

# REQUEST FOR PROPOSALS

## GANG REDUCTION AND YOUTH DEVELOPMENT (GRYD)



**City of Los Angeles  
Mayor Antonio R. Villaraigosa  
Office of Gang Reduction and Youth Development**

DATE: April 15, 2008

TO: **ALL INTERESTED PARTIES**

FROM: Rev. Jeff Carr, Director  
Mayor's Office of Gang Reduction and Youth Development

SUBJECT: **REQUEST FOR PROPOSALS**  
**Gang Reduction and Youth Development - Gang Prevention Services**

Today April 15, 2008, the Mayor's Office of Gang Reduction and Youth Development is issuing a Request for Proposals (RFP) for the implementation of gang prevention services in six (6) designated Gang Reduction and Youth Development (GRYD) zones in the City of Los Angeles. Over a 12-month period, a total of \$3 million at \$500,000 per GRYD zone, will be available for distribution through this RFP, subject to the availability of funding from the City of Los Angeles and various state and federal grants.

The Mayor's Office of Gang Reduction and Youth Development (GRYD) seeks to enter into contracts with non-profit community-based organizations to provide gang prevention services to youth and families residing in six (6) specific geographic areas identified as GRYD zones. The GRYD zones include:

- (1) Baldwin Village/Southwest
- (2) Cypress Park/Northeast
- (3) Florence-Graham/77<sup>th</sup>
- (4) Newton
- (5) Pacoima/Foothill
- (6) Ramona Gardens/Hollenbeck

GRYD seeks to bring about significant, long-term reductions in gang activity and improve overall community health through collaborative efforts at local, state, and federal levels. Organizations will apply a comprehensive gang reduction and youth development model in addressing the full range of individual, family, peer, school, and community factors that contribute to high levels of juvenile delinquency and gang activity. The successful bidder's proposal must demonstrate its ability to deliver services in the core area of gang prevention.

To be eligible to apply, bidders must be non-profit, community-based organizations, legally incorporated in the State of California under federal tax code Section 501(c)(3). Applicant organizations must be located in the City of Los Angeles, providing services to residents within the City's geographic boundaries while meeting all of the requirements specified in this RFP. The grant period is for one (1) 12-month duration. Continued funding beyond the twelve months is contingent upon new appropriations of funds from the City of Los Angeles and state and federal government, project performance, and compliance with all contract requirements.

Interested and qualified contractors, who have demonstrated their experience in successfully providing services of this type are invited to submit proposals.

To obtain a copy of the RFP please go to: <http://www.labavn.org/> under Personal Services. Registration is free.

You may also pick up a copy of the RFP at the address below beginning on Tuesday, April 15 at 10:30am:

Office of the Mayor  
Gang Reduction and Youth Development, Rm 275 (2<sup>nd</sup> Flr)  
200 N. Spring Street  
Los Angeles, CA 90012

**Proposers' Conference**

A Proposers' Conference will be held on **Wednesday, April 23<sup>rd</sup> at 10:00am** at **City Hall, 200 N. Spring Street, 10<sup>th</sup> Floor, Los Angeles 90012**. Representatives from the Mayor's Office will be available to answer questions related to the RFP process, guidelines, and procedures for proper application.

Please contact the Mayor's GRYD Office at (213) 473-7796 or via email at [LAGRYD@lacity.org](mailto:LAGRYD@lacity.org) no later than **Monday, April 21<sup>st</sup>** to confirm you attendance.

**COMPLETED PROPOSALS ARE DUE NO LATER THAN 5:00PM Pacific Time on  
Thursday, May 15, 2008  
(Additional details are provided in the RFP)**

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## **BACKGROUND**

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### **A. Administrative Entity**

The Office of Gang Reduction and Youth Development (GRYD) was established by Mayor Antonio R. Villaraigosa in 2007 in response to the City's need for a comprehensive, collaborative, and community-based strategy with the primary goal of reducing gang crime and violence in the City's most gang-plagued communities. The City of Los Angeles is home to the largest and most established gang population in the country with over 400 separate gangs and an estimated 39,000 gang members. The newly-created Mayor's Office of Gang Reduction and Youth Development will be tasked with overseeing the City's gang prevention, intervention, and re-entry programs. In addition to overseeing existing gang reduction programs, the Mayor's Office will implement comprehensive gang reduction strategies in designated GRYD Zones across the City. The Mayor's GRYD Office will serve as the administrative entity for this Request for Proposals (RFP). There are various sources of funding for this RFP including the City of Los Angeles General Fund, the Justice Assistance Grant (JAG) from the U.S. Department of Justice, and the Bureau of Justice Assistance. The Mayor's Office of Gang Reduction and Youth Development has been authorized to release this RFP pursuant to Council Action (#06-2555).

### **B. Overview**

The Mayor's Office of Gang Reduction and Youth Development incorporates a comprehensive approach to reducing gang crime and violence and improving youth development including the inventory and integration of existing community services and the application of best practices prevention, intervention, re-entry, and suppression services and programs. GRYD zones are determined by high levels of gang crime and activity, high school drop-out rates, truancy rates, poverty levels, unemployment statistics, number of youth on probation/parole, and population density.

The Mayor's Gang Reduction Strategy is aimed at significantly reducing gang activity and improving and expanding youth development in targeted communities in East Los Angeles, South Los Angeles, and the San Fernando Valley. Six of these communities, including Baldwin Village/Southwest, Cypress Park/Northeast, Florence-Graham/77<sup>th</sup>, Newton, Pacoima/Foothill and Ramona Gardens/Hollenbeck will each receive funding through this RFP to implement best-practices and evidence-based gang prevention programs. The Mayor's Office seeks to bring about significant, long-term reductions in gang activity and improve the overall community health within these specified GRYD zones.

This RFP requires that funds be expended on gang prevention services within the designated GRYD zones. Each agency will be required to participate in a thorough evaluation to ensure measurable outcomes are met.

For more information on the Mayor's Office of Gang Reduction and Youth Development please go to:

<http://www.lacity.org/mayor>

(Villaraigosa Plan, Public Safety & Homeland Security, Gang Reduction Strategy)

## RFP SPECIFICATIONS

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### **A. Services Solicited and Project Objectives**

This Request for Proposals (RFP) seeks one or more consultants, individuals or firms to:

Provide gang prevention programs to youth between the ages of 10 and 15 (13-15 is the peak age for gang joining) residing in the GRYD zones. The focus of the services will be targeted street gang prevention. By gang prevention, we mean undertaking program procedures to discourage neighborhood youth from initial involvement with street gangs, i.e., gang joining. Programs will focus services on youth who are most vulnerable to gang joining, i.e., youth at risk for gang joining (see risk factors listed below).

The primary outcome goal of the programs will be to (1) limit the number of youth that become involved in area street gangs, (2) reduce the level of association with area street gangs and (3) reduce the number of gang risk factors assessed by the end of the program (6 and 12 months later). The secondary outcome goal will be to (1) reduce gang-related victimization and (2) reduce gang-related criminal and violence behavior.

For the purposes of this RFP six risk factors that are associated with gang involvement have been identified. Prevention programs will seek to address these risk factors in each of the GRYD Zones.

They include:

1. Poor parental supervision of children and youth
2. Early childhood aggression
3. Delinquent beliefs including acceptance of antisocial social behavior, guilt neutralization, and disengagement
4. Negative life events including being suspended from school, seriously ill, or breaking up with girlfriend or boyfriend
5. Having peers or friends that are involved in delinquent and deviant behavior
6. Commitment to street-oriented peers

Program activities will work effectively to reduce the prevalence of risk factors associated with gang-joining and increase protective factors to ensure the youth does not become involved in gangs. Program activities will work to discourage association, involvement, and identification with street gangs and encourage participation in pro-social programs and activities.

Each application must be an independent project and not dependent upon the funding for any other application submitted under this RFP. The proposer should be familiar with providing gang prevention services for high-risk youth and their families in the GRYD zone(s). The proposer must also have existing relationships with area schools, community and faith-based organizations, and other City and County partners including the Department of Child and Family Services, Department of Mental Health, Probation Department, Los Angeles Police Department, and Recreation and Parks.

## **B. Collaboration**

Applications will be accepted by individual organizations and organizations in a collaborative. We encourage organizations to collaborate in order to provide the most comprehensive scope of services addressing as many of the risk factors associated with gang joining. Applications must include at least one social service provider that is legally incorporated in the State of California under federal tax code Section 501(c)(3) and knowledge in providing social services to residents in the specified GRYD zone(s).

## **C. Scope of Work**

The agencies selected through this RFP will provide gang prevention services for youth between the ages of 10 and 15 (13-15 is the peak age for gang joining) residing in the GRYD zone(s). The focus of the services will be targeted street gang prevention. By gang prevention, we mean undertaking program procedures to discourage neighborhood youth from initial involvement with street gangs. Programs will focus services on youth who are most vulnerable to gang joining, i.e., youth at risk for gang joining (see risk factors listed below).

### **1. Gang Risk Factors**

For the purposes of this RFP, six (6) risk factors that are associated with gang joining have been identified. Gang prevention programs will assess each individual youth to determine the level of risk for gang joining.

- a. Poor parental supervision of children and youth
- b. Early childhood aggression
- c. Delinquent beliefs including acceptance of antisocial social behavior, guilt neutralization, and disengagement
- d. Negative life events including being suspended from school, seriously ill, or breaking up with girlfriend or boyfriend
- e. Having peers or friends that are involved in delinquent and deviant behavior
- f. Commitment to street-oriented peers

The gang prevention program clients will be selected by reference to their scores on the standardized Gang Risk Assessment tool which is being developed by the City of

Los Angeles and will be made available to successful bidders. Program elements must be related to the gang risk factors listed above and must be justified with respect to how they will impact the risk factors.

## 2. Program Elements

Program activities will work effectively to reduce the prevalence of risk factors associated with gang-joining and increase protective factors to ensure the youth does not become involved in gangs. Program activities will work to discourage association, involvement, and identification with street gangs and encourage participation in pro-social programs and activities.

Program elements associated with the risk factors are listed below:

<b>Gang Risk Factors:</b>	<b>Program Elements:</b>
Poor parental supervision of children and youth	Evidence-based parent training, therapy or counseling to improve supervision. This could include identifying ongoing support for parents and youth or alternative family situations.
Early childhood aggression	Evidence-based program elements designed to remediate early childhood aggression and other externalizing behaviors through therapy, counseling or other means.
Delinquent beliefs including acceptance of antisocial social behavior, guilt neutralization, and disengagement	Evidence-based approaches focused on counseling youth holding delinquent beliefs. This could include mentoring relationships or other ways of promoting personal responsibility for one's actions.
Negative life events including being suspended from school, seriously ill, or breaking up with girlfriend or boyfriend	Evidence-based counseling or therapy focused on assisting youth to cope with negative life events. This could include increasing adult and peer social support.
Having peers or friends that are	Evidence-based mentoring,

involved in delinquent and deviant behavior	counseling or therapy with youth-focused involvement with antisocial peers and friends.
Commitment to street-oriented peers	Program activities designed to reduce client's involvement and commitment to street-oriented peers.

An effective gang prevention strategy will include the following: coordination with existing City and County health and human services, foster care, probation and other services; services must be accessible and organizations must have the capacity to deliver timely services particular to crisis situations; the capacity to offer community and school-based services and activities throughout the day, including after-school, evening, weekend, and summer hours; involvement of community leaders and residents in identifying community resources that can reduce gang joining risk factors; the capacity of the organization to work with families of youth identified at high risk of gang joining and; targeted outreach to reach individuals most at risk of gang joining.

The selected agency will be required to implement a Gang Risk Assessment tool and track client progress in the City's Integrated Services Information System (ISIS). The selected agencies will also be required to participate in an evaluation and submit relevant client and program information.

### 3. Program Markers

At a minimum, four types of program markers will be collected by the organization and provided to the evaluator including dose, efficacy of model, implementation fidelity and gain in knowledge or skills.

- a. Dose: Number of sessions over what period of time
- b. Efficacy of Model: Approach or type of evidence-based service used
- c. Implementation Fidelity: Evidence that the model is being faithfully implemented; and
- d. Gain in Knowledge or Skills: Program-specific "tests" at program intake and program exit (implementation check)

### 4. Outcome Goals

The primary outcome goal of the gang prevention program/services will be to (1) limit the number of youth that become involved in area street gangs, (2) reduce the level of association with area street gangs and (3) reduce the number of gang risk factors assessed by the end of

the program (6 and 12 months later). The secondary outcome goal will be to (1) reduce gang-related victimization and (2) reduce gang-related criminal and violence behavior. All service providers must collaborate with the evaluation team in accessing and providing the necessary data.

#### 5. Core Service Parameters

- a. One agency will serve as the single fixed point of responsibility providing case management, follow-up and coordination of all service components. This agency will hold regular multidisciplinary case conferences to mandate information sharing and coordination of service. Case management should be of sufficient intensity to ensure effective delivery of services.
- b. The organization must provide services for a minimum of 100 youth with a cost of \$5,000 per client. This amount will cover the cost of case management services, recreational activities, tutoring, administrative support, and services provided by subcontractors.
- c. Services must be targeted to youth identified at highest risk for gang joining using the Gang Risk Assessment tool.
- d. The organization must require that case managers or family advocates have a minimum of 3 face-to-face contacts with the client each week. Face to face contacts with all the adults in the parenting role should take place minimally once a month.
- e. Service providers must minimize co-mingling of youth identified at high risk of gang joining unless they are in highly structured and supervised situations that are designed to promote pro-social attitudes and behavior.
- f. Services should be of sufficient intensity and duration to produce the desired outcome. Assessments conducted at the onset of services will be repeated at 6 months and 12 months.
- g. Organizations must facilitate the involvement of identified youth in conventional or pro-social activities in the community. Youth at high risk of gang joining who are served in a group context should not predominate the group (neither numerically nor socially).
- h. Coordinate access to evidence-based treatment for assessed needs such as poor parental supervision, early childhood aggression, delinquent beliefs, negative life events, peer network and commitment to street oriented peers (see risk factors above).

- i. Relevant program staff will be required to attend ongoing education and training including but not limited to motivational training, Health Insurance Portability and Accountability Act of 1996 (HIPPA) compliance, mandated reporter training, domestic violence training, conflict resolution, non violent crisis intervention, etc.

## 6. Examples of Successful Evidence-Based Gang Prevention Models

### a. **Poor Parental Supervision of Children and Youth**

**Goal:** Parent training, therapy or counseling to improve supervision. This could include identifying ongoing support for parents and youth or alternative family situations. Effective parenting programs have multiple components focused on encouraging pro-social behavior in children and discouraging antisocial and defiant behavior.

**Example:** Pre-natal and Infancy Support, “The Kazdin Method” (parent management programs that included monitoring, modeling and role playing)

**Example:** Filial Therapy for incarcerated parents

**Example:** Community Safety Trainings that include safety and threat assessments and response protocols (what to do, who to contact, etc.)

### b. **Early Childhood Aggression**

**Goal:** Program elements designed to remediate early childhood aggression and other externalizing behaviors through therapy, counseling or other means.

**Example:** Cognitive Behavioral Treatment

### c. **Delinquent Beliefs**

**Goal:** Approaches focused on counseling youth holding delinquent beliefs.

**Example:** Evidenced-based mentoring relationships or other ways of promoting personal responsibility for one's actions.

### d. **Negative Life Events**

**Goal:** Counseling or therapy focused on assisting youth to cope with negative life events. This could include increasing adult and peer social support.

**Example:** Cognitive behavioral treatments for critical life events such as being suspended from school, seriously injured, and break-up from girlfriend or boyfriend

**Example:** Multisystemic Therapy (MST) and Functional Family Therapy (FFT)

e. **Peers or Friends Involved in Delinquent and Deviant Behavior**

**Goal:** Mentoring, counseling or therapy with youth focused on involvement with antisocial peers and friends.

**Example:** Programs that ensure youth get safely to and from school and multi-agency partnerships with the goal

Target population - Elementary and middle school students

Core service parameters:

- Multi-agency partnership (school-community collaboration) with the goal of providing a safe environment for students before school, after school and post-after school programming
- Service area covers streets, bus stops and bus routes located immediately around the school before school and after school, including post-after school programming, as well as identified and certified safe locations such as churches, businesses, residences on the Safe Passages routes
- Staff must periodically assess routes for level of safety

f. **Commitment to Street-Oriented Peers**

**Goal:** Program activities designed to reduce client's involvement and commitment to street-oriented peers.

**Example:** Multidimensional Treatment Foster Care (MTFC)

**Example:** Anti-truancy programs

#### **D. Eligible Proposers**

Proposals will be accepted only from individuals or organizations that:

1. Are qualified to conduct business in the State of California;
2. If a corporation or limited liability company, the proposer must be in good standing with the Secretary of State;

3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. Have not been debarred by the federal government, State of California or local government.

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 other City Department (ie. Community Development Department, Recreation and Parks) or the Mayor's Office, it must not have an outstanding disallowed cost or other liability to the City.

During the past three years, the individual organization or the lead organization in the collaborative must have successfully completed contracts similar in size and scope. The proposer must have experience working with the target populations and demonstrate familiarity and knowledge of the GRYD zone(s). Service providers must maximize existing capacities in the GRYD zone(s) through local hiring and capacity building.

The proposer must also have existing relationships with area schools and other partners including but not limited to the County Department of Child and Family Services, Department of Mental Health, Probation Department, Los Angeles Police Department, and community and faith-based organizations.

Organizations are encouraged to form a collaborative with existing service providers within the GRYD zone(s) to ensure comprehensive local service delivery. Proposers must have a demonstrated background, training, experience and track-record in delivering services that address gang risk factors with members of the target population. Capacity could be obtained through ongoing collaboration with partners.

Proposers should document the qualifications of staff which should include, but not be limited to, attaching a resume of proposer/staff and proposed subcontractor agencies; sample of past experience with providing gang prevention services; sample of past experience with working with high-risk youth and their families.

#### **E. Source of Funds and Funds Available**

Over a 12-month period, \$3,000,000 will be available for distribution through this RFP, subject to the availability of funding from the City of Los Angeles and various federal grants. Each GRYD Zone will receive a total of \$500,000 in funding for gang prevention program services. Three of the GRYD zones will be receiving funding by the US Department of Justice (DOJ), Bureau of Justice Assistance (BJA) including Baldwin Village, Florence-Graham/77<sup>th</sup> Division, and Ramona Gardens. The Baldwin Village GRYD zone will receive funding through the FY 2006 Congressional Mandated Grant

(CF 06-2555), the Florence-Graham/77<sup>th</sup> Division GRYD zone will receive funding through the FY 2007 Edward Byrne Memorial Discretionary Grant (CF 07-2730) and the Ramona Gardens GRYD zone will receive funding through the 2006 Edward Byrne Memorial Grant (CF 06-0284).

Table I. Funding for each GRYD Zone.

<b>GRYD Zone</b>	<b>Funding Source</b>	<b>Funding Amount</b>
Baldwin Village	Federal Grant/General Fund	\$400,000/\$100,000
Cypress Park/Northeast	General Fund	\$500,000
Florence-Graham/77th	Federal Grant	\$500,000
Newton	General Fund	\$500,000
Pacoima/Foothill	General Fund	\$500,000
Ramona Gardens/Hollenbeck	Federal Grant/General Fund	\$400,404/\$99,596
<b>Total Funding:</b>		<b>\$3,000,000</b>

## **F. Budget**

Contracts shall be funded in an amount not to exceed \$500,000 per GRYD Zone (Table 1). A minimum of \$25,000 or 5% of the organization's budget must be allocated to support data collection for the evaluation. The Agreement with the selected applicants will be on a cost reimbursement basis. All applicants are required to solely adhere to the budget policy stated below.

### **A. SUPPLANTING PROHIBITED**

Funds must be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose. Potential supplanting will be reviewed during the proposal rating process, post award monitoring and audit.

### **B. PROJECT INCOME**

Project income, such as fees from clients and fees for services provided by and/or to the community organization (i.e., training, presentations, etc.), profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the contract funding. Project income needs to be budgeted and reported.

### **C. MATCHING FUNDS**

No match is required and, therefore, should not be budgeted.

#### D. OVERTIME

Funds cannot be budgeted and used for overtime. If overtime is worked, staff time will need to be adjusted in accordance with the federal Fair Labor Standards Act.

#### E. AUDITS

All applicants are subject to compliance with audit requirements detailed in OMB Circular 133.

#### F. INDIRECT COSTS

Indirect costs are allowable for applicants that have a federally approved indirect cost rate. Applicants requesting funds for indirect costs must submit a copy of the approved rate with the budget forms.

#### G. Contract Term

The initial contract period shall be for twelve (12) 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, State, and local government legislation; and an evaluation of contractor's performance and program outcome measures.

#### H. Preliminary Schedule

<u>Event</u>	<u>Date</u>
Request for Proposals Released	April 15, 2008
Proposers' Conference	April 23, 2008
Proposals Due by 5:00 P.M.	May 15, 2008
Appeals Reviewed	June 2, 2008
Contract Work Begins	July 1, 2008

#### I. Proposers' Conference

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. This

conference is **NOT MANDATORY**. City staff will not provide assistance regarding a proposer's individual project design. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

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 Los Angeles Business Assistance Virtual Network ([www.labavn.org](http://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. If you do not have access to the Internet, the Q&A document will be available by fax or by pick-up at the address on the front cover.

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 to request an accommodation.

## **J. Technical Assistance**

All technical assistance questions after the proposers' conference must be submitted by e-mail or fax, using the attached Technical Assistance Request form. (E-mail is the preferred way to contact City staff.) Please identify the following title on the subject line of your email: GRYD RFP Request for Technical Assistance.

Email: [LAGRYD@lacity.org](mailto:LAGRYD@lacity.org)

Fax: (213) 978-8773

## **K. Deadline for Submission of Proposals**

The original proposal, together with six (6) complete copies, must be hand- or courier-delivered in a sealed package by 5:00 p.m. PST on the deadline date on the cover of this document; or delivered via U.S. Mail postmarked no later than 11:59 p.m. PST on the deadline date, to the submission address on the cover of this document.

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

Proposers using the U.S. Mail are required to obtain a "Proof of Mailing Certificate" stamped by the Postal Service as evidence that the proposals were mailed no later than 11:59 p.m. on the deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not

be reviewed. **All proposals hand or courier-delivered after 5:00 p.m. PST or postmarked after 11:59 p.m. PST on the deadline date will be returned unopened to proposers.**

## **L. Evaluation Factors**

Proposals will be reviewed for completeness, the quality of required responses to RFP issues, and reasonableness of proposed costs. Proposals are **strongly** encouraged to access the needs assessments and resource maps of the six GRYD zones located on the Mayor's website at <http://www.lacity.org/mayor> (Villaraigosa Plan, Public Safety & Homeland Security, Gang Reduction Strategy) Proposals shall be evaluated on the following categories and may include consideration of any or all of the listed factors at the City's sole discretion.

### **1. Statement of the Problem – 10 points**

- Knowledge of trends and patterns of overall gang-related and juvenile crime for the GRYD zone
- Knowledge of community needs and existing service providers within the GRYD zone
- Description of service gaps for youth at high risk of joining gangs and their families

### **2. Organizational Capability – 20 points**

- Experience in implementing evidence-based, theory-based, or promising practices gang prevention programs
- Successful partnerships with City and County health and human services, foster care, probation, educational, and law enforcement agencies in performing gang prevention services
- Experience with working with the target populations and demonstrated familiarity and knowledge of the GRYD zone
- Financial stability and ongoing ability to provide the services proposed;
- Project sustainability if future funds are not available
- Availability of adequate staffing, including support and backup staff and the experience and technical expertise of assigned staff in working with high-risk youth and their families

### **3. Operational Plan– 50 points**

- Description of gang prevention services to be provided (organizations must demonstrate how proposed programs are evidence-based, empirically supported and/or related to a theoretical framework for reducing gang joining; location of services; hours of operation, etc.)

- Efficiency and effectiveness of the proposed project concept and design in addressing the Scope of Work and achieving the objectives of the Solicited Services
- Sufficient detail in narratives and exhibits to evaluate the proposed project's efficiency and effectiveness
- Timeliness of project implementation schedule
- Understanding of the GRYD zone and needs and strengths of youth at high risk for gang involvement and their families, as reflected in the project concept and design.

#### **4. Cost Reasonableness – 20 points**

- Accuracy and completeness of submitted budget;
- Allowableness/allocability, reasonableness and necessity of costs;
- Feasibility of budget(s). Costs will be related to the operational plan and implementation schedule to determine whether sufficient resources are dedicated to tasks and deliverables to ensure a quality product on time.

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

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

#### **M. Proposal Review Process**

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, a pre-award interview, site inspection and/or telephone conference call may be held with top scoring proposers. The combination of scores and results of the pre-award interview, site inspection,

and/or telephone conference call will determine the final funding recommendations.

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

#### **N. Proposal Appeal Process**

All applicants shall have the opportunity to appeal the funding recommendations by the Mayor's Office. Information on the appeals process and timeline will be specified in a written notice to all proposers.

### **III. GENERAL RFP INFORMATION**

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#### **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. 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 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, site inspection, and/or telephone conference call.

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 on an offer/counter-offer basis. 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:

- fund all or portions of a proposer's proposal and/or require that 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;
- use other sources of funds to fund all or portions of a proposer's proposal;
- require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- elect to contract directly with one or more of the identified collaborators;
- 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 (CRO)

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 complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer 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

The City reserves the right to retain all submitted proposals which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be considered public documents, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et seq.) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefor." Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing proposers until allowed by law.

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

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). Proposers shall refer to the City of Los Angeles, Department of Public Works , Bureau of Contract Administration website:

<http://bca.lacity.org/site/pdf/ebo/full.pdf>

for a copy of the form and further information regarding the requirements of the Ordinance.

All Proposers shall complete and return, with their proposal, the Equal Benefits Ordinance Compliance Form (three (3) pages). The Application for Reasonable Measures Determination (one (1) page) and the Application for Provisional Compliance (two (2) pages) should be submitted only if applicable. Unless otherwise specified in this procurement package, Proposers do not need to submit supporting documentation with their bids or proposals. However, supporting documentation verifying that the benefits are provided equally shall be required of the Proposer that is selected for award of a contract.

12. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to City of Los Angeles, Department of Public Works , Bureau of Contract Administration website: <http://bca.lacity.org/index.cfm>

for copies of the forms and further information regarding the requirements of the Ordinances. The Living Wage Ordinance and Service Contractor Worker Retention Ordinance is only applicable to organizations submitting applications for GRYD zone(s) receiving funding through the City's General Fund.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and the Application for Non-Coverage or Exemption are available on the City of Los Angeles, Department of Public Works, Bureau of Contract Administration website on:  
<http://bca.lacity.org/site/pdf/lwo/ExFormW2.pdf>

13. Slavery Disclosure Ordinance

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

The Slavery Disclosure Ordinance is only applicable to organizations submitting applications for GRYD zone(s) receiving funding through the City's General Fund.

The Slavery Disclosure Ordinance is available on the City of Los Angeles, Department of Public Works, Bureau of Contract Administration website on:  
<http://bca.lacity.org/site/pdf/sdo/Affidavit.pdf>

14. 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 its 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 nor 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.

15. 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.

16. Assurances

As a condition to the award of financial assistance from the Department of Justice, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

**B. Statements Required with Proposal**

1. MBE/WBW/OBE Outreach Form – The Contractor shall submit the MBE/WBE/OBE Form and comply with the City’s Minority Business Enterprise (MBE), Women Business Enterprises (WBE) and other Business Enterprise (OBE) out reach requirements as appropriate.

2. Contractor Responsibility Ordinance (CRO) Questionnaire

All proposers shall submit a completed CRO Questionnaire signed under penalty of perjury with their proposal.

3. Subcontractors

If a proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the proposal.

4. Equal Benefits Ordinance

The Proposer shall submit the applicable Equal Benefits Ordinance Compliance Form(s).

5. Municipal Lobbying Ordinance

The Proposer shall submit the applicable Municipal Lobbying Ordinance Compliance Form – Bidder Certification CEC Form 50.

### C. 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.** A copy of the City's Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a **VARIABLE** to-be-negotiated fee-for-performance basis **OR** on a line item cost reimbursement basis.

1. Insurance Certificates
2. 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.
3. Secretary of State Documentation
4. 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. Organizations must be in good standing and authorized to do business in California.
5. Corporate Documents
6. 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 Executorial Authority with a Signature Specimen.
7. City Business License Number
8. 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.
9. Proof of IRS Number (W-9)
10. All contractors are required to complete and submit Proof of IRS Number (W-9) Form.
11. Certifications

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

- Certification Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549
- Certification and Disclosure Regarding Lobbying (not required for contracts under \$ 100,000). Contractor shall also file a Disclosure Form, at the end of each calendar quarter during which any event requiring disclosure, or which materially effects the accuracy of the information contained in any previously filed Disclosure Form
- A Certificate Regarding Drug-Free Workplace Requirements (if applicable).

12. Affirmative Action Plan

All contractors who are awarded contracts in excess of \$5,000 are required to comply with the City's Affirmative Action Policies and must submit an Affirmative Action Plan.

13. Collaboration

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

**D. Contractor Evaluation**

An independent evaluator will be hired by the City of Los Angeles to conduct a thorough evaluation of program services during the term of the contract. Organizations must identify a dedicated staff person to collect appropriate data and provide to the evaluator on a regular basis. In addition, 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. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond.

## IV. PROPOSAL PACKAGE

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### 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 proposer 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 and six (6) stapled copies. 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. \_\_\_." Staple all pages firmly in the upper left-hand corner. Specialized coverings, paper clips, or other removable fasteners are not acceptable.
3. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter must :
  - a. include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator;
  - b. be signed by the person(s) authorized to bind the agency 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 three (3) calendar weeks after the proposal submission deadline;
  - c. 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:

Font size – 12 points  
Margins – At least 1 inch on all sides  
Line spacing – Single-spaced  
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.) so that proposals can be easily converted to contract form.
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 the information requested.
10. In completing the narratives and exhibits, including the budget, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.
11. All applicants are required to solely adhere to the budget policy stated below.
  - A. **SUPPLANTING PROHIBITED**  
Grant funds must be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose. Potential supplanting will result in the review of the proposal, post award monitoring and audit.
  - B. **PROJECT INCOME**  
Project income, such as fees from clients and fees for services provided by and/or to the community organization (i.e., training, presentations, etc.), profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the contract funding. Project income needs to be budgeted and reported.

C. MATCHING FUNDS

No match is required and, therefore, should not be budgeted.

D. OVERTIME

Grant funds cannot be budgeted and used for overtime. If overtime is worked, staff time will need to be adjusted in accordance with the federal Fair Labor Standards Act.

E. AUDITS

All applicants are subject to compliance with audit requirements detailed in OMB Circular 133.

F. INDIRECT COSTS

Indirect costs are allowable for applicants that have a federally approved indirect cost rate. Applicants requesting funds for indirect costs must submit a copy of the approved rate with the budget forms.

## B. Narratives

### **Narrative 1 – Statement of the Problem – limit to two (2) pages**

Respond to the following questions to describe your designated geographic target area and the youth population to be served. Use concrete language and quantifiable measurements whenever possible.

- a) Describe the nature and scope of the problem to be addressed. Use local statistics to describe the problem (ie. trends and patterns of overall gang-related and juvenile crime for the GRYD zone)
- b) Describe current resources in the designated area and service gaps experienced by youth at high risk for gang involvement and their families
- c) Provide a description of the service area's needs and strengths (please refer to the needs assessment and resource mapping)
- d) Please provide an overall description of the area (size, population and social factors, educational attainment, etc).

### **Narrative 2 - Organizational Capability – limit to four (4) pages**

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

- a) Describe previous/current projects that were/are directly related to gang prevention and working with the target populations in the designated GRYD zone. Describe what measures you used in determining program effectiveness

and program outcomes. Describe whether the services were evidence-based, theory-based, or promising practices and how the program was successful in achieving program outcome goals.

- b) Describe how the proposed project will be structured and managed. Identify the qualifications and experience of the project/program director, project staff, and subcontractor staff. Describe the roles and responsibilities of the project director/program and project staff. Attach an organizational chart and job descriptions of each employee for the proposed program.
- c) Describe existing partnerships with relevant City and County departments, 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. Attach current operational agreements (ie. letters of support or Memorandum of Understanding) to the application. Please limit the number of letters, agreements, or MOU's to five (5).
- d) Describe the financial stability of the organization and the sustainability of the project in the case that the City does not have future funds available for gang prevention services.

### **Narrative 3 – Project Concept and Design – limit to eight (8) pages**

Respond to the following questions to explain the activities you will undertake and describe the deliverables you will produce in order to address the Scope of Work. (You do not need to answer questions individually.) Use concrete language and quantifiable measurements whenever possible.

- a) Describe the services your organization will provide directly for the target population in the GRYD zone. Please include recruitment efforts, number of individuals your program will serve, location of services and days and hours of operation. Please reference any evidence-based, theory-based or promising practices approaches used to model your strategy.
- b) Describe the services your organization will provide by referrals and by operational agreements with other agencies.
- c) Describe program enrollment procedures and program discharge, addressing criteria for enrollment and program termination/completion.
- d) Describe the goals and objectives of the proposed program. How will your organization monitor progress of individual participants? Describe the outcomes your organization will measure.

- e) Present an implementation time line for the proposed program. Include program objectives and action steps that will be carried out to meet the specific objectives.

**Narrative 4 (optional) – Additional Information – limit to 2 pages**

If certain RFP requirements are not being addressed, explain why. Present any critical information that has not been requested by the RFP.

**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.

**D. Proposal Checklist – Documents to be Submitted With Proposal**

1. Narrative 1 – Problem Statement (2 pages)
2. Narrative 2 – Organizational Capability (4 pages)
3. Narrative 3 – Operational Plan (8 pages)
4. Narrative 4 – (2 pages) (Optional)
5. Itemized Budget and Budget Narrative– Attachment
6. Indirect Cost Rate – Attachment
7. Proposer Workforce Information / Non-Collusion Statement – Exhibit 1
8. City Child Care Policy – Exhibit 2
9. Contractor Responsibility Questionnaire
10. Equal Benefits Ordinance Compliance Form(s)
11. Guidelines for Evaluation of Good Faith Effort Checklist
12. Organizational Chart – Attachment
13. Operational Agreements – Attachment

EXHIBIT 1:  
PROPOSER WORKFORCE INFORMATION

Proposer's Name (legal name of entity) \_\_\_\_\_

Headquarters of Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of Employees Residing in the City of Los Angeles: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Percentage of Employees Residing in the City of Los Angeles: \_\_\_\_\_

	<p>The proposal is submitted as a firm and fixed request valid and open for 90 days from the submission deadline.</p> <p>This proposal is genuine, and no sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal and the proposer has not in any manner sought by collusion to secure for himself or herself an advantage over any other proposer.</p> <p>To my knowledge, this proposal does not duplicate facilities or services available in the area that are funded by other sources of funds.</p> <p>In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract supported by these funds.</p> <p>_____</p> <p>AUTHORIZED SIGNATURE &amp; DATE</p> <p>_____</p> <p>PRINT NAME &amp; TITLE</p>
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LEVEL 3 ASSISTANCE:

Flexible work hours

Flex-location work-at-home

Work-at-home following maternity leave

Unpaid parental leave

Commitment to enhance child care  
program

Other (Describe):

I HAVE READ AND COMPLETED:

Signature

Date

EXHIBIT 2  
SUPPLEMENTARY INSTRUCTIONS  
CHILD CARE POLICIES

City Child Care Policy and Vendor System- On February 24, 1987, the City Council adopted the Child Care Policy for the City of Los Angeles. This Policy acknowledges the importance of quality, affordable, accessible child care to the individual, family, work place, and community. The City further recognizes that existing child care services and facilities are not adequate to meet current demand, and that such demand is increasing. Failure to address this critical unmet need will have serious detrimental effects on the physical, social and economic life of Los Angeles. Thus, the City Child Care Policy was adopted, committing the City to use its resources as educator, employer, model and facilitator to act as a catalyst in expanding the supply of quality, affordable child care in Los Angeles.

The City Child Care Policy includes an item specifically designed to address the development and implementation of child care policies and practices by vendors as follows:

THE CITY OF LOS ANGELES SHALL ENCOURAGE ALL ITS VENDORS TO ADOPT A STATED POLICY ON CHILD CARE. TO THE EXTENT PERMITTED BY LAW, VENDORS WITH STATED CHILD CARE POLICIES SHALL RECEIVE PREFERENCE IN CONTRACTING WITH THE CITY OF LOS ANGELES.

It is the goal of the City to promote and facilitate the establishment and implementation of child care policies and practices which address the critical unmet local need for quality, affordable child care services.

A company may after a review and due consideration, determine that child care is not an employee need or that a child benefit/service cannot feasibly be offered by the company. In this case, a written policy statement to this effect would also qualify a company for the vendor preference.

REQUESTED CHILD CARE POLICY INFORMATION FROM VENDORS- All vendor applicants should complete the "Child Care Declaration Statement" form (EXHIBIT 1), declaring whether the business has a stated child care policy and/or offers any form of child care assistance to employees. Those vendors indicating they have a stated child care policy for employees should file a copy of said policy along with the "Declaration" form. A stated Child Care Policy is a written statement of intent and/or attitude by an employer regarding the provision of child care assistance to employees.

For additional information contact the City Child Care Coordinator's Office: 333 South Spring Street, Los Angeles, CA 90013



EXHIBIT 4: Contractors Responsibility Ordinance Questionnaire  
Questionnaire Available (9 pages) at:

[www.lacity.org/BCA/index.htm](http://www.lacity.org/BCA/index.htm)

or you may contact the

City of Los Angeles, Department of Public Works, Bureau of Contract  
Administration at (213) 847-1922

EXHIBIT 5: Equal Benefits Ordinance Compliance Forms  
EBO Compliance Forms (3 pages) Available at:

[www.lacity.org/BCA/index.htm](http://www.lacity.org/BCA/index.htm)

or you may contact the

City of Los Angeles, Department of Public Works, Bureau of Contract  
Administration at (213) 847-1922

EXHIBIT 6: Municipal Lobbying Ordinance Compliance Form  
CEC 50 Compliance Form (2) pages) Available at:

<http://ethics.lacity.org/forms>

**Gang Prevention Program**

PERSONAL SERVICES—SALARIES & EMPLOYEE BENEFITS  
12-month budget

Personnel: List the title of each position and the name of each person within your organization who will occupy each of them. If the position is vacant, please write vacant next to the title. Show the annual salary rate and the percentage of time to be devoted to the project by each individual. Compensation paid to employees for this project must be commensurate with that paid for similar work within the applicant organization.

<b>Position Title Cost</b>	<b>Name</b>	<b>Computation</b>
--------------------------------	-------------	--------------------

TOTAL

Fringe Benefits: Fringe benefits paid to each of the individuals should be based on actual known costs or an established formula. They should be calculated to reflect the time that each of the positions listed will have to dedicate to the program.

<b>Position Title Cost</b>	<b>Name</b>	<b>Computation</b>
--------------------------------	-------------	--------------------

TOTAL

OPERATING EXPENSES  
12-month budget

Travel: Out -of-State travel is not allowed. When a privately owned vehicle is used on project related business, a maximum of 48 cents per mile is allowed. Meals, incidentals, and lodging must comply with rates established by the State Department of Justice. Itemize travel expenses of project personnel by purpose (e.g., staff to training, group meetings, etc.) Also, show the basis of the computation and state the objective that is accomplished by the travel.

<b>Purpose of Travel</b>	<b>Computation</b>	<b>Cost</b>
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TOTAL

Supplies: List expendable supplies or equipment, costing less than \$1,000, by type (office supplies, postage, training materials, copying paper, pens, pencils, highlighters, staples, staplers, paper clips and other equipment items), number of items, cost per unit and total cost. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<b>Type of Supply</b>	<b>Number</b>	<b>Cost Per Unit</b>	<b>Cost</b>
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TOTAL

Office Equipment: Please list the type of non-expandable equipment, how many and the unit cost for each item and the total cost associated with each purchase. Non-expandable equipment is tangible property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax and installation). If equipment is purchased as a complete package (i.e. computer, monitor, modem, software, etc.), the total package cost, not the unit cost, will determine if it qualifies under the equipment category. The cost of a computer system must include all the expenses required to purchase, install, and operate the system. These include, but are not limited to hardware, software, maintenance, upgrade, training, conversion, technical assistance, consultants, programmers, analysts, furniture, supplies, modems, telephone lines, and connect time to mainframe or data centers. Any computer related purchases must be clearly identified as "computer purchase."

<b>Type of Equipment</b>	<b>Number</b>	<b>Cost per item</b>	<b>Cost</b>
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TOTAL

Other Costs: List other costs (rent, utilities, janitorial services, security services, equipment service and maintenance agreements, subscriptions, vehicle maintenance, internet access costs, etc.) by major type, the monthly and yearly cost for the service, if it is a reoccurring cost, and the basis for the computation. (If it is a one time only cost, place one time only cost under Cost per month and place the total cost under the "Yearly Cost" heading.)

<b>Major Type Cost</b>	<b>Cost Per Month</b>	<b>Yearly</b>
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TOTAL

## BUDGET SUMMARY

<b>Budget Category</b>	Amount
Personnel	
Fringe Benefits	
Travel	
Supplies	
Equipment	
Other	
<b>TOTAL PROJECT COST</b>	

Attach budget narrative to justify all proposed program expenditures. There is no page limit for the budget narrative.

**City of Los Angeles  
Office of the Mayor  
Gang Reduction and Youth Development  
RFP for Gang Prevention Services**

**Request for Technical Assistance**

This form can be returned by fax to the Mayor's Office of Gang Reduction and Youth Development (GRYD) at (213) 978-8773 or sent via email to [LAGRYD@lacity.org](mailto:LAGRYD@lacity.org) Please include the following in your title: GRYD RFP Technical Assistance Request

Please include the following information:

**Agency Name:**  
**Contact Person:**  
**Title:**  
**Address:**  
**Phone:**  
**E-mail:**  
**Fax:**

**Question (please reference page number from RFP in your question):**

(For Internal Use Only):

Date Received:

Date Answered:

Answered by: