REQUEST FOR PROPOSALS
FOR
GANG PREVENTION PROVIDERS

ISSUED BY
THE CITY OF LOS ANGELES
MAYOR’S OFFICE OF
GANG REDUCTION AND YOUTH DEVELOPMENT
The Mayor’s Office of Gang Reduction and Youth Development (“GRYD”) was created in 2007 to establish data-driven gang prevention and intervention programs in communities most impacted by gang violence in the City of Los Angeles. Each year, the Mayor’s Office administers contracts on behalf of the City with approximately two dozen non-profit community-based organizations to provide direct gang prevention and intervention services to youth and families in these communities.

Beginning in the 2015-16 Fiscal Year, the Mayor’s Office has designated 23 areas across the City for the continued implementation of gang prevention and intervention services (“GRYD Zones”). The GRYD Zones are listed in the table below. Maps identifying each of the GRYD Zones are attached as Exhibit O. Applicants should note that the GRYD Zones have changed in name, number, and geographic boundaries as compared to previous fiscal years.

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<th>GRYD Zones</th>
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</thead>
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<td>Northeast</td>
<td>Devonshire-Topanga</td>
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<td>Rampart 1</td>
<td>Foothill</td>
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<td>Rampart 2</td>
<td>Mission</td>
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<td>77th 1</td>
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Through this Request for Proposals (“RFP”), GRYD is seeking proposals from contractors to implement gang prevention services within the twenty-three GRYD Zones across the City beginning in the 2015-16 Fiscal Year (beginning July 1, 2015). Proposals may be submitted by service providers qualified to implement gang prevention services in one or more of these areas. Therefore, applicants must submit a separate proposal for each zone they are interested in serving, specifically identifying their qualifications relevant to that community.
PRELIMINARY SCHEDULE:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Released</td>
<td>March 16, 2015</td>
</tr>
<tr>
<td>Pre-Proposal Conference (MANDATORY)</td>
<td>April 1, 2015 at 10:00 A.M.</td>
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<tr>
<td>City Controller’s Conference Room</td>
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<td>City Hall East</td>
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<tr>
<td>200 North Main Street, 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA 90012</td>
<td></td>
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<tr>
<td>(Please RSVP to <a href="mailto:min-kuk.song@lacity.org">min-kuk.song@lacity.org</a>)</td>
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<tr>
<td>Business Inclusion Program (BIP) Outreach</td>
<td>April 12, 2015 at 11:59 P.M.</td>
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<tr>
<td>is due on:</td>
<td>April 23, 2015 at 3:00 PM</td>
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<td>Technical Assistance</td>
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</tr>
</tbody>
</table>

Deadline to Submit Proposal
Proposal Delivery Address

Min-Kuk Song
Contracts Specialist
Mayor’s Office
200 N. Spring Street Room 303
Los Angeles, CA 90012
min-kuk.song@lacity.org
# REQUEST FOR PROPOSAL

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. BACKGROUND</td>
<td>6</td>
</tr>
<tr>
<td>A. Administrative Entity</td>
<td>6</td>
</tr>
<tr>
<td>B. Key Definitions</td>
<td>6</td>
</tr>
<tr>
<td>C. Project Overview</td>
<td>7</td>
</tr>
<tr>
<td>II. SPECIFICATIONS</td>
<td>8</td>
</tr>
<tr>
<td>A. Scope of Services</td>
<td>8</td>
</tr>
<tr>
<td>B. Additional Costs</td>
<td>14</td>
</tr>
<tr>
<td>III. ELIGIBLE PROPOSERS</td>
<td>15</td>
</tr>
<tr>
<td>IV. BUDGET AND AVAILABILITY OF FUNDS</td>
<td>15</td>
</tr>
<tr>
<td>V. CONTRACT TERM</td>
<td>16</td>
</tr>
<tr>
<td>VI. TECHNICAL ASSISTANCE</td>
<td>16</td>
</tr>
<tr>
<td>VII. ATTENDANCE AT PRE-PROPOSAL CONFERENCE</td>
<td>16</td>
</tr>
<tr>
<td>VIII. DEADLINE FOR SUBMISSION OF PROPOSALS</td>
<td>17</td>
</tr>
<tr>
<td>IX. EVALUATION CRITERIA</td>
<td>17</td>
</tr>
<tr>
<td>X. PROPOSAL REVIEW PROCESS</td>
<td>20</td>
</tr>
<tr>
<td>XI. CONTRACT AWARD</td>
<td>20</td>
</tr>
<tr>
<td>XII. PROPOSAL APPEAL PROCESS</td>
<td>21</td>
</tr>
<tr>
<td>XIII. GENERAL RFP INFORMATION</td>
<td>22</td>
</tr>
<tr>
<td>A. General Proposal Conditions:</td>
<td>22</td>
</tr>
<tr>
<td>1. Costs Incurred by Proposers</td>
<td>22</td>
</tr>
<tr>
<td>B. Contract Execution Requirements</td>
<td>30</td>
</tr>
<tr>
<td>C. Contractor Evaluation</td>
<td>31</td>
</tr>
<tr>
<td>XIV. PROPOSAL PACKAGE</td>
<td>31</td>
</tr>
<tr>
<td>A. General Preparation Guidelines</td>
<td>31</td>
</tr>
<tr>
<td>B. Narratives</td>
<td>33</td>
</tr>
<tr>
<td>C. Documents to be Completed</td>
<td>39</td>
</tr>
<tr>
<td>XV. PROPOSAL CHECKLIST</td>
<td>39</td>
</tr>
</tbody>
</table>
## EXHIBITS

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Insurance Requirements</td>
</tr>
<tr>
<td>B</td>
<td>Proposers Workforce Information</td>
</tr>
<tr>
<td>C</td>
<td>Statement of Non-Collusion</td>
</tr>
<tr>
<td>D</td>
<td>Contractor Responsibility Questionnaire</td>
</tr>
<tr>
<td>E</td>
<td>Pledge of Compliance with Contractor Responsibility Ordinance</td>
</tr>
<tr>
<td>F</td>
<td>Business Inclusion Program (BIP) Policy and BAVN BIP Walk-Thru</td>
</tr>
<tr>
<td>G</td>
<td>Certification and Disclosure Regarding Lobbying</td>
</tr>
<tr>
<td>H</td>
<td>Certification Regarding Debarment</td>
</tr>
<tr>
<td>I</td>
<td>Drug-Free Workforce Form</td>
</tr>
<tr>
<td>J</td>
<td>Bidder Certification (CEC Form 50)</td>
</tr>
<tr>
<td>K</td>
<td>Bidder Contributions (CEC Form 55)</td>
</tr>
<tr>
<td>L</td>
<td>BAVN Document Submission Guide - EBO, Non-Discrimination/Affirmative Action and SDO</td>
</tr>
<tr>
<td>M</td>
<td>Statutes and Regulations Applicable To All Grant Contracts</td>
</tr>
<tr>
<td>N</td>
<td>Technical Assistance Request Form</td>
</tr>
<tr>
<td>O</td>
<td>GRYD Zone Maps</td>
</tr>
<tr>
<td>P</td>
<td>GRYD Prevention Services Handbook</td>
</tr>
<tr>
<td>Q</td>
<td>Proposed Budget Detail Form</td>
</tr>
<tr>
<td>S</td>
<td>Sample GRYD Prevention Services Contract</td>
</tr>
</tbody>
</table>
I. BACKGROUND

A. Administrative Entity

The Mayor’s Office of Gang Reduction and Youth Development (the “GRYD Office”) was established in 2007 to address the need for a comprehensive, collaborative, and community-based strategy to reduce gang-related crime and violence within City communities that contain the highest concentration of gang activity. As part of its violence reduction mission, the GRYD Office oversees the City’s overall gang prevention, intervention, re-entry and Summer Night Lights (“SNL”) strategies across the City (the “GRYD Comprehensive Strategy”).

The GRYD Office will serve as the administrative entity for this Request for Proposals (RFP). Contracts awarded under this RFP are funded by the City of Los Angeles General Fund, the California Gang Reduction, Intervention and Prevention (CalGRIP) Program Grant for Fiscal Year 2015-16, and other grants awarded to the City. GRYD is responsible for the day-to-day coordination of this project.

B. Key Definitions

1. Client – A Client is any youth between the age of 10 years and 15 years 3 months who is present in a GRYD Zone and who receives services under the Prevention Model of Practice from a Selected Contractor.

2. Prevention Model of Practice – The Prevention Model of Practice is a mandatory set of policies that prescribes specific services to a Client based on his/her Youth Services Eligibility Tool (YSET) classification as a Prevention Model Client or a Primary Prevention Client.

3. Prevention Model Client – A Prevention Model Client is a Client who, through the YSET, is found eligible to receive a prescribed seven phase, six month set of services described below. See Section II(A)(2) for more details.

4. Primary Prevention Client - A Primary Prevention Client is a Client who, through the YSET, is not found eligible for Prevention Model services but is nonetheless identified as a candidate for services and receives monthly services for six months. See Section II(A)(3) for more details.

5. Youth Services Eligibility Tool (YSET) – The Youth Services Eligibility Tool is a test that identifies youth as either a Prevention Model or Primary Prevention Client and must be administered and submitted for evaluation before and after a Selected Contractor provides a full 6 month cycle of services to a Client.

Further details regarding each service can be found in the GRYD Prevention Services Handbook (Exhibit P). However, client numbers, staff to client ratios, and GRYD Zone/Secondary Area information contained in the 2014-

C. Project Overview

Prevention agencies that are contracted with the City of Los Angeles shall comply with this Scope of Work and the accompanying GRYD Prevention Services Handbook (“Handbook”) (Exhibit P).

The Contractor shall provide prevention services to youth between the ages of 10 and 15 years and their families (“Clients”) present in the contracted GRYD Zone using the GRYD Prevention Model of Practice (“Model”) described below and in the Handbook. Contractors shall provide services to up to 150 Clients. The total number of Clients assigned to a Contractor may vary between GRYD Zones or based upon other factors determined by the GRYD Office. Each proposer is therefore encouraged to identify the full capacity of Clients it can serve, even if less than the maximum number of 150 Clients.

1. Enrollment Requirements

Within the timeframe of this contract, each GRYD Zone Contractor shall maintain a caseload of up to 150 total Clients at any given time. At least 67% of the Clients must be served under the Model, and the remainder must receive Primary Prevention Services. Should a client graduate or become an unsuccessful closed case, an additional client shall be enrolled in the available service slot.

2. Eligibility Determination

A Client’s presence in GRYD Zone may be documented in their file using: (1) proof of residence in the GRYD Zone; (2) proof of attendance at an in-zone school; or (3) a written explanation establishing a significant presence in the zone, such as in situations in which the youth spends the majority of his/her time in the social network of the GRYD Zone. The age requirement must be met at the time the YSET is administered. Eligibility determination is only required once. If a Client moves out of the GRYD Zone, Contractor may continue to serve them as appropriate.

3. Data Measurements and Reporting

The Model extensively relies upon the use of data to determine the services appropriate for each Client and to methodically evaluate performance. The Contractor will use the Youth Services Eligibility Tool (“YSET”) to determine which type of services Clients will receive. All eligible Clients are served according to the Model. Clients that do not have a rating of eligible on the YSET will have the opportunity to receive Primary Prevention Services.
II. SPECIFICATIONS

A. Scope of Services

1. Clients Serviced

The GRYD Prevention Model identifies two client types – Prevention Model Clients and Primary Prevention Clients. Each client type receives a prescribed service model, and contractor is required to deliver services according to the GRYD Prevention Services Handbook and Scope of Work. Contractor is required to deliver services and log all service delivery information into the GRYD database system in a manner consistent with the processes and policies outlined in the GRYD Prevention Services Handbook. At least 67% of Clients are to be identified as Prevention Model Clients and the remainder may be Primary Prevention Clients.

2. Prevention Model Clients

Prevention Model Clients will receive services based on the GRYD Gang Prevention Model of Practice, which was developed in consultation with internationally established experts in family systems theory. A minimum of 67% of the total number of clients served by the Contractor shall be Prevention Model Clients. The model consists of seven phases designed to focus on addressing problem behaviors associated to risk factors for joining gangs. These behaviors and risk factors determine whether a youth is eligible for a GRYD prevention program. The Prevention Model Client services are designed to take place over a six-month cycle of services divided into seven phases.

Youth and families are assigned to a case manager, who develops a youth and family service plan. Youth and families are given access to parent support groups, provided with linkages to other services, and required to participate in various meetings and development activities over a six-month cycle of services. In each phase of a six month cycle of services, agencies must host one (1) strategy session, two (2) family meetings, and one (1) individual meeting with the identified youth. In addition, in each six (6) month cycle of services, agencies must have each enrolled youth participate in at least ten (10) group youth development activities.

3. Primary Prevention Clients

All youth that are administered a YSET and do not meet the threshold for eligibility may be enrolled in primary prevention services. No more than 33% of a Contractor’s total clients under this scope of work shall be Primary Prevention Clients. Primary prevention exists to link clients to necessary supportive services and establish a link with the youth and family. The requirements for primary prevention are as follows:

a. Assignment to a case manager.
b. Monthly contact with the parents (can be via phone or in person).

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c. Face-to-face meeting with the client at least once a month.

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d. Administration of a YSET-R at six months and one year is required. Agencies can use these YSET-Rs to determine if the youth is ready to graduate from primary services or requires a higher level of care (i.e., Prevention Model Services)

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4. Performance Accountability

Contractors shall be responsible for collecting and submitting data related to the identified performance measures to assess the effectiveness of services and how well the Model was implemented. Detailed forms and instructions are provided in the Handbook.

Contractors shall be responsible for improving client outcomes by 5% and/or measurable change that reaches statistical significance between baseline measures collected at intake and re-testing at six months and one year as established by the parameters measured in the evaluation tri-annual reports.

5. Fiscal Accountability

a. Contractor shall be expected to annually submit a proposed budget to the GRYD Office in the form of a Budget Detail Worksheet (Exhibit Q) each year. Contractor shall include a Budget Narrative describing each budget item and how it relates to the appropriate project activity (coordination or service delivery). It should closely follow the content of the Budget Detail Worksheet and provide justification for all proposed costs.

b. The Budget Narrative shall explain how salaries and benefits are calculated, how travel costs (if any) are estimated, justification for equipment and/or supplies, and justification for overhead or indirect costs (if applicable). The cost proposal shall provide justification for the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment).

b. The Budget Narrative shall explain how salaries and benefits are calculated, how travel costs (if any) are estimated, justification for equipment and/or supplies, and justification for overhead or indirect costs (if applicable). The cost proposal shall provide justification for the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment).

c. The Budget Narrative shall substantiate how Contractor’s proposed budget will ensure sufficient dedication of resources.

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d. The Budget Narrative shall describe allowability, reasonableness, and necessity of costs. The Budget Detail Worksheet and Budget Narrative must comply with the provisions of the 2015-16 GRYD Fiscal Policy Manual (Exhibit R).

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e. Contractor shall obtain approval of its proposed budget from the GRYD Office before the start of the fiscal year on July 1 of each year.

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f. Contractor shall submit complete, accurate, and timely Expenditure Reports, containing invoices with complete documentation for all expenses incurred to the GRYD Office no later than the 20th day of the month following the month in which the expenses were incurred. Contractor shall incur expenses in accordance with the previously approved Budget.

6. **Participation in Research and Evaluation**

Contractor shall fully participate in all GRYD research and evaluation activities. Internally, this participation requires the use of the GRYD database; participating in training sessions; maintaining contact with the GRYD Research and Evaluation Program Manager; and staying updated on any research and evaluation requirements and/or changes described in the monthly newsletter. Specific requirements as they relate to the use of the GRYD database are listed in more detail in the Handbook.

With regard to the external evaluation, Contractor shall participate in and facilitate data collection efforts by the external GRYD evaluator as needed and requested. Such efforts may include:

a. Facilitating the administration of interviews and/or surveys to Contractor staff by the external GRYD evaluator; and

b. Facilitating the administration of surveys, interviews, and/or focus groups with youth and parents by the external GRYD evaluator.

While the contracted agency is required to participate in above efforts and disseminate information related to data collection efforts in a neutral manner, individual staff, parents/guardians, and/or youth may decline to participate in interviews and surveys in accordance with the human subjects protections related to the research.

7. **Evaluation and Data Collection**

Contractor shall designate at least one staff person to manage and oversee the administration of the initial YSET, YSET-R, and communication with Harder and the external GRYD evaluator. This person’s name and contact information must be provided to GRYD regional program coordinator. Contractor must also identify one staff person who will oversee (not necessarily input) on-going data entry into GRYD provided databases and the completion of the tri-annual progress report. The Contractor shall be responsible for collecting and maintaining the following types of data:

a. **YSET Retesting**

   For youth who participate in services, the Contractor will administer the YSET-R at six months after their enrollment in prevention services, and one year after their enrollment in prevention services. For ineligible youth receiving primary
prevention services and eligible youth who did not participate, the YSET-R will be administered at one year after the completion of the initial YSET (See Section B above for breakdown of six month option). The Contractor shall attend all trainings related to the YSET and adhere to all the policies and procedures developed for the administration of the YSET by the GRYD Office and external evaluator. Additionally, random audits will be conducted to determine if Contractor is administering YSET tests to all youth in the Reassessment Phase. GRYD reserves the right to penalize Contractors who are not adhering to the YSET protocol as authorized under the Contract, Section Seven (VII).

b. **Annual Progress Report**

Additionally, Contractor will produce an annual program report to the GRYD office. The report will cover services delivered during the fiscal year and will include a file review of four clients as well as a database review of an agencies entire caseload. GRYD will provide a report template for submission of this report. A reporting timeline as well as further directions can be found in the Handbook.

c. **Partnerships**

To the fullest extent possible, Contractor shall coordinate its services, planning and activities with other City Contractors that target the same geographic service area so that funding provided under this Agreement is not used to duplicate services to the same Clients.

d. **Contractor Surveys**

In addition to data collection responsibilities, the Contractor shall participate in surveys administered to GRYD contractors by the external GRYD evaluator and help facilitate the administration of surveys, interviews, and/or focus groups with youth and parents by the external GRYD evaluator.

8. **Maintenance of Records and Monitoring**

Beginning this fiscal year, data collection forms do not need to be printed from the ETO database and placed in the client file per phase. The GRYD office will rely on information in the database for monitoring and compliance purposes. However, all other forms referenced in Contract Section 202, including consent forms, must still be maintained in a client file by the Contractor. Copies of the family’s strength-based genogram (Model clients only) at each phase of the Model can either be maintained in the youth’s file or uploaded into the database. Contractor must ensure that copies of the strength-based genogram be given to the family. GRYD may request a copy of the family’s genogram be sent to evaluators upon the youth’s successful
or unsuccessful completion of prevention programming.

City shall conduct on going monitoring and site visits to track 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 quality of work product or service performed.

9. **Training**

Contractor shall ensure that relevant staff, including program directors/coordinators, participate in ongoing training and debriefing sessions/meetings related to the GRYD Prevention Model of Practice. Contractor shall participate in all meetings when presence is request by the GRYD office.

Contractor shall ensure that new employees are trained in the GRYD Prevention Model of Practice and the Efforts to Outcome Database.

10. **Community Education Campaign**

Contractor will provide Community Education Campaign (CEC) presentations at three (3) schools that are located in their GRYD Zone or at schools that service students who live in the GRYD Zone.

Contractor will schedule CEC presentations. Contractor and GRYD Regional Program Coordinators may co-facilitate CEC presentations. In the event that there is overlap in geography between GRYD Zones and schools, contracted prevention agencies may collaborate and make a joint presentation at said school while still receiving individual credit. Contractors making joint presentations must notify and receive approval from their assigned Regional Program Coordinator.

In order for a presentation to be counted towards one of the contractually required CEC presentations, Contractor must fulfill the requirements outlined below for each presentation:

a. Contractor must notify its assigned Regional Program Coordinator of the scheduled CEC presentation.

b. Contractor must provide presentations at schools that are located in the GRYD Zone or at schools that service students who live in the GRYD Zone.

c. Contractor must use the power point presentation focusing on risk factors associated with gang joining provided by the GRYD Office.

d. Contractor must return to the GRYD office a completed sign-in sheet for each presentation made, using the template provided.

e. Contractor must return to the GRYD office a complete *GRYD Community Education Campaign: Presentation Tracker* sheet for each presentation made, using the template provided.
f. Contractor must administer CEC surveys to presentation attendees immediately after each CEC presentation. Contractor must adhere to the survey directions outlined in the *Questionnaire Administration* and return all completed questionnaires to the GRYD office for each presentation made.

11. **Parent Thank You Session**

Contractor shall coordinate one parent thank you session where a round table discussion can take place with a minimum of 15 parents whose children are currently enrolled in GRYD Prevention Model services. This parent conversation can be arranged in conjunction with already existing parent events/meetings, but time and space must be set aside for a dialogue exclusively with GRYD parents. The event should be structured as an informal conversation between GRYD and GRYD parents. The purpose of the parent thank you session is to congratulate parents on their efforts and as one of our highest sources of referrals, re-engage them in having them spread the word in the community and in their networks about the services offered by the GRYD program.

12. **Summer Night Lights Program**

Contractors must coordinate/implement SNL Supportive Efforts as well as both Primary Prevention Activities and Prevention Model Activities during Summer Night Lights annually, as described below:

a. **Summer Night Lights Supportive Efforts** - Includes helping publicize the program, helping with coordination and planning at each SNL site, and helping connect youth and families in the GRYD Zone to job opportunities. These activities include but are not limited to the following:

   i. Promote Summer Night Lights Program, distribute program flyers to all GRYD clients, and encourage/support attendance at SNL.

   ii. Distribute job descriptions for all available positions, specifically for Youth Squad positions.

   iii. Participate in the interview process for Youth Squad members (minimum of 1 session).

   iv. Participation in the SNL Work Group of designated/local park (1 per SNL site).

b. **Primary Prevention Activities** - Contractor assists by creating an agency presence at the park and in the community, engaging youth and families in Summer Night Lights efforts, and connecting youth and families to resources outside of GRYD and beyond the summer months. These activities include but are not limited to the following:

   i. Arts and crafts
ii. Face painting

iii. Sponsoring food related activities (e.g., popcorn night, nacho night)

iv. Lead/participate in literacy corner

v. Lead/participate in workshop series providing information on risk factors for gang joining,

vi. Lead/coordinate community resource fair at SNL.

c. **YSET Administration**

i. GRYD Zone Contractors must administer YSET to 25 youth, ages 10-15 years 3 months, who participated in SNL between June 2015 and September 2015.

ii. YSETs may be conducted at an SNL site, but it is not required. The YSETs that are part of this requirement must only be a result of the agency’s participation in SNL. Please note SNL as the referral source for each youth recruited at an SNL site.

d. **Note:** If an agency works in a GRYD Zone where there are multiple SNL sites the agency can divide their SNL Supportive Efforts and Primary Prevention Activities between each site. Prevention Model Activities apply to the GRYD Zone overall not for each SNL site.

e. Agencies must receive approval for a proposed SNL Effort and/or Primary Prevention Activity from their assigned Regional Program Coordinator or the GRYD staff responsible for said SNL site.

13. **FamilySource, WorkSource and YouthSource Collaboration**

Selected Contractors may be asked to collaborate with City funded FamilySource, WorkSource and YouthSource Centers in the provision of services. FamilySource provides comprehensive social services for low income adults and their children with increased income and academic achievement being the outcome goals. WorkSource provides employment and training services for unemployed and underemployed adults with job placement being the outcome goal. YouthSource provides employment and training services for youth with a focus on reengaging those who are out of school and/or out of work. Collaboration may include but not be limited to the co-enrollment and case management of Clients, the referral of Clients and their family members across programs and the co-location of programs across Center sites. Co-enrollment goals will be incorporated into contracts and contractors will be evaluated on their individual efforts.

B. **ADDITIONAL COSTS**
The Contractor shall be responsible for any and all costs associated with Providers. The costs include but are not limited to the production of the development plan, presentation materials (i.e. flip charts, pens, easels, and attendee registration), video and printing costs.

III. ELIGIBLE PROPOSERS
Proposals will be accepted only from proposers that meet all of the following requirements:

1. The Proposer must be qualified to conduct business in the State of California;
2. The Proposer must be in good standing with the Secretary of State, if a Corporation or Limited Liability Company;
3. The Proposer has not been determined to be non-responsible nor has the Proposer been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. The Proposer has not been debarred by the Federal Government, State of California, or local government;
5. If the Proposer has contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented. If it has contracted with any city agency, it must not have an outstanding disallowed cost or other liability to the City;
6. The Proposer must have financial stability and ongoing ability to provide the services proposed;
7. The Proposer must have adequate staffing, including support and backup staff, with sufficient experience and technical expertise available;
8. The Proposer must have knowledge and experience working with gang prevention/intervention agencies, such as contracts or collaborations;
9. The Proposer must have demonstrated experience and familiarity with the GRYD Comprehensive Strategy.

IV. BUDGET AND AVAILABILITY OF FUNDS
The Agreement with the selected applicant will be on a fixed-price contract basis. Funding for all periods of this RFP and subsequent contract is subject to City of Los Angeles Council approval and will be available for distribution through this RFP, subject to the availability of funding.

Please be advised that contracts for the Hollenbeck, Foothill and Northeast GRYD Zones may be funded in part by the California Gang Reduction, Intervention, and Prevention (CalGRIP) Program Grant and are subject to additional funding and reimbursement regulations. Additional information can be obtained from the GRYD.
Office or at http://www.bssc.ca.gov/resources.

V. CONTRACT TERM
The initial contract period shall be commenced on or about July 1, 2015 for twelve months, with an option to extend for up to two additional twelve (12) month terms. Extensions at the City’s sole option will be contingent upon the availability of funds; Contractor’s continuing compliance with applicable Federal and local government legislation (if applicable); and periodic evaluations of Contractor’s performance.

VI. TECHNICAL ASSISTANCE
All technical assistance questions must be submitted by e-mail, using the attached Technical Assistance Request Form (Exhibit N). Please identify the RFP title on the subject line of your message.

To ensure the fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the City of Los Angeles Business Assistance Virtual Network at www.labavn.org. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

Technical Assistance questions submitted after April 23, 2015 at 3:00 P.M. Pacific Time will NOT be accepted.

VII. ATTENDANCE AT PRE-PROPOSAL CONFERENCE
Attendance at the Pre-Proposal Conference is mandatory. Proposers who do not attend the mandatory pre-proposal conference will not be eligible to submit proposals. No minutes will be taken at the Pre-Proposal Conference. Attendees at the conference will be responsible for taking their own notes. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please refer to technical assistance guidelines.

Questions raised at the Pre-Proposal Conference may be answered orally. If any substantive new information is provided in response to questions raised at the Pre-Proposal Conference, it will also be memorialized in a written addendum to this RFP, which will be posted on the website at www.labavn.com.

The Pre-Proposal Conference will be held on April 1, 2015 at 10:00 A.M. Conference will be held at the following location:

City Controller’s Conference Room
City Hall East
200 North Main Street, Room 300
Los Angeles, CA 90012
(Please RSVP to min-kuk.song@lacity.org)

BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.
The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Please contact the City at least seventy-two (72) hours in advance at 213-978-3101 to request an accommodation.

VIII. DEADLINE FOR SUBMISSION OF PROPOSALS

The original proposal, together with six (6) complete copies and one electronic copy on a CD or USB flash drive, must be hand or courier-delivered in a sealed package by the date on the cover of this document. The original must be marked “Original” on the cover and must bear the actual “wet” signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate “Copy No. __.” Proposal must be submitted in a 3 ring binder. Specialized coverings, paper clips, spiral wire binding or other removable fasteners are not acceptable. Proposals must be submitted by 3:00pm (Pacific Standard Time) on April 27, 2015).

IMPORTANT: Proposers must submit a separate Proposal for each GRYD Zone for which the Proposer would like to be considered. Proposals addressing more than one GRYD Zone will not be considered. Each Proposal Package must include a Cover Letter that clearly identifies the GRYD Zone for which the proposal is being made. (See Section XIV below.)

Proposals must be addressed to:

Min-Kuk Song
Contract Specialist
Office of the Mayor
Gang Reduction & Youth Development
200 N. Spring Street, Room 303
Los Angeles, CA 90012

The envelope containing the proposal must clearly identify the RFP for which the proposal is being submitted with the following statement:

GANG PREVENTION PROVIDERS

Persons who deliver a proposal will be issued a “Notice of Receipt of Proposal.” The original copy of the submitted proposal will be marked with a time and date stamp. Timely submission of the proposal 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 delivered after the stated deadlines will not be accepted and will be returned unopened to the Proposer.

Proposals submitted via U.S. Mail, facsimile, or e-mail will not be accepted.

IX. EVALUATION CRITERIA

A. A panel selected by the GRYD Office will review and score each complete and fully responsive proposal. Proposals shall be evaluated based on the quality of applicant responses to the RFP and reasonableness of the proposer’s costs as compared against other proposers.
Proposals shall be evaluated based on the following measures:

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<tr>
<th>PROPOSAL SELECTION CRITERIA</th>
<th>POINTS</th>
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<tr>
<td>Project Plan</td>
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<td>Staff Experience</td>
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<td>Organizational Capability</td>
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<td>Operational Plan</td>
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<tr>
<td>Cost Proposal</td>
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<td>References and/or Performance Evaluations</td>
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<td><strong>TOTAL POSSIBLE POINTS</strong></td>
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1. **Project Plan (20 Points)**
   - Thoroughness, quality, and completeness of responses to questions outlined in Narrative 1.
   - Practicality, efficiency, and effectiveness of the proposed strategies and methodologies.
   - Depth and breadth of knowledge of the issues outlined in Narrative 1.

2. **Staff Experience (10 points)**
   - Thoroughness, quality, and completeness of responses to questions outlined in Narrative 2.
   - Depth and quality of staff experience relating to their assigned role.
   - Staff knowledgebase.

3. **Organizational Capability (30 Points)**
   - Thoroughness, quality, and completeness of responses to questions outlined in Narrative 3.
   - Experience in coordinating trainings on the implementation of gang services.
   - Successful collaboration with community-based gang prevention/intervention agencies in the City.
   - Successful partnerships with City and County agencies (e.g. law enforcement), higher education institutions, hospitals, probation and parole.
   - Demonstrated ability to work with the gang prevention/intervention target population.
   - Financial stability and ongoing ability to provide the services proposed.
   - Availability of adequate staffing, including support and backup staff, and the ability to recruit experienced staff and instructors in the field of gang prevention/intervention (e.g. re-entry, suppression).
   - Demonstrated ability to provide necessary direct services to clients and families.
   - Demonstrated ability to partner with relevant City and County
departments, schools, juvenile justice agencies, law enforcement agencies, and educational institutions in projects similar to the proposed project.

- Demonstrated ability to partner with other gang prevention/intervention agencies and other community resources related in projects similar to the proposed project.

4. **Operational Plan (40 Points)**

- Thoroughness, quality, and completeness of responses to questions outlined in Narrative 4.
- Practicality, efficiency, and effectiveness of the proposed strategies and methodologies showing that the Contractor can complete all of the project goals as stated in the Scope of Work.
- Quality of concept and design of Providers, demonstrating an understanding of the GRYD communities, the GRYD Comprehensive Strategy, and the GRYD Gang Prevention Model.
- Timeliness of project implementation schedule (e.g. timeline of activities)

5. **Cost Proposal (20 Points)**

- Thoroughness, quality, and completeness of responses to questions outlined in Narrative 5.
- Accuracy and completeness of submitted budget.
- Allowability/allocability, reasonableness, and necessity of costs.
- Feasibility of budget(s).
- Costs will be compared to the operational plan and implementation schedule to determine whether sufficient resources are dedicated to tasks and deliverables.
- Project-funded staff duties and time commitment to support the proposed objectives and activities.

**NOTE:** Proposed costs may be compared against other proposers and against independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been considered.

6. **References and/or Performance Evaluations (30 points)**

- Quality and relevance of any references provided.
- Evaluation of proposer's performance on prior year City contracts (to be provided to Selection Committee by the GRYD Office, if applicable).

B. Following the evaluation of the written proposals, proposers receiving the highest scores may be invited to give an oral presentation (power point and other demonstration tools are acceptable) related to their proposal to the Selection Committee. The presentation shall last not more than thirty (30) minutes and shall address the following topics:

1. Knowledge and understanding of the project (up to 40 points);
2. Proposer’s methodology (up to 10 points); and

After the presentation, the panelists may ask for clarification or explanation of the written proposal or oral presentation. The selection committee shall award points for each element of the presentation, up to a total 50 points for the oral presentation. Points from the presentation shall be combined with the points assigned for the written proposal. The selection committee shall recommend the highest scoring proposer for funding.

The City reserves the right to require a pre-award interview, site inspection, and/or telephone conference call with applicants.

X. PROPOSAL REVIEW PROCESS

A. The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing;

2. All eligible proposals shall be reviewed, scored, and ranked;

3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, the project design, and its competitive standing as compared to all other proposals;

4. At the City’s sole discretion, oral interviews may be held with top scoring proposers. The results of the oral review will determine the final funding recommendations; and

5. Proposers shall be notified in writing about funding recommendations.

XI. CONTRACT AWARD

A. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby.

B. If a satisfactory contract cannot be negotiated in a reasonable time, the GRYD Project Manager, in its sole discretion, may terminate negotiations with the selected proposer and begin contract negotiations with the next proposer ranked by the Selection Committee.

C. During the term of the contract, the GRYD Office may determine, based on its assessment of community needs, that more than one contractor is needed for a particular GRYD Zone. In that event, the GRYD Office may negotiate contracts with additional proposers in the order ranked by Selection Committee.

D. City-funded WorkSource Centers and YouthSource Centers, other City
Departments and Agencies, other local governmental entities, and/or intergovernmental entities may utilize this procurement to contract and/or partner with qualified organizations for services to Clients within the parameters of their respective contracting requirements.

XII. PROPOSAL APPEAL PROCESS

All applicants shall have the opportunity to appeal Department funding recommendations. They are as follows:

1. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the individual designated as the contract specialist, above, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the individual designated promptly after discovery, but in no event later than five (5) calendar days before the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

2. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten (10) calendar days after the RFP is issued, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

3. Change Notices

The Project Manager may modify the RFP prior to the proposal due date by issuing Change Notices, which will be posted on the labavn.com website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Project Manager prior to the proposal due date, regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

4. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

5. Revision of Proposal

A proposer may revise a proposal on the proposer’s own initiative at
any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

XIII. GENERAL RFP INFORMATION

A. General Proposal Conditions:

1. Costs Incurred by Proposers
All costs of proposal preparation shall be borne by the proposer. 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, including mandatory attendance at the Pre-Proposal Conference, a post-submission interview, and field evaluation, do so solely at their own expense. Proposals shall not include any such expenses as part of the proposed budget.

2. Best Offer
The proposal shall include the proposer’s best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of ninety (90) days from the submission deadline.

3. Accuracy and Completeness
The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

4. Withdrawal of Proposals
Proposals may be withdrawn by written request of the authorized signatory on the proposer’s letterhead or by telegram at any time prior to the submission deadline.

5. General City Reservations
The City reserves the right to extend the submission deadline should this be in the 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 is received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.

The City reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

The City reserves the right to require a pre-award interview and/or site inspection.

The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the contractor replace any project personnel.

6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the City reserves the right to:

a. fund all or portions of a proposer’s proposal and/or require that
b. one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;

c. use other sources of funds to fund all or portions of a proposer’s proposal;

d. require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
e. elect to contract directly with one or more of the identified collaborators; and
f. require all collaborators identified in the proposal to become co-signatories to any contract with the City.

7. **Standing of Proposer**

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

8. **Contractor Responsibility Ordinance**

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process 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/bidders complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer/bidder being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect 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 in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance, requires each contractor to: (1) notify the awarding authority within thirty 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 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.

9. **Proprietary Interests of the City**

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and subject to the State of California Public Records Act. Proposers must identify all copyrighted material, trade secrets or other proprietary information that the proposers claim are exempt from the California Public Records Act (California Government Code Section 6250 et seq.).

In the event a proposer claims such an exemption, the proposer is required to state in the proposal the following:

"The proposer will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore."

Failure to include such a statement shall constitute a waiver of a proposer’s right to exemption from this disclosure.

10. **Discount Terms**

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement which meet the discount terms.

11. **Equal Benefits Ordinance**

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Bidders/Proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract valued at $5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City’s BAVN. Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.
Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration’s web site at www.bca.lacity.org.

12. **Notice Regarding Los Angeles Campaign Contribution and Fundraising Restrictions**

Bidders/Proposers who submit a response to this solicitation are subject to Los Angeles City Charter section 470(c)(12) and related ordinances. As a result, Bidders/Proposers may not make campaign contributions to and/or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the Contract is approved or, for successful Bidders/Proposers, 12 months after the contract is signed. The Bidders/Proposers’ principals and subcontractors performing $100,000 or more in work on the Contract, as well as the principals of those subcontractors, are subject to the same limitations on campaign contributions and fundraising.

Bidders/Proposers must submit CEC Form 55 (provided in Exhibit K) to the awarding authority at the same time the response is submitted. The form requires Bidders/Proposers to identify their principals, their subcontractors performing $100,000 or more in work on the contract, and the principals of those subcontractors. Bidders/Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Proposals submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders/Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

13. **Statutes and Regulations Applicable To All Grant Contracts**

Statutes and regulations applicable to all grant contracts and to this particular grant contract are attached as Exhibit M. Contractor shall be required to abide by these statutes and regulations as these statutes and regulations shall be incorporated into the Contract between the City and the Contractor regarding this project.

14. **Slavery Disclosure Ordinance**

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFB/RFP/RFQ will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

All Bidders/Proposers shall complete and upload, the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract.
Bidders/Proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration’s web site at [www.bca.lacity.org](http://www.bca.lacity.org).

15. **Nondiscrimination, Equal Employment Practices and Affirmative Action Program (non-Construction)**

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is $1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All Bidders/Proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Affidavit (two (2) pages) available on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to award of a City contract valued at $1,000.

Non-construction services to or for the City for which the consideration is $100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All Bidders/Proposers shall complete and upload, the City of Los Angeles Affirmative Action Plan (four (4) pages) available on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to award of a City contract valued at $100,000. Bidders/Proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto the City’s BAVN.

Both the Non-Discrimination/Equal Employment Practices Affidavit and the City of Los Angeles Affirmative Action Plan Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City’s BAVN.

Bidders/Proposers seeking additional information regarding the requirements of the City’s Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration’s web site at [www.bca.lacity.org](http://www.bca.lacity.org).

16. **Americans With Disabilities Act**

Any contract awarded pursuant to this RFP/RFQ shall be subject to the following:

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and it’s implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the
Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

17. **Child Support Assignment Orders**

Any contract awarded pursuant to this RFP/RFQ shall be subject to the following:

This Contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor/Consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of Contractor/Consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of Contractor/Consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of Contractor/Consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor/Consultant under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by City. Any subcontract entered into by the Contractor/Consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor/Consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/Consultant under the terms of this contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development
Department as set forth in subdivision (1) of the Public Contract Code 7110.

18. **Assurances**

As a condition to the award of a contract under this RFP, the contractor shall assure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

a. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;

b. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

c. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

The contractor shall also assure that it will comply with all regulations implementing the laws listed above. This assurance applies to the contractor’s operation of the program or activity. The contractor understands that the United States and the City of Los Angeles have the right to seek judicial enforcement of this assurance.

19. **City of Los Angeles Business Inclusion Program (BIP)**


The BIP summary sheet documentation must be submitted on the BAVN by 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline (April 27, 2015). The BIP outreach deadline is **April 12, 2015 at 11:59PM**.

The Mayor’s Office anticipated levels of participation:

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Business Inclusion Program (BIP) Policy and BAVN BIP Walk-Thru are attached as Exhibit F. The graphic guide, entitled, “Business
Inclusion Program Walk Through,” can also be found at [www.labavn.org](http://www.labavn.org). BIP outreach information and/or assistance may be obtained through the City of Los Angeles Information Technology Agency at [ITA.BAVN@lacity.org](mailto:ITA.BAVN@lacity.org).

**B. Contract Execution Requirements**

If recommended for funding, the proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the requirements listed below.

**Failure to comply with these requirements will result in non-execution of the contract.** The contract will incorporate the standard provisions for City agreements. A copy of the City’s Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a **FIXED** fee-for-performance basis.

1. **Insurance Certificates**

   Contractors may be required to maintain insurance at a level to be determined by the City’s Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution. Bidders/Proposers shall refer to Exhibit A for City of Los Angeles Insurance Requirements.

2. **Secretary of State Documentation**

   All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Contractors must be in good standing and authorized to do business in California.

3. **Corporate Documents**

   All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executive Authority with a Signature Specimen.

4. **City Business License Number**

   All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC) call the City Clerk’s Office at (213) 473-5901 and pay the respective business taxes. The address is as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 201 North Main Street, Los Angeles, CA 90012.

5. **Proof of IRS Number (W-9)**

   All contractors are required to complete and submit Proof of IRS
Number (W-9) Form.

6. **Certifications**

Contractor shall provide copies of the following documents to the City:

a. Certification Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549, is attached as Exhibit H.

b. Certification and Disclosure Regarding Lobbying (not required for contracts under $100,000). Bidders/Proposers shall refer to Exhibit G for Certification form.

c. Contractor shall also file a Disclosure Form at the end of each calendar quarter during which any event requiring disclosure, or which materially affects the accuracy of the information contained in any previously filed Disclosure Form, occurs.

d. A Certificate Regarding Drug-Free Workplace Requirement is attached as Exhibit I.

e. A Bidder Certification Form as required by Los Angeles Municipal Code Sections 10.40.1 (h) and 10.37.1(i)(b) is attached as Exhibit J and K.

7. **Collaboration**

The City may, at its discretion, require two or more proposers to collaborate as a condition to contract execution.

C. **Contractor Evaluation**

At the end of the 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 quality of work product or service performed, the timeliness of performance, the Contractor’s compliance with budget requirements, and the expertise of personnel that the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.

XIV. **PROPOSAL PACKAGE**

A. **General Preparation Guidelines**

If a proposer does not follow these instructions and/or information is left out or a particular exhibit and/or attachment is not submitted, the proposal may be determined to be ineligible and excluded from the review.
1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the applicant Organization who has legal authority to bind the Organization in contract with the City must sign the proposal.

2. Proposers must submit one original proposal, together with six (6) copies and one electronic copy on a cd or USB flash drive. The original must be marked “Original” on the cover and must bear the actual “wet” signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate “Copy No. __.” Proposals must be submitted in 3-ring binders.

IMPORTANT: Proposers must submit a separate Proposal for each GRYD Zone for which the Proposer would like to be considered. Proposals addressing more than one GRYD Zone will not be considered. Each Proposal Package must include a Cover Letter that clearly identifies the GRYD Zone for which the proposal is being made.

3. All proposals must be accompanied by a cover letter that should be limited to one page. The letter must include:
   a. The title, address, telephone number, and e-mail of the person(s) who will be authorized to represent the Organization and each collaborator;
   b. Identification of the GRYD Zone for which the Proposal is being submitted;
   d. Signed by the person(s) authorized to bind the Organization to all commitments made in the proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than one (1) calendar week after the proposal submission deadline;
   e. Identify the individual or firm which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.

4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.

5. Narratives are limited to the number of pages indicated and must follow these standards:
   a. Font size – 12 points
b. Margins – At least 1 inch on all sides
c. Line spacing – Single-spaced
d. Single-sided, plain white paper

*Pages in excess of the stated limits will not be read and will not be considered in scoring.*

6. Each page of the proposal, including exhibits, must be numbered sequentially at the bottom of the page to indicate Page ___ of ___.

7. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.).

8. The Proposal Checklist lists all narratives, exhibits and certifications that must be included in the proposal. In assembling the completed proposal, please insert the exhibits and certifications where they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents.

9. Answers should be as concise as possible while providing all of the information requested.

10. In completing the narratives and exhibits, including the budget, please include and clearly identify the services to be provided and the demonstrated ability of subcontractors, if any.

B. Narratives

1. **Narrative 1: Project Plan** (limit to 10 pages)
   a. **Table of Contents**
      
      The table of contents should outline, in sequential order, the major sections of the proposal as listed below, including all other relevant documents requested for submission. All pages of the proposal, including the enclosures, should be clearly and consecutively numbered and correspond to the table of contents (maximum 1 page).

   b. **Executive Summary**
      
      The executive summary should summarize your firm’s qualifications and experience, describe the overall approach to and methodology of the project and identify the key project tasks and deliverables (maximum 1 page).

   c. **Overall Approach and Methodology**
      
      In this section, the proposal must include the following:

      i. Detailed discussion on the Proposer’s overall approach and methodology to complete the proposed scope of work;

      ii. Project Work Plan and Schedule: A project work plan and schedule that identifies project phases, tasks, and
staff allocated for each major task, milestones, deliverables and start and completion dates for each major task necessary to address each scope of work requirement. The Proposer should describe the time requirement for the initiation and completion of each task delineated therein;

iii. Discussion of the overall resources of the Proposer’s firm to accomplish the work including available personnel and equipment;

iv. Description of current and projected workload of Proposer and general workload of the staff to be assigned to the project. The Proposer must describe how the project would be managed given Contractor overall workload upon Contract award;

v. For any Sub-contractors that may be utilized, a description of the services to be performed and how Proposer plans to coordinate the work with the subcontractors, if utilized;

vi. Description of Proposer’s knowledge of the scope of gang issues in the GRYD communities – specific active gangs present in the community- historical and emerging groups; knowledge of trends and patterns of overall gang-related crime for the GRYD communities and knowledge of community demographic shifts and dynamic changes in neighborhood compositions;

vii. Description of Proposer’s knowledge of past programs/projects in the field of gang prevention;

viii. A list of available and optional services that Proposer can provide, while not specifically requested at this time, and how Proposer would cost those services.

2. **Narrative 2: Staff Experience and References** (limit to 8 pages)

a. **Proposer’s Qualifications and Experience**

   In this section, the proposal should include the following:

i. A description of the Proposer’s organizational history and structure, primary place of business, years Proposer and/or firm has been in business providing a similar service(s), and whether the City of Los Angeles has previously awarded any contracts to the Proposer/firm;

ii. A list of all principals, owners, major shareholders, and/or directors;

iii. Detail regarding primary Proposer’s overall qualifications and experience to perform project management and
tasks similar to the scope of work described in this RFP. Specifically, a detailed description of previous/current projects that were/are directly related to Community-Based Gang Prevention (e.g. experience in working with the gang prevention/intervention target population and demonstrated familiarity and knowledge of the GRYD communities);

iv. One sample of a project, comparable in size and scope to the work product requested in this RFP that was completed within the past three (3) years; and

v. Current resume(s) of any Subcontractors or other team members that may be utilized on this project including overall qualifications and any unique experience that will be offered to the project.

b. **Team Qualifications**

The Proposer must provide a description of the experience and qualifications of the project team members, including those hired by a subcontractor (if applicable). A list identifying: (i) each key person on the project team; (ii) the project manager; (iii) the role person will play in the project; and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval.

Specifically, Proposer shall describe how the proposed project will be structured and managed. Identify the qualifications and experience of the project/program director, project staff, subcontractor staff (if applicable), consultants/instructors in implementing the curriculum. Finally, Proposer shall describe the roles and responsibilities of the project/program director and project staff. *Proposer shall attach an organizational chart and job descriptions of each employee for the proposed program.*

This section should also include:

i. Summary of team members’ experience managing and/or working on similar projects, and anything else pertinent to the Proposer’s overall approach and methodology;

ii. Describe how the project will be staffed and which task(s) in which phases would be assigned to each staff member(s). Describe the anticipated percentage of time to be dedicated to this project by each assigned staff member;

iii. A resume or narrative summarizing each team member
and/or Sub-Contractor’s overall experience; and

iv. You may provide no more than one written reference for each team member. References should pertain to team member’s work that is similar in content or nature to the work that he/she will perform on this project.

NOTE: The 8 page maximum for Narrative 2 does not include these team member references.

3. **Narrative 3: Organizational Capability** (limit to 10 pages)

Respond to the following statements to describe your qualifications and capability to provide the services solicited. Use concrete language and quantifiable measurements whenever possible.

In this section, the proposal should include the following:

a. Describe existing partnerships with relevant City and County departments, Work Source, Family Source, gang prevention/intervention agencies, schools, juvenile justice agencies, law enforcement agencies, educational institutions, and other community resources related to the proposed project. Include a description of the working relationship between agencies and roles and responsibilities of each partnering organization;

i. Attach current operational agreements (i.e. letters of support or Memorandum of Understanding) to the application. Please limit the number of letters or MOU’s to five (5). These agreements are separate from Collaborator Agreements.

b. Describe the Organization’s financial stability and its on-going ability to sustain the program and provide the services proposed;

c. Describe the availability of adequate staffing, including support and backup staff, and the ability to reach out to experienced instructors in the field of gang prevention or other, and

d. Describe the plan to recruit staff to serve as representatives on the policy advisory boards and list who shall serve on the boards.

e. If applicable, this section should address the following integrity issues for business-related conduct relating to Federal, State or Local Government:

i. Criminal judgments/convictions

ii. Criminal investigation or indictments

iii. Unsatisfied judgment, injunction or lien

iv. Investigation for civil or criminal violation
v. Government suspension or debarment from the contracting process

vi. Denial of a lease or contract award for non-responsibility

vii. MBE/WBE, Disadvantaged Business denial, decertification, revocation or forfeiture of status

viii. Previous contract terminations/breach of contract/debarments

ix. Sanctions imposed as a result of judicial or administrative proceedings relative to business or professional licenses/certifications

x. Willful violation of any public works or labor laws or regulations

xi. Consent Order involving public safety laws

xii. Citations and notification of penalty concerning serious or willful violations of Occupational Safety and Health Act

xiii. Citations, violation orders, pending administrative hearing or proceedings, or determination for violations of

xiv. health laws, rules or regulations, unemployment insurance or workers’ compensation coverage or claim requirements, ERISA (Employee Retirement Income Security Act), human rights laws, federal U.S.

xv. Citizenship and Immigration Services Laws and Sherman Act or other federal anti-trust laws

xvi. Failure to comply with tax laws, filing returns or paying taxes

4. **Narrative 4: Operational Plan** (limit to 10 pages)

Respond to the following statements to explain the activities that will be undertaken and the deliverables you expect to address in the Scope of Work. Use concrete language and quantifiable measurements whenever possible.

a. Identify the number of clients you can serve under the scope of work. Note that the number of clients may vary between GRYD Zones. Provide the number of clients that you can effectively serve, regardless of whether that number is below the identified maximum number of total clients.

b. Describe Organization’s understanding of the GRYD communities including the dynamics of the specific communities, as reflected in the project concept and design;

c. How will Organization’s project concept and design ensure efficiency and effectiveness in addressing the Scope of Work;
and

d. Provide an implementation timeline for the proposed program. Include program objectives and action steps that will be carried out to meet the specific objectives.

e. Describe the number of clients you can serve under the scope of work. Note that the number of clients may change. Provide the number of clients that you can effectively serve, regardless of whether that number is below the identified maximum.

5. Narrative 5: Cost Proposal (no page limit)

a. The cost proposal shall consist of a completed Budget Detail Worksheet (Exhibit Q). Organization shall include a Budget Narrative describing each budget item and how it relates to the appropriate project activity (coordination or service delivery). It should closely follow the content of the Budget Detail Worksheet and provide justification for all proposed costs.

b. The cost proposal shall explain how salaries and benefits are calculated, how travel costs (if any) are estimated, justification for equipment and/or supplies, and justification for overhead or indirect costs (if applicable). The cost proposal shall provide justification for the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment).

c. The cost proposal shall substantiate how your proposed budget will ensure sufficient dedication of resources.

d. The cost proposal shall describe allowability, reasonableness, and necessity of costs. The cost proposal must comply with the provisions of the 2015-16 GRYD Fiscal Policy Manual (Exhibit R).

6. Narrative 6 (optional): Additional Information (limit to 2 pages)

Present any critical information that has not been requested in this RFP.

7. References and Performance Evaluations (no page limit)

a. References are subject to verification by the City of Los Angeles as part of the evaluation process. The City reserves the right to contact any reference as part of the evaluation process. The proposal should include the following:

i. Provide a minimum of three (3) references on letterhead from Proposer’s former clients for the provision of similar services within the past three (3) years. Include name of reference, contact name, period of time, and overall work performed; and

ii. If Proposer is hiring a subcontractor, provide a minimum of three (3) references on letterhead from
subcontractor’s former clients for the provision of similar services within the past three (3) years.

b. Performance evaluations for all FY14-15 GRYD Contractors will be conducted by the GRYD Office. Each contractor will be provided with a copy of the evaluation and given an opportunity to provide a written response within 14 days. The evaluation and response will be provided to the Scoring Committee and incorporated as part of the score under this section.

C. Documents to be Completed

Proposers must complete and submit all of the Attachments, Exhibits and Certification forms. **Do not assume that any document is not applicable.** Use the Proposal Checklist as a guide. Failure to complete and submit any of these documents may result in your ineligibility at the discretion of the City.

XV. PROPOSAL CHECKLIST – DOCUMENTS TO BE SUBMITTED WITH PROPOSAL

1. Cover Letter
2. Narrative 1 – Project Plan
3. Narrative 2 – Staff Experience
4. Narrative 3 – Organizational Capability
5. Narrative 4 – Operational Plan
6. Narrative 5 – Cost Proposal (including Proposed Budget Detail Worksheet – Exhibit Q)
7. Narrative 6 – (optional) – Additional Information
8. References and/or Performance Evaluation
9. Proposer Workforce Information – Exhibit B
10. Statement of Non-Collusion – Exhibit C
11. Contractor Responsibility Questionnaire – Exhibit D
12. Pledge of Compliance with Contractor Responsibility Ordinance – Exhibit E
13. EBO Compliance Forms – labavn.org; Guide attached as Exhibit L)
15. Business Inclusion Program (BIP) outreach (labavn.org; Policy and Walk-Thru attached as Exhibit F))
16. Certification and Disclosure Regarding Lobbying – Exhibit G
17. Certification Regarding Debarment – Exhibit H
18. Drug-Free Workforce Form – Exhibit I
19. Bidder Certification CEC Form 50 – Exhibit J
20. Bidder Contributions CEC Form 55 – Exhibit K