



**BOARD OF SUPERVISORS**

- Hilda L. Solis
- Holly J. Mitchell
- Sheila Kuehl
- Janice Hahn
- Kathryn Barger

**EXECUTIVE LEADERSHIP**

Otto Solórzano  
*Acting Director*

Laura Trejo  
*Aging & Community Services*

Kelly LoBianco  
*Economic & Workforce Development*

**GET IN TOUCH**

510 S. Vermont Avenue, 11<sup>th</sup> floor  
Los Angeles, CA 90020  
wdacs.lacounty.gov  
[info@wdacs.lacounty.gov](mailto:info@wdacs.lacounty.gov)

**Aging & Adult Information & Assistance Line:**

(800) 510-2020

**Report Elder Abuse:**

(877) 477-3646

**Report Hate:** 211

**America's Job Centers:**

(888) 226-6300

**Community & Senior Centers:**

(323) 260-2003

**Office of Small Business:**

(800) 432-4900

January 5, 2022

TO: Interested Parties

FROM: Alexandra Valdes, Executive Director  
Los Angeles City/County Native American Indian  
Commission Self Governance Board

Subject: **REQUEST FOR STATEMENT OF INTEREST (RFSI) #CFCI-SGB-1 SERVICES TO ADDRESS HOUSING INSECURITY & HOMELESSNESS EXPERIENCED BY LOS ANGELES COUNTY'S AMERICAN INDIAN AND ALASKA NATIVE POPULATION**

The Los Angeles City/County American Indian Self Governance Board (SGB) is charged with implementing Agreement (Number 66694), an agreement with the County of Los Angeles Board of Supervisors (Board) that was constructed to meet the requirements of California's State Government Code Section 12772 related to the Community Services Block Grant. In addition, the SGB is charged with administering public and private funds, particularly those with Indian self-governance requirements.

Through Care First Community Investment (CFCI), the Board desires to invest locally generated unrestricted revenue to address the impact of racial injustice within the criminal justice system. Public and community input and ideas were gathered by the County on a potential spending plan. The Board adopted spending plan includes \$500,000 in FY 2021-2022 CFCI funding to enhance and expand housing and homeless services provided by the Community Services Block Grant Native American Set-Aside program (CSAIBG).

The purpose of this Request for Statement of Interest (RFSI) is to identify interest from organizations who are willing and capable of providing the following services and programs targeted at American Indian and Alaska Native clients: a rent burden housing subsidy program; organizational capacity building efforts related to housing insecurity and homelessness; and individual and





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family level supportive services related to housing insecurity and homelessness. Respondents to this RFSI must be able to provide the full scope of services listed in Appendix A (Statement of Work) to all five Supervisorial Districts within the County. It is anticipated that two (2) \$225,000 awards will be made.

As a result of this RFSI, the County of Los Angeles Workforce Development, Aging & Community Services (WDACS), the County department that currently houses the SGB, may enter contract negotiations with two Respondent(s) who, based upon their Statement of Interest Response (Response) to this RFSI, and any additional information that WDACS and the SGB may choose to gather from Respondents either orally, through optional interviews, or in writing, can meet the service needs. The proposed contract shall be based on Appendix C (Sample Contract).

The proposed contract term shall begin upon execution and remain in effect until June 30, 2022, or at the sole discretion of the County, extended for two, one-year terms, based on contractor performance and/or the availability of funds. Within one month of contract execution, selected Respondents will be required to have begun administering services and/or implementing programs.



## A. RESPONSE SUBMISSION INSTRUCTIONS

1. Respondents interested in being considered for a contract to provide services described in Appendix A (Statement of Work) and who meet the Minimum Requirements listed in Appendix B (Statement of Interest Response to Requested Information) must provide the following information to the location indicated in Section C (Submission of Response) below prior to the indicated deadline.
  - a. Complete the fillable form in Appendix B (Statement of Interest Response to Requested Information) and provide any additional information requested.
  - b. Provide resumes for staff proposed for the contract.
  - c. Provide a complete set of financial statements, preferably audited, for the Respondent's most current and prior two (2) years. Financial Statements dated earlier than 2018 (i.e., 2017) will not meet this requirement.
2. False, misleading, incomplete, or deceptively unresponsive statements in connection with any Response shall be sufficient cause for rejection of the Response. The review and determination in this area shall be at the sole judgment of WDACS and the judgment shall be final.

## B. QUESTIONS/CONTACT INFORMATION/TIMELINE

All contact regarding this RFSI or any matter relating thereto must be in writing and e-mailed to:

[AJCCRFP@wdacs.lacounty.gov](mailto:AJCCRFP@wdacs.lacounty.gov)

**Deadline for submitting questions via email: January 10, 2022, 12:00 p.m. (PST)**

**Questions and Responses Posted: January 14, 2021**, posted to the WDACS website at: <https://wdacs.lacounty.gov/doing-business-with-wdacs/>

## C. SUBMISSION OF RESPONSE

Responses to this RFSI must be received by **January 26, 2022, by 2:00 p.m. (PST)**. It is the responsibility of the Respondent to ensure that their Response is submitted before this deadline. Responses received after this deadline shall be eliminated from consideration by WDACS. Responses must be sent via email to:

[AJCCRFP@wdacs.lacounty.gov](mailto:AJCCRFP@wdacs.lacounty.gov)

Failure to respond to all requested information may result in the Respondent not being

considered. WDACS reserves the right to waive any informality in a Response.

#### **D. RESPONSE REVIEW AND SELECTION PROCESS**

1. WDACS/SGB reserves the sole right to exercise its judgment concerning the selection and review of the contents of the Responses submitted pursuant to this RFSI and to determine which Respondent best serves the interests of the County. As a result of this RFSI, the County may:

- a. Request further information, documents, presentations, and/or conference call(s) or in-person interviews substantiating Respondent's qualifications, experience, and readiness to provide the services described in the RFSI;
- b. Enter contract negotiations with two or more Respondent(s) based on their Response; and/or
- c. Take no further action.

#### 2. Response Selection Process

The selection process will begin upon timely receipt of the Response. Review of the Responses will be conducted in two phases. Phase One will be conducted by designated WDACS/SGB staff, and Phase Two will be conducted by a Review Committee selected by WDACS/SGB. The Review Committee will conduct a comparative review to assess each Response as defined in the criteria listed below and rank the Responses.

##### a. Phase One – (Pass/Fail)

During Phase One, a pass/fail review will be made of the Responses to determine compliance with the submission deadline and the Minimum Requirements as indicated in Appendix B (Statement of Interest Response to Requested Information) of this RFSI. Failure by the Respondent to comply and demonstrate that it meets the Minimum Requirements may result in its Response being disqualified without further review and consideration in WDACS/SGB sole discretion.

Verification of the Respondent's business status will be conducted by checking with all applicable databases which may include, but not be limited to, databases available with the California Secretary of State – Business Programs, Los Angeles County Debarment List, State's Suspended and Ineligible Provider List for Medi-Cal, Federal Debarment List (Office of Inspector General (OIG), Federal Excluded Parties List System (EPLS), and if applicable, a review of the Auditor Controller's Intranet website and the Contractor Alert Reporting Database reflecting past performance history on County contracts. WDACS/SGB will contact Respondent in the event additional information is needed. Any Respondent appearing in one or more databases may be rejected in WDACS/SGB sole discretion.

b. Phase Two - (Comparative Review)

The Response will be reviewed on each of these factors:

- i. Appropriateness and suitability of the narrative response to Response Section 3.2.A on Respondent's experience working with Los Angeles County's American Indian and Alaska Native (AIAN) population including outreach, education, engagement, communication, and social services, including the percentage of the Respondent's clients that identify as AIAN and AIAN alone in combination with another race, the Respondent's experience providing the proposed services to AIAN and how the Respondent plans to provide the proposed services across all 5 Supervisorial Districts in Los Angeles County.
- ii. Appropriateness and suitability of the narrative response to Response Section 3.2.B on Respondent's mission statement.
- iii. Appropriateness and suitability of the narrative response to Response Section 3.3.A on how the Respondent will use 40% of the award amount to develop and implement a Rent Burden Housing Subsidy Program, including how the Respondent would ensure clients meet the 100% Fair Market Rent (FMR) eligibility.
- iv. Appropriateness and suitability of the narrative response to Response Section 3.3.B on how the Respondent will use 40% of the award amount for Organizational Capacity Building to increase housing security more adequately and/or reduces homelessness experienced by AIAN individuals/families in Los Angeles County.
- v. Appropriateness and suitability of the narrative response to Response Section 3.3.C on how the Respondent will use 20% of the award amount to provide proposed Individual/Family Level services for Los Angeles County's AIAN population, including the 3 more or more proposed services.
- vi. Appropriateness and suitability of the narrative response to Response Section 3.3.D on the Respondent's proposed evaluation tool to track service delivery and measure outcomes.
- vii. Appropriateness and suitability of the narrative response to Response Section 3.3.E on the Respondent's proposed staffing plan for the services including the duties of each staff member.
- viii. Appropriateness and suitability of the narrative response to Response Section 3.3F on the Respondent's proposed implementation plan to staff

and start the services within 30 days of Contract award.

- ix. Appropriateness and suitability of the Respondent's proposed budget (Section 3.4A)
  - x. Appropriateness and suitability of the Respondents Financial Capability (Section 3.5)
3. It is the intent of this RFSI process to give WDACS maximum flexibility in developing a contract. WDACS/SGB reserves the right to consider all interested Respondents in a comprehensive manner to best serve the needs of the County of Los Angeles.

## E. DEBRIEFINGS AND APPEALS

1. Upon completion of the Response review, the WDACS/SGB will notify disqualified and non-selected entities via email and offer an opportunity for a debriefing. Respondents who wish to appeal, pursuant to the process set forth below, must first request and receive a debriefing. The debriefing will compare the requesting Respondent's Response with the review documents. The requesting Respondent shall be debriefed only on its Response. Because contract negotiations will not yet be completed, Responses from other Respondent's shall not be discussed or disclosed, although WDACS/SGB may inform the requesting Respondent of its relative ranking in comparison to the other Responses. Such Debriefing request shall be submitted by email within **three (3) business days** of the date shown on WDACS/SGB's notification, to the contact below:

Carol Domingo  
[AJCCRFP@wdacs.lacounty.gov](mailto:AJCCRFP@wdacs.lacounty.gov)

2. An appeal may be submitted within three (3) business days after the debriefing if the requesting Respondent is not satisfied with the results of the debriefing. Only appeals submitted from debriefed Respondents shall be considered. WDACS/SGB will consider any appeal, if such appeal would change the outcome of the contract award selection and is received in writing by WDACS/CEO by the deadline indicated in this Section E.1. An appeal will be denied if it is not received timely. Timely appeals must satisfy all the following criteria:
  - a. The person or Respondent appealing asserts, in appropriate detail with factual reasons, one or more of the following grounds for review:
    1. WDACS/SGB committed a significant material error.
    2. A member of the Review Committee demonstrated bias in the conduct of the review.
3. Respondents will be notified by WDACS/SGB of the decision on any appeal which is

received in a timely manner. Such notification will explain the basis for the decision. The WDACS/SGB's decision on any appeal will be final.

4. Throughout the appeal review process, WDACS/SGB has no obligation to delay or otherwise postpone contract award based on a Respondent's appeal. In all cases, WDACS/SGB reserves the right to make a contract award(s) when it is determined to be in the interest of the County of Los Angeles.

#### **F. NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT**

Responses to this solicitation shall become the exclusive property of the County. Exceptions to disclosure are those parts or portions of all Responses that are justifiably defined as business or trade secrets, and plainly marked by the Respondent as "Trade Secret", "Confidential", or "Proprietary". The County shall 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 Response as confidential shall not be deemed sufficient notice of exception. The Respondent must specifically label only those provisions of their respective Response which are "Trade Secrets", "Confidential", or "Proprietary" in nature. 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 Response marked "Trade Secrets", "Confidential", or "Proprietary", Respondent 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.

#### **G. COUNTY RIGHTS AND RESPONSIBILITIES**

The County has the right to amend, re-issue, or cancel this RFSI by written addendum. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addendum shall be made available in the <https://wdacs.lacounty.gov/doing-business-with-wdacs/>. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Response not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

#### **H. COVID-19 VACCINATIONS OF COUNTY CONTRACTOR PERSONNEL**

Respondents are advised that it and any subcontractors 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. Respondents are advised to review the requirements of

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Chapter 2.212 (COVID-19 Vaccinations of County Contactor Personnel) and the contract requirements prior to submitting a response to this solicitation. Please refer to the following link for more information: <https://doingbusiness.lacounty.gov/covid-19-vaccinations-county-contractor/>.

Attachments (3):

Appendix A – Statement of Work

Appendix B - Statement of Interest Response to Requested Information

Appendix C – Sample Contract