REQUEST FOR INFORMATION (RFI)

FOR

HOMELESS SHELTER FOR GENERAL RELIEF

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES
CONTRACT MANAGEMENT DIVISION
12900 Crossroads Parkway South
City of Industry, CA 91746-3411

Issued: March 28, 2011

REQUEST FOR INFORMATION
Homeless Shelter for General Relief

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. Pending the results, the County reserves the right to either execute a sole source contract, release a contract solicitation or take no further action.

2.0 BACKGROUND ON THE PROPOSED SERVICES

In November 1986, the County of Los Angeles, Department of Public Social Services (DPSS) implemented a program to provide temporary shelter services in a safe and clean environment to homeless General Relief (GR) applicants/participants. To ensure that the needs of GR homeless applicants and participants are met, DPSS contracted with various shelter services to provide shelter beds for DPSS' exclusive use until 6:00 p.m. each night.

The County is in need of qualified Agencies that have: 1) the capacity to provide shelter beds each day for the exclusive use of homeless GR applicants/participants in a safe and clean emergency shelter; 2) the experience of receiving and processing homeless GR participants referred to Contractor by a public agency; and 3) expertise and experience dealing with the homeless population in Los Angeles County.

2.1 Homeless Shelter For General Relief Applicants/Participants program

On March 7, 2006, the Los Angeles County Board of Supervisors approved the emergency shelter services to homeless GR applicants and participants to provide temporary shelter. In addition, emergency housing is provided to GR participants who experience a catastrophe, which is limited to fire, flood, storm, earthquake, and eviction by a public authority on the grounds of substandard housing.

DPSS requires emergency temporary housing and reserved shelter beds for DPSS' exclusive use each night until 6:00 p.m. for GR applicants/participants. Any DPSS-reserved beds not used by 6:00 p.m., will not be paid for by DPSS. The beds will be freed-up and made available by the agency for use by others in need. Any day the Agency does not make the DPSS-reserved bed(s) available to the County, the Agency shall pay the County for each bed unavailable at the specified rate per bed.

3.0 SERVICES

DPSS is looking for interested and qualified agencies that can provide the following services:

1. Receive and process homeless GR applicants/participants referred by the DPSS Vendor Voucher Unit for temporary emergency shelter.
2. Provide temporary emergency housing to those eligible homeless GR applicants/participants with a qualified voucher as referred by the DPSS Eligibility Worker.
3. Maintain room(s) in which the County Department of Health Services (DHS) has found to be inhabitable.
4. Provide maid service to include the following:
   - Ensure the furniture is kept clean and in good repair;
   - Ensure there are weekly maid services;
   - Ensure mattresses and pillows are checked for dryness.
   - Ensure bedding is replaced at least once a week with freshly laundered, untorn linen;
   - Provide freshly laundered towels twice a week;
   - Provide shades, curtains, drapes or frosted glass to windows and ensure window screens are provided on the first three floors of multi-story buildings;
   - Provide adequate heating to each room; and
   - Provide adequate laundry facilities.
5. Maintain complete and accurate records of occupancy of those homeless GR applicants/participants, such as:
   - DPSS vouchers/invoices.
   - Reservation/cancellation log to record telephone reservations/cancellations from DPSS staff.
   - Incident log that includes records of all acts of violence/reports on any damage done by a homeless GR applicant/participant.
   - Records on any rejected referral and reason for rejection of a GR applicant/participant.
   - Log of all occupants who leave prior to their authorized stay.

4.0 PROFILE OF A QUALIFIED AGENCY

At the time of response to the RFI, an agency must show how it currently meets the following requirements:

1. Agency must have a minimum of three (3) years (within the last ten years) experience providing emergency shelter services or substantially similar services to those listed in Section 3.0, SERVICES.
2. Agency must be able to provide the services listed in Section 3.0, SERVICES.

3. Agency shall not be disqualified from doing business in the State of California.
4. Agency shall not be suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts.
5. 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.
6. Agency must be able to show the ability to obtain necessary liability insurance.

5.0 STATEMENT OF INTEREST FORMAT AND CONTENT

The County is requesting Statements of Interest (SOI) from interested agencies desiring to provide the requested services. To ensure full consideration by the County, interested parties are required to submit a written SOI not to exceed eight (8) pages (including all attachments), in the following format:

5.1 Introduction Letter

The introduction letter should be on the Agency's Letterhead, typed, brief and concise. 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, Telephone and Fax Numbers, and Email Address.

5.2 Interested Party's Experience and Capabilities

Interested parties should provide a three (3) year history of providing emergency homeless shelter services or substantially similar services as those requested in this RFI. Your history should include contracts with public and private agencies.

5.3 Liability Insurance

Provide evidence of or ability to obtain required liability insurance related to these services at the coverage levels required by the County. An example of acceptable evidence is written certification from your insurance carrier. Below is the list of required insurance coverage for these services:

- **General Liability:**

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

- **Automobile Liability:**

Insurance (per accident):	$1 million

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

Each Accident:	$1 million

- **Property Coverage (Personal and Real)** as appropriate in the event of renting, leasing or using loaned County-owned equipment.
- **Professional Liability:**
  Error, omission, negligent or wrongful act: $1 million
  Aggregate: $2 million

5.4 Unique Insurance Coverage

- **Sexual Misconduct Liability**
  Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than $2 million per claim and $2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

6.0 DEADLINE FOR SUBMISSION OF STATEMENT OF INTEREST

SOI should be submitted at the following address **by 5:00 P.M, MONDAY THROUGH THURSDAY, on or before April 26, 2011**. Late SOIs will not be accepted:

County of Los Angeles
Department of Public Social Services
Contract Management Division Section IV
12900 Crossroads Parkway South - 2nd Floor
City of Industry, CA 91746-3411
Attention: Sheri Ramirez-Garcia

The outside of the envelope should be labeled: **"Shelter Services for Homeless General Relief Applicants/Participants."**

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.