



County of Los Angeles CHIEF EXECUTIVE OFFICE

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Fifth District

August 17, 2021

TO: Interested Parties

on behalf of Songhai Armstead

FROM: Songhai Armstead, Executive Director *Vincent Holmes*
Alternatives to Incarceration Unit – Chief Executive Office

Subject: **REQUEST FOR STATEMENT OF INTEREST #CFCI-21-01
CONTRACTING FOR THIRD PARTY ADMINISTRATOR SERVICES FOR
CARE FIRST, COMMUNITY INVESTMENT FUNDS**

The Los Angeles County Chief Executive Office (CEO) Alternatives to Incarceration (ATI) Office is charged with developing and implementing justice reform efforts that fulfill the Board of Supervisor's (Board) vision of "Care First, Community Investment" (CFCI). The Board desires to invest locally generated unrestricted revenue, to address the impact of racial injustice, in particular within the criminal justice systems. Public and community input and ideas were gathered by the County on a potential spending plan. As a result, recommendations were made that funds be provided to community-based organizations in the most efficient and expeditious way possible, preferably through using a Third-Party Administrator (TPA).

The purpose of this Request for Statement of Interest (RFSI) is to identify interest from TPAs who are willing and capable of providing the fiscal intermediary and administrative services detailed herein commencing in mid-October 2021. Respondents to this RFSI must be able to provide the full scope of TPA services listed in Attachment I (Description of Services) either as a single entity, joint venture, or consortium of entities. It is anticipated that the TPA will administer up to \$17 million of CFCI funds and \$40 million of non-CFCI funds, for an estimated total of \$57 million, which will be allocated annually to support these services, including the funding that one or more TPAs will disburse to Community-Based Organizations (hereinafter referred to as "Service Providers") via grants or service contracts as a result of competitive solicitations.

As a result of this RFSI, CEO may enter contract negotiations with one or more Respondent(s) who, based upon their Statement of Interest Response (Response) to this RFSI, and any additional information that CEO may choose to gather from Respondents either orally, through optional interviews, or in writing, can meet the service needs of CEO for TPA services. The proposed contract shall be based on Attachment III (Contract).

The proposed TPA contract term shall begin upon execution and remain in effect for up to two (2) years, with the option of two (2) additional one-year extension periods. Within six months of contract execution, selected TPA(s) will be required to have awarded contracts with Service Providers for disbursement of the first year of funds. Accordingly, to permit the selected TPA's Service Providers to complete a full two (2) to four (4) years of service, the County anticipates that the selected TPA will require a "wind down" period under its contract. In that event, the County will be prepared to extend the term of the selected TPA contract to allow it time to conclude and closeout Service Providers' contracts. The TPA's compensation shall consist of an administrative fee for TPA services and reimbursement to the TPA for the cost of providing insurance for the Service Providers as required in Attachment III (Contract). The TPA will be responsible for obtaining and paying for appropriate insurance for Service Providers who do not otherwise carry appropriate insurance.

A. RESPONSE SUBMISSION INSTRUCTIONS

1. Respondents interested in being considered for a contract to provide the TPA services described in Attachment I (Description of Services) and who meet the Minimum Requirements listed in Attachment II (Statement of Interest Response to Requested Information) must provide the following information to the location indicated in Section C (Submission of Response) below prior to the indicated deadline.
 - a. Complete the fillable form in Attachment II (Statement of Interest Response to Requested Information) and provide any additional information requested.
 - b. Provide resumes for staff proposed for the TPA contract.
 - c. Provide a complete set of financial statements, preferably audited, for the Respondent's most current and prior two (2) years.
 - d. Provide a client list with information requested in Attachment II (Statement of Interest Response to Requested Information)
2. False, misleading, incomplete, or deceptively unresponsive statements in connection with any Response shall be sufficient cause for rejection of the Response. The review and determination in this area shall be at the sole judgment of the CEO and her judgment shall be final.

B. QUESTIONS/CONTACT INFORMATION/TIMELINE

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

ATContracts@ceo.lacounty.gov

Virtual Conference (Not mandatory):

**August 23, 2021, 1:00-3:00
p.m., PT**

Those planning to attend, please RSVP by sending an email to: ATISContracts@ceo.lacounty.gov by August 23, 2021, 9:00 a.m., PT. A link to the virtual conference will be sent to those who RSVP.

Deadline for submitting questions via email: August 25, 2021, 12:00 p.m., Pacific Time (PT)

Questions and Responses Posted:

August 27, 2021 posted to the ATI website at:
<https://ceo.lacounty.gov/ati/third-party-administrators-for-community-providers/>

C. SUBMISSION OF RESPONSE

Responses to this RFSI must be received by **Friday, September 17, 2021 by 12:00 p.m. (PT)**. It is the responsibility of the Respondent to ensure that their Response is submitted before this deadline. Responses received after this deadline shall be eliminated from consideration by the CEO. Responses must be sent via email to:

ATISContracts@ceo.lacounty.gov

Failure to respond to all requested information may result in the Respondent not being considered. CEO reserves the right to waive any informality in a Response.

D. RESPONSE REVIEW AND SELECTION PROCESS

1. CEO reserves the sole right to exercise its judgment concerning the selection and review of the contents of the Responses submitted pursuant to this RFSI and to determine which Respondent best serves the interests of the County. As a result of this RFSI, the County may:
 - a. Request further information, documents, presentations, and/or conference call(s) or in-person interviews substantiating Respondent's qualifications, experience, and readiness to provide the services described in the RFSI;
 - b. Enter contract negotiations with one or more Respondent(s) based on their Response; and/or
 - c. Take no further action.
2. Response Selection Process

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

a. Phase One – (Pass/Fail)

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

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

b. Phase Two - (Comparative Review)

The Response will be reviewed on each of these factors:

- i. Appropriateness and suitability of the narrative response to Response Section 3.2.A on Respondent's TPA experience working with Service Providers and nonprofits as subrecipients to support outreach, education, engagement, communication, health systems and social service navigation, and/or other client support initiatives.
- ii. Appropriateness and suitability of the narrative response to Response Section 3.2.B on Respondent's mission statement and any experience the Respondent has working on TPA projects that connect to issues of racial and social inequities in low-income and underserved communities.
- iii. Appropriateness and suitability of the narrative response to Response Section 3.2.C on Respondent's experience generating recruitment, hiring plans, and subrecipient processes that promote diversity and equity for small scale community based projects.

- iv. Appropriateness and suitability of the narrative response to Response Section 3.2.D on the Respondent's experience providing programmatic support, technical assistance, coordination and monitoring of various subrecipients.
 - v. Appropriateness and suitability of the narrative response to Response Section 3.3.A on how the Respondent will build collaborative partnerships with subrecipients providing supportive services for hard-to-reach and historically underserved communities across Los Angeles.
 - vi. Appropriateness and suitability of the narrative response to Response Section 3.3.B on how the Respondent will develop an evaluation tool to report back on subrecipient projects.
 - vii. Appropriateness and suitability of the narrative response to Response Section 3.3.C on the Respondent's proposed staffing plan for TPA services, including the resumes and duties for each of the proposed staff, if available, or a description of the requirements, or duty statement of the anticipated staff for this service.
 - viii. Appropriateness and suitability of the narrative response to Response Section 3.3.D on the Respondent's proposed implementation plan to staff and start TPA services within 30 days of contract award.
 - ix. Appropriateness and suitability of the narrative response to Response Section 3.3.E on the how Respondent will monitor the performance of any subcontractors.
 - x. Appropriateness and suitability of the proposed TPA administrative percentage fee.
 - xi. Appropriateness and suitability of the Respondent's Financial Capability.
3. It is the intent of this RFSI process to give CEO maximum flexibility in developing a contract. CEO reserves the right to consider all interested Respondents in a comprehensive manner to best serve the needs of the County of Los Angeles.

E. DEBRIEFINGS AND APPEALS

1. Upon completion of the Response review, the CEO will notify disqualified and non-selected entities via email and offer an opportunity for a debriefing. Respondents who wish to appeal, pursuant to the process set forth below, must first request and receive a debriefing. The debriefing will compare the requesting Respondent's Response with the review documents. The

requesting Respondent shall be debriefed only on its Response. Because contract negotiations will not yet be completed, Responses from other Respondent's shall not be discussed or disclosed, although the CEO may inform the requesting Respondent of its relative ranking in comparison to the other Responses. Such Debriefing request shall be submitted by email within **three (3) business days** of the date shown on CEO's notification, to the contact below:

Kashari Jones
kjones@ceo.lacounty.gov

2. An appeal may be submitted within three (3) business days after the debriefing if the requesting Respondent is not satisfied with the results of the debriefing. Only appeals submitted from debriefed Respondents shall be considered. The CEO will consider any appeal, if such appeal would change the outcome of the contract award selection and is received in writing by the CEO by the deadline indicated in this Section E.1. An appeal will be denied if it is not received timely. Timely appeals must satisfy all the following criteria:
 - a. The person or Respondent appealing asserts, in appropriate detail with factual reasons, one or more of the following grounds for review:
 1. The CEO committed a significant material error.
 2. A member of the Review Committee demonstrated bias in the conduct of the review.
3. Respondents will be notified by the CEO of the decision on any appeal which is received in a timely manner. Such notification will explain the basis for the decision. The CEO's decision on any appeal will be final.
4. Throughout the appeal review process, the CEO has no obligation to delay or otherwise postpone contract award based on a Respondent's appeal. In all cases, the CEO reserves the right to make a contract award(s) when it is determined to be in the interest of the County of Los Angeles.

F. NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT

Responses to this solicitation shall become the exclusive property of the County. Exceptions to disclosure are those parts or portions of all Responses that are justifiably defined as business or trade secrets, and plainly marked by the Respondent as "Trade Secret", "Confidential", or "Proprietary". The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the Response as confidential shall not be deemed sufficient notice of exception. The Respondent must specifically label only those provisions of their respective Response which are "Trade Secrets", "Confidential", or "Proprietary" in nature. In the event the County is required to defend an action

on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a Response marked "Trade Secrets", "Confidential", or "Proprietary", Respondent agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

G. COUNTY RIGHTS AND RESPONSIBILITIES

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

SA:kh

Attachments (3)