

**REQUEST FOR PROPOSAL  
FOR INDEPENDENT ELECTION ADMINISTRATIVE SERVICES  
CITY OF LOS ANGELES  
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT  
334-B EAST SECOND STREET  
LOS ANGELES, CA 90012**

**DATE ISSUED:** August 31, 2007

**TITLE:** Neighborhood Council Election  
Administration Services

**DESCRIPTION:** Provide independent election administration  
services for the Department and Neighborhood  
Councils.

**INITIAL TERM:** Two (2) years

**RENEWAL OPTIONS:** One year option

**CONTRACT COMMENCING:** December 1, 2007

**DELIVERY ADDRESS:** 334-B East Second Street  
Los Angeles, CA 90012

**ADMINISTRATOR:** Director of Administrative Services,  
or designee

**PHONE:** (213) 485-1360

**FAX:** (213) 485-4608

City of Los Angeles  
Department of Neighborhood Empowerment  
Request for Proposals  
Independent Election Administrator Services

Date Issued: August 31, 2007

Response Due By:  
Monday, September 28, 2007  
5:00 p.m. (PST)

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### **I. BACKGROUND**

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## **A. Administrative Entity**

The City of Los Angeles Department of Neighborhood Empowerment (DONE) is pleased to offer an opportunity for well-qualified individuals, firms, or organizations to submit proposals to provide election administration services for the Department of Neighborhood Empowerment and for Neighborhood Councils throughout the City. DONE serves as the administrative entity for this Request for Proposal (RFP) process and is authorized to release this RFP for election administration services, which includes, but is not limited to, neighborhood council election or selection of their governing body; supervising and training individual Independent Election Administrators; and, training neighborhood councils on election procedures. The selected candidate must complete a training program conducted by the Department and must assist in conducting at least one neighborhood council governing board member election, prior to serving as an Independent Election Administrator.

## **B. Overview**

The Department of Neighborhood Empowerment (DONE) was established in 1999, as a result of the Los Angeles voters approving the new City Charter. DONE is charged with the goal of promoting increased public participation in government and working to make government more responsive to local needs. The Department is also required to provide equal opportunity for all, by enabling neighborhood groups to form neighborhood councils. The Independent Election Administrator's duties and responsibilities are set forth in the Neighborhood Council Election Procedures (Council File 04-1935 can be viewed at <http://cityclerk.lacity.org/CFI/> ) adopted by the City Council. As stipulated in the Neighborhood Council Election Procedures, DONE 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 of Los Angeles. The quantity of elections varies depending on the number of neighborhood councils and their activity. In past years, the number of elections has 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. For more information about the Neighborhood Council Election Procedures, please visit the DONE website at [www.lacityneighborhoods.org](http://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.

<b>2007</b>	<b>2006</b>	<b>2005</b>
65*	64	68

\* The above total includes elections that have taken place to date (25) and the estimated number of elections to the end of the calendar year.

## **II. RFP SPECIFICATIONS**

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### **A. Goals and Objectives**

The objective of this RFP process is to award a two (2) year Agreement, with the option to extend for an additional one-year period, at the City's sole discretion, to individual(s) or organization(s) that will accomplish the following:

1. Promote public participation in government;
2. Assist Neighborhood Councils with the election of their governing bodies;
3. Oversee the entire administration of the Neighborhood Council election process; and,
4. Manage, supervise, and train new election administrators with the election procedures. Provide consistent training and guidance for the overall process of administering neighborhood council elections.

### **B. Scope of Services**

Upon award of a contract, the contractor shall provide the following services:

1. Reviewing and providing input on the Neighborhood Council's draft Election Procedures.
2. Processing of candidates including verification of eligibility and conducting or supervising the candidate forum.
3. Overseeing and approving the preparation of the ballot to be used in the election.

5. Distribution and receiving ballots from the voters.
6. Verifying any provisional ballots.
7. Counting and recounting the ballots.
8. Issuing the election results.
9. Securing and submitting all election materials for records retention in accordance with the Neighborhood Council 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.

### **C. Eligible Proposers**

Proposals will be accepted only from individuals or organizations that:

1. Possess excellent writing, public speaking and organizational skills, as well as the ability to analyze complex documents and to interact productively with people of diverse backgrounds and situations. Strong interpersonal skills and the ability to work in a teamwork environment are vital. The selected candidate must also be willing to work non-standard hours, including evenings and weekends. A valid driver's license is required. A working knowledge of Los Angeles City government and municipal elections is desirable.
2. Are qualified to conduct business in the City of Los Angeles;
3. If a corporation, or limited liability, or other business organizational entity chartered, licensed or registered by the State or one of its political subdivisions that entity must be in good standing with the California Secretary of State, or any other appropriate licensing or registering agency.
4. Have not been determined to be non-responsive or been debarred/disallowed from proposal participation by the City of Los Angeles pursuant to the City's Contractor Responsibility Ordinance;
5. Have not been debarred by the federal government, the State of California, or any municipal or local government agency.

If the proposer has contracted with the State of California or the City of Los Angeles, it must not have any outstanding debt, which has not been repaid or for which a repayment agreement plan has not been implemented.

**D. Source of Funds and Budget**

The source of funds for any Agreement resulting from an accepted proposal submitted through this RFP is the City's General Fund. Every fiscal year, the Department of Neighborhood Empowerment requests budget appropriations for these services. The budget appropriation for subsequent years may vary and will depend upon the allocation approved by the Mayor and City Council.

**E. Contract Term**

The term of this contract with the successful proposer shall be two (2) years commencing December 1, 2007, with an option to extend for an additional one-year term. Contract extensions 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. *The Department of Neighborhood Empowerment reserves the right to award contracts to multiple proposers for the same or similar services during the term of the contract.*

**F. Preliminary Schedule**

The following schedule contains dates for the RFP process and estimated dates for proposal selection and contract execution. The City reserves the right to adjust the estimated schedule.

<b>Event</b>	<b>Date</b>
Release of Request for Proposals	August 31, 2007
Proposal Conference	September 7, 2007
Deadline for questions in writing about Proposals	September 14, 2007
Proposals Due	September 28, 2007
Evaluation and Ranking	October 5, 2007
Selection of Contractor	October 12, 2007
Appeal of Non-Select Contractors	October 19, 2007
Board of Neighborhood Commissioners Review and Approval	November 6, 2007
Execution of Contract	December 1, 2007

## **G. Proposal Conference**

A Proposal Conference (Conference) is scheduled to answer questions about this RFP on:

September 7, 2007 - 10:00 a.m.  
Department of Neighborhood Empowerment  
334-B East Second Street  
Los Angeles, CA 90012

Please RSVP to Daniel Ruiz at (213) 485-4415 or e-mail: Daniel.Ruiz@lacity.org to confirm your attendance.

At this conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please contact Mr. Daniel Ruiz at least seventy-two (72) hours in advance to request an accommodation.

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

The original proposal, together with three (3) complete copies, may be hand or courier-delivered in a sealed package **by 5:00 p.m. PST on the deadline date of September 28, 2007**; or delivered via U.S. Mail postmarked no later than 5:00 p.m. PST on the deadline date, to the following submission address:

City of Los Angeles  
Department of Neighborhood Empowerment  
Attention: Daniel Ruiz  
334-B East Second Street  
Los Angeles, CA 90012

Persons who hand-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 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 5:00 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-delivered or postmarked after 5:00 p.m. PST on the deadline date will be returned unopened to proposers.



## **I. Proposal Requirements**

The following outlines the proposal requirements, necessary documents, evaluation factors, and the general selection process. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award. The City reserves the right to withdraw this RFP at any time without prior notice. All proposals submitted in response to this RFP shall become the property of the City of Los Angeles, Department of Neighborhood Empowerment. Each proposal must submit the following information:

### **1. Cover Letter**

A cover letter must be submitted with the proposal. The cover letter should be limited to one (1) page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind all commitments made in the proposal must sign the letter. All proposals are due as specified in Section II H of this RFP.

### **2. Disclosure of Charges**

Proposals must include a pricing schedule of services and an explanation of fees.

### **3. Methodology**

Respondent must indicate and fully explain the method(s) of administering the election services to be provided.

### **4. Proposer Qualifications, Experience and References**

Each respondent shall furnish a narrative supported by relevant data regarding qualifications and past experience with similar projects. Proposer must provide detailed description of previous relevant work completed and the results or outcome of that work.

Each respondent shall also furnish a minimum of two references/clients including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar election services.

**5. Additional Data**

The proposal should include any other relevant information the respondent believes is essential to the evaluation of the proposal. If the respondent does not wish to present any additional data, the proposal must state specifically: "There is no other additional information the Respondent wishes to present."

**6. Permits**

Proposers must include in their proposal a list of relevant business permits (with expiration dates) and a copy of a valid Business Tax Registration Certificate (City business license) issued by the City of Los Angeles.

**7. Subcontractors**

The City has approval rights over the utilization of subcontractors. It is not the intent of the City to create a third party beneficiary in any subcontractor. The City has no obligation to the subcontractor. No privity is created with any subcontractor by this proposal.

**8. Proposal Deviation from RFP**

The proposal must specify any deviation from the terms, conditions, and/or specifications of this RFP. Every deviation must be fully identified and must include both the nature and the reason for the deviation.

**J. Proposal Evaluation and Selection Process**

A committee selected by the General Manager of the Department will conduct an evaluation of the responses submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. The Department reserves the right to request additional information to clarify the content of a submitted proposal. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.

Proposals shall be evaluated on the following categories, scored, and ranked and may include consideration of any or all of the listed factors at the City's sole discretion.

Overall qualifications, experience, and demonstrated ability.	40 points
Quality and responsiveness of proposal to the Goals and Objectives and Scope of Service detailed in Section II of this RFP	30 points
Cost reasonableness, appropriateness, and necessity as compared to all other proposals to provide the services proposed.	30 points

**K. Proposal Appeal Process**

All proposals will be evaluated based on the criteria listed above. Staff will independently formulate a recommendation to the General Manager. The General Manager is free to accept or reject the staff's recommendation. Proposers shall be notified in writing regarding the outcome of the RFP and subsequent pending awarding of a contract. All applicants shall have the opportunity to appeal Department recommendations about the selection process and awarding of the contract. Information on the appeals process and timeline will be specified in a written notice about contract awards to all proposers. Any protest regarding the contract award must be in writing and must be addressed to:

Board of Neighborhood Commissioners  
334-B East 2<sup>nd</sup> Street  
Los Angeles, CA 90012

**L. Contract Award Process**

The Department will prepare a report recommending the contract award and will present the report to the Board of Neighborhood Commissioners. The Board is free to accept or reject the Department's recommendation. The Board of Neighborhood Commissioners will also consider any appeal, which may be received regarding the contract award and will make a determination regarding such appeal.

Once the Board makes a determination regarding the Department's recommendation, the Department will be authorized to enter into the Agreement with the selected consultant(s).

The selected consultant to perform the services outlined in this RFP will enter into an Agreement, approved as to form by the City Attorney, directly with the City of Los Angeles, Department of Neighborhood Empowerment.

The Department reserves the right to verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Department reserves the right to reject that proposal. If it is determined that an Agreement was awarded as a result of false statements

or other data submitted in response to this RFP, the Department reserves the right to terminate the Agreement.

### **III. GENERAL RFP AND CITY CONTRACT INFORMATION**

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The following terms and conditions will apply to the Agreement entered into between the Successful Proposer and the City of Los Angeles:

**A. Term**

The term of this contract shall be two years with an option to extend with an additional one-year term. The proposer shall state if willing to grant the City the option to extend any contract awarded hereunder for one additional period of one year, under the same terms and conditions.

**B. Budget**

The total estimated expenditure for Independent Election Administrator services under the terms of this two-year contract is \$175,000. **The Department will pay a flat fee of \$1,200 for each Neighborhood Council election administration.** No guarantee can be given that the total expenditure will be reached. The Department reserves the right to use multiple vendors receiving the contract without exceeding the total expenditure amount. However, additional services over and above \$175,000 may be required should the Department's election administrator services budget increased.

**C. Laws and Policies**

In the performance of the independent election administrator services agreement resulting from any award pursuant to the RFP, the selected agency or agencies must abide by and conform with any and all applicable laws of the United States, State of California, and the City and County of Los Angeles, including but not limited to provisions of the Los Angeles City Charter and Administrative Code.

**D. Costs Incurred by Proposers**

The Proposer shall incur all costs of preparing the proposal. 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. Proposers shall not include any such expenses as part of the proposal.

**E. General City Reservations**

The City reserves the right to extend the submission deadline should this be in the best 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 are received or the proposals received are deemed non-responsive or not qualified, the City may reissue the RFP.

**F. Termination**

Any contract awarded pursuant to this RFP may be terminated by the City at its discretion effective as of any date, upon providing thirty (30) calendar days prior written notification by the City to the successful proposer.

**G. Standard Provisions for City Contracts**

The successful proposer that is awarded a contract will be required to enter into a Professional Services Agreement with the City of Los Angeles, approved by the City Attorney as to form. The accepted proposal, and the City's Standard Provisions for City Contracts (attached) will form a part of the Agreement. The Standard Provisions include applicable requirements for Contractors to do business with the City, and documentation thereof, including but not limited to evidence of insurance, and requirements for a Business Tax Registration Certificate, and:

**1. Contractor Responsibility Ordinance**

This RFP 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 attached to the Standard Provisions for City Contracts for this RFP. Failure to return the completed questionnaire may result in the proposer being deemed non-responsive to this RFP.

The Ordinance also requires that if a contract is awarded pursuant to this RFP, the contractor must update responses to the questionnaire, within thirty (30) calendar days, after any changes to the responses previously

provided if such change would affect the 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 regarding health and safety, labor and employment, wage and hours, and licensing laws that affect employees. Further, the Ordinance requires each contractor to: (1) notify the awarding authority within thirty (30) 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 (30) 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. Additional information on this Ordinance is included in the Standard Provisions for City Contracts, paragraph PSC – 24.

## **2. Equal Benefits Ordinance**

Proposers are advised that any contract awarded pursuant to this RFP shall be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance. Proposers shall refer to Standard Provisions for City Contracts section of this RFP for further information regarding the requirements of this Ordinance.

All proposers shall complete and return, with their proposal, the Equal Benefits Ordinance Compliance Form (three pages), the Application for Reasonable Measures Determination (one page), and the Application for Provisional Compliance (two pages) which have also been included in the as an attachment to this RFP but should be submitted only if applicable. Unless otherwise specified in this RFP, proposers do not need to submit supporting documentation with their proposals. However, supporting documentation verifying that the benefits are provided equally shall be required of the Proposer that is selected for award of contract. Additional information on this Ordinance is included in the Standard Provisions for City Contracts, paragraph PSC –28.

## **3. Minority Business Enterprises (MBE)/Women-owned Business Enterprises (WBE)/Other Business Enterprises (OBE ) Outreach**

Each proposer is required to comply with Mayoral Directive 2001-06 regarding the Outreach Program for Personal Services Contracts greater than \$100,000, if applicable. The successful proposer agrees and obligates itself to utilize the services of firms to meet the following goals for level of MBE/WBE/OBE participation in its contract for advertising services for the DONE: 5% MBE and 5% WBE/OBE. Each proposer shall demonstrate

good faith efforts to meet these goals for participation by documenting their efforts and by completing and submitting the attached City's Minority Business Enterprises/Women's Business Enterprises and Other Business Enterprises. Subcontractor Outreach Program forms within the timeframe indicated. The successful proposer shall not change any of these designated subcontractors/ subconsultants, nor shall the successful proposer reduce their level of effort, without prior written approval of the City, provided that such approval shall not be unreasonably withheld.

#### **4. Other Submittals required for City Contracts**

Proposers are required to submit the following information indicated within the Standard Provisions for City Contracts and its corresponding attachments with their proposal. Failure to return the complete information as indicated within the Standard Provisions for City Contracts may result in the proposer being deemed non-responsive to this RFP (see City Contracting Requirements, attached).

- a. Each proposer shall comply with and complete the applicable forms pertaining to the City's Insurance Requirements, as specified for response to this RFP, and attached as **Attachment A** of this RFP.
- b. Each proposer shall review and complete the attached Non-Discrimination- Equal Employment- Affirmative Action Plan forms.
- c. Each proposer shall provide certification of compliance with Child Support Obligations (forms attached).
- d. Each proposer shall provide certification of compliance with the Americans with Disabilities Act (forms attached).
- e. Each proposer shall provide certification of compliance with the Slavery Disclosure Affidavit (form attached).

#### **H. Other Contract Requirements**

The City requires that all proposers supply the following information that does not form part of the Standard Provisions for City Contracts. Failure to return the completed forms described in paragraphs 1-3 of this Section may result in the proposer being deemed non-responsive to this RFP.

##### **1. Workforce Information**

The policy of the City of Los Angeles is to encourage businesses to locate or remain in the City. Therefore, the City Council requires all City Departments to gather information on the headquarters' address and other information on the employees of vendors contracting with the City. Proposers shall supply this information on the attached form.

## **2. City Contracts Held within the Past 10 Years**

The City Council has adopted a policy directing each City entity soliciting proposals to ask each proposer to provide a list of all City contracts held within the past ten years. Proposers must list all City contracts held within the past ten years, if applicable, on the attached form.

## **3. Affidavit of Non-Collusion**

Proposers shall complete and return with the proposal an Affidavit of Non-Collusion (attached), signed by a person(s) authorized to bind the proposer, which states that:

- a. The proposal is genuine and not a sham or collusive.
- b. The proposal is not made in the interest of or on behalf of any person not named in the proposal.
- c. The proposer has not directly or indirectly induced or solicited any person to submit a false or sham proposal, or to refrain from submitting a proposal.
- d. The proposer has not in any manner sought by collusion to secure an advantage over any other proposer.

### **I. Contractor Evaluation**

At the end of the terms of this 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.

## **IV. MISCELLANEOUS**

### **A. Proposer's Contact for Information**

Proposers may contact Jacqueline Mendez, Sr. Management Analyst, with questions regarding the scope of work at (213) 485-4278 or via E-mail: [jacqueline.mendez@lacity.org](mailto:jacqueline.mendez@lacity.org)



All questions received after the proposal conference must be in writing addressed to Ms. Mendez. Deadline for written questions is September 14, 2007.

**B. Proposer's Checklist**

1. General Information
  - One (1) original and three (3) complete copies
2. Required Content of Proposal
  - Cover Letter with appropriate signatures
  - Disclosure of Charges
  - Methodology
  - Proposer Qualifications, Experience and References
  - Statement on Additional Data, if any
  - Permits
  - Subcontractors, if any
  - Statement on Proposal Deviation from RFP, if any

**V. ATTACHMENTS**

A. This RFP's City Contracting Requirements document contains the following information and compliance forms to be submitted with each proposal:

- 1 Standard Provisions For City Contracts and corresponding attachments
- 2 City's Insurance Requirements
- 3 Service Contract Worker Retention Ordinance and Living Wage Ordinance Rules and Regulations and related forms
- 4 Equal Benefits Ordinance Compliance Forms
- 5 Non-Discrimination - Equal Employment – Affirmative Action Plan forms
- 6, 7 Child Support Obligations forms
- 8 Americans with Disabilities Act forms
- 9 Contractor Responsibility Questionnaire forms

10 City Contracts Held Within the Past Ten Years form

11 Affidavit of Non-Collusion form

B. Bidder Certification CEC Form 50

C. Slavery Disclosure Affidavit forms

D. Minority Business Enterprises/Women's Business Enterprises and other  
Business Outreach Program forms