



**COUNTY OF LOS ANGELES
AGING AND DISABILITIES DEPARTMENT
PROCUREMENT FOR SERVICES ENTITLED:**

**REQUEST FOR PROPOSALS
SUPPORTIVE SERVICES PROGRAM
AAA-SSP-2324 RFP**

Solicitation Release Date: March 15, 2023

Proposers' (Mandatory) Conference: April 4, 2023, at 10:00 a.m., Pacific Time (PT)

Proposal Submission Deadline: April 18, 2023, at 5:00 p.m. (PT)

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APPENDICES

- A Sample Subaward:** Identifies the terms and conditions in the subaward.
- B Required Forms:** Forms that must be completed and included in the proposal.
- C Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to County requesting a Solicitation Requirements Review.
- D Background and Resources:** California Charities Regulation: An information sheet intended to assist nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.
- E Notice of Intent to Submit Proposal:** Form to be completed by potential Proposer (who may be interested in submitting a Proposal) and submitted to County by the date indicated in the solicitation.
- F County of Los Angeles Zip Code List:** Listing of zip codes located within the boundaries of the five (5) Supervisorial Districts of Los Angeles County.

0 SOLICITATION INFORMATION AND MINIMUM REQUIREMENTS

| | |
|---|---|
| RFP Release Date | 3/15/2023 |
| Request for a Solicitation Requirements Review Due | 3/22/2023 |
| Deadline to Register for Mandatory Proposers' Conference | 4/3/2023 by 5:00 p.m. (PT) |
| Mandatory Proposers' Conference | 4/4/2023 |
| Written Questions Due | 4/4/2023 by 5:00 p.m. (PT) |
| Questions and Answers Released via Addendum | 4/11/2023 |
| Proposals Due | 4/18/2023 by 5:00 p.m. (PT) |
| Anticipated Subaward Term | July 1, 2023 - June 30, 2024 |
| Minimum Qualifications | Refer to Paragraph 3 |
| RFP Contact | Email: aaarfp@ad.lacounty.gov |

1 INTRODUCTION

1.1 Request for Proposals for Supportive Services Program Services

- 1.1.1 County of Los Angeles Aging and Disabilities Department (County or AD) is issuing this Request for Proposals (RFP) to solicit proposals for a subaward(s) with an organization(s) that can provide Supportive Services Program (SSP) Services (Services) identified in Appendix A (Sample Subaward), Exhibit A (Statement of Work) throughout Los Angeles County Supervisorial Districts 1, 2, 3, 4 and 5, excluding the City of Los Angeles, as identified in Appendix F (County of Los Angeles Zip Code List).
- 1.1.2 Proposals will be accepted from qualified organizations who can provide, at minimum, one (1) of the following six (6) Service Categories: Case Management, Homemaker, Personal Care, Respite Care, Alzheimer's Day Care, and/or Registry, as detailed in Appendix A (Sample Subaward), Exhibit A (Statement of Work), for any combination of zip codes identified within a Supervisorial District in Appendix F (County of Los Angeles Zip Code List) (i.e., Proposer is not required to provide Services for a full Supervisorial District).
- 1.1.3 Proposer may submit a maximum of three (3) separate proposals; one (1) proposal for each Supervisorial District it intends to provide Services in. Proposer must identify the Service Category(ies) it will provide in each proposed Supervisorial District.
- 1.1.4 County anticipates selecting, at minimum, one (1) proposal per Supervisorial District within Los Angeles County (excluding the City of Los Angeles) to award Subawards to Successful Proposers who demonstrate that they are responsive, responsible, qualified, and have the capacity to provide the Services under the requirements of the Subaward (Appendix A (Sample Subaward)).

1.2 Terms and Definitions

- 1.2.1 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and must not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.
- 1.2.2 Key terms that are used throughout this document (including its Appendices) have been defined in Appendix A (Sample Subaward), Exhibit P (Definitions), unless otherwise stated.
- 1.2.3 For purposes of this RFP:

- 1.2.3.1 The term “Proposer” is used to identify any person, entity, or organization which submits a Proposal in response to this solicitation.
- 1.2.3.2 The term “Client” is used to identify an individual who meets the eligibility requirements outlined in Appendix A (Sample Subaward), Exhibit A (Statement of Work), Subsection 10.1 (Eligibility), and is counted only once (unduplicated) when determining the total number of unduplicated Clients.
- 1.2.3.3 The terms “Subrecipient”, “Prospective Subrecipient”, and “Successful Proposer” refers to an organization that submits a Proposal in response to this solicitation, successfully passes County’s evaluation/review process, is selected by County to receive a Subaward (contingent upon approval by the Los Angeles County Board of Supervisors (Board of Supervisors)), and is expected to ultimately sign/execute the resulting Subaward.

1.2.4 Usage of Specific Terms Pursuant to Federal and County Regulations

- 1.2.4.1 In order to comply with the requirements of [Title 2 Code of Federal Regulations Part 200](#), specific terms are used to refer to the resulting agreement which is identified as the “Subaward” (i.e., Appendix A (Sample Subaward)), the party to that agreement who is identified as “Subrecipient”, a third-party agreement which is identified as the “Lower Tier Subaward”, and a third-party who is identified as a “Lower Tier Subrecipient”.
- 1.2.4.2 To comply with County of Los Angeles codes/statutes and Board of Supervisors policies/mandates, several County specific terms are also used to refer to the resulting agreement which is identified as the “Contract” (i.e., Appendix A (Sample Subaward)), the party to that agreement who is identified as “Contractor”, a third-party agreement which is identified as the “Subcontract”, and a third-party who is identified as a “Subcontractor”.
- 1.2.4.3 In all cases, when the terms Subaward, Subrecipient, Lower Tier Subaward, Lower Tier Subrecipient, Contract, Contractor, Subcontract, and Subcontractor are used then these will have the meanings provided respectively herein and as noted in Appendix A (Sample Subaward), Exhibit P (Definitions).

1.3 Background

1.3.1 County administers an array of federal, state, and local social service programs for the benefit of Los Angeles County residents. In this capacity, County has been designated by the State funding authority, California Department of Aging (CDA or State), to operate as the Area Agency on Aging (“AAA”) for Planning and Service Area 19 (PSA 19), which allows County to provide various program services within the geographic areas of Los Angeles County (excluding the City of Los Angeles, which is served by another public entity). SSP is one of these programs, and it is designed to assist Clients in avoiding premature or inappropriate institutionalization as well as assist Clients in long-term care institutions who are able to return to their communities.

1.4 Overview of Program Services

1.4.1 As part of the AAA Programs, County uses funds designated for SSP for the primary purpose of promoting and maintaining independent living for older adults over the age of sixty (60). Priority is given to older adults who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated. Through SSP, a variety of services are available to address functional limitation, maintain health (including mental and behavioral health) and independence, promote socialization and ensure access to older adult services. These services promote older adults’ ability to maintain the highest possible levels of function, participation, and dignity in the community.

1.4.2 SSP Services include the following:

- 1.4.2.1 Case Management
- 1.4.2.2 Homemaker
- 1.4.2.3 Personal Care
- 1.4.2.4 In-Home Respite
- 1.4.2.5 Alzheimer’s Day Care
- 1.4.2.6 Registry

2 PURPOSE-AGREEMENT FOR SSP SERVICES

2.1 Statement of Work (SOW)

2.1.1 Subrecipient will be expected to implement the requirements outlined in Appendix A (Sample Subaward), Exhibit A (Statement of Work), if selected to receive a Subaward.

2.1.2 Subrecipient must provide the Program Services identified in Exhibit 10 (Proposed Program Services) of Appendix B (Required Forms) in the Supervisorial District(s) for which it applies for the duration of the Subaward term (including any term extensions exercised by County).

2.2 Estimated Funding and Service Delivery

2.2.1 County estimates that the total funding for Fiscal Year (FY) 2023-24 for SSP is approximately **\$2,878,000** in Older Americans Act (OAA) Title III B funding. This amount will potentially be distributed to each Supervisorial District as follows:

| Supervisorial District | Funding Total |
|------------------------|--------------------|
| 1 | \$680,109 |
| 2 | \$485,607 |
| 3 | \$118,684 |
| 4 | \$834,688 |
| 5 | \$758,912 |
| Total | \$2,878,000 |

2.2.2 Subject to Subparagraph 2.4 (Anticipated Subaward Term), and if County exercises all renewal options, the estimated potential maximum Subaward Sum for four (4) years is approximately \$2,878,000.

2.2.3 County has established the minimum units of Service for each Service Category to be provided in each Supervisorial District as follows:

| Service Category | Minimum Units of Service | | | | | Unit of Measurement |
|----------------------|--------------------------|-------|-------|-------|--------|---------------------|
| | SD1 | SD2 | SD3 | SD4 | SD5 | |
| Case Management | 8,760 | 3,327 | 3,431 | 8,117 | 10,116 | 1 Unit = 1 Hour |
| Homemaker | 2,791 | 1,101 | 1,350 | 3,400 | 3,244 | 1 Unit = 1 Hour |
| Personal Care | 3,082 | 575 | 804 | 2,585 | 3,339 | 1 Unit = 1 Hour |
| Respite | 420 | 60 | 13 | 120 | 150 | 1 Unit = 1 Hour |
| Alzheimer's Day Care | 1,186 | 45 | 447 | 1,185 | 1,982 | 1 Unit = 1 Day |
| Registry | 727 | 2 | 0 | 558 | 855 | 1 Unit = 1 Hour |

2.3 Sample Subaward: County Terms and Conditions

2.3.1 Successful Proposer/Subrecipient will be expected to implement the requirements outlined in Appendix A (Sample Subaward) of this RFP, if selected to receive a Subaward.

2.4 Anticipated Subaward Term

2.4.1 The anticipated Subaward term will be for a period of one (1) year with three (3) annual options to renew. Such renewals will be determined at County's sole discretion (contingent upon availability of funding, Subrecipient's performance, and other criteria to be determined by County). The Subaward is expected to commence on July 1, 2023, and continue through June 30, 2024, following approval by the County of Los Angeles Board of Supervisors (BOS).

2.5 Subaward Rates

2.5.1 Subrecipient's rates will remain firm and fixed for the term of the Subaward, and such term will include any renewal options exercised by County. These rates will represent Subrecipient's true, actual, and supported costs which are incurred solely for providing Services under the Subaward. Such true/actual costs are those costs which are net of any applicable credits including, but not limited to, discounts, refunds, adjustments, rebates, allowances, etc. and are inclusive of any taxes, delivery/shipping charges, etc. County will reimburse Subrecipient for supplying the Services as set forth in the Subaward.

2.5.2 The Subaward (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the United States Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the most recently published percentage change for the twelve (12) month period preceding the subaward anniversary date, which will be the effective date for any cost-of-living adjustment. However, any increase must not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost-of-living adjustments will be granted. Where the County decides to grant a Cost-of-Living Adjustment (COLA) pursuant to this subparagraph for living wage subawards, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this subaward) from the base upon which a COLA is calculated, unless the subrecipient can show that his/her labor cost will actually increase.

2.5.3 If County exercises its renewal option(s), Subrecipient may request a unit rate increase for the following Fiscal Year, where such increase(s) must only be based on the occurrence of any of the following and must include the information noted herein:

2.5.3.1 Increase wages (e.g., minimum wage): the amount (dollars/cents) of the increase and its impact on the unit rate(s); the number of staff affected by minimum wage increase(s); hourly rate increase(s); number of hours; and any other relevant information that will facilitate County's review.

2.5.4 County has the sole discretion to approve or reject Subrecipient's request.

2.5.4.1 All such requests will not cause or authorize exceeding the maximum annual Subaward Sum or the Maximum Subaward Sum.

2.6 Days of Operation

2.6.1 Subrecipient will be required to provide Program Services (5) days per week (Monday through Friday), eight (8) hours per day during the hours of 8:00 a.m. to 5:00 p.m. (normal business hours) and its offices shall be open for business during this timeframe. Subrecipient's Staff must be available during these normal business hours. Subrecipient is not required to provide services on County recognized holidays. A list of these holidays is provided in Appendix A (Sample Subaward), Exhibit A (Statement of Work), Attachment 2 (County Recognized Holidays).

2.7 Indemnification and Insurance

2.7.1 Subrecipient (that is "Contractor") will be required to comply with the provisions contained in Subparagraph 8.23 (Indemnification) of Appendix A (Sample Subaward). Contractor must procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Subparagraph 8.24 (General Provisions for all Insurance Coverage) and Subparagraph 8.25 (Insurance Coverage) of Appendix A (Sample Subaward).

2.8 Health Insurance Portability and Accountability Act of 1996

2.8.1 Subrecipient (that is "Contractor") will be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Exhibit I (Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")) of Appendix A (Sample Subaward).

3 PROPOSER'S MINIMUM QUALIFICATIONS

Interested and qualified proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in Exhibit A (Statement of Work) of Appendix A (Sample Subaward) are invited to submit a proposal(s), provided they meet the minimum qualifications outlined herein.

3.1 Experience

3.1.1 Proposer must have a minimum of five (5) consecutive years of experience, obtained during the years of 2014 through 2022, providing SSP Services or services which are equivalent or substantially similar to these Program Services/Service Categories as outlined in Exhibit A (Statement of Work) of Appendix A (Sample Subaward), for which Proposer is applying.

3.2 Service Delivery

3.2.1 Proposer shall provide, at minimum, one (1) of the six (6) Service Categories as evidenced by the information reported on Appendix B (Required Forms), Exhibit 10 (Proposed Program Services).

3.3 Mandatory Staff

3.3.1 Proposer must have the following Mandatory Staff who meet all the requirements listed in Appendix A (Sample Subaward), Exhibit A (Statement of Work), Subsections 6.3 (Project Manager) and 6.4 (Personnel):

- 3.3.1.1 Project Manager;
- 3.3.1.2 Project Supervisor;
- 3.3.1.3 Case Manager; and
- 3.3.1.4 Nurse (if applicable)

3.3.2 Proposer must provide a resume and diploma for each Mandatory Staff, and each Mandatory Staff must be listed on Proposer's completed Appendix B (Required Forms), Exhibit 9 (Proposed Budget).

3.4 Debarment

3.4.1 Proposer must not be debarred, or have an equivalent prohibition on doing business with Proposer, by any government agency within the last five (5) years.

3.5 Unique Entity Identification Number

- 3.5.1 Proposer must have a current, valid, and active Unique Entity Identification (UEI) Number. Proposer must provide the UEI Number in Appendix B (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit). If Proposer does not have a UEI number, the UEI may be obtained by registering for this number at: <https://sam.gov/content/entity-registration>. Upon completion, Proposer must provide documentation (e.g., print screen, confirmation, etc.) of its registration for the UEI number as an attachment to Appendix B (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit).

3.6 Organizational Business Structure

- 3.6.1 Proposer's organizational business structure must be one of the following:
- 3.6.1.1 A non-profit corporation, public/government entity, or joint powers agency.
 - 3.6.1.2 Non-profit Corporation, or Joint Powers Agency: Proposer's organization must be either a Single-Purpose Agency or Multi-Purpose Agency.
 - 3.6.1.3 Non-profit Corporation, Public/Government Entity, or Joint Powers Agency: If Proposer's organization is a Multi-Purpose Agency and/or a public/government entity, it must ensure that none of its other Sponsored Programs conflict with the objectives and policies of SSP, and it must devote adequate resources to meet SSP objectives.

3.7 Unresolved Disallowed Costs with County Contract(s)

- 3.7.1 If Proposer's compliance with a County contract has been reviewed by the County of Los Angeles Department of the Auditor-Controller (A-C) within the last ten (10) years, Proposer must not have unresolved questioned costs identified by the A-C, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, as determined in the sole discretion of the County.

4 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Subaward Execution

- 4.1.1 County is not responsible for representations made by any of its officers or employees prior to the execution of the subaward unless such understanding or representation is included in the subaward.

4.2 Final Subaward Award by the Board of Supervisors

- 4.2.1 Notwithstanding a recommendation of AD, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a Subaward (that is, "Contract").

4.3 County's Option to Reject Proposals

- 4.3.1 Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a subaward or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety, or cancel any portion of this RFP. County will not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. County reserves the right to waive inconsequential disparities or any informalities in a Proposal if the sum and substance of the Proposal is present.

4.4 County's Right to Amend Request for Proposals

- 4.4.1 County has the unlimited right to amend the RFP by written addendum. County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which County records indicate has received this RFP. County reserves the right to post the addendum/addenda on its website as follows: <https://www.lacountyad.org/business>. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.5 Background and Security Investigations

- 4.5.1 Background and security investigations of proposer's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting subaward. The cost of background checks is the responsibility of the Subrecipient.

5 NOTIFICATION TO PROPOSERS

5.1 Notice to Proposers Concerning the Public Records Act

- 5.1.1 Responses to this solicitation will become the exclusive property of the County. Absent extraordinary circumstances, the recommended proposer's proposal will become a matter of public record when 1) subaward negotiations are complete; 2) AD receives a letter from the recommended proposer's authorized officer that the negotiated subaward is the firm offer of the recommended proposer; and 3) AD releases a copy of the recommended proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)).
- 5.1.2 Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the County's recommendation appears on the Board agenda.
- 5.1.3 Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the proposer as "Trade Secret", "Confidential", or "Proprietary".
- 5.1.4 The County will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential will not be deemed sufficient notice of exception. The proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets", "Confidential", or "Proprietary", in nature.
- 5.1.5 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

- 5.2.1 All contact regarding this RFP or any matter relating thereto must be limited to the designated timeframes and manner as indicated in this solicitation document (and any addendum thereto). Such contact must be in writing, and e-mailed to: aaarfp@ad.lacounty.gov. Please allow County up to two (2) business days to respond to your question.
- 5.2.2 If it is discovered that proposer contacted and/or received information from any County personnel, other than as specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

- 5.3.1 Prior to a Subaward (that is, "Contract") award, all potential subrecipients must register in the County's WebVen. WebVen contains the proposer's business profile and identifies the goods/services the proposer provides. Registration can be accomplished online via the Internet by accessing the County's home page at: <http://camisvr.co.la.ca.us/webven/>.

5.4 Protest Policy Review Process

- 5.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in item 3 (Grounds for Review) below. Additionally, any actual proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the paragraphs below. It is the responsibility of the proposer challenging the decision of AD to demonstrate that AD committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.
- 5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.
- 5.4.3 **Grounds for Review**
 - 5.4.3.1 Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) are limited to the following:

- 5.4.3.1.1 Solicitation Requirements Review (referenced in Subparagraph 9.1)
- 5.4.3.1.2 Disqualification Review (referenced in Subparagraph 9.2)
- 5.4.3.1.3 County's Proposed Contractor Selection Review (referenced in Subparagraph 9.3)

5.5 Conflict of Interest

- 5.5.1 No County employee whose position in the County enables them to influence the selection of a subrecipient for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, will be employed in any capacity by a proposer or have any other direct or indirect financial interest in the selection of a subrecipient. Proposer must certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms).

5.6 Determination of Proposer Responsibility

- 5.6.1 A responsible proposer is a proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the subaward. It is the County's policy to conduct business only with responsible proposers.
- 5.6.2 Proposers are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether the proposer is responsible based on a review of the proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the proposer against public entities. Labor law violations which are the fault of the lower tier subrecipients and of which the proposer had no knowledge must not be the basis of a determination that the proposer is not responsible.
- 5.6.3 The County may declare a proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed

an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

- 5.6.4 If there is evidence that the apparent highest ranked proposer may not be responsible, AD will notify the proposer in writing of the evidence relating to the proposer's responsibility, and its intention to recommend to the Board of Supervisors that the proposer be found not responsible. AD will provide the proposer and/or the proposer's representative with an opportunity to present evidence as to why the proposer should be found to be responsible and to rebut evidence which is the basis for AD's recommendation.
- 5.6.5 If the proposer presents evidence in rebuttal to AD, AD will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the proposer will reside with the Board of Supervisors.
- 5.6.6 These terms will also apply to proposed subcontractors of proposers on County contracts.

5.7 Proposer Debarment

- 5.7.1 Proposer is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar the proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity. These terms will also apply to proposed subcontractors of proposers on County contracts.
- 5.7.2 A listing of contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

5.8 Gratuities

5.8.1 Attempt to Secure Favorable Treatment

5.8.1.1 It is improper for any County officer, employee or agent to solicit consideration, in any form, from a proposer with the implication, suggestion or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the award of the Subaward (that is, "Contract") or that the proposer's failure to provide such consideration may negatively affect the County's consideration of the proposer's submission. A proposer must not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the subaward.

5.8.2 Proposer Notification to County

5.8.2.1 A proposer must immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report must be made either to the County manager charged with the supervision of the employee or to the County Auditor Controller's Employee Fraud Hotline at (800) 544 6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration.

5.8.3 Form of Improper Consideration

5.8.3.1 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.9 Notice to Proposers Regarding the County Lobbyist Ordinance

5.9.1 The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or subaward must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each proposer to review the ordinance independently as the text of said ordinance is not contained within this

RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by the proposer is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists.

5.10 Consideration of GAIN-GROW Participants for Employment

- 5.10.1 As a threshold requirement for consideration for contract award, proposers must demonstrate a proven record of hiring participants in the County's [Department of Public Social Services Greater Avenues for Independence \(GAIN\) or General Relief Opportunity for Work \(GROW\) Programs](#) or must attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers must attest to a willingness to provide employed GAIN/GROW participants access to the proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.
- 5.10.2 Proposers who are unable to meet this requirement will not be considered for contract award. Proposers must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms), along with their proposal.

5.11 Jury Service Program

- 5.11.1 The prospective Subaward (that is, "Contract") is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective proposers should carefully review Subparagraph 8.8 (Compliance with the County's Jury Service Program) of Appendix A (Sample Subaward), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Subrecipient (that is, "Contractor") and their Lower Tier Subrecipient(s) (that is, "Subcontractor(s)"). Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.
- 5.11.2 Proposer must certify compliance with County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance). If a proposer does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the proposer must so indicate in Exhibit 2 (Proposer's Certification of Compliance) of Appendix B (Required Forms), and include with its submission all necessary documentation to support the

claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the proposer's application, the County will determine, in its sole discretion, whether the proposer falls within the definition of contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

5.12 Notification to County of Pending Acquisitions/Mergers by Proposing Company

- 5.12.1 The proposer must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by the proposer in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of Appendix B (Required Forms). Failure of the proposer to provide this information may eliminate its proposal from any further consideration. Proposer will have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) during the solicitation.

5.13 Proposer's Charitable Contributions Compliance

- 5.13.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective contractors should carefully read Appendix D (Background and Resources: California Charities Regulation). These rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. The Nonprofit Integrity Act contains substantive requirements affecting executive compensation, fund-raising practices and documentation. Charities with over two million dollars (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) also have specific audit requirements.
- 5.13.2 All prospective proposers must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms) certifying 1) they do not currently receive or raise charitable contributions

regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County subaward (that is, “contract”) or; 2) they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts. A completed Exhibit 2 (Certification of Compliance) is a required part of any subaward with the County.

- 5.13.3 Prospective proposers that do not complete Exhibit 2 (Certification of Compliance) as part of the solicitation process may, in the County’s sole discretion, be disqualified from Subaward (that is, “Contract”) award. A proposer that fails to comply with its obligations under the Charitable Purposes Act is subject to either Subaward (that is, “Contract”) termination or debarment proceedings or both. ([County Code Chapter 2.202](#)).

5.14 Defaulted Property Tax Reduction Program

- 5.14.1 The prospective subaward (that is, “contract”) is subject to the requirements of the County’s Defaulted Property Tax Reduction Program (“Defaulted Tax Program”), ([Los Angeles County Code, Chapter 2.206](#)). Prospective proposers should reference the pertinent provisions in Subparagraph 8.51 (Warranty of Compliance with County’s Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County’s Defaulted Property Tax Deduction Program) of Appendix A (Sample Subaward), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Subrecipients (that is, “Contractor”) and their Lower Tier Subrecipients (that is, “Subcontractor(s”).
- 5.14.2 Proposers will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor ([Los Angeles County Code, Chapter 2.202](#)).
- 5.14.3 Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.15 Proposer's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

- 5.15.1 On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits proposers engaged in human trafficking from receiving the Subaward (that is, "Contract") or performing services under a County contract.
- 5.15.2 Proposers are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Subparagraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Sample Subaward). Further, proposers are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

5.16 Intentionally Omitted

5.17 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

- 5.17.1 County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under as a subaward (that is, "contract") with the County must be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 5.17.2 Upon Subaward (that is, "Contract") award or at the request of the A-C and/or the contracting department (AD), Subrecipient (that is, "Contractor") must submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.17.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.17.4 Upon Contract award or at any time during the duration of the contract, Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department, will decide whether to approve exemption requests.

5.18 Proposer's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

- 5.18.1 On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code [Section 12952](#).
- 5.18.2 Proposers are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms), certifying that they, and their lower tier subrecipients (that is, "subcontractors"), are in full compliance with [Section 12952](#), as indicated in Appendix A (Sample Subaward). Further, proposers are required to comply with the requirements under [Section 12952](#) for the term of any Subaward (that is, "Contract") awarded pursuant to this solicitation.

5.19 Prohibition from Participation in Future Solicitation(s)

- 5.19.1 A Proposer, or a Subrecipient (that is, "Contractor"), or its subsidiary or Lower Tier Subrecipient (that is "Subcontractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. ([Los Angeles County Code, Chapter 2.202](#)).

5.20 COVID-19 Vaccinations of County Contractor Personnel

- 5.20.1 Proposers are advised that it must comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4 as a condition of performing work under any awarded contract resulting from this solicitation. Proposers are advised to review the requirements of Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) and the sample subaward (that is "contract") requirements prior to submitting a proposal to this solicitation. A completed Exhibit F (COVID-19 Vaccination Certification of Compliance) is a required part of any contract with the County.

5.21 Community Business Enterprise (CBE) Participation

- 5.21.1 County has adopted a CBE Program, which includes business enterprises owned by disabled veterans, disadvantaged business enterprises, minority and women-owned businesses, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprises. County has established an annual goal that twenty five percent (25%) of all County contract eligible procurement dollars will go to certified CBEs. The program also maintains data on the types of businesses registered as CBEs and their utilization. The Proposer's CBE participation must be reflected in Exhibit 6 (Community Based Enterprise (CBE) Information) form in Appendix B (Required Forms).
- 5.21.2 All Proposers must document good faith efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under this Subaward (that is, "Contract") . The Proposer must make documents related to these good faith efforts available to the County upon request.
- 5.21.3 To obtain a list of firms that are certified by the County in the CBE Program, send an e-mail request to the County of Los Angeles Department of Economic Development (DEO): CBESBE@opportunity.lacounty.gov with the subject "Request for CBE Listing." For additional information contact the Office of Small Business at: (844) 432-4900 or at OSB@opportunity.lacounty.gov.
- 5.21.4 County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the Proposer's ability to provide the best service and value to the County.

5.22 Universal Identifier and System for Award Management (SAM)

- 5.22.1 Upon selection to receive a Subaward, Subrecipient must obtain a Universal Identifier. The Universal Identifier is a Unique Entity Identification (UEI) comprised of a unique twelve-character alpha numeric identification number assigned by the System of Award Management (SAM). Subrecipient may register for a UEI number at <https://sam.gov/content/entity-registration>. Throughout the entirety of the Subaward, Subrecipient must maintain an "Active" status in SAM. Subrecipient must immediately update its profile and other relevant information as required in order for County to verify/validate Subrecipient's "Active" status.

6 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

- 6.1.1 County of Los Angeles has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Subparagraphs 6.2, 6.4, and 6.5 of this solicitation. Additional information on the County's preference programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.
- 6.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

6.2 Local Small Business Enterprise (LSBE) Preference Program

- 6.2.1 County will give the LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204.030C.2 of the Los Angeles County Code](#).
- 6.2.2 Proposer must be certified by DCBA prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, proposer should contact DCBA at <http://dcba.lacounty.gov>.
- 6.2.3 Proposers requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) in Appendix B (Required Forms) and submit their LSBE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the DCBA with their proposal.

6.3 Local Small Business Enterprise (LSBE) Prompt Payment Program

- 6.3.1 It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice consistent with [Chapter 3.035 of the Los Angeles County Board of Supervisors Policy Manual](#).

6.4 Social Enterprise (SE) Preference Program

- 6.4.1 The County will apply the SE preference during the solicitation process to proposers that meet the definition of an SE for solicitations subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.4.2 Proposer must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, proposer should contact DCBA at <http://dcba.lacounty.gov>.
- 6.4.3 Proposers requesting the SE preference must complete and submit Exhibit 3 (Request for Preference Consideration) in Appendix B (Required Forms), and submit their SE certification approval letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their proposal.

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 6.5.1 The County will apply the DVBE preference during the solicitation process to proposers that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.5.2 Proposer must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, proposers should contact DCBA at <http://dcba.lacounty.gov>.
- 6.5.3 Proposers requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) in Appendix B (Required Forms), and submit their DVBE certification approval letter from the DCBA with their proposal.

7 PROPOSAL REQUIREMENTS AND EVALUATION

Section 7 (Proposal Requirements and Evaluation) contains key project dates and activities, provides proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Director's sole judgment and his/her judgment will be final. All proposals must be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

7.2 RFP Timetable

| EVENT | DATE/TIME |
|--|-----------------------------|
| Release of RFP | 3/15/2023 |
| Deadline to submit request for Solicitation Requirements Review (Refer to Paragraph 9 - Protest Process Overview) | 3/22/2023 |
| Deadline to Register for Mandatory Proposer's Conference | 4/3/2023 5:00 p.m. (PT) |
| Mandatory Proposers' Conference (Refer to Subparagraph 7.4) | 4/4/2023 |
| Written Questions Due | 4/4/2023 5:00 p.m. (PT) |
| Questions and Answers Released (Subject to change at County's sole discretion) | 4/11/2023 |
| Notice of Intent to Submit Proposal Due (Refer to Subparagraph 7.9.1) | 4/12/2023 |
| Proposals Due | 4/18/2023 5:00 p.m. (PT) |

7.3 Proposers' Questions

7.3.1 Proposers may submit written questions regarding this RFP by e-mail to: aaarfp@ad.lacounty.gov. All questions must be received by the date and time specified in Subparagraph 7.2 (RFP Timetable). All questions, without

identifying the submitting Proposer, will be compiled with the appropriate answers and issued as an addendum to the RFP.

- 7.3.2 When submitting questions, please specify the RFP, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.

7.4 Proposers' Conference

- 7.4.1 A mandatory Proposers' Conference will be held to discuss the RFP requirements. Proposers will have the option to join the Conference virtually or by telephone. During the conference, County staff will respond to questions from potential proposers. All potential proposers must attend this conference, or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Date and Time:

April 4, 2023, at 10:00 a.m. (PT)

Telephone Conference Information is as follows:

Phone Number: **(323) 776-6996**

Conference ID: **626 215 908#** (when prompted, provide your full name and the name of your organization)

The Conference will begin at 10:00 a.m. (PT) and will conclude at either 12:00 p.m. (PT) or once all questions have been addressed, whichever occurs first. Prospective Proposers are advised to join timely to ensure that they can participate in the Conference. No participants will be allowed to join once the Conference has ended.

- 7.4.2 Prospective Proposers who wish to join the Conference virtually must register by submitting an email with the subject line Attendance for AAA-SSP-2324 RFP Proposers' Conference to aaarfp@ad.lacounty.gov by the date and time provided in Subparagraph 7.2 (RFP Timetable). Email should include the Organization's name, name of attendees, and attendees phone number and email address.
- 7.4.3 Prospective Proposers who wish to join the Conference by telephone must register by submitting an email with the subject line Attendance for AAA-SSP-2324 RFP Proposers' Conference to aaarfp@ad.lacounty.gov by the date and time provided in Subparagraph 7.2 (RFP Timetable). Email should include the Organization's name,

attendee's name and email address, and the phone number attendee will be calling in from.

7.5 Preparation of the Proposal

Proposals must be prepared and submitted as described in this Subparagraph 7.5. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

7.5.1 Proposal Format

7.5.1.1 The Proposal must be typed using 12-point Arial font on 8 ½" by 11" paper size, with 1" margins on each side. Each narrative paragraph must be single-spaced between each line and double-spaced between paragraphs. Include information in footers to identify each page; this information must include Proposer's name, page number, and solicitation title. Attachments such as charts, maps, reports, etc. that Proposer uses to address or support any narrative response do not need to be labeled with this footer information; however, each attachment must be clearly labeled/identified.

7.5.1.2 Proposer must identify every response in the Proposal by referencing the Section and Subsection as detailed in Subparagraph 7.6 (Proposal Requirements and Evaluation Criteria – Business Component) and Subparagraph 7.7 (Proposal Requirements and Evaluation Criteria – Cost Component) (e.g., Section B (Proposer's Qualifications), Subsection B.1 (Proposer's Background and Experience)). Each Section and Subsection of the Proposal must be clearly identified in the table of contents and must follow the order specified in Subparagraph 7.6 (Proposal Requirements and Evaluation Criteria – Business Component) and Subparagraph 7.7 (Proposal Requirements and Evaluation Criteria – Cost Component). All attachments must be inserted immediately after the Section/Subsection to which Proposer is responding.

7.5.2 Page Limitations

7.5.2.1 The combined narrative responses for the Proposal (including both the Business Component and the Cost Component) must not exceed a total of twenty-five (25) single-sided pages (i.e., Proposer's narrative responses to the Business Component and Cost Component must not exceed twenty-five (25) single-sided pages). This page limit does not apply

to exhibits, attachments, the cover page, and the table of contents (e.g., attachments are not counted toward the 25-page limit).

- 7.5.3 Proposer must submit a Proposal to provide, at minimum, one (1) of the six (6) Service Categories outlined in Appendix A (Sample Subaward), Exhibit A (Statement of Work).
 - 7.5.4 Only one (1) Proposal shall be submitted for a Supervisorial District (i.e., each Proposal must be prepared specifically for one (1) of the five (5) Supervisorial Districts, and shall not be combined for multiple Supervisorial Districts). For purposes of this RFP, a maximum of three (3) separate Proposals will be accepted per Proposer.
 - 7.5.6 Proposer must ensure that it addresses all of the elements that are required to be included in its Proposal and submits the Proposal by the final Proposal submission deadline.
 - 7.5.7 All Forms that are required to be submitted in the Proposal and require a signature must be signed by Proposer's Authorized Representative. Electronic signatures are acceptable forms of authorization for purposes of this RFP.
 - 7.5.8 Any Proposal that deviates from the format prescribed in this Subparagraph 7.5, Subparagraph 7.6 (Proposal Requirements and Evaluation Criteria – Business Component) and Subparagraph 7.7 (Proposal Requirements and Evaluation Criteria – Cost Component) may be deemed as non-responsive and may be rejected without further review at County's sole discretion.
- 7.6 Proposal Requirements and Evaluation Criteria – Business Component (6,000 Maximum Points)**

Proposer must prepare the Business Component of the Proposal using the format described in this Subparagraph 7.6. Proposer must Identify this part of the Proposal as the Business Component and include the RFP title, RFP number, Proposer's name and Supervisorial District number.

The content and sequence of the Business Component shall be as follows:

7.6.1 Table of Contents

List all material included in the business component. Include a clear definition of the material, identified by sequential page numbers and by section and paragraph reference numbers.

7.6.2 **Section A – Executive Summary**

7.6.2.1 Proposer must provide a written narrative which condenses and highlight the contents of the proposer’s Business Component to provide County with an understanding of the proposer’s approach, qualifications, experience, and staffing.

7.6.2.2 **Proposer must provide its response in Section A (Executive Summary) of the Business Component.**

7.6.3 **Section B – Proposer’s Qualifications (1,500 Maximum Points)**

Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in this section.

7.6.3.1 **Subsection B.1 – Proposer’s Background and Experience (100 Maximum Points)**

7.6.3.1.1 Proposer must provide a written narrative of relevant background information to demonstrate that the Proposer meets or exceeds the minimum requirement(s) stated in Section 3 (Proposer’s Minimum Qualifications) of this RFP and has the capability to perform the required services as a corporation or other entity.

7.6.3.1.2 **Proposer must provide its response for Subsection B.1 in Section B (Proposer’s Qualifications) of the Business Component.**

7.6.3.2 **Subsection B.2 – Proposer’s List of References (600 Maximum Points)**

7.6.3.2.1 Proposer will be evaluated on the verification of references provided in Appendix B (Required Forms), Exhibit 8 (Proposer’s List of References). Each reference will be evaluated and scored individually and the maximum possible points available for each reference is 200 points. If a reference’s point of contact cannot be reached within three (3) attempts by County or Contact does not respond to County’s request within the timeframe designated by County, Proposer will receive zero (0) points for the scoring of that reference.

- 7.6.3.2.2 County reserves the option to contact references by telephone or e-mail to ascertain Proposer's qualifications, accountability, and fitness. In the event that County elects to call the references, County will contact Proposer's references during normal business hours.
- 7.6.3.2.3 It is the proposer's sole responsibility to ensure that information provided for each reference is accurate.
- 7.6.3.2.4 County may disqualify a proposer as non-responsive and/or non-responsible if:
 - 7.6.3.2.4.1 References fail to substantiate proposer's description of the services provided; or
 - 7.6.3.2.4.2 References fail to support that proposer has a continuing pattern of providing capable, productive and skilled personnel, or
 - 7.6.3.2.4.3 County is unable to reach the point of contact with reasonable effort. It is the proposer's responsibility to inform the point of contact of normal working hours.
- 7.6.3.2.5 In addition to the references provided, a review will include the Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category (i.e., **this review may result in a maximum of 600 points that may be deducted under this evaluation criteria**).
- 7.6.3.2.6 If the maximum number of **600** points are deducted as a result of the reviews of County's database(s) then the proposal may be disqualified in its entirety, deemed non-responsive, and it may not be evaluated further.

7.6.3.2.7 **Proposer's completed form Exhibit 8 (Proposer's List of References) must be provided in Section G (Business Component Required Forms and Organizational Documents) of the Business Component. Proposer may use additional sheets, if necessary.**

7.6.3.3 **Subsection B.3 - Proposer's Debarment History and List of Terminated Contracts (100 Maximum Points)**

The County will conduct a review of proposer's terminated contracts and debarment history.

7.6.3.3.1 Proposer must include contracts terminated within the past three (3) years with a reason for termination in Appendix B (Required Forms), Exhibit 4 (Proposer's Debarment History and List of Terminated Contracts). Such review will be conducted to determine the significance of the termination of any contracts.

7.6.3.3.2 **Proposer's completed form Exhibit 4 (Proposer's Debarment History and List of Terminated Contracts) must be provided in Section G (Business Component Required Forms and Organizational Documents) of the Business Component.**

7.6.3.4 **Subsection B.4 - Proposer's Financial Capability (600 Maximum Points)**

The County will conduct a review to determine proposer's financial capability by using the financial criteria set forth by the A-C and the information/documentation provided in the Proposal.

7.6.3.4.1 Proposer must provide copies of three (3) full fiscal years of its organization-wide audited financial statements and single audit reports.

7.6.3.4.1.1 Proposers who do not have single audit reports must provide copies of three (3) full fiscal years of its organization-wide audited financial statements.

- 7.6.3.4.2 Organization-wide audited financial statements and single audit reports must reflect Proposer’s financial activities for one of the following timeframes:
 - 7.6.3.4.2.1 FY 2018-19, FY 2019-20 and FY 2020-21
 - 7.6.3.4.2.2 FY 2019-20, FY 2020-21 and FY 2021-22
- 7.6.3.4.3 These financial documents must be prepared by an independent auditor and must provide an accurate, verifiable representation of the entire financial position of Proposer’s organization.
- 7.6.3.4.4 The organization-wide audited financial statements and/or single audit reports must minimally include the following:
 - 7.6.3.4.4.1 Balance Sheet, Statement of Financial Position, or Statement of Net Assets, including all supporting schedules (i.e., Current Assets, Current Liabilities, Detailed Aged Payables, Aged Receivables, Notes Payable, etc.)
 - 7.6.3.4.4.2 Income Statement, Profit and Loss Statement, Statement of Operations, or Statement of Activities
 - 7.6.3.4.4.3 Statement of Cash Flow
 - 7.6.3.4.4.4 Independent Auditor’s Opinion
 - 7.6.3.4.4.5 Any notes to the Statements
 - 7.6.3.4.4.6 Statement of Functional Expenses
- 7.6.3.4.5 **Proposer must not submit income tax Returns to meet this requirement.**
- 7.6.3.4.6 If Proposer is a subsidiary of another company, in addition to providing Proposer’s own

organization-wide audited financial statements and/or single audit reports as indicated in this Subparagraph 7.6.3.4, Proposer must also provide three (3) full fiscal years of its ultimate parent company's organization-wide audited financial statements and/or single audit reports. The parent company's financial documents must meet the same requirements noted in this Subparagraph 7.6.3.4 and must reflect parent company's financial activities.

7.6.3.4.7 Provision of the parent company's financial information does not by itself satisfy the requirement for the provision of Proposer's financial information. In addition, the financial capability of the parent company cannot be substituted for Proposer's financial capability unless Proposer provides documented evidence that its parent company agrees to sign a parental guarantee; Proposer must submit this evidence with its Proposal. If Proposer is not a subsidiary of another company, Proposer must provide a statement indicating such position.

7.6.3.4.8 **Proposer must provide its response for Subsection B.4 in Section B (Proposer's Qualifications) of the Business Component.**

7.6.3.5 **Subsection B.5 - Proposer's Pending Litigation and Judgments (100 Maximum Points)**

The County will conduct a review of to determine the significance of any litigation and judgements pending against proposer and/or its principals.

7.6.3.5.1 Proposer must provide a written narrative and identify by name, case and court jurisdiction any pending litigation in which proposer is involved, or judgments against Proposer in the past five (5) years. Additionally, Proposer must provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

7.6.3.5.2 If Proposer does not have any such litigation, Proposer shall provide a written statement

indicating that there is no such pending or threatening litigation involving Proposer and/or its principals in the past five (5) years.

7.6.3.5.3 Notations such as “not applicable”, “n/a”, providing a phone number to call, providing an e-mail address for follow-up, etc. are not a valid response and will be deemed as “non-responsive”. County may reject/disqualify the Proposal when such a determination is made.

7.6.3.5.4 **Proposer must provide its response for Subsection B.5 in Section B (Proposer’s Qualifications) of the Business Component.**

7.6.4 **Section C - Proposer’s Approach to Providing Required Services (4,300 Maximum Points)**

Proposer will be evaluated on its description of the methodology to be used to meet the County’s requirements based on information provided in this section.

Proposer must provide a written narrative describing the methodology the proposer will use to meet subaward work requirements. Describe in detail how the services will be performed to meet the intent of Appendix A (Sample Subaward), Exhibit A (Statement of Work).

7.6.4.1 **Subsection C.1 – Service Delivery Coverage (1,200 Maximum Points)**

7.6.4.1.1 Proposer must refer to Appendix F (County of Los Angeles Zip Code List) and identify every zip code that Proposer will serve within the Supervisorial District it is proposing.

7.6.4.2 **Subsection C.2 - Proposer’s Approach to Providing Required Services – Case Management (200 Maximum Points)**

7.6.4.2.1 Proposer must detail its plan to provide Case Management and its plan to evaluate/gauge the effectiveness of Case Management Services.

7.6.4.2.2 If Proposer is not applying for this Service Category, please indicate “Not Applicable for Case Management” for this Subsection C.2 of the Business Component.

7.6.4.3 Subsection C.3 - Proposer's Approach to Providing Required Services – Homemaker (500 Maximum Points)

7.6.4.3.1 Proposer must detail its plan to provide Homemaker Services and its plan to evaluate/gauge the effectiveness of Homemaker Services.

7.6.4.3.2 Proposer must provide a minimum of ten (10) Client testimonials. The testimonials must be in writing and minimally include the following:

7.6.4.3.2.1 Client's Name and phone number;

7.6.4.3.2.2 Type of Service the Client received;

7.6.4.3.2.3 Date(s) the Client received the Service;

7.6.4.3.2.4 How the Client benefited from the Service; and

7.6.4.3.2.5 Client's Signature

7.6.4.3.3 Testimonials written in a language other than English must be translated to English by a person acting on behalf of the Client (i.e., family member or caregiver) or agency staff, and must include the name, contact information, and signature of the individual who completed the translation. Proposer must include the original testimonial and the translated copy in the proposal.

7.6.4.3.4 If Proposer is not applying for this Service Category, please indicate "Not Applicable for Homemaker" for this Subsection C.3 of the Business Component.

7.6.4.4 Subsection C.4 - Proposer's Approach to Providing Required Services – Personal Care (500 Maximum Points)

7.6.4.4.1 Proposer must detail its plan to provide Personal Care Services and its plan to evaluate/gauge the effectiveness of Personal Care Services.

7.6.4.4.2 Proposer must provide a minimum of ten (10) Client testimonials. The testimonials must be in writing and minimally include the following:

7.6.4.4.2.1 Client's Name and phone number;

7.6.4.4.2.2 Type of Service the Client received;

7.6.4.4.2.3 Date(s) the Client received the Service;

7.6.4.4.2.4 How the Client benefited from the Service; and

7.6.4.4.2.5 Client's Signature

7.6.4.4.3 Testimonials written in a language other than English must be translated to English by a person acting on behalf of the Client (i.e., family member or caregiver) or agency staff, and must include the name, contact information, and signature of the individual who completed the translation. Proposer must include the original testimonial and the translated copy in the proposal.

7.6.4.4.4 If Proposer is not applying for this Service Category, please indicate "Not Applicable for Personal Care" for this Subsection C.4 of the Business Component.

7.6.4.5 **Subsection C.5 - Proposer's Approach to Providing Required Services – Respite Care (500 Maximum Points)**

7.6.4.5.1 Proposer must detail its plan to provide Respite Care Services and its plan to evaluate/gauge the effectiveness of Respite Care Services.

7.6.4.5.2 Proposer must provide a minimum of ten (10) Client testimonials. The testimonials must be in writing and minimally include the following:

7.6.4.5.2.1 Client's Name and phone number;

7.6.4.5.2.2 Type of Service the Client received;

7.6.4.5.2.3 Date(s) the Client received the Service;

7.6.4.5.2.4 How the Client benefited from the Service; and

7.6.4.5.2.5 Client's Signature

7.6.4.5.3 Testimonials written in a language other than English must be translated to English by a person acting on behalf of the Client (i.e., family member or caregiver) or agency staff, and must include the name, contact information, and signature of the individual who completed the translation. Proposer must include the original testimonial and the translated copy in the proposal.

7.6.4.5.4 If Proposer is not applying for this Service Category, please indicate "Not Applicable for Respite Care" for this Subsection C.5 of the Business Component.

7.6.4.6 **Subsection C.6 – Proposer's Approach to Providing Required Services – Alzheimer's Day Care (500 Maximum Points)**

7.6.4.6.1 Proposer must detail its plan to provide Alzheimer's Day Care Services and its plan to evaluate/gauge the effectiveness of Alzheimer's Day Care Services.

7.6.4.6.2 Proposer must provide a minimum of ten (10) Client testimonials. The testimonials must be in writing and minimally include the following:

7.6.4.6.2.1 Client's Name and phone number;

7.6.4.6.2.2 Type of Service the Client received;

7.6.4.6.2.3 Date(s) the Client received the Service;

7.6.4.6.2.4 How the Client benefited from the Service; and

7.6.4.6.2.5 Client's Signature

7.6.4.6.3 Testimonials written in a language other than English must be translated to English by a person acting on behalf of the Client (i.e., family member or caregiver) or agency staff, and must include the name, contact information, and signature of the individual who completed the translation. Proposer must include the original testimonial and the translated copy in the proposal.

7.6.4.6.4 If Proposer is not applying for this Service Category, please indicate "Not Applicable for Alzheimer's Day Care" for this Subsection C.6 of the Business Component.

7.6.4.7 **Subsection C.7 – Proposer's Approach to Providing Required Services – Registry (200 Maximum Points)**

7.6.4.7.1 Proposer must detail its plan to provide Registry Services by addressing all of the following:

7.6.4.7.1.1 Method/process for recruiting, screening (including finger printing, background checks, etc.), and maintaining a registry listing;

7.6.4.7.1.2 Method/process for matching Client with a registry worker, assisting Client in selecting a registry worker, and follow-up actions once selection is made;

7.6.4.7.1.3 Frequency of follow-up, including a list of vendors and the years of experience for each of the vendors; and

7.6.4.7.1.4 Criteria used to determine a successful match.

7.6.4.7.2 Proposer must provide a minimum of ten (10) Client testimonials. The testimonials must be in writing and minimally include the following:

- 7.6.4.7.2.1 Client’s Name and phone number;
 - 7.6.4.7.2.2 Type of Service the Client received;
 - 7.6.4.7.2.3 Date(s) the Client received the Service;
 - 7.6.4.7.2.4 How the Client benefited from the Service; and
 - 7.6.4.7.2.5 Client’s Signature
- 7.6.4.7.3 Testimonials written in a language other than English must be translated to English by a person acting on behalf of the Client (i.e., family member or caregiver) or agency staff, and must include the name, contact information, and signature of the individual who completed the translation. Proposer must include the original testimonial and the translated copy in the proposal.
- 7.6.4.7.4 If Proposer is not applying for this Service Category, please indicate “Not Applicable for Registry” for this Subsection C.7 of the Business Component.
- 7.6.4.8 **Subsection C.8 – Target Population (200 Maximum Points)**
- 7.6.4.8.1 Proposer must describe the target population by addressing all of the following:
 - 7.6.4.8.1.1 Population demographics (i.e., individuals with greatest economic and social needs, ethnic minorities, LGBT individuals, homeless, isolated, frail, those living in rural areas within the Supervisorial District, etc.);
 - 7.6.4.8.1.2 Statistical data on the target population within the Supervisorial District (where such information shall align with the information reported on Appendix B (Required

Forms), Exhibit 10 (Proposed Program Services)) for each of the Service Categories for which Proposer is applying; and

7.6.4.8.1.3 Method for outreach to new potential Clients that will ensure that existing Clients continue to live independently within their communities.

7.6.4.9 Subsection C.9 – Community Outreach (200 Maximum Points)

7.6.4.9.1 Proposer must describe its efforts to reach the target population (where the target population includes older adults with the greatest economic and social needs, ethnic minorities, LGBT individuals, homeless, and individuals living in rural areas) by addressing the following:

7.6.4.9.1.1 Strategies and methods (including pre-planned outreach events, Information Services Activities, and comprehensive collaboration efforts) to refer Clients and their Caregivers, if applicable, to and from other agencies;

7.6.4.9.1.2 Plan to connect with new potential Clients to encourage use of SSP Services;

7.6.4.9.1.3 Evaluation plan that will gauge the effectiveness of collaboration and outreach, with a success criteria of increasing new SSP Clients and providing a comprehensive service delivery system;

7.6.4.9.1.4 Challenges of outreaching to Older Adults with barriers to using SSP Services;

7.6.4.9.1.5 Plan to address those challenges and to ease barriers to using SSP Services experienced by Older

- Adults while providing outreach contacts;
 - 7.6.4.9.1.6 Best practices;
 - 7.6.4.9.1.7 The number of new Clients Proposer plans to serve in during the Fiscal Year (including any Subaward term renewal options exercised by County);
 - 7.6.4.9.1.8 Documentation of events (i.e., calendar, locations, communities, name of the topics); and
 - 7.6.4.9.1.9 The number of potential SSP Clients outreached, and success rate in enrolling these potential Clients into SSP.
- 7.6.4.10 **Subsection C.10 - Customer Satisfaction Surveys (100 Maximum Points)**
- 7.6.4.10.1 Proposer must describe in detail its plan to conduct customer satisfaction surveys.
- 7.6.4.11 **Subsection C.11 – Collaborations (100 Maximum Points)**
- 7.6.4.11.1 Proposer must describe its plan to ensure that it establishes collaborations within the community to ensure the effective delivery of Program Services within a Supervisorial District(s).
- 7.6.4.12 **Subsection C.12 – Emergency and Disaster Preparedness (100 Maximum Points)**
- 7.6.4.12.1 Proposer must describe its emergency plan for Service delivery by minimally addressing all the following: business continuity plan; communication plan; and emergency and disaster preparedness policies and procedures.
- 7.6.4.13 Responses such as “Proposer will follow the protocols and procedures described in Appendix A (Sample Subaward), Exhibit A (Statement of Work)”, “Proposer will provide all Service Categories in accordance with the requirements noted in Appendix A (Sample Subaward), Exhibit A

(Statement of Work)", etc. are not a valid response for Subsections C.2 – C.12 and will be deemed as "non-responsive". County may reject/disqualify the Proposal when such a determination is made.

7.6.5.2 Proposer must provide its responses for Subsections C.1 – C.12 in Section C (Proposer's Approach to Provide Required Services) of the Business Component. Limit narrative responses for Subsections C.2 – C.12 to one (1) page (the page limit does not apply to sample documents, charts, surveys, etc.).

7.6.5 Section D - Proposer's Quality Control Plan (200 Maximum Points)

Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this subaward are provided as specified. Evaluation of the Quality Control Plan must cover the proposed monitoring system of all services listed on Appendix A (Sample Subaward), Exhibit A (Statement of Work), Attachment 1 (Performance Requirements Summary Chart) based on information provided in this section.

7.6.5.1 Proposer must provide a comprehensive Quality Control Plan to be utilized by the proposer as a self-monitoring tool to ensure the required services are provided as specified in Exhibit A (Statement of Work) of Appendix A (Sample Subaward).

7.6.5.2 At minimum, the following factors must be included in the plan:

7.6.5.2.1 Activities to be monitored to ensure compliance with all requirements listed in Appendix A (Sample Subaward), Exhibit A (Statement of Work), and Appendix A (Sample Subaward), Exhibit A (Statement of Work), Attachment 1 (Performance Requirements Summary Chart).

7.6.5.2.2 Monitoring methods to be used.

7.6.5.2.3 Frequency of monitoring.

7.6.5.2.4 Samples of forms to be used in monitoring.

7.6.5.2.5 Title/level and qualifications of personnel performing monitoring functions; and

7.6.5.2.6 Documentation methods of all monitoring results, including any corrective action taken.

7.6.5.3 **Proposer must provide its response in Section D (Proposer's Quality Control Plan) of the Business Component. Limit narrative response to one (1) page (the page limit does not apply to sample documents, charts, surveys, etc.).**

7.6.6 **Section E (Intentionally Omitted)**

7.6.7 **Section F (Intentionally Omitted)**

7.6.8 **Section G - Business Component Required Forms and Organizational Documents**

7.6.8.1 **Required Forms**

Proposal must include all completed, signed, and dated forms identified in Appendix B (Required Forms):

7.6.8.1.1 **Exhibit 1 Proposer's Organization Questionnaire/Affidavit**

7.6.8.1.2 **Exhibit 2 Certification of Compliance**

7.6.8.1.3 **Exhibit 3 Request for Preference Consideration**

7.6.8.1.4 **Exhibit 4 Proposer's Debarment History and List of Terminated Contracts**

7.6.8.1.5 **Exhibit 5 Declaration**

7.6.8.1.6 **Exhibit 6 Community Business Enterprise (CBE) Information**

7.6.8.1.7 **Exhibit 7 Minimum Requirements**

7.6.8.1.8 **Exhibit 8 Proposer's List of References**

7.6.8.1.9 **Exhibit 9 Proposed Budget**

7.6.8.1.10 **Exhibit 10 Proposed Program Services**

7.6.8.2 **Organizational Documents**

Proposer must submit the following documentation with the proposal:

7.6.8.2.1 A copy of a “Certificate of Good Standing” with the state of incorporation/organization.

7.6.8.2.2 A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.

7.6.8.2.2.1 If Proposer’s organization is a limited partnership, proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

7.6.8.2.3 **Authorization Warranty**

Authorization Warranty shall take the form of a current, valid, adopted/approved resolution, order, motion, or letter (on Proposer’s official letterhead) from Proposer’s governing body (e.g., Board of Directors, City Council, etc.). Such authorization warranty shall minimally include the following elements:

7.6.8.2.3.1 Reference to this procurement (identified by name and number).

7.6.8.2.3.2 Authorize submission of the Proposal on behalf of Proposer’s organization in response to this procurement.

7.6.8.2.3.3 Indicate the individual(s), by name and/or title, who is authorized to sign the Proposal.

7.6.8.2.3.4 Indicate the individual(s), by name and/or title, who is authorized to execute the Subaward, if awarded, and any amendments or addendums thereto, and bind Proposer to this agreement.

7.6.8.2.3.5 Authorize approval and acceptance of the Subaward Sum(s), if awarded.

7.6.8.2.3.6 Reference the title of the Subaward, if awarded, as follows: Subaward by and Between County of Los Angeles Aging and Disabilities Department and {*Proposer's Legal Name*} for Supportive Services Program Subaward Period July 2023 – June 2024.

7.6.8.3 Proposer must provide the Required Forms and Organizational Support Documents in Section G (Business Component Required Forms and Organizational Documents) of the Business Component.

7.7 Proposal Requirements and Evaluation Criteria - Cost Component (4,000 Maximum Points)

Proposer must prepare the Cost Component of the Proposal using the format described in this Subparagraph 7.7. Proposer must Identify this part of the Proposal as the Cost Component and include the RFP title, RFP number, Proposer's name and Supervisorial District number.

The content and sequence of the Cost Component must be as follows:

7.7.1 Table of Contents

List all material included in the cost component. Include a clear definition of the material, identified by sequential page numbers and by section and paragraph reference numbers.

7.7.2 Section A - Proposed Program Services (2,600 Maximum Points)

7.7.2.1 Proposer must complete Appendix B (Required Forms), Exhibit 10 (Proposed Program Services) in accordance with the requirements provided therein, in adherence with the requirements provided in Appendix A (Sample Subaward), and as directed below:

7.7.2.1.1 Specify the proposed unit rate(s), units of Services, and number of unduplicated Clients.

7.7.2.1.2 The proposed unit rate(s) must reflect Proposer's anticipated operating costs to provide Services for the Fiscal Year. County reserves the right to negotiate the final unit rate(s) upon selection to receive an award.

7.7.2.1.3 The Services reported on each Form must represent Proposer's agreement to perform the Services that are identified therein. County reserves the right to negotiate the final units of Services upon selection to receive an award.

7.7.2.1.4 The total Subaward Sum Year (SSY) 1 and total Proposers Fund (PF) that is reported on Appendix B (Required Forms), Exhibit 10 (Proposed Program Services) must match the total SSY1 and total PF reported on Appendix B (Required Forms), Exhibit 9 (Proposed Budget).

7.7.2.2 Proposal will be evaluated based on the information provided in completed Appendix B (Required Forms), Exhibit 10 (Proposed Program Services) as follows:

7.7.2.2.1 **Lowest Average Unduplicated Client Cost (1,800 Maximum Points)**

The proposal will be evaluated based on the average cost reported for each unduplicated Client for each Service Category as noted in Appendix B (Required Forms), Exhibit 10 (Proposed Program Services). A maximum of 300 points will be awarded to the lowest average unduplicated Client cost for each Service Category. All other proposals will be compared to the proposal with the lowest average unduplicated Client cost and points will be awarded to the other proposals in proportion

to the proposal with the lowest average unduplicated Client cost. Should one or more Proposers request and be granted the Local Small Business Enterprise Preference, Social Enterprise Preference, or Disabled Veteran Business Enterprise Preference, the lowest unduplicated Client cost will be determined as follows:

7.7.2.2.1.1 Fifteen percent (15%) of the lowest average cost unit rate will be calculated in order to determine the Preference Amount. The Preference Amount will be deducted from the unit rate cost for Proposer(s) who requested and were granted a Preference. This would effectively decrease the average unit rate cost for Proposer who qualifies to receive the Preference (only for purposes of determining the lowest average cost unit rate).

7.7.2.2.1.2 In no case shall any Preference be combined to exceed fifteen percent (15%) of the unduplicated Client cost for Proposer who meets the specifications for the Preference (i.e., when Proposer requests and is certified under more than one (1) of the Preference Programs, only one (1) Preference of fifteen percent (15%) will be applied to the Proposal).

7.7.2.2.2 Cost Effectiveness of Unit Rates (600 Maximum Points)

7.7.2.2.2.1 For each Service Category, the proposal will be evaluated based on a comparison between

the proposed unit rate(s) versus the maximum unit rate(s), which is reflected in Appendix A (Sample Subaward) Exhibit A (Statement of Work). County is seeking proposals that reflect unit rate(s) which are at least five percent (5%) lower than the maximum unit rates.

7.7.2.2.3 Proposer’s Match (200 Maximum Points)

7.7.2.2.3.1 The Proposal will be evaluated based on the level of match that Proposer will provide above the minimum required match contribution. Proposals will be scored based on how much match contribution is reflected in excess of the required twelve percent (12%). Allowable forms of Match Contributions include Match Cash Contributions and Match In-Kind Contributions, as described in Appendix A (Sample Subaward), Subparagraph 5.12.4 (Forms of Match Contributions).

7.7.3 Section B - Proposed Budget (800 Maximum Points)

The Proposal will be evaluated based on the completed Appendix B (Required Forms), Exhibit 9 (Proposed Budget).

7.7.3.1 Proposer must complete Appendix B (Required Forms), Exhibit 9 (Proposed Budget) in accordance with the requirements provided therein, in adherence with the requirements provided in Appendix A (Sample Subaward), and as directed below:

7.7.3.1.1 Budget must reflect Proposer’s anticipated costs and funding needed to provide Services for a Supervisorial District.

7.7.3.1.2 The total SSY1 and total PF that is reported on Appendix B (Required Forms), Exhibit 10

(Proposed Program Services) must match the total SSY1 and total PF reported on Appendix B (Required Forms), Exhibit 9 (Proposed Budget).

7.7.3.1.3 Form must reflect that the minimum required match contribution of twelve percent (12%) is met, and all mandatory staffing positions are included.

7.7.4 **Section C - Budget Narrative (600 Maximum Points)**

Proposal will be evaluated based on its adherence to the requirements as provided in this Subparagraph.

7.7.4.1 Proposer must provide a written narrative explaining the reasonableness and necessity of each item of cost that is included in the completed Appendix B (Required Forms), Exhibit 9 (Proposed Budget).

7.8 **Firm Offer-Withdrawal of Proposal**

7.8.1 Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. The request must be a written statement signed by its Authorized Representative indicating its intent to withdraw its original Proposal and re-submit a revised Proposal. Proposer must include this written/signed statement when submitting the revised/corrected proposal. Corrections and/or revisions will not be accepted once the deadline for submission of proposals has passed.

7.9 **Proposal Submission**

7.9.1 **Notice of Intent to Submit Proposal**

7.9.1.1 In an effort to plan the evaluation portion of this solicitation, County requests Prospective Proposer that intends to submit a Proposal to complete Appendix E (Notice of Intent to Submit Proposal) and submit it to County by e-mail no later than 4/12/2023 by 5:00 p.m. (PT) using the following e-mail address: aaarfp@ad.lacounty.gov.

7.9.2 **Electronic Submission**

7.9.2.1 Proposal must be submitted in an electronic format via email to aaarfp@ad.lacounty.gov and must include the following

text in the subject line: AAA-SSP-2324 RFP for *Supervisorial District Number by Proposer's name*.

- 7.9.2.2 Proposal must be in the form of a clearly legible PDF/scanned document(s) and be an exact representation of the Proposal (i.e., no pages shall be missing or misplaced, etc.).
- 7.9.2.3 It may be necessary to submit the Proposal as multiple PDF documents in multiple e-mails in the event that the full Proposal cannot be submitted as one file due to size restrictions imposed by internet service providers. Proposer must include clear descriptions of the content(s) of each.
- 7.9.2.4 Proposer accepts sole responsibility for ensuring that the Proposal submitted as an electronic PDF/scanned document(s) are free from defects and can be accessed by County. When County cannot access the Proposal, it may be rejected and deemed non-responsive.

7.9.3 In the event Proposer identifies any part or portion of the Proposal as confidential, proprietary, and/or trade secret, Proposer must also include a redacted Business Component in searchable Adobe PDF format, with all confidential, proprietary and trade secret information redacted, as part of its proposal submission. With respect to this requirement, Proposer must submit one (1) electronic copy in searchable Adobe PDF format, with confidential, proprietary and trade secret information redacted. Proposers must specifically redact only those parts of the Business Component that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of the County.

7.9.4 It is the sole responsibility of Proposer to ensure that its Proposal is received in its full entirety by County no later than the Proposal Submission deadline. Proposer will bear all risks associated with delays in delivery. Any Proposal received after the Proposal submission deadline as listed in Subparagraph 7.2 (RFP Timetable), will not be accepted and will not be evaluated.

7.9.5 All proposals will be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the last day to submit Proposals.

8 SELECTION PROCESS OVERVIEW

8.1 Selection Process

- 8.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on the date outlined in Subparagraph 7.2 (RFP Timetable).
- 8.1.2 Evaluation of the proposals will be made by an Evaluation Committee selected by AD. The Committee will be made up of subject matter experts who will evaluate the proposals using the evaluation approach described in this RFP to select a prospective subrecipient(s).
- 8.1.3 Through this RFP process, County intends to select successful proposals which demonstrate that proposers meet the qualifications, standards, and capacity requirements outlined in this RFP and can provide Services to Clients pursuant to the requirements outlined in Appendix A (Sample Subaward), Exhibit A (Statement of Work). Altogether, County anticipates selecting, at minimum, one (1) Successful Proposal for each of the five (5) Supervisorial Districts within Los Angeles County (excluding the City of Los Angeles) for the agreed-upon Services.
- 8.1.4 County retains the right to modify the number of Proposals to be selected when such selection best meets County's planning and service area needs.

8.2 Adherence to Minimum Requirements (Pass-Fail)

- 8.2.1 County will review Exhibit 1 (Proposer's Organization Questionnaire/Affidavit), Exhibit 7 (Minimum Requirements), and Exhibit 8 (Proposer's List of References) in Appendix B (Required Forms) to determine if the proposer meets the minimum requirements as outlined in Section 3 (Proposer's Minimum Qualifications) of this RFP.
- 8.2.2 Failure of the proposer to comply with the minimum requirements may eliminate its proposal from any further consideration. The County reserves the right to waive inconsequential disparities or any informality in a proposal if the sum and substance of the proposal is present.
- 8.2.3 If County determines that Proposer has met and passed the Minimum Requirements (i.e., Pass-Fail Review), then the Proposal will be evaluated for scoring by the Evaluation Team.

8.3 Evaluation of the Proposal

All proposals will be evaluated based on the criteria listed in Paragraph 7 (Proposal Requirements and Evaluation) and will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate.

8.3.1 Determination of Highest-Overall Rated Proposer

8.3.1.1 The County will combine each proposer's business and cost component evaluation score to arrive at a total cumulative (or "final") score, which will be used to determine and select the highest-overall rated proposer for each Supervisorial District.

8.3.1.2 The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

8.3.2 Clarification of Proposal Elements

8.3.2.1 County may, at its sole option, contact Proposer(s) for clarification of submitted information.

8.3.3 Missing Forms and Documentation

8.3.3.1 County may, at its sole discretion, disqualify or deem a proposal nonresponsive if the Proposer does not submit document(s) as indicated in the Business Component, Cost Component, or both.

8.3.3.2 In the event that proposer is selected to receive a subaward, and it did not submit a Form(s) as part of its Proposal, County will not recommend proposer to the Board of Supervisors for the subaward unless/until proposer has submitted the proper Form(s) as directed by County (i.e., Successful Proposer must submit any missing Form to County prior to recommendation for the subaward).

8.3.4 After a Successful Proposer(s) has been selected, the County and the Successful Proposer(s) will negotiate a subaward for submission to the Board of Supervisors for its consideration and possible approval. County may negotiate modifications of the successful proposal to ensure that all necessary Program requirements are met prior to award of the Subaward. Such negotiations may include but are not limited to the following items: units of Services, Service Categories, etc. If a

satisfactory subaward cannot be negotiated, the County may, at its sole discretion, begin subaward negotiations with the next qualified proposer(s) who submitted a proposal, as determined by the County.

- 8.3.5 The recommendation to award a subaward will not bind the Board of Supervisors to award a subaward to the prospective subrecipient.

9 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Transmittal Form to Request a Solicitation Requirements Review) to County. A request for a Solicitation Requirements Review may be denied, in County's sole discretion, if the request does not satisfy all the following criteria:

- 9.1.1 The request is made within the time frame identified in the solicitation document (generally within ten (10) business days of the issuance of the solicitation document);
- 9.1.2 The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal;
- 9.1.3 The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 9.1.4 The request asserts either that:
 - 9.1.4.1 application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - 9.1.4.2 due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective proposers.
- 9.1.5 The Solicitation Requirements Review will be completed, and County's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

9.2 Disqualification Review

- 9.2.1 A proposal may be disqualified from consideration because County determined it was non-responsive at any time during the review/evaluation process. If County determines that a proposal is

disqualified due to non-responsiveness, County will notify the proposer in writing.

- 9.2.2 Upon receipt of the written determination of non-responsiveness, the proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.
- 9.2.3 A request for a Disqualification Review may, in County's sole discretion, be denied if the request does not satisfy all of the following criteria:
 - 9.2.3.1 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
 - 9.2.3.2 The request for a Disqualification Review asserts that County's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 9.2.4 The Disqualification Review must be completed, and the determination will be provided to the requesting proposer, in writing, prior to the conclusion of the evaluation process.
- 9.2.5 Proposer can also be disqualified for Subparagraph 5.6 (Determination of Proposer Responsibility).

9.3 County's Proposed Contractor Selection Review

9.3.1 County Debriefing Process

- 9.3.1.1 Upon completion of the evaluation, County will notify the remaining proposers in writing that County is entering negotiations with another proposer. Upon receipt of the letter, any non-selected proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the County's sole discretion, be denied if the request is not received within the specified timeframe.
- 9.3.1.2 The purpose of the Debriefing is to compare the requesting proposer's response to the solicitation document with the evaluation document. The requesting proposer will be debriefed only on its response. Because subaward negotiations are not yet complete, responses from other

proposers will not be discussed, although County may inform the requesting proposer of its relative ranking.

- 9.3.1.3 During or following the Debriefing, County will instruct the requesting proposer of the manner and timeframe in which the requesting proposer must notify County of its intent to request a Proposed Contractor Selection Review (see Subparagraph 9.3.2 (Proposed Contractor Selection Review)) if the requesting proposer is not satisfied with the results of the Debriefing.

9.3.2 **Proposed Contractor Selection Review**

- 9.3.2.1 Any non-selected proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Subparagraph may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by County.

- 9.3.2.2 A request for a Proposed Contractor Selection Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.3.2.2.1 The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by County).

- 9.3.2.2.2 The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:

- 9.3.2.2.2.1 County materially failed to follow procedures specified in its solicitation document. This includes:

- 9.3.2.2.2.1.1 Failure to correctly apply the standards for reviewing the proposal format requirements.

- 9.3.2.2.2.1.2 Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the

proposals as specified in the solicitation document.

9.3.2.2.2.1.3 Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.

9.3.2.2.2.2 County made identifiable mathematical or other errors in evaluating proposals, resulting in the proposer receiving an incorrect score and not being selected as the recommended Subrecipient.

9.3.2.2.2.3 A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.

9.3.2.2.2.4 Another basis for review as provided by state or federal law; and

9.3.2.2.2.5 The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the County's alleged failure, the proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

9.3.2.3 Upon completing the Proposed Contractor Selection Review, County will issue a written decision to the proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the Subaward recommendation is to be heard by the Board of Supervisors. The written decision will additionally instruct the proposer of the manner and timeframe for requesting a County Independent Review (see Subparagraph 9.4 (County Independent Review)).

9.4 County Independent Review

- 9.4.1 Any non-selected proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by County in the County's written decision regarding the Proposed Contractor Selection Review.
- 9.4.2 A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:
 - 9.4.2.1 The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the County); and
 - 9.4.2.2 The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review as listed in Subparagraph 9.3.2 (Proposed Contractor Selection Review) above.
- 9.4.3 Upon completion of the County Independent Review, County will provide copy of the final written determination to the non-selected proposer.