

**REQUEST FOR PROPOSAL
FOR TEMPORARY STAFFING SERVICES
CITY OF LOS ANGELES
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
334-B EAST SECOND STREET
LOS ANGELES, CA 90012**

DATE ISSUED: April 1, 2008

TITLE: Temporary Staffing Services

DESCRIPTION: Provide Temporary Staffing Services for the Department and Neighborhood Councils.

INITIAL TERM: Two (2) years

RENEWAL OPTIONS: One year option

CONTRACT COMMENCING: July 1, 2008

DELIVERY ADDRESS: 334-B East Second Street
Los Angeles, CA 90012

ADMINISTRATOR: Director of Administrative Services,
or designee

PHONE: (213) 485-1360

FAX: (213) 485-4608

City of Los Angeles
Department of Neighborhood Empowerment
Request for Proposals
Temporary Staffing Services

Date Issued: April 1, 2008

Response Due By:
Monday, May 5, 2008
5:00 p.m. (PST)

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I. BACKGROUND

A. Administrative Entity

The City of Los Angeles Department of Neighborhood Empowerment (DONE) is pleased to offer an opportunity for well-qualified firms or organizations to submit proposals to provide temporary, part-time staffing services for the Department of Neighborhood Empowerment on behalf of Neighborhood Councils throughout the City. DONE serves as the administrative entity for this Request for Proposal (RFP) process and is authorized to release this RFP for providing temporary staffing services for the Department and the neighborhood councils.

B. Overview

The Department of Neighborhood Empowerment (DONE) was established in 1999, as a result of the Los Angeles voters approving the new City Charter. DONE is charged with the goal of promoting increased public participation in government and working to make government more responsive to local needs. Currently, there are 88 neighborhood councils certified by the Board of Neighborhood Commissioners throughout the City of Los Angeles. It is anticipated that up to 100 neighborhood councils will be certified covering the entire city of Los Angeles. For more information about the Neighborhood Council system, please visit the DONE website at www.lacityneighborhoods.org.

Pursuant to City Charter Section 912, the Mayor and City Council appointed the Neighborhood Council Review Commission (NCRC) to evaluate and make recommendations to the Citywide System of Neighborhood Councils. After an extensive research, public hearings, and deliberations, the NCRC released its final report dated September 25, 2007, entitled "The Neighborhood Council System: Past, Present, & Future". In this report, recommendation number 69 pertains to DONE preparing a menu of frequently needed clerical, office, and other administrative tasks and to identify vendors who can provide these services to neighborhood councils. To view the entire NCRC report, please visit the DONE website at www.lacityneighborhoods.org.

II. RFP SPECIFICATIONS

A. Goals and Objectives

The objective of this RFP process is to award a two (2) year Agreement, with the option to extend for an additional one-year period, at the City's sole discretion, to an organization(s) that will accomplish the following:

1. Provide a comprehensive catalog of clerical, office, and other related administrative service options to the Department and Neighborhood Councils.
2. Obtain an experienced and reputable organization(s) capable of filling the needs of the Department and Neighborhood Councils for staffing services on an as-needed basis.
3. Build synergy and work with the Department and Neighborhood Councils in providing the highest quality of service to the City of Los Angeles.

B. Scope of Services

Upon award of a contract, the contractor shall provide the following services:

1. Ensure that a sufficient and adequate number of temporary support services are available on an on-call, as-needed basis including evenings and weekends, at times, locations and dates requested by the Department and Neighborhood Councils.
2. Provide appropriate method to match client needs in a timely manner.
3. Confirm all scheduled work dates with client at least one business day before work commenced.
4. Provide own transportation to meetings or events all over City of Los Angeles.
5. Provide an invoice for each work order, according to the specifications prescribed by the Department.
6. Provide quarterly reports to include, but is not limited to, hours worked and invoiced amounts.

Please note that because each Neighborhood Council is different and unique, the service categories listed should not be construed as a detailed description of the tasks to be performed but rather a broad and general outline. The selected organization(s), at minimum, will provide the service categories below.

Accounting and Financial Services

Temporary accounting staff is responsible for but not limited to reconciling accounting records, preparing accounting reports and budgets, reviewing and verifying payroll documents and compliance documents for completeness, correct pay rate and reasonableness; producing reported work hour summary reports; posting accounting entries, summarizing accounting records; accepting and processing invoice payments.

Administrative Office Support Services

Temporary administrative office support is responsible for but not limited to opening and routing mail, answering phones, providing customer service at public counters, drafting general correspondence, preparing minutes of meetings, and other related administrative support duties as assigned.

Technical and Information Technology Services

Temporary technical and information technology support is responsible for but not limited to web design and maintenance, computer hardware and software installation, troubleshooting and repair.

C. Eligible Proposers

Proposals will be accepted only from organizations that:

1. Provide excellent temporary staffing and able to interact productively with people of diverse backgrounds and situations. Strong interpersonal skills and the ability to work in a teamwork environment are vital. The selected organization(s) must also be willing to work non-standard hours, including evenings and weekends. A valid driver's license is required. A working knowledge of Los Angeles City government is desirable.
2. Are qualified to conduct business in the City of Los Angeles;
3. If a corporation, or limited liability, or other business organizational entity chartered, licensed or registered by the State or one of its political subdivisions that entity must be in good standing with the

California Secretary of State, or any other appropriate licensing or registering agency.

4. Have not been determined to be non-responsive or been debarred/disallowed from proposal participation by the City of Los Angeles pursuant to the City's Contractor Responsibility Ordinance;
5. Have not been debarred by the federal government, the State of California, or any municipal or local government agency.

If the proposer has contracted with the State of California or the City of Los Angeles, it must not have any outstanding debt, which has not been repaid or for which a repayment agreement plan has not been implemented.

D. Source of Funds and Budget

The source of funds for any Agreement resulting from an accepted proposal submitted through this RFP is the City's General Fund. Every fiscal year, the Department of Neighborhood Empowerment requests budget appropriations for these services. The budget appropriation for subsequent years may vary and will depend upon the allocation approved by the Mayor and City Council.

Certified Neighborhood Councils receives yearly appropriation of \$50,000 (Fifty Thousand Dollars). Each Neighborhood Councils' budget for employing administrative support services varies.

E. Contract Term

The term of this contract with the successful proposer shall be two (2) years commencing July 1, 2008, with an option to extend for an additional one-year term. Contract extensions will be contingent upon the availability of funds; contractor's continuing compliance with applicable Federal, State, and local government legislation; and an evaluation of contractor's performance. *The Department of Neighborhood Empowerment reserves the right to award contracts to multiple proposers for the same or similar services during the term of the contract.*

F. Preliminary Schedule

The following schedule contains dates for the RFP process and estimated dates for proposal selection and contract execution. The City reserves the right to adjust the estimated schedule.

Event	Estimated Date
Release of Request for Proposals	April 1, 2008
Proposal Conference	April 15, 2008
Deadline for questions in writing about Proposals	April 21, 2008
Proposals Due	May 5, 2008
Evaluation and Ranking	May 9, 2008
Selection of Contractor	May 12, 2008
Appeal of Non-Select Contractors	May 16, 2008
Board of Neighborhood Commissioners Review and Approval	May 19, 2008
Mayor and City Administrative Officer Review and Approval	June 23, 2008
Execution of Contract	July 1, 2008

G. Proposal Conference

A Proposal Conference (Conference) is scheduled to answer questions about this RFP on:

April 15, 2008 - 10:00 a.m.
Department of Neighborhood Empowerment
334-B East Second Street
Los Angeles, CA 90012

Please RSVP to Daniel Ruiz at (213) 485-4415 or e-mail: Daniel.Ruiz@lacity.org to confirm your attendance.

At this conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please contact Mr. Daniel Ruiz at least seventy-two (72) hours in advance to request an accommodation.

H. Deadline for Submission of Proposals

The original proposal, together with three (3) complete copies, may be hand or courier-delivered in a sealed package **by 5:00 p.m. PST on the deadline date of May 5, 2008**; or delivered via U.S. Mail postmarked no later than 5:00 p.m. PST on the deadline date, to the following submission address:

City of Los Angeles
Department of Neighborhood Empowerment
Attention: Daniel Ruiz

334-B East Second Street
Los Angeles, CA 90012

Persons who hand-deliver proposals shall be issued a "Notice of Receipt of Proposal." The original copy of proposals submitted will be marked with a time and date stamp.

Proposers using U.S. Mail are required to obtain a "Proof of Mailing Certificate" stamped by the Postal Service as evidence that the proposals were mailed no later than 5:00 p.m. on the deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. All proposals hand-delivered or postmarked after 5:00 p.m. PST on the deadline date will be returned unopened to proposers.

I. Proposal Requirements

The following outlines the proposal requirements, necessary documents, evaluation factors, and the general selection process. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award. The City reserves the right to withdraw this RFP at any time without prior notice. All proposals submitted in response to this RFP shall become the property of the City of Los Angeles, Department of Neighborhood Empowerment. Each proposal must submit the following information:

1. Cover Letter

A cover letter must be submitted with the proposal. The cover letter should be limited to one (1) page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind all commitments made in the proposal must sign the letter. All proposals are due as specified in Section II H of this RFP.

2. Disclosure of Charges

Proposals must include a description and pricing schedule of services and an explanation of fees.

3. Methodology

Respondent must indicate and fully explain the organization's recruitment and selection method for providing temporary personnel services and specifically state whether the temporary service workers are employees of the respondent, or independent contractors/subcontractors of the respondent.

4. Proposer Qualifications, Experience and References

Each respondent shall furnish a narrative supported by relevant data regarding qualifications and past experience with similar projects. Proposer must provide detailed description of previous relevant work completed and the results or outcome of that work.

Each respondent shall also furnish a minimum of two references/clients including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar election services.

5. Additional Data

The proposal should include any other relevant information the respondent believes is essential to the evaluation of the proposal. If the respondent does not wish to present any additional data, the proposal must state specifically: "There is no other additional information the Respondent wishes to present."

6. Permits

Proposers must include in their proposal a list of relevant business permits (with expiration dates) and a copy of a valid Business Tax Registration Certificate (City business license) issued by the City of Los Angeles.

7. Subcontractors

The City has approval rights over the utilization of subcontractors. It is not the intent of the City to create a third party beneficiary in any subcontractor. The City has no obligation to the subcontractor. No privity is created with any subcontractor by this proposal.

8. Proposal Deviation from RFP

The proposal must specify any deviation from the terms, conditions, and/or specifications of this RFP. Every deviation must be fully

identified and must include both the nature and the reason for the deviation.

J. Proposal Evaluation and Selection Process

A committee selected by the General Manager of the Department, or designee, will conduct an evaluation of the responses submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. The Department reserves the right to request additional information to clarify the content of a submitted proposal. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.

Proposals shall be evaluated on the following categories, scored, and ranked and may include consideration of any or all of the listed factors at the City's sole discretion.

Overall qualifications, experience, and demonstrated ability.	40 points
Quality and responsiveness of proposal to the Goals and Objectives and Scope of Service detailed in Section II of this RFP	30 points
Cost reasonableness, appropriateness, and necessity as compared to all other proposals to provide the services proposed.	30 points

K. Disposition of Proposal

"All proposals submitted in response to this RFP will become the property of the City and will be a matter of public record. Proposers must identify, in writing, all copyrighted material, trade secret, or other proprietary information that it claims are exempt from disclosure under the Public records Act (California Government Code Section 6250 et seq.).

Any proposer claiming such an exemption must identify the specific provision of the Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under said Act. Any proposer claiming such an exemption must also state in its proposal that the proposer agrees to defend, indemnify, and hold harmless the City and its officers and employees, from any action brought against the City for its refusal to disclose such material, trade secrets and other proprietary information to any party making a request therefore. Any proposer who fails to include such a statement shall be deemed to have waived any right to an exemption from disclosure as provided by said Act."

L. Proposal Appeal Process

All proposals will be evaluated based on the criteria listed above. Staff will independently formulate a recommendation to the General Manager. The General Manager is free to accept or reject the staff's recommendation. Proposers shall be notified in writing regarding the outcome of the RFP and subsequent pending awarding of a contract. All applicants shall have the opportunity to appeal Department recommendations about the selection process and awarding of the contract. Information on the appeals process and timeline will be specified in a written notice about contract awards to all proposers. Any protest regarding the contract award must be in writing and must be addressed to:

Board of Neighborhood Commissioners
334-B East 2nd Street
Los Angeles, CA 90012

M. Contract Award Process

The Department will prepare a report recommending the contract award and will present the report to the Board of Neighborhood Commissioners. The Board is free to accept or reject the Department's recommendation. The Board of Neighborhood Commissioners will also consider any appeal, which may be received regarding the contract award and will make a determination regarding such appeal.

Once the Board makes a determination regarding the Department's recommendation, the Department will be authorized to enter into the Agreement with the selected organization. **The Department reserves the right to award contract to multiple vendors providing the same or similar services.**

The selected organization to perform the services outlined in this RFP will enter into an Agreement, approved as to form by the City Attorney, directly with the City of Los Angeles, Department of Neighborhood Empowerment.

The Department reserves the right to verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Department reserves the right to reject that proposal. If it is determined that an Agreement was awarded as a result of false statements or other data submitted in response to this RFP, the Department reserves the right to terminate the Agreement.

III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions will apply to the Agreement entered into between the Successful Proposer and the City of Los Angeles:

A. Term

The term of this contract shall be two years with an option to extend with an additional one-year term. The proposer shall state if willing to grant the City the option to extend any contract awarded hereunder for one additional period of one year, under the same terms and conditions.

B. Budget

The total estimated expenditure for temporary staffing services under the terms of this two-year contract is not to exceed \$300,000 including compensation paid using the Neighborhood Council funds. No guarantee can be given that the total expenditure will be reached. The Department reserves the right to use multiple vendors receiving the contract without exceeding the total expenditure amount per contract. However, additional services over and above \$300,000 may be required should the Neighborhood Council's temporary staffing services budget increased. Currently there are 88 certified neighborhood councils who may, or may not, desire to use temporary administrative support services.

C. Laws and Policies

In the performance of the temporary staffing services agreement resulting from any award pursuant to the RFP, the selected agency or agencies must abide by and conform with any and all applicable laws of the United States, State of California, and the City and County of Los Angeles, including but not limited to provisions of the Los Angeles City Charter and Administrative Code.

D. Costs Incurred by Proposers

The Proposer shall incur all costs of preparing the proposal. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposers shall not include any such expenses as part of the proposal.

E. General City Reservations

The City reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended. The City reserves the

right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions. If an inadequate number of proposals are received or the proposals received are deemed non-responsive or not qualified, the City may reissue the RFP.

F. Termination

Any contract awarded pursuant to this RFP may be terminated by the City at its discretion effective as of any date, upon providing thirty (30) calendar days prior written notification by the City to the successful proposer.

G. Standard Provisions for City Contracts

The successful proposer that is awarded a contract will be required to enter into a Professional Services Agreement with the City of Los Angeles, approved by the City Attorney as to form. The accepted proposal, and the City's Standard Provisions for City Contracts (attached) will form a part of the Agreement. The Standard Provisions include applicable requirements for Contractors to do business with the City, and documentation thereof, including but not limited to evidence of insurance, and requirements for a Business Tax Registration Certificate, and:

1. Contractor Responsibility Ordinance

This RFP is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers complete and return, with their response, the responsibility questionnaire attached to the Standard Provisions for City Contracts for this RFP. Failure to return the completed questionnaire may result in the proposer being deemed non-responsive to this RFP.

The Ordinance also requires that if a contract is awarded pursuant to this RFP, the contractor must update responses to the questionnaire, within thirty (30) calendar days, after any changes to the responses previously provided if such change would affect the contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state, and local laws regarding health and safety, labor and

employment, wage and hours, and licensing laws that affect employees. Further, the Ordinance requires each contractor to: (1) notify the awarding authority within thirty (30) calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10. 40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance. Additional information on this Ordinance is included in the Standard Provisions for City Contracts, paragraph PSC – 24.

2. Equal Benefits Ordinance

Proposers are advised that any contract awarded pursuant to this RFP shall be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance. Proposers shall refer to Standard Provisions for City Contracts section of this RFP for further information regarding the requirements of this Ordinance.

All proposers shall complete and return, with their proposal, the Equal Benefits Ordinance Compliance Form (three pages), the Application for Reasonable Measures Determination (one page), and the Application for Provisional Compliance (two pages) which have also been included in the as an attachment to this RFP but should be submitted only if applicable. Unless otherwise specified in this RFP, proposers do not need to submit supporting documentation with their proposals. However, supporting documentation verifying that the benefits are provided equally shall be required of the Proposer that is selected for award of contract. Additional information on this Ordinance is included in the Standard Provisions for City Contracts, paragraph PSC –28.

3. Minority Business Enterprises (MBE)/Women-owned Business Enterprises (WBE)/Other Business Enterprises (OBE) Outreach

Each proposer is required to comply with Mayoral Directive 2001-06 regarding the Outreach Program for Personal Services Contracts greater than \$100,000, if applicable. The successful proposer agrees and obligates itself to utilize the services of firms to meet the following goals for level of MBE/WBE/OBE participation in its contract for advertising services for the DONE: 5% MBE and 5% WBE/OBE. Each proposer shall demonstrate good faith efforts to meet these goals for participation by documenting their efforts and by completing and submitting the attached City's Minority Business Enterprises/Women's Business Enterprises and Other Business Enterprises. Subcontractor Outreach Program forms within the timeframe indicated. The successful proposer shall not change any of these designated subcontractors/ subconsultants, nor shall the successful

proposer reduce their level of effort, without prior written approval of the City, provided that such approval shall not be unreasonably withheld.

4. Other Submittals required for City Contracts

Proposers are required to submit the following information indicated within the Standard Provisions for City Contracts and its corresponding attachments with their proposal. Failure to return the complete information as indicated within the Standard Provisions for City Contracts may result in the proposer being deemed non-responsive to this RFP (see City Contracting Requirements, attached).

- a. Each proposer shall comply with and complete the applicable forms pertaining to the City's Insurance Requirements, as specified for response to this RFP, and attached as **Attachment A** of this RFP.
- b. Each proposer shall review and complete the attached Non-Discrimination- Equal Employment- Affirmative Action Plan forms.
- c. Each proposer shall provide certification of compliance with Child Support Obligations (forms attached).
- d. Each proposer shall provide certification of compliance with the Americans with Disabilities Act (forms attached).
- e. Each proposer shall provide certification of compliance with the Slavery Disclosure Affidavit (form attached).

H. Other Contract Requirements

The City requires that all proposers supply the following information that does not form part of the Standard Provisions for City Contracts. Failure to return the completed forms described in paragraphs 1-3 of this Section may result in the proposer being deemed non-responsive to this RFP.

1. Workforce Information

The policy of the City of Los Angeles is to encourage businesses to locate or remain in the City. Therefore, the City Council requires all City Departments to gather information on the headquarters' address and other information on the employees of vendors contracting with the City. Proposers shall supply this information on the attached form.

2. City Contracts Held within the Past 10 Years

The City Council has adopted a policy directing each City entity soliciting proposals to ask each proposer to provide a list of all City contracts held within the past ten years. Proposers must list all City

contracts held within the past ten years, if applicable, on the attached form.

3. Affidavit of Non-Collusion

Proposers shall complete and return with the proposal an Affidavit of Non-Collusion (attached), signed by a person(s) authorized to bind the proposer, which states that:

- a. The proposal is genuine and not a sham or collusive.
- b. The proposal is not made in the interest of or on behalf of any person not named in the proposal.
- c. The proposer has not directly or indirectly induced or solicited any person to submit a false or sham proposal, or to refrain from submitting a proposal.
- d. The proposer has not in any manner sought by collusion to secure an advantage over any other proposer.

I. Contractor Evaluation

At the end of the terms of this contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quantity of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A contractor who received a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other service contracts.

IV. MISCELLANEOUS

A. Proposer's Contact for Information

Proposers may contact Jacqueline Mendez, Sr. Management Analyst, with questions regarding the scope of work at (213) 485-4278 or via E-mail: jacqueline.mendez@lacity.org. All questions received after the proposal conference must be in writing addressed to Ms. Mendez. Deadline for written questions is April 14, 2008.

B. Proposer's Checklist

1. General Information
 - ☐ One (1) original and three (3) complete copies
2. Required Content of Proposal
 - ☐ Cover Letter with appropriate signatures
 - ☐ Disclosure of Charges
 - ☐ Methodology
 - ☐ Proposer Qualifications, Experience and References
 - ☐ Statement on Additional Data, if any
 - ☐ Permits
 - ☐ Subcontractors, if any
 - ☐ Statement on Proposal Deviation from RFP, if any

V. ATTACHMENTS

A. This RFP's City Contracting Requirements document contains the following information and compliance forms to be submitted with each proposal:

- 1 Standard Provisions for City Contracts and corresponding attachments
- 2 City's Insurance Requirements
- 3 Service Contract Worker Retention Ordinance and Living Wage Ordinance Rules and Regulations and related forms
- 4 Equal Benefits Ordinance Compliance Forms
- 5 Non-Discrimination, Equal Employment, Affirmative Action Plan forms
- 6, 7 Child Support Obligations forms
- 8 Americans with Disabilities Act forms
- 9 Contractor Responsibility Questionnaire forms
- 10 City Contracts Held Within the Past Ten Years form
- 11 Affidavit of Non-Collusion form

B. Bidder Certification CEC Form 50

C. Slavery Disclosure Affidavit forms

D. Minority Business Enterprises/Women's Business Enterprises and other Business Outreach Program forms