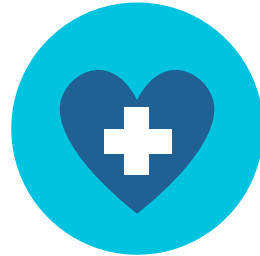


# CITY OF LONGBEACH

## RECOVERY ACT



**Doing Business with the City**  
Upcoming Contracting Opportunities  
June 8 + 9, 2022



**Welcome!**

# Today's Objectives and Agenda

## Business and nonprofit leaders attending will:

- Understand the City's contracting process and Long Beach Recovery Act, including:
  - How to submit a solicitation
  - What to expect after submitting a solicitation
  - Receiving an award
- Learn about upcoming Recovery Act contracting opportunities
- Connect with Recovery Act, Purchasing, and Department staff

Agenda	
1	Welcome & Overview
2	Past Solicitations and Future Opportunities
3	Doing Business with the City
4	Questions & Answers





## Agenda

- 1 Welcome & Overview**
- 2 Past Solicitations and Future Opportunities
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# The City of Long Beach's procurement policies and practices are guided by fundamental values



## Results-Driven

Procurement and contracting practices enhance the impact of City programs.



## Best Value

Goods and services are procured based on price and quality.



## Service

City departments are supported to procure the goods and services required to meet the needs of the Long Beach community and taxpayers.



## Efficient

Implement policies and remove barriers to ensure actions are meaningful and time, effort, and money are not wasted.



## Competitive

Encourage a large and open pool of vendors, where everyone who wants an opportunity has an opportunity to be successful in the procurement process.



## Fair

Decision-making and actions are always unbiased and without preferential treatment, in line with the City's code of ethics.



## Equitable

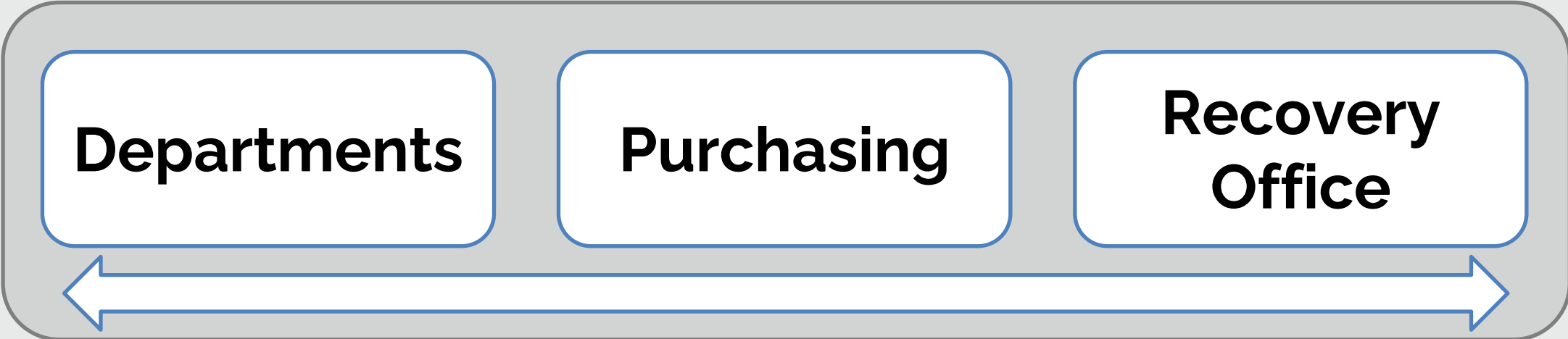
Continuously engage a diverse set of vendors and apply an equity lens to purchasing policies and practices.



## Transparent

Information on the public procurement process is available to the public at large to promote trust and accountability.

# Contracting is a shared effort between City Departments



**Departments** like Economic Development and Health design and run programs to serve Long Beach residents.

Central **Purchasing** manages the competitive solicitation process for the departments' requests for proposals.

Under the City Manager, the **Recovery Office** coordinates efforts across the City and community at large.

# Overview of the Long Beach Recovery Act

## A comprehensive approach to recovery

- On March 16, 2021, the City Council approved the **Long Beach Recovery Act**, a COVID-19 recovery strategy utilizing federal American Rescue Plan Act (ARPA) funds and other recovery funds.
- The Recovery Team provides overall management, control, and oversight of **\$268.7 million** in programs and contracts.
- LBRA's focus areas are:
  - Economic Recovery
  - Healthy and Safe Communities
  - Securing our City's Future







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# In 2022, the City has posted 13 LBRA requests for proposals or qualifications (RFPs and RFQs)



## Economy

LBRA Business Navigation: Outreach & Technical Assistance

LBRA Micro-Transit Electric Shuttle Program

Park And Beach Cleaning, Litter Abatement, And Special Collection Services

Digital Inclusion Confidence RFP Opportunity

Free Internet Services & Computing Devices RFP Opportunity

Guaranteed Income Pilot RFP Opportunity



## Health & Wellness

Promotora/Community Health Champions Training & Technical Assistance

LBRA Food Access Projects

LBRA Food Distribution Projects

LBRA Health Equity Community Projects

Black Health Equity Mental Health Services RFQ Opportunity



## Housing

Homebuyer Assistance Program Administrator

## Miscellaneous

Grant Writing Support Services RFQ Opportunity

# By the end of 2022, we anticipate many more RFPs and RFQs



## Economy

Economic Empowerment Fund  
(Feasibility Study & Establish Fund)

Guaranteed Income Program Research  
& Evaluation Services

Activate Long Beach (Technology +  
Creative Solutions)

Immigrant Support Services Direct  
Relief Grant Program



## Health & Wellness

Workforce Development Services

Services to Support Older Adults

Healthy Foods Market

- Design Services
- Enrollment Services
- Operations

Modular Non-Congregate Shelter  
Units and Site Operator

Community Technology Program



## Safety

North Long Beach Community  
Intervention & Youth Engagement  
Program

Re-entry Case Management and  
Employment Services

Community Crisis Response Team  
(Alternative Crisis Response)

Legal Service Provider (Long Beach  
Justice Fund)

City Employees Youth Mentoring  
Program

Advancing Peace – Safe Passage

# The LBRA website has the most up-to-date information

[longbeach.gov/recovery](https://longbeach.gov/recovery)



<input type="checkbox"/>	Anticipated Release Date	Working Project Title/ Services Sought	Estimated Value	Period of Performance
GOAL AREA				
▼	Health & Wellness	Count 8		
FOCUS AREA				
▼	Healthy & Safe Communities	8		
1	Summer 2022	Workforce Development Services	\$100,000 to \$500,0...	Fall 2022-Fall 2024
2	Summer 2022	Services to Support Older Adults	\$10,000 to \$100,000	Summer 2022-Summer 2024
3	Summer 2022	Healthy Foods Market Operations	\$100,000 to \$500,0...	Spring 2022-Fall 2024
4	Summer 2022	LB Healthy Markets Enrollment Services	\$10,000-\$50,000	Summer 2022-Fall 2024
5	Fall 2022	LB Healthy Markets Design Services	\$10,000-\$50,000	Fall 2022-Fall 2024
6	Summer 2022	Modular Non-Congregate Shelter Units	\$500,000-\$1,000,000	Summer 2022- Summer 2023
7	Summer 2022	Modular Non-Congregate Shelter Site Oper...	\$100,000-\$500,000	Fall 2022-Fall 2024
8	Fall 2022	LB CO LAB	\$100,000-\$500,000	Winter 2023-Fall 2023
19 records				

## CURRENT CONTRACTING OPPORTUNITIES

Expand All	Collapse All
▶ LBRA Health Equity Community Projects	
▶ LBRA Business Navigation: Outreach And Technical Assistance	
▶ LBRA Micro-Transit Electric Shuttle Program	
▶ Promotora/Community Health Champions Training & Technical Assistance	
▶ LBRA Food Access Projects	
▶ LBRA Food Distribution Projects	
▶ Park And Beach Cleaning, Litter Abatement, And Special Collection Services	
▶ Homebuyer Assistance Program Administrator	
▶ Digital Inclusion Confidence RFP Opportunity	
▶ Free Internet Services & Computing Devices RFP Opportunity	
▶ Guaranteed Income Pilot RFP Opportunity	
▶ Grant Writing Support Services RFQ Opportunity	
▶ Black Health Equity Mental Health Services RFQ Opportunity	

## AWARDED CONTRACTING OPPORTUNITIES

The following contracts have been awarded to community partners:

Expand All	Collapse All
▶ Long Beach Nonprofit Partnership, Executed December 21, 2021 (\$235,000)	
▶ Geocko Inc., Approved By City Council January 4, 2022 (\$690,000)	
▶ Los Angeles County, Approved By City Council August 24, 2021 (\$680,400)	
▶ Periscope Holdings Inc., Approved By City Council August 3, 2021 (\$605,138)	
▶ Unite Us Inc., Approved By City Council August 24, 2021 (\$109,500)	
▶ Yardi Systems Approved By City Council October 12, 2021 (\$5,307,957)	
▶ Family Promise Of The South Bay, The Illumination Foundation, Mental Health American Of Los Angeles, And People Assisting The Homeless, Approved By City Council November 9, 2021 (\$1,533,320)	
▶ Shree Ganesh Inc., Approved By City Council March 22, 2022 (\$2,778,785)	





## Agenda

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# The City uses different procurement methods, depending upon the value and nature of the purchase

Type	\$ Value	Advertised	How Vendors Can Respond
<b>Small Purchase</b>	Less than \$25,000	No	<ul style="list-style-type: none"><li>• Provide <b>quotes</b> upon request</li></ul>
<b>Formal Purchase</b>	Over \$25,000	Yes	Respond to a <b>formal solicitation</b> in Long Beach Buys: <ul style="list-style-type: none"><li>• <b>Invitation to Bid (ITB)</b>: vendor(s) will be selected based on the lowest price technically acceptable bid</li><li>• <b>Request for Proposals (RFP)</b>: vendor(s) will be selected based on price and proposal content</li><li>• <b>Request for Qualifications (RFQ)</b>: vendor(s) will be prequalified for future work</li></ul>

# RFPs are solicited through a standard open, competitive, fair, and transparent process.

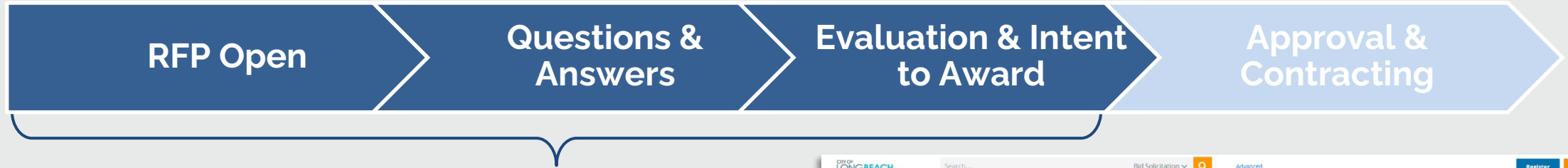
## RFP Stages

	RFP Open	Questions & Answers	Evaluation & Intent to Award	Approval & Contracting
Vendor's Role	<ul style="list-style-type: none"><li>Download and read documents.</li><li>Prepare a response.</li></ul>	<ul style="list-style-type: none"><li>Submit questions</li><li>Attend pre-bid information session</li></ul>	<ul style="list-style-type: none"><li>Respond to City staff</li><li>Read Notice of Intent</li><li>If not selected, request a debrief or protest</li></ul>	<ul style="list-style-type: none"><li>Provide final insurance, business license, and tax information</li></ul>
City Objective	Advertise opportunity and process to all prospective service providers.	Ensure all prospective service providers have equal access to information.	Select the proposal that best meets the City's needs using a clear, fair, transparent framework.	Negotiate final terms with the awarded contractor, and publicly secure executive approval.



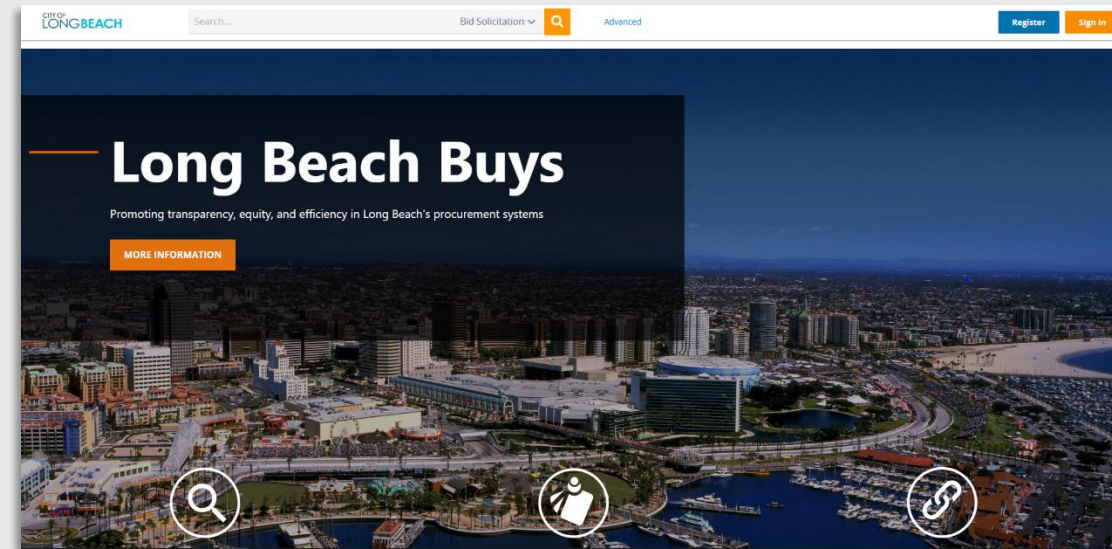
# Most of the procurement process is run on Long Beach Buys

## RFP stages managed through Long Beach Buys



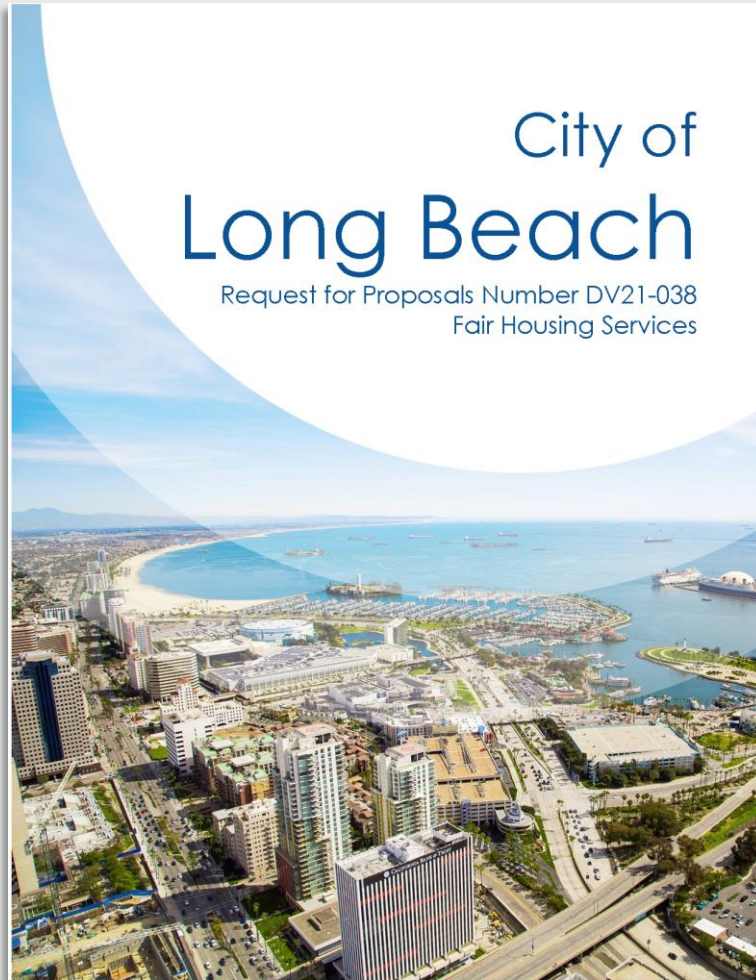
## eProcurement in Long Beach

- **Long Beach Buys** can be accessed on the [City's website](#)
- Prospective Vendors (businesses and nonprofits) can **register for free** on the Vendor Portal.
- Registered vendors are **automatically notified** of opportunities in categories they select.
- In Long Beach Buys, users can view and complete the following:
  - List of all open bid and RFP opportunities
  - Instructions to submit bids
  - Prospective bidders
  - Bid results for completed RFPs
  - Notice of intent to award
  - RFP, RFQ, and ITB documents
  - Q + A and Addenda documents
  - Certified LB Small Business database
  - Proposal Submission



**Info Sessions:** **June 15** | 12pm  
**June 16** | 12pm  
**June 22** | 5pm  
[bit.ly/CLBBUYSRsvp](https://bit.ly/CLBBUYSRsvp)

# The RFP document is designed for vendors



## Overview

### Summary

Provide comprehensive fair housing services to tenants, landlords and housing professionals. Services include investigations of housing discrimination complaints; counseling and dispute resolution; enforcement of federal, state, and local fair housing laws; public education; outreach; and training.

### Key Dates

Release Date: Wednesday, September 15, 2021

Questions Due to the City: 11:00 AM September 22, 2021

Proposals Due: 11:00 AM October 19, 2021

*The City reserves the right to modify these dates at any time, with appropriate notice to prospective Contractors.*

### Proposal Information

Instructions for what to include in your proposal and how to submit it are detailed in Section 4.

Proposals must be submitted electronically via the City's PlanetBids portal, available at <https://pbsystem.planetbids.com/portal/15810/portal-home>.

### RFP Official Contact

James Vazquez  
[rfppurchasing@longbeach.gov](mailto:rfppurchasing@longbeach.gov)

*All communication with the City related to this RFP must be directed to the contact listed above.*

Fair Housing Services | RFP DV21-038 | 2  
Template v6.9.21

## Contents

- 1 The Opportunity
  - 1.1 Project Summary
  - 1.2 Background
  - 1.3 Goals
  - 1.4 Award Terms
- 2 Scope of Work
  - 2.1 Description of Services
  - 2.2 Performance Metrics & Contract Management
    - 2.2.1 Performance Metrics
    - 2.2.2 Contract Management
    - 2.2.3 Contract Payment
- 3 How We Choose
  - 3.1 Minimum Qualifications
  - 3.2 Evaluation Criteria
  - 3.3 Selection Process & Timelines
- 4 Proposal Instructions & Content
  - 4.1 Proposal Timelines & Instructions
  - 4.2 Proposal Content
  - 4.3 Narrative Proposal Template
- 5 Terms & Conditions
  - 5.1 Acronyms/Definitions
  - 5.2 Solicitation Terms & Conditions
  - 5.3 Contract Terms & Conditions
  - 5.4 Additional Requirements
  - 5.5 Protest Procedures

Fair Housing Services | RFP DV21-038 | 3  
Template v6.9.21

# Each RFP clearly outlines the opportunity and scope of work

## Contents

- 1 The Opportunity
  - 1.1 Project Summary
  - 1.2 Background
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  - 1.4 Award Terms
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  - 2.1 Description of Services
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  - 5.2 Solicitation Terms & Conditions
  - 5.3 Contract Terms & Conditions
  - 5.4 Additional Requirements
  - 5.5 Protest Procedures



# The RFP explains how proposals will be evaluated

## 3 How We Choose

### 3.1 Minimum Qualifications

### 3.2 Evaluation Criteria

### 3.3 Selection Process & Timelines

## 3 How We Choose

### 3.1 Minimum Qualifications

Proposers must meet the following minimum qualifications to be eligible:

- Qualification to conduct business in the City;
- Not having been debarred by federal, state or local government;
- Experience delivering services as described in Section 2 – Scope of Services;
- A centralized office in the City, open five (5) days, (40 hours) per week, and accessible to persons with physical disabilities;
- Ability to provide a monthly performance report that includes client data, direct client services, case summaries, and education and outreach programs; and
- Ability to perform all services without subcontracting

### 3.2 Evaluation Criteria

Proposals shall be consistently evaluated based upon the following criteria:

CRITERIA
<b>1. Organizational Capacity &amp; Experience</b> <ul style="list-style-type: none"> <li>• Demonstrated experience with and knowledge of HUD regulations and requirements;</li> <li>• Expertise in fair housing best practices and local, state and federal fair housing legislation;</li> <li>• Experience in performance of comparable engagements;</li> <li>• Expertise and availability of key personnel; and</li> <li>• Financial stability</li> </ul>
<b>2. Method of Approach</b> <ul style="list-style-type: none"> <li>• Demonstrated competence;</li> <li>• Conformance with terms of the RFP;</li> <li>• Demonstrated cultural competency with local populations and ability to provide services in English, Spanish, Khmer and Tagalog;</li> <li>• Maintenance of a centralized office in the City that operates a minimum of five (5) days, (40 hours) per week and is accessible to persons with physical disabilities;</li> <li>• Demonstrated understanding of fair housing needs and trends in Long Beach;</li> <li>• Ability to implement creative approaches to address needs and trends, and demonstration of innovative methods to encourage victims of housing discrimination to file complaints; and</li> <li>• Ability to work effectively with local partners to coordinate locations of workshops and public outreach events</li> </ul>
<b>3. Communications &amp; Reporting</b> <ul style="list-style-type: none"> <li>• Proven ability to submit reimbursement requests and monthly reports in a timely, organized and thorough manner; and</li> <li>• Ability to use and apply multiple methods of outreach in order to engage diverse resident population</li> </ul>
<b>4. Reasonableness of Cost</b>

### 3.3 Selection Process & Timelines

EVALUATION STAGE	ESTIMATED DATE	DESCRIPTION
Evaluation of Narrative & Cost Proposals	October 19 to 22, 2021	<ul style="list-style-type: none"> <li>• An Evaluation Committee will review Narrative &amp; Cost Proposals to select the proposal that best meets the needs of the City.</li> <li>• Evaluations will be conducted using a methodology derived from the evaluation criteria listed in Section 3.2.</li> </ul>
Interviews	First week of November	<ul style="list-style-type: none"> <li>• Interviews are planned as part of evaluation process.</li> </ul>
Negotiation & Contractor Selection	Early to Mid November 2021	<ul style="list-style-type: none"> <li>• Selected Contractor will be notified in writing.</li> <li>• Any award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, the City reserves the right to negotiate a contract with another Contractor or withdraw the RFP.</li> <li>• Negotiations shall be confidential and not subject to disclosure to competing Contractors unless and until an agreement is reached.</li> </ul>
Estimated Contract Execution	Late November	
Proposer Debrief	After Contractor is Selected	<ul style="list-style-type: none"> <li>• Successful and unsuccessful Proposers are encouraged to request phone call or in person meeting with the City to discuss the strengths and weaknesses of their proposal. The intent of the debrief is to provide the Proposer with constructive feedback to equip them with information to effectively meet the City's needs and be successful in future proposals.</li> </ul>

# Finally, you are provided a checklist for how to respond

4

Proposal Instructions & Content

4.1

Proposal Timelines & Instructions

4.2

Proposal Content

4.3

Narrative Proposal Template

### 4.2 Proposal Content

Complete proposals will include the following. Proposers are encouraged to use this table as a checklist to ensure all components are included in their proposal.

PROPOSAL	
<input type="checkbox"/> Narrative Proposal	The Narrative Proposal should provide a straightforward, concise delineation of capabilities to satisfy the RFP. Guidance on preparing a Narrative Proposal is detailed below in Section 4.3.
<input type="checkbox"/> Cost Proposal	<div>The Cost Proposal should adhere to the following:<ul style="list-style-type: none"><li>• Provide a proposed budget with estimated costs to provide personnel and provide fair housing services.</li><li>• Provide any additional information that describes your fee structure and that provides a comprehensive estimate of total program costs for your organization's proposal.</li><li>• The cost proposal and scope of work shall include and specify the firm's labor and indirect costs.</li><li>• The fee to be paid to the Contractor will be made at the Contractor's established billable rates for staff hours and expenses actually accrued in producing the required services, up to a maximum fee to be established through negotiations.</li><li>• The Contractor's billable rates shall not include mark-ups on reimbursable items or mark-ups for overhead and profit; no additional payment will be made for those items. The City will neither reimburse the Contractor for mileage, office supplies, overhead expenses, nor for the use of computer equipment.</li><li>• Contractors located outside the Los Angeles/Orange County area shall not assume the City will reimburse for travel to the City without prior approval. Contractors outside of Los Angeles/Orange County should discuss how their remoteness will affect their responsiveness in delivering services.</li></ul></div>
PROPOSAL APPENDICES	
<input type="checkbox"/> Financial Stability	<div>Proposers should include one or more of the following financial statements to provide the City with enough information to determine financial stability of the Proposer and subcontractor.<ul style="list-style-type: none"><li>• Financial Statement or Annual Report</li><li>• Business tax return</li><li>• Statement of income and related earnings</li></ul></div>

<input type="checkbox"/> Other Addenda (if applicable)	Colored displays, promotional materials, and other collateral are not necessary or desired. However, if a complete response cannot be provided without referencing supporting documentation, it may be provided as an addendum clearly cited in the Narrative or Cost Proposal.
<b>MANDATORY ATTACHMENTS</b>   The following are included as Attachments in PlanetBids. They must be signed by the individual legally authorized to bind the Proposer.	
<input type="checkbox"/> A. Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification	
<input type="checkbox"/> B. Equal Benefits Ordinance (EBO) Form	
<input type="checkbox"/> C. Insurance Requirements	
<b>NON-MANDATORY ATTACHMENTS</b>   The following are required for awarded Contractors prior to contract execution. If possible, Proposers are encouraged to include this information as part of their proposal to expedite processing.	
<input type="checkbox"/> D. W-9	
<input type="checkbox"/> E. Business License	
<input type="checkbox"/> F. Proof of Registration with Secretary of State	
<input type="checkbox"/> PlanetBids	Ensure your organization's PlanetBids profile is up to date, including an email address, phone number, and for any socioeconomic classifications you may qualify for.

### 4.3 Narrative Proposal Template

Proposers should develop a narrative proposal that includes all of the following information. An editable version of the template below has been posted to PlanetBids. Proposers should complete the editable template and submit it as their narrative proposal.

#### Organizational Capacity & Experience

PROPOSER CONTACT INFORMATION		
Organization	Company Name	
	Company Address	
	Website	
	Federal Tax ID Number	
Authorized Representative	Name	
	Title	
	Email Address	
	Phone Number	
	Name	

# Resources are available for additional support

## Who to contact

- For **specific RFPs**, submit questions to the contact email listed
  - This is so all prospective proposers see all questions and answers
- For **general questions**, reach out to the City's Vendor Outreach Coordinator
  - (562) 570-6200
  - [lbpurchasing@longbeach.gov](mailto:lbpurchasing@longbeach.gov)
- To be connected to **general business support services** and resources, contact the City's BizCare team
  - 562-570-4BIZ (4249)
  - [4Biz@longbeach.gov](mailto:4Biz@longbeach.gov)



# Frequently Asked Questions for Nonprofits

## **Do I need a business license to contract with the City?**

Business licenses are required. Nonprofits are eligible for a business license fee waiver.

## **What are the insurance requirements for a contract?**

Each RFP will list its insurance requirements in the document.

## **How do I learn if I was awarded a contract?**

All prospective bidders will be sent a Notice of Intent to Award, which is also published on Long Beach Buys.

## **How long does the contracting process take?**

RFPS are typically posted for 4-6 weeks, but the evaluation length and time to award vary based on the size and complexity of the project.

## **How do I get paid?**

Each RFP will lay out terms of payment. During contract negotiations, you can confirm the appropriate terms. The City's default payment term is invoicing for services rendered.

## **If I was awarded an RFQ, what comes next?**

Requests for Qualifications are the first step to being prequalified to work with the City but are not a guarantee of future work. Program staff will be in contact as they manage the bench of vendors.

## **When can I start work with a contract?**

The City's final step to offering payment for the work you do is to issue a purchase order. Please wait to start work until this purchase order is issued.



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**Thank you!**