

REQUEST FOR INFORMATION (RFI)
FOR
EVICTON PREVENTION AND HOME STABILITY SERVICES

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES
CALWORKS DIVISION
12820 Crossroads Parkway South (West Building)
City of Industry, CA 91746-3411

Issued: March 2, 2010

REQUEST FOR INFORMATION
Eviction Prevention and Home Stability Services

1.0 PURPOSE OF REQUEST FOR INFORMATION

- 1.1 The purpose of this Request for Information (RFI) is to determine the extent of interest from qualified agencies in providing the services listed in Section 3.0, SERVICES.
- 1.2 This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. This RFI does not commit Los Angeles County (County) to contract for any services whatsoever. The County will not pay for any information or administrative costs incurred in response to this RFI. However, the County reserves the right to select one or more agencies with demonstrated capability to provide the requested services as part of this RFI process.

2.0 BACKGROUND ON THE PROPOSED SERVICES

The Economic Stimulus Package signed into law in February 2009 by President Obama, allows States to access the Emergency Contingency Fund (ECF) for a) Short-term Non-Recurring Benefits, b) Subsidized Employment, and c) Basic Needs. The definition of a non-recurrent, short-term benefit (45 CFR 260.31(b)(1)) states that such a benefit: (1) is designed to deal with a specific crisis situation or episode of need; (2) is not intended to meet recurrent or ongoing needs; and (3) will not extend beyond four months.

Because of the current economic crisis, the demand for housing-related legal services has increased as a result of more and more households facing evictions, foreclosures, and bankruptcies.

Qualifying projects will be funded by ECF monies. In order to qualify for ECF monies, agencies must cover 20 percent of the expenditures with nonfederal dollars. The federal government will reimburse the agencies 80 percent of the expenses claimed. Agencies can claim ECF monies for existing qualifying projects based on an increase in expenditures as compared to the base year of Federal Fiscal Year 2007. For agencies creating a new qualifying ECF project, all costs can be claimed. There is no cap to the amount that can be utilized for emergency short-term, housing-related legal services. Payment is based on a fixed fee per participant served.

3.0 SERVICES

DPSS is looking for interested and qualified agencies that can provide emergency short-term, housing-related legal services that may include direct legal advice, legal defense, legal representation, counsel, landlord negotiations, advocacy, outreach and legal education services. These services are to be provided to CalWORKs families or families with income under 200% of the Federal Poverty Level with at least one family member who is a U.S. citizen, or legal resident.

4.0 QUALIFIED AGENCIES

To qualify, at the time of response to the RFI, an agency must certify that they currently meet the following qualifications:

1. Agency shall not be disqualified from doing business in the State of California.
2. Agency shall not be suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts.
3. Agency must be in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026) or certify that they are exempted pursuant to Chapter 2.206 of the Los Angeles County Code. This ordinance was implemented on October 20, 2009 and requires that agencies contracting with the County be current with their annual tax payments for secured/real and unsecured/personal property.
4. Agency must have current insurance coverage to include: general liability, automobile liability, worker's compensation, employer's liability, crime coverage, property coverage and professional liability. The preceding insurance coverage is required to respond to this RFI, however, during the procurement and contracting process, the level of coverage required shall be at the established levels listed in Section 5.0, DESIRABLE QUALIFICATIONS.
5. Agency must have a minimum of three (3) years (within the last ten years) experience providing services or substantially similar services to those listed in Section 3.0, SERVICES.
6. Agency must be able to provide the services listed in Section 3.0, SERVICES.

5.0 DESIRABLE QUALIFICATIONS

Current compliance with the following qualifications is desired. However, interested agencies with demonstrated capability to provide the requested services in Section 3.0, SERVICES, shall be required to meet the following qualifications during the procurement and contracting process:

Agency shall be required to procure, maintain and provide County evidence of Agency's insurance at the coverage levels required by County:

- o General Liability:

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| General Aggregate: | \$2 million |
| Products/Completed Operations Aggregate: | \$1 million |
| Personal and Advertising Injury: | \$1 million |
| Each Occurrence: | \$1 million |

- o Automobile Liability insurance with a limit of liability of not less than \$1 million for each accident.

- o Worker's Compensation and Employer's Liability:

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| Each Accident: | \$1 million |
| Disease-policy limit: | \$1 million |
| Disease-each employee: | \$1 million |

- o Crime Coverage:

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| Employee Dishonesty: | \$25,000 |
| Forgery, Alteration, Computer Fraud, Theft: | \$25,000 |
| Disappearance and Destruction: | \$25,000 |
| Burglary and Robbery: | \$25,000 |

- o Property Coverage (Personal and Real) as appropriate in the event of renting, leasing or using loaned County-owned equipment.
- o Professional Liability:

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| Error, omission, negligent or wrongful act: | \$1 million |
| Aggregate: | \$3 million |

6.0 REQUEST AND FORMAT FOR STATEMENTS OF INTEREST TO ENSURE FULL CONSIDERATION BY THE COUNTY

The County is requesting Statements of Interest (SOI) from qualified agencies to provide the services requested.

To ensure full consideration by the County, interested parties are required to submit a written SOI not to exceed five (5) pages (including all attachments) in Arial font size 11, in the following format:

6.1 Introduction Letter

The introduction letter should be on the Agency's Letterhead, brief, concise, and must be typed. The introduction letter must include: (1) Agency's Full Legal Name, (2) Type of Entity, (public/private and for-profit/nonprofit), (3) Name and Title of the person authorized to make representations for the firm, (4) Mailing Address, and (5) Contact Person's Name, Phone and Fax Number, and Email Address.

6.2 Interested Party's Experience and Capabilities

Interested parties must provide: (1) their history of providing the services requested or substantially similar services as those requested, (2) how they plan to provide and implement these services and, (3) how they meet the qualifications listed in Section 4.0, QUALIFIED AGENCIES.

False, misleading, incomplete, deceptively unresponsive statements and missing documents/exhibits in connection with an SOI shall be sufficient causes for rejection of an Agency's SOI.

7.0 DEADLINE FOR SUBMISSION OF STATEMENT OF INTEREST

The County is interested in written submissions from qualified agencies with the capability to offer the services requested by **March 16, 2010 AT 5:00 p.m., MONDAYS THROUGH THURSDAYS** only. Late Statements of Interest (SOI) will not be accepted. Please send all SOIs to the following address:

County of Los Angeles
Department of Public Social Services

CalWORKs Division
12820 Crossroads Parkway South (West Building)
City of Industry, CA 91746-3411
Attention: Cecille Asuncion

The outside of the envelope should be labeled: **“Eviction Prevention and Home Stability Services - Statements of Interest.”**

DISCLAIMER:

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT FOR DPSS.

The RFI is issued solely for the purpose of collecting information and for planning purposes. It does not constitute a solicitation for contracting, and should not be construed as a Request for Proposals (RFP), or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the exclusive property of the County of Los Angeles. The Department of Public Social Services reserves the right to incorporate into any future solicitation or contract, information or ideas that are found in the responses to this RFI. Moreover, all responses to this RFI shall become matter of public record, and shall be regarded as such. Exceptions will be those elements marked “trade secret,” “confidential,” or “proprietary” as described in the California Government Code, Section 6250 et seq. (Public Records Act). The County shall not in any way be liable or responsible for the disclosure of such records, without limitation and including those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.