

MOTION BY SUPERVISOR HOLLY J. MITCHELL

October 5, 2021

Temporary Personnel Services Contracts and Software Licenses for the Emergency Housing Voucher Program

On March 11, 2021, President Biden signed the American Rescue Plan Act, (ARPA) which included the Emergency Housing Voucher (EHV) program to provide additional housing choice vouchers to local public housing agencies in order to assist individuals and families who are homeless; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or who were recently homeless or have a high risk of housing instability. The U.S. Department of Housing and Urban Development (HUD) awarded 1,964 EHV's and \$39,065,616 in housing assistance payments and administrative funding to the Los Angeles County Development Authority (LACDA). These additional vouchers are a much needed and welcome resource for addressing the crisis of homelessness in Los Angeles County.

Due to the increased workload and HUD-imposed deadlines for leasing of EHV's, LACDA must hire approximately 19 temporary staff. LACDA currently has contracts with three temporary personnel services firms; however, these contracts expire by November 30, 2021, and there is insufficient budget authority in the existing contracts for the additional staffing needs under the EHV program.

LACDA recently conducted a competitive Invitation for Bids (IFB) to identify new vendors to provide temporary personnel services on an as-needed basis. On August 4,

- MORE -

MOTION

MITCHELL _____

KUEHL _____

HAHN _____

BARGER _____

SOLIS _____

2021, 21 bids were received. Five bidders - LA Business Personnel, Inc., Hart Employment Services, MoxieIT Solutions, Inc., Jada Systems, Inc., and Infojini, Inc. - were determined to be the lowest, responsive and responsible bidders based on the evaluation criteria set forth in the IFB. The IFB was released before the additional staffing needs for the EHV program had been identified, and it anticipated an aggregate amount of up to \$400,000 per year to be split among the selected vendors.

LACDA would like to proceed with awarding contracts to the five selected vendors in the aggregate amount of up to \$2,000,000 per year, with the EHV program accounting for the additional \$1,600,000 in budget authority during the first year. The additional cost will be funded with administrative funds included with LACDA's allocation of EHV's from HUD under ARPA. LACDA would also like to make the new contracts effective immediately, rather than waiting until the expiration of the existing temporary personnel services contracts on November 30, 2021, in order to begin work on the EHV program as soon as possible. The proposed contracts will be on an as-needed basis, meaning that none of the contractors is guaranteed a minimum amount of work or compensation, and \$2,000,000 represents the maximum annual amount to be split among the five contractors.

The temporary staff hired to administer the EHV program will also require computer equipment including laptops, docking stations, monitors, printers and toner cartridges, as well as software licenses for Microsoft Enterprise M365 and Laserfiche for the additional users. Amendments are required to LACDA's existing contracts for the equipment and licenses, and the costs will also be paid with administrative funds included with LACDA's allocation of EHV's from HUD under ARPA.

On August 31, 2021, the Board of Supervisors, acting as the Commissioners of LACDA, directed the Executive Director of LACDA to establish a mandatory COVID-19 vaccination policy requiring all LACDA employees to be fully vaccinated and show proof of vaccination against COVID-19, unless they are granted an exemption required by law. This vaccination policy will apply equally to all temporary personnel hired under the proposed contracts, and the contracts will contain a provision to that effect.

I THEREFORE MOVE THAT THE BOARD OF SUPERVISORS, ACTING AS THE COMMISSIONERS OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

1. Authorize the Executive Director of the Los Angeles County Development Authority (LACDA) or his designee to execute one-year contracts for temporary personnel services and all related documents with LA Business Personnel, Inc., Hart Employment Services, MoxieIT Solutions, Inc., Jada Systems, Inc., and Infojini, Inc., with an aggregate annual compensation not to exceed \$2,000,000, using LACDA's allocation of Emergency Housing Vouchers (EHVs) from the U.S. Department of Housing and Urban Development under the American Rescue Plan Act (ARPA) and/or other program funds included in LACDA's approved Fiscal Year 2021-2022 budget.
2. Authorize the Executive Director of LACDA or his designee to execute amendments to the contracts, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with the same aggregate annual compensation, contingent upon satisfactory performance and continued funding, using LACDA's allocation of EHVs from HUD under ARPA and/or other program funds to be included in LACDA's annual budget approval process.
3. Instruct the Executive Director of LACDA or his designee as necessary and appropriate under terms of the contracts, to amend the contracts to add or delete services, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services, and if necessary, to terminate for convenience.
4. Authorize the Executive Director of LACDA or his designee to amend the existing contract with Crayon Software Experts, LLC to increase the maximum contract amount by \$27,446.40, for additional Microsoft Enterprise M365 licenses, for a new maximum contract amount of \$963,163.38, using LACDA's allocation of EHVs from HUD under ARPA and/or other program funds included

- in LACDA's approved Fiscal Year 2021-2022 budget and future budgets as needed.
5. Authorize the Executive Director of LACDA or his designee to amend the existing contract with Compulink Management Center, Inc. dba Laserfiche to increase the maximum contract amount by \$32,558.40, for additional Laserfiche licenses and software support, for a new maximum contract amount of \$450,790.45, using LACDA's allocation of EHV's from HUD under ARPA and/or other program funds included in LACDA's approved Fiscal Year 2021-2022 budget and future budgets as needed.
 6. Authorize the Executive Director of LACDA or his designee to amend the existing Blanket Order Requisition with Sterling Computers Corporation to increase the maximum amount by \$108,000 to a new total of \$853,000, for computer equipment including laptops, docking stations, monitors, printers, and toner cartridges, using LACDA's allocation of EHV's from HUD under ARPA and/or other program funds included in the LACDA's approved Fiscal Year 2021-2022 budget and future budgets as needed.
 7. Find that approval of the recommended contracts and contract amendments is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

#

(IG)