

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

EDWARD YEN
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

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MEMBERS OF THE BOARD

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October 24, 2024

TO: Supervisor Lindsey P. Horvath, Chair
Supervisor Hilda L. Solis
Supervisor Holly J. Mitchell
Supervisor Janice Hahn
Supervisor Kathryn Barger

FROM: Edward Yen *Edward Yen*
Executive Officer

SUBJECT: NOTIFICATION OF INTENT TO EXECUTE WORK ORDER NUMBER EO
RFS #24-01 UNDER CEO MASTER AGREEMENT FOR STRATEGIC
PLANNING AND RELATED CONSULTING SERVICES

This is to notify the Board of Supervisors (Board) that the Executive Office (EO) intends to execute a Work Order utilizing the Chief Executive Office (CEO) As-Needed Strategic Planning and Related Consulting Services Master Agreement, with KH Consulting Group (KH Consulting) in the amount of \$394,089, to conduct a comprehensive review of the Los Angeles County (County) governance model, including an exploration of best practices and potential reforms to garner an impartial assessment and recommendations. This notification is in accordance with the established Master Agreement guidelines, which require a Board notice two weeks prior to execution, for projects that will exceed \$300,000.

Background

Over the course of time, the County has made several modifications to its governance structure to improve the effectiveness of its policies, procedures, and the role the government plays in the day-to-day lives of its constituents, to provide a more efficient and innovative form of government. As the County continues to transform and evolve, the Board adopted a Motion on February 28, 2023, directing the Executive Officer to execute an agreement with a recommended independent third-party entity (Consultant) to work with the Executive Officer to convene stakeholders and conduct a review of the Board's governance model and identify best practices from across the country. Although prior changes have been made to the County's governance structure, additional adjustments are needed to advance more equitable and inclusive policies and budget

development processes that will benefit historically marginalized groups, including those who come from economically disadvantaged backgrounds, communities of color, recent immigrants, or speakers of English as a second language. An independent review of the current governance model by an external entity will ensure an impartial assessment is completed and will foster a more transparent, equitable government for the County's 10 million constituents.

Scope of Work

Under the Master Agreement Work Order, KH Consulting will review and analyze the Board's current governance model, including the role of the Board offices, the number of elected Supervisors, processes and structures, any past attempts to revise them, and explore best practices and reforms nationwide to maximize transparency and public access to local government with a demonstrated track record of success. This review shall also identify innovative strategies used by other large government entities to achieve diversity, equity, and inclusion in their policy and budget development processes. KH Consulting shall use this analysis to identify strengths and challenges in the County's governance model and recommend actionable change, where appropriate.

The recommended Work Order shall consist of a one-year contract term, with an anticipated start date of November 22, 2024, and shall expire on November 21, 2025, with a maximum contract sum of \$394,089. The EO will work with the CEO to identify funding for this project during the Fiscal Year 2024-25 Mid-Year BA process.

Selection Process

On July 17, 2024, the EO released the Request for Services (RFS) using the CEO's As-Needed Strategic Planning and Related Consulting Services Master Agreement. The RFS was sent to 26 pre-qualified vendors. Two optional Proposers Conferences were scheduled on July 25, 2024, and August 13, 2024, to allow interested Proposers the opportunity to discuss the RFS requirements and submit any questions related to the RFS. Proposers were also given the opportunity to submit questions via email. An addendum was released on August 6, 2024, which provided responses for questions that were submitted. Of the 26 vendors, a total of four Proposals were received; however, one Proposal was submitted after the due date of August 30, 2024; therefore, it was rejected.

An Evaluation Committee which consisted of four high-level executives and subject-matter experts, who worked in various sectors of the County and/or local government municipalities, reviewed and scored the Proposals. The initial evaluation meeting was held on September 4, 2024, followed by an Informed Averaging Meeting on September 19, 2024. KH Consulting Group received the highest overall average score and was recommended for award. On October 7, 2024, KH Consulting was notified.

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On October 7th and 10th, the EO received Debriefing requests from the two non-selected Proposers, Arroyo Associates Inc. and Public Works, LLC. Debriefings were conducted on October 15, 2024. Non-selected Proposers were given three business days to inform the EO of their intent to submit a Protest; however, no Protests were received.

Notification Timeline

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Consulting Services, the EO is informing your Board of their intention to engage in negotiations and execute the above-mentioned Work Order with KH Consulting in two weeks from this filing, unless otherwise instructed by the Board.

Should you have any questions concerning this matter, please contact me at (213) 974-1401, or Steven Hernandez, Chief Deputy, at (213) 974-1419.

c: Chief Executive Office
County Counsel