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ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: March 21, 2018

TO: All BusinessSource Center Contractors

FROM: Jacqueline Rodriguez, Assistant Chief Grants Administrator
Economic Development Division

SUBJECT: INFORMATION BULLETIN NO. 19-01
PY 2018-2019 REQUEST FOR CONTRACT RENEWAL (RFCR)

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this Information Bulletin is to provide current LA BusinessSource Center Program subrecipients with a Request for Contract Renewal (RFCR) package for Program Year 2018-19 (PY18-19). This RFCR package sets out program requirements and identifies documents that must be submitted in order for agreements to be renewed for the new program year.

Until the Mayor and City Council approve the Consolidated Plan and an executed agreement is on file with the City Clerk, the Economic and Workforce Development Department (EWDD) cannot release funds to the LA BusinessSource Center Program subrecipients for the 2018-19 program year. Your agency therefore will assume prudent risk for any and all allowable program expenditures incurred after March 31, 2018. **Submission of a renewal request does not constitute a guarantee of funding for PY18-19. The decision to fund any organization beyond March 31, 2018, rests solely with City and is based on availability of funds and Mayor and City Council approval of the 44th Program Year Action Plan for 2018-19.**

The **submission deadline** for the items requested in this part of the renewal package is **5:00 p.m., Friday, March 29, 2018**.

An original application, with original, wet signature, along with two (2) complete copies of the same One (1) electronic copy **and** One (1) paper copy, must be hand or courier delivered to the address appearing below. Individuals who hand-deliver the application will be issued a receipt for the submission. The original of the submitted application will

be date and time stamped.

City of Los Angeles
Economic and Workforce Development Department
Workforce Development System
Attention: Roxanne Dunkle.
1200 West 7th Street, 6th Floor
Los Angeles, CA 90017

Timely submission of the renewal package is the sole responsibility of the applicant. The City reserves the right to determine the timeliness of all submissions. Hand delivery of applications after 5:00 p.m. on the deadline date will be noted as an administrative capability issue during the performance evaluation process. Contractors may also experience a delay in contract execution and release of funds. The City reserves the right to reject submittals received after the deadline. Contract execution is contingent upon contractors submitting all corporate and contract-related documents on or before the due date indicated.

This RFCR is being released and may be downloaded from the Economic and Workforce Development Department (EWDD) website at: http://ewddlacity.com/index.php/businesssource-system-bulletins and e-mail. Be advised, however, that the City will not be held responsible for delays in your receipt of the e-mail.

Documents and information to be submitted in response to this RFCR are listed in the RFCR checklist (Form 1). Additional forms have been provided for certain information; such forms are identified by the word "Form" in the header of the document. **RFCR submissions to the City must include all required forms and must be completed as to all requested information. Missing forms or incomplete information will cause the RFCR submission to be considered incomplete**

Questions or requests regarding the RFCR or the RFCR process should be emailed to richard.pallay@lacity.org, with "RFCR Question" indicated in the subject line. Questions related to the budget or budget forms should be emailed to your contract monitor.

JDR:RP

Attachments:
1. RFCR Document Checklist
2. Contractor General Information
3. 2017 Certification of Authorities
4. 2017 Board Resolution and Certification (sample)
5. 2017 Resolution Identifying Members of Board of Directors (sample)

6. Bidder Certification Certificate of Compliance (City Ethics Commission Form 50)
7. Bidder Contributions CEC Form 55
8. Budget & Equipment Inventory Form
9. Contractor Responsibility Ordinance Service Questionnaire
10. Contractor Responsibility Ordinance Pledge of Compliance Guidelines
11. Living Wage Ordinance (LWO) Forms
12. Appendix 1 Funding Allocations

I. Eligibility for Contract Renewal

A. The City of Los Angeles reserves the right to offer renewal agreements with Community Development Block Grant (CDBG) funded subrecipients provide the following:

1. Funding is available; and
2. Contractor has no confirmed program, financial, or audit findings, actively responding to a corrective action plan

B. Only existing Program Year (PY) 2017-18 contractors may submit an RFCR for PY 2018-19.

C. Final, enforceable terms will be set forth in the actual agreements with the LA BusinessSource Center Program subrecipients.

II. Funding Allocations

PY 2018-19 potential funding allocation levels as set forth in Appendix 1.

III. LA BusinessSource Center Program Requirements

Subrecipient will also abide by all PY17-18 contract requirements (refer to §202 of the contract) including but not limited to:

A. Each BusinessSource Center will be required to collaborate with the WorkSource Center in its region (a regional matrix is attached hereto as (Attachment A).

B. The MOU shall set forth a minimum shared goal of workforce referrals to be made between each BusinessSource Center and its regional WorkSource Center. Such referrals will be counted toward the *Number of Referrals to* WorkSource *Centers*. The number of required referrals may be changed by directive.

C. BusinessSource Centers (BSCs) will manage referrals to and from WorkSource Centers (WSCs), and will be required to maintain physical files of businesses served for that PY. BSCs and WSCs will use the *Business Needs Assessment and Business Referral Form* provided by the EWDD to collect and maintain records relative to all business referrals, including listing the services provided as well as service completion dates. BSCs and WSCs will be required to report such information to the City.

D. BSCs will submit to the City a quarterly calendar of business events and business sources (i.e., entrepreneurial workshops, business resource fairs, business seminars, information on access to capital, etc.).

IV. Collaboration

EWDD requires that its service providers collaborate with other programs/service providers within their areas. EWDD monitors will follow up on such required collaborations during regular monitoring visits.

V. Performance Measures

A. Initial levels of performance shall be established within agency contracts.
B. The City reserves a right to adjust PY18-19 contract goals by directive to accord with Federal/State requirements.

VI. Program Measurements

A. As required by Los Angeles Administrative Code §10.39.2, evaluations will be based on a number of criteria, including but not limited to the quality of the work product or service performed, adherence to the Branding and Marketing of the LA BusinessSource Center Program guidelines and requirements.
B. The timeliness of performance which includes meeting report submission deadlines such as annual GPR's, Weekly Highlights updates, Success stories and other reports as deemed necessary by the City.
C. Compliance with budget and fiscal requirements, and the expertise of personnel Contractor assigns to the Agreement.

VII. Closeout of Prior Year Contracts

A. Completed prior-year (PY17-18) BusinessSource Center contracts must be closed out before PY18-19 contract are executed.
B. In the event Subrecipient does not submit a final closeout or other required documentation within the prescribed time frame, the City reserves the right to unilaterally close out the agreement and to use the invoice then on file at the City for determination of Subrecipient's final allowable expenditures.

VIII. Budget/Expenditure Plan

A. Your contract analyst will review and recommend approval of your LA BSC PY18-19 program budget/expenditure plan.
    1. To ensure that the proposed PY18-19 budget LA BSC design, operation, and performance requirements, it is recommended that the Center program director and its fiscal/budget jointly prepare the budget packet.
    2. **Subrecipients should prepare two (2) budgets, one (1) for Micro-enterprise and one (1) for Operating Business activity. Please note: the Excel file budget/expenditure plan worksheets include a section for leveraged resources**. The forms for the new program year are attached hereto as Form 5.

B. Approval of the budget/expenditure plan does not constitute an approval to incur expenses for individual purchases or acquisitions. In all instances,

subrecipients shall follow proper procurement procedures, including securing the City's prior written approval for purchase of equipment and/or computers.

C. There is some flexibility in adjusting line item allocations and transferring funds between line items/cost categories provided that both of the following conditions are met:
   1. 10% Flexibility: The total expenditures for each category do not exceed 10% of the approved budget amount for the cost category;
   2. The total cumulative expenditure for all cost categories does not exceed the Agreement amount.

IX. Budget Narrative

Please use Form 6 to set out the budget narrative information in support of your proposed PY18-19 budget. Please provide the name(s) and contact information of staff who may be contacted about questions concerning your budget submission.

The budget narrative must include the following;

- a statement setting forth the intended use of the monies for each line item,
- an explanation/ justification for the use of each line item contained within the proposed PY17-18 budget plan,
- In preparing the budget narrative, please provide information so that a reviewer understands the necessity of each proposed item as well as the process used to arrive at each budgeted amount (e.g., formulas used).

X. Budget Support Documentation

In addition to the budget narrative, support documentation must be submitted for each budget line item, as applicable. Applicable support documentation may include the following:

A. Personnel/Job descriptions with approved staff salary ranges

B. Organization chart (covering all positions cost allocated against CBDG funds)

C. Executed copies of all subcontract agreements and professional service agreements with vendors for outside services (e.g., legal or accounting*). It is the policy of the City of Los Angeles (City) to encourage fair and open competition in its procurement for goods and services. By practicing sound purchasing and contracting practices, we are demonstrating the highest ethical standards possible. Procurement shall be conducted at least* ***once every three years****. Subrecipient shall conduct and document oversight to ensure compliance with procurement procedures.*

D. New or amended lease agreements or depreciation schedule with Cost allocation plan defining method for allocating various shared expenses between all BusinessSource Contracts and all other non-BusinessSource Center programs. Floor plan of the Center facility and the methodology used to calculate space costs.

E. Copies of the Subrecipient's indirect cost rate approval letter from the Subrecipient's cognizant agency (if any). Agencies that do not have a cognizant Federal agency may submit a request to the EWDD Financial Management Division to propose a rate.

XI. Additional Required Contract Documentation

A. Organizations recommended for funding by the EWDD, and approved for funding by the Mayor and City Council, are required to comply with the City's requirements for contract execution.

B. Code of Conduct contract language

1. PY18-19 contracts will include language regarding the Code of Conduct.
2. The EWDD issued a Policy on Conflict of Interest, Directive 17-08, dated January 10, 2017, informing subrecipients of the new requirements http://ewddlacity.com/images/directives/wds-directive/WDS-Dir_17-08.pdf
3. Subrecipients submitting an RFCR must have adopted, by duly authorized motion of their Board of Directors, the following:
   a. The Code of Conduct provided by the City of Los Angeles; or
   b. The subrecipient's own Code of Conduct subject to City approval.

C. Corporate Documents

If there have been any changes to your entity, mission, type or legal name, you must submit the updated/revised documents with this RFCR. If there are no changes in these documents, indicate "No change" on the RFCR Document Check list (Form 1).

D. IRS Taxpayer Identification Number

Subrecipient must ensure that they have submitted a copy dated within the last ten years. To comply with this requirement you must submit an updated copy with date after 2007.

E. Signatory Authorization

Subrecipients must ensure that they have submitted an updated Certification of Authorities **within the current program year** ending March 31 or with any changes in the listed authorities. To comply with the RFCR you must do one of the following:

1. Submit an updated Board Resolution (Form 4) along with an

appropriate Certification of Authorities (Form 8). The board resolution must specifically list all individuals appearing on the Certification of Authorities as well as the tasks such individuals are authorized to perform. Also, provide minutes of board meeting that resolution was passed; or

2. Check "No Change" on the RFCR Document Checklist (Form 1) if the last submission is dated after April 1, 2017, and there have been no changes since that date.

F. Board of Directors

An updated list of Board Members with contact information and a Certification by Corporate Secretary (Form 5) must be submitted with the RFCR.

G. Municipal Lobbying Ordinance

The Municipal Lobbying Ordinance established by Council requires City departments to include a copy of the Municipal Lobbying ordinance in all invitations for bids, requests for proposals, requests for qualifications or other solicitations relative to entering into agreements with the City. Subrecipients must submit Bidder Certification CEC Form 50 (Form 7A) along with their RFCR documentation. The new law, LAMC section 49.7.30, requires bidders to submit CEC Form 55 to the awarding authority at the time of bid submission. Bidder Contributions CEC Form 55 (Form 7B) can be found on the Ethics Commission's website, on the Forms page, This ordinance may be viewed at the City website at http://ethics.lacity.org/PDF/laws/law_mlo_jan2013.pdf For additional information, please see https://ethics.lacity.org/contracts/bidders/

H. Insurance.

The City requires that proof of current insurance coverage be submitted electronically via the City's *track4la* site by the subrecipient's agent/broker (and not by the subrecipient itself), who must register at http://track4la.lacity.org For EWDD subrecipients, the agent/broker must include Lafaye Jones in the notification section of the form. Her email address is lafaye.jones@lacitv.org.

I. Contractor Responsibility Ordinance(CRO)

Contractor Responsibility Ordinance (CRO), requires a determination that prospective contractors are responsible and capable of fully performing the work before being awarded a City contract. No contract may be executed unless a CRO questionnaire and a pledge form have been received and approved. The completed Questionnaire and a signed "Pledge of Compliance with the Contractor Responsibility Ordinance" must be turned in with the RFCR.

The CRO Questionnaire for service contracts (Form 12) is attached

for your convenience and can also be downloaded from https://bca.lacity.org/uploads/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf

The CRO Pledge of Compliance (Form 13) is attached for your convenience and can also be downloaded from https://bca.lacity.org/uploads/cro/CRO%20Pledge%20of%20Compliance.PDF

J. CDBG Equipment Inventory Form

Pursuant to City agreements, contractors are responsible for maintaining "Inventory Control" of all equipment purchased with grant funds. Please complete and submit Equipment Inventory Form (Form 11) for all equipment purchased with grant funds. The record shall include:

1. A description of the item or equipment, including model and serial number, if applicable;
2. Date of acquisition;
3. The acquisition cost or assigned value to the program; and
4. Source of acquisition
5. Your program analyst will follow up with a physical inventory to reconcile with the Equipment Inventory Form annually.

K. Los Angeles Business Assistance Virtual Network (LABAVN):

As of August 15, 2011, the Bureau of Contracts Compliance Office of Contract Compliance modified the compliance verification process.

LA BAVN is now the platform for satisfying the reporting requirements for the City's Equal Employment Opportunity Enforcement. Affirmative Action Program (AA), Equal Benefits Ordinance (EBO), Slavery Disclosure Ordinance (SDO), and the First Source Hiring Ordinance (FSHO). Please go to www.labavn.org, register and follow the instructions for downloading and uploading completed Ordinance forms to the system. All applicable forms are to be completed and signed prior to being uploaded to the "Company Documents" section. Instructions for registering and downloading Templates have been included in the RFCR as Guideline 1. For technical support please contact ita.bavnlacity.org.

IMPORTANT: AA. EBO, SDO AND FSHO approvals remain in effect for 12 months for any number of contracts. If the contractor has uploaded these forms to www.labavn.org within the last 12 months, no action is necessary.

Please select the "Uploaded" boxes on the RFCR Checklist Form 1 and include the date the forms were uploaded. For more details regarding the

above ordinances please go to https://bca.lacity.org/Equal-Employment-Opportunity-Enforcement

L. Living Wage Ordinance (LWO) Documentation

The Living Wage Ordinance (LWO) requires employers who have agreements with the City to pay their employees at least a minimum "living wage" and to provide certain benefits unless an exemption applies. For more details, please refer to City website https://bca.lacity.org/living-wages-ordinance-lwo The applicable Living Wage forms can be downloaded at https://bca.lacity.org/LWO%20Printable%20Forms and should be completed and submitted with the RFCR.