

REQUEST FOR QUALIFICATIONS

INDEPENDENT ELECTION ADMINISTRATOR

Issued on: August 17, 2007

**City of Los Angeles
Department of Neighborhood Empowerment
Administrative Services Division
334-B East 2nd Street
Los Angeles, CA 90012
(213) 485-4278
FAX (213) 485-4608
www.lacityneighborhoods.com**

**RESPONSE DUE BY 5:00 P.M. (PST)
FRIDAY, SEPTEMBER 7, 2007**

**CITY OF LOS ANGELES
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT**

REQUEST FOR QUALIFICATIONS (RFQ)

INDEPENDENT ELECTION ADMINISTRATOR

INTRODUCTION:

Through this Request for Qualifications, the Department of Neighborhood Empowerment seeks services from individuals, firms, or organizations to manage and administer the elections of Neighborhood Councils throughout the City. This Request for Qualifications (RFQ) outlines the basic guidelines for applicants to submit their Statement of Qualifications (SOQ).

I. BACKGROUND

The Department of Neighborhood Empowerment (hereinafter referred to as "Department") was created by the Los Angeles City Charter in June 1999 with the goal of promoting increased public participation in government and working to make government more responsive to local needs. The Department was charged with the responsibility of implementing and overseeing various City ordinances, procedures and regulations relating to the Plan for a Citywide System of Neighborhood Councils.

In January 2005, the City Council adopted the Neighborhood Council Election Procedures (Council File # 04-1935; herein referred to as the "Election Procedures"), which was incorporated into the Plan for a Citywide System of Neighborhood Councils. As stipulated in the Election Procedures, the Department uses election administration services to ensure a fair and open election process.

Currently, there are 89 neighborhood councils, certified by the Board of Neighborhood Commissioners, throughout the City of Los Angeles. It is anticipated that up to 100 neighborhood councils will be certified to cover the entire city. The quantity of elections varies depending on the number of neighborhood councils and their activity. In past years, the number of elections averaged 66 annually, but is expected to increase with the number of certified Neighborhood Councils. Every election is time sensitive and non-adherence to the timeframe could result in legal challenges and loss of access to the City's funding and other support services. The Independent Election Administrator must be independent of the outcome of the election and shall have no vested interest in the outcome of the election. All elections must be conducted in accordance with the Neighborhood Council Election Procedures and consistent with the Neighborhood Council bylaws.

Section VII of the Neighborhood Council Election Procedures specifies the identification of an Independent Election Administrator selected by the Neighborhood Council and stipulates that the Department shall not act as the election administrator, but shall conduct training sessions for potential election administrators and must receive certification from the Department. Therefore, interested candidates must attend the training program and assist in conducting at least one neighborhood council governing board election, prior to receiving certification from the Department as an Independent Election Administrator.

For more information about the Neighborhood Council Election Procedures, please visit the DONE website at www.lacityneighborhoods.org.

Independent Election Administration Totals

The majority of the Neighborhood Councils conduct their elections once a year. The annual average number of neighborhood council elections is approximately 66. The Department anticipates certifying more neighborhood councils and therefore expects 70 to 80 elections annually. Following are actual election figures for the previous years.

| 2007 | 2006 | 2005 |
|-------------|-------------|-------------|
| 65* | 64 | 68 |

* The above total includes elections that have taken place to date and the estimated number of elections to the end of the calendar year.

II. PURPOSE AND SCOPE OF SERVICES

The purpose of this Request for Qualifications is to solicit applications from individuals, organizations, or firms, to: establish a list of qualified consultants who will provide consistent guidance for the overall process of administering neighborhood council elections; build partnerships and collaborate closely with the Department in ensuring neighborhood councils are in accordance with the election procedures; and, to assist with increasing public participation in civic engagement.

Scope of Services

The Independent Election Administrator will be responsible for the following duties:

- Review and provide input to Neighborhood Councils in drafting their election procedures;
- Process candidates, including the verification of eligibility and conducting or supervising the election candidate forum(s);
- Process voters, including pre-registration and verification of eligibility;

- Oversee and approve the preparation of the ballot to be used in the election;
- Distribute and receive ballots from the voters;
- Verify any provisional ballots;
- Count and recount the ballots;
- Issue the election results;
- Secure and submit all election materials for records retention in accordance with the Neighborhood Council's bylaws and election procedures;

Please note that because each Neighborhood Council is different and unique, the scope outlined above should not be construed as a detailed description of the tasks to be performed but rather a broad and general outline of the election process. A detailed scope of work will be provided during the subsequent steps of contract negotiations.

III. STATEMENT OF QUALIFICATIONS

The Department of Neighborhood Empowerment is seeking to hire consultant(s) to administer the entire neighborhood council election process. This RFQ is the first step in the selection process, which may or may not include a second step of Request for Proposals and/or interviews. Following the selection process, the Department may award multiple contracts but may also select individual consultants to work separately or together as part of a team of election administrators. Interested applicants may submit as a team, consortium, joint venture, or individual qualifications.

The Department reserves the right to select a lead consultant and to designate all subcontractors from among any of the submittals. Further, the Department reserves the right to reject all submittals, cancel the RFQ, or re-advertise the project in another form.

All prospective consultants shall have sufficient qualified personnel and resources to accomplish all the services necessary for the administration of the neighborhood council elections. The consultant(s) shall be capable of furnishing necessary professional, management, and technical expertise required to complete all elements of the neighborhood council election process as prescribed in the scope of work.

The election of Neighborhood Council board members requires a high degree of management and technical expertise directly related to administering the elections of a governing body. To ensure that the applicants are capable of providing an acceptable level of service to the Department, the following minimum requirements must be met:

- Must have experience in the direction, coordination, and preparation of election documents;

- Must have knowledge of the Plan for a Citywide System of Neighborhood Councils and the Neighborhood Council Election Procedures;
- Must demonstrate experience with and knowledge of the unique issues related to conducting elections.

IV. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

Interested applicants must submit a Statement of Qualifications (SOQ). The contents of the SOQ shall be complete in description and concise.

The SOQ should, at a minimum, include the following sections:

- a. Transmittal letter - a brief statement of the respondent's understanding of the work to be done and an indication of interest in performing the work for the Neighborhood Councils and the Department. The letter should contain the name of the respondent, a street address (not a Post Office Box), telephone number, e-mail address (if available), website (if applicable), facsimile number, and name of designated primary contact for this SOQ.
- b. Table of Contents - the listing of the various sections in the SOQ.
- c. Executive Summary - a description of the respondent's proposed approach to the scope of work and a description of how the respondent meets the minimum qualifications set forth in this RFQ.
- d. Services and Work Plan - a detailed description of the services and methodology proposed for accomplishing the scope of work. The SOQ should be sufficient in detail to allow an objective analysis of the respondent's capabilities and envisioned work plan. Clearly discuss the roles and responsibilities of the primary contractor or subcontractor, if applicable.
- e. Qualifications and Experience – provide information concerning credentials, knowledge, and skills. Indicate the recent experience in conducting elections and provide a list of appropriate examples in past or present related or similar projects. Describe each project, including the client's name and contact information, extent of work performed, timeframe, and results. The same information should be provided for all subcontractors, if any.

V. STANDARD PROVISIONS FOR ALL CITY CONTRACTS

No documents are required to be completed for the submittal of the SOQ. However, interested applicants should review the attached "Standard Provisions of All City Contracts" as it is required to be completed prior to the awarding of any contract(s). At a minimum, the selected applicant(s) is/are subject to:

- Business Tax Registration Certificate
- Indemnification
- Required insurance
- Non-Discrimination / Affirmative Action
- Child Care Policy
- Equal Benefits Ordinance
- Affidavit of Non-Collusion
- Child Support Obligations
- Contractor Responsibility Ordinance
- List of Other City of Los Angeles Contracts
- Percentage of Workforce
- Bidder Certification CEC Form 50

VI. CONTRACTOR EVALUATION

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

VII. SUBMISSION OF STATEMENT OF QUALIFICATIONS

Written responses must be prepared as specified as to form, content, and sequence as stated in this Request for Qualifications. The Statement of Qualifications shall be signed by an officer duly authorized to respond to this RFQ and execute legal documents. Submit one (1) original and three (3) copies with the original clearly marked as "Original" no later than September 7, 2007, 5:00 pm, Pacific Standard Time to:

Department of Neighborhood Empowerment
 Attention: Jacqueline Mendez
 334-B East 2nd Street
 Los Angeles, CA 90012

VIII. SELECTION PROCESS

A committee selected by the General Manager of the Department will evaluate responses. All Statements of Qualifications that contain the information requested in this RFQ will be evaluated on the basis of professional experience, qualifications, and service to be performed. The City reserves the right to evaluate all the responses in the best interest of the Department and the Neighborhood Councils. A select number of respondents may be invited to present their qualifications in person. The Department anticipates establishing the list of qualified applicants on or before September 14, 2007.

Responses will be evaluated using the following criteria and weighing percentage:

| | | |
|----|--|-----|
| 1. | Overall qualification, experience, and demonstrated ability. | 40% |
| 2. | Quality and responsiveness to the purpose and scope of services of this RFQ. | 30% |
| 3. | Clear and concise response to Sections III and IV of this RFQ. | 30% |

IX. RIGHT OF REJECTION

The City reserves the right to reject any or all Statement of Qualifications received. The receipt of Statement of Qualifications shall not in any way obligate the Department or the Neighborhood Councils to enter into any agreement or contract of any kind with any respondents.

X. PROTEST

Any Statement of Qualifications protest must be submitted in writing to the Department of Neighborhood Empowerment, Attention: Carol Baker-Tharp, General Manager, 334-B East 2nd Street, Los Angeles, CA 90012. The deadline to submit protest will be indicated in the Department's notification letter to the applicants.

XI. MISCELLANEOUS

Respondents may contact Jacqueline Mendez, Sr. Management Analyst, with questions regarding the content of this RFQ at (213) 485-4278 or via email at Jacqueline.Mendez@lacity.org.