKEEPING	10
Total Points Available	100

HCIDLA will make contractor recommendations to the Mayor and City Council based on the results of the selection process. The Mayor and City Council will exercise final authority in the selection of the contractor and the allocation of funds to be awarded through this RFP.

FISCAL IMPACT STATEMENT

There will be no impact on the General Fund.

Prepared by:



AMELIA MEDINA
Sr. Project Coordinator
HOPWA Unit

Reviewed by:



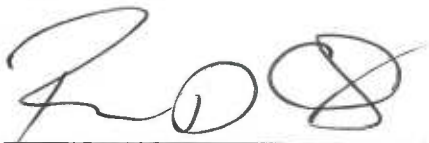
SUZETTE FLYNN
Chief Management Analyst
Monitoring and Technical Division

Approved by:



MANUEL CHAVEZ
Assistant General Manager
Program Operations Bureau

Approved by:



RUSHMORE D. CERVANTES
General Manager

RDC:MC/SF/AM

Attachment A: Proposed RFP Calendar
Attachment B: Draft RFP for Citywide Fair Housing Services

**2014 CITYWIDE FAIR HOUSING PROGRAM
REQUEST FOR PROPOSALS (RFP)
PROPOSED CALENDAR**

	TASK	ESTIMATED DATE OF COMPLETION
1.	Request for authority to release RFP transmitted to City Council and Mayor	Friday, August 15, 2014
2.	Authority to release RFP approved by City Council and Mayor	Week of September 15, 2014
3.	Release of RFP	Monday, September 29, 2014
4.	Proposals Submission Deadline	Monday, November 3, 2014
5.	Complete review of proposals/release recommendations	Monday, November 17, 2014
6.	Complete appeals process, if necessary	Monday, December 1, 2014
7.	Transmit funding recommendations to City Council and Mayor	Week of December 8, 2014
8.	City Council and Mayor approval of funding recommendations	Week of January 5, 2014
9.	Release of award letters to proposers	Week of January 26, 2015
10.	Contract start date	Wednesday, April 1, 2015



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



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

CITYWIDE FAIR HOUSING PROGRAM

Release Date	Monday, September 29, 2014
RFP Submission Deadline	Monday, November 3, 2014 Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, post marked no later than 11:59 p.m. and addressed to address listed below.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 th Street, 6th floor Los Angeles, CA 90017
Mandatory Proposers' Conference	Tuesday, October 7, 2014 (10:00 a.m. – Noon) HCIDLA, 1200 W. 7 th St., 6 th floor Main conference room RSVP by September 19, 2014 via email to: hcidla.planning@lacity.org
Request for Technical Assistance Deadline	Monday, October 20, 2014 Submit by email only to: hcidla.planning@lacity.org All questions and answers will be available to all proposers on the LABAVN website at: www.labavn.org
Business Inclusion Program (BIP) and Outreach Deadline	Monday, October 20, 2014 (See RFP page 19 and Attachment 12 for outreach instructions)

For more information on the City's business outreach opportunities, visit

www.losangelesworks.org

www.labavn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Citywide Fair Housing Program**

Table of Contents

I.	BACKGROUND	PAGE
	A. Administrative Entity -----	1
	B. Overview -----	1
II.	RFP SPECIFICATIONS	
	A. Services Solicited -----	2
	B. Scope of Work -----	2
	C. Eligible Proposers -----	6
	D. Budget and Sources of Funds -----	7
	E. Contract Term -----	7
	F. Preliminary Schedule -----	7
	G. Mandatory Proposers' Conference -----	8
	H. Technical Assistance -----	8
	I. Deadline for Submission of Proposals -----	8
	J. Evaluation Criteria -----	9
	K. Proposal Review Process -----	10
	L. Proposal Appeal Process -----	10
III.	GENERAL RFP INFORMATION	
	A. General Proposal Conditions -----	12
	B. Statements Required with Proposal -----	15
	C. Contract Execution Requirements -----	20
	D. Contractor Evaluation Ordinance -----	23
IV.	PROPOSAL PACKAGE	
	A. General Preparation Guidelines -----	24
	B. Documents to be Completed -----	25
	C. Proposal Checklist -----	26

V. ATTACHMENTS

ATTACHMENT 1

Proposal Checklist – Table of Contents

ATTACHMENT 2

Contractor Responsibility Ordinance Questionnaire and Pledge of Compliance

ATTACHMENT 3

Bidder Certification CEC Form 50

ATTACHMENT 4

Prohibited Contributors (Bidders) Certification CEC Form 55

ATTACHMENT 5

Equal Benefits Ordinance

ATTACHMENT 6

Slavery Disclosure Ordinance

ATTACHMENT 7

Nondiscrimination, Equal Employment Practices and Affirmative Action Program

ATTACHMENT 8

Proposer Workforce Information/Non-Collusion Statement

ATTACHMENT 9

Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 10

LA Business Assistance Virtual Network Registration Certificate

ATTACHMENT 11

Business Inclusion Program and MBE/WBE/OBE Outreach

ATTACHMENT 12

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 13

Insurance Instructions and Information

ATTACHMENT 14

Secretary of State Documentation

ATTACHMENT 15

Corporate Documents

ATTACHMENT 16

City Business License Number

ATTACHMENT 17

Request for Taxpayer Identification Number (Form W-9)

ATTACHMENT 18

Living Wage Ordinance and Service Contractor Worker Retention Ordinance

ATTACHMENT 19

LWO Statutory Exemptions

ATTACHMENT 20

Child Support Obligations

ATTACHMENT 21

First Source Hiring Ordinance

VI. BUDGET FORMS AND GUIDELINES

- Budget Summary
- Budget Detail
- Schedule of Personnel Costs
- Spending Plan Worksheet
- Schedule of Leveraged Resources
- Salary Range Summary
- Position Descriptions
- Guidelines for Preparation of Budget Forms

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The Los Angeles Housing and Community Investment Department (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.

On behalf of the City of Los Angeles (the City), the Los Angeles Housing and Community Investment Department (HCIDLA) will serve as the administrative entity for this request for proposals (RFP).

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-XXX).

B. OVERVIEW

As a recipient of federal housing and community development funds, the City of Los Angeles is required to affirmatively further fair housing objectives of Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, as amended. Beyond fulfilling the federal mandate, the City is dedicated to giving its residents equal housing opportunities through the elimination of illegal housing discrimination, public education about fair housing, and identification of ongoing and emerging housing discrimination issues in Los Angeles.

To achieve these goals, the City is accepting proposals for the Citywide Fair Housing Program to provide comprehensive fair housing services including investigations of housing discrimination complaints; enforcement of federal, state, and local fair housing laws; public education, outreach, and training; and other services.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This Request for Proposals (RFP) seeks a non-profit organization to provide the comprehensive fair housing services as described in the Scope of Work section of this RFP. Services must be provided to the entire City of Los Angeles, including all residents and persons seeking or providing housing in the City of Los Angeles. There are no income restrictions for persons requesting fair housing services.

Services must be available by telephone, Internet and to walk-in clients, and offices must be accessible to persons with disabilities. The selected contractor must offer all services in both English and Spanish, at minimum, including voice mail menus, telephone answering machines, internet accessibility and be able to arrange translation services for other languages when needed. Counseling and complaint investigation services must be provided free of charge.

B. SCOPE OF WORK

The scope of work solicited under this RFP falls under three categories of services:

- Housing discrimination services
- Public information, education, and outreach
- Training

1. Housing Discrimination Services

a. Discrimination Inquiries

- i. Fair Housing and Anti-Predatory Lending Hotline. The contractor will be required to maintain a toll-free fair housing and anti-predatory lending hotline to field calls when necessary and make referrals to appropriate agencies for further assistance. A voicemail or answering machine service/system must be in place to receive messages when phone calls cannot be answered. The proposal must clearly describe the contractor's procedures and systems for record keeping, tracking, and addressing inquiries in a timely manner and how the hotline number will be advertised and a referral list kept current.
- ii. Internet/website accessibility. The contractor must be able to accept inquiries through the company website or internet-based system.
- iii. Provide in-depth counseling to clients on all fair housing and housing discrimination related matters including, but not limited to, fair housing