



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

April 19, 2013

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REQUEST FOR QUALIFICATIONS BOB HOPE PATRIOTIC HALL VETERANS SERVICES

The County of Los Angeles (County) is seeking a qualified, broad-based veteran's service or non-profit organization to collaborate with the County's Department of Military and Veterans Affairs and Department of Mental Health in an expanded effort to provide high quality, health, and human services to the more than 400,000 U.S. military veterans, dependents, and survivors that reside in Los Angeles County. In order to identify the best qualified organization, the County is now requesting the submittal of qualifications from interested organizations.

Department of Military and Veterans Affairs

The Department of Military and Veterans Affairs (DMVA) is the County's primary advocate for the provision of federal, State, and local services to U.S. military veterans, their dependents, and their survivors. The DMVA is headquartered at the Bob Hope Patriotic Hall, 1816 South Figueroa Street, Los Angeles, CA 90015, which has recently undergone a \$45.3 million renovation.

Upon the reopening of the Bob Hope Patriotic Hall, the DMVA will interface with the Department of Mental Health and several veterans' services organizations, who will also be tenants at the Bob Hope Patriotic Hall, to expand mental health and substance abuse counseling services to the veteran's community. The County plans to broaden the scope of available services to offer affordable housing, education, legal, job training and placement, and transportation services through partnerships with veterans service organizations throughout the County.

Request for Qualifications (RFQ)

To facilitate the DMVA and Department of Mental Health in the expansion of veteran's services, the County is seeking a partnership with a qualified veterans' service or non-profit organization with experience in linking veterans with the aforementioned services. The County is planning to make approximately 2,500 square feet of office space available to the selected organization at the newly renovated Bob Hope Patriotic Hall. Eligible organizations should have the capacity, expertise and demonstrated ability to complement and enhance the County's programs and services and to reach a broader base of the underserved veterans' community.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

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The RFQ and the attached questionnaire will facilitate the selection process to obtain the most qualified service organization that provides the highest level of demonstrable and direct support in all of the following service areas:

- Mental health counseling
- Substance abuse counseling
- Housing
- Education
- Legal services
- Job training and placement services

The County is requiring that any and all services offered by any of the organizations housed at the Bob Hope Patriotic Hall directly serve and support U.S. military veterans, their dependents, and survivors. Selected service providers will not be permitted to conduct any non-veteran related activities.


This RFQ will be evaluated by a selection panel consisting of the Major General Peter Gravett (retired), the Director of the DMVA, Brigadier General Ruth Wong (retired), and the DMVA's Chief Deputy, Stephanie Stone (USN retired). The selected organization will not be paid by the County for its services. The services will be provided in lieu of rent for occupancy within the Bob Hope Patriot Hall, via a gratis lease. The evaluation panel will prepare its selection recommendation for consideration and approval by the County's Board of Supervisors in late June 2013.

Response to this RFQ must be received **no later than Friday, May 10, 2013, at 3:00 p.m. PDT**. Responses may be submitted electronically to: bobhopepatriotichall@ceo.lacounty.gov, or you may mail five copies to:

Los Angeles County Chief Executive Office
Capital Projects/Debt Management Division
500 West Temple Street, Room 754
Los Angeles, CA 90012
Attention: Anh Hong

If you have any questions regarding this RFQ, please contact Anh Hong at (213) 974-7369, or at ahong@ceo.lacounty.gov.

Sincerely,



WILLIAM T FUMOKA
Chief Executive Officer

WTF:RLR:DJT
TJ:AH:zu

Attachment

**REQUEST FOR QUALIFICATIONS QUESTIONNAIRE
BOB HOPE PATRIOTIC HALL**

DATE:	
ENTITY NAME:	PHONE NUMBER:
ENTITY ADDRESS:	
CONTACT PERSON'S NAME:	PHONE NUMBER:
CONTACT PERSON'S EMAIL:	

Describe your organization's proposed mission at the Bob Hope Patriotic Hall and address in detail the following questions related to the Entity Information, Program Information, Target Population, Experience, Program Capacity, and Budget Summary in your essay response:

ENTITY INFORMATION

1. State the history of your organization and how it's developed over the years.
2. Identify the current programs and services you offer veterans and their dependents.
3. Describe the programs and services you deliver including administrative functions.

PROGRAM INFORMATION

1. What services do you plan to provide at Patriotic Hall and what resources do you have to provide these services?
2. How many staff do you have to provide direct services and what are the qualifications of these staff?

TARGET POPULATION

1. Do you provide services to veterans? Please describe the target group? Describe your outreach efforts.
2. Do you provide services to the dependents of veterans? Please describe the target group. Describe your outreach efforts.

EXPERIENCE

1. How long has your organization been operating in its current capacity?
2. What community partners or government agencies have you worked with and describe how you have worked together?
3. How do you ensure quality services are provided to the veteran population?
4. What measurable achievements has your agency demonstrated over the past three to five years?
5. How do you define success and what measures have you used to demonstrate your accomplishments?

PROGRAM CAPACITY

A summary/ report covering the past three years; 2010, 2011, and 2012 that includes:

1. Number of veterans that received services from your organization and the type of services.
2. Type of facilities and locations.

BUDGET SUMMARY

A financial status summary report that includes:

1. Annual Reports for the past three years
2. Organizational Chart
3. Operating Budget
4. Funding Sources
5. Tax Status (most recent 990 tax form)