

54 June 6, 2023

BOARD OF SUPERVISORS

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June 6, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012



CELIA ZAVALA
EXECUTIVE OFFICER

EXECUTIVE LEADERSHIP

Dr. Laura Trejo
Director

Lorenza C. Sánchez
Chief Deputy

Anna Avdalyan
Assistant Director

Dear Supervisors:

**AUTHORIZE AGING AND DISABILITIES DEPARTMENT
TO AWARD AND EXECUTE FISCAL YEAR 2023-2024
SUBAWARDS FOR TRADITIONAL LEGAL ASSISTANCE
PROGRAM SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

The County of Los Angeles (County), Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute a Traditional Legal Assistance Program (TLAP or Program) Subaward for the term effective July 1, 2023 through June 30, 2024, and subsequently execute up to three (3) annual renewal options and six (6) month-to-month options for a maximum Subaward term four (4) years and six (6) months with Bet Tzedek for an anticipated annual amount of \$399,000 or a maximum total of \$1,795,500 including all option years; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize AD's Director, or designee, to award and execute the TLAP Subaward for the term effective July 1, 2023, through June 30, 2024, and subsequently execute up to three (3) annual options and (6) month-to-month extensions for a maximum Subaward term of four (4) years and six (6) months with Bet Tzedek for an anticipated annual amount of \$399,000, or a maximum total of \$1,795,500.

GET IN TOUCH

510 S. Vermont Avenue
Los Angeles, CA 90020
ad.lacounty.gov
info@ad.lacounty.gov

**Aging & Adult Information &
Assistance Line:**

(800) 510-2020

Report Elder Abuse:

(877) 477-3646

Community & Senior Centers:

(800) 689-8514

Disability Information &

Access Line:

(888) 677-1199



Allocation to the Subrecipient is subject to availability of funding and is contingent upon Subrecipient's performance in meeting the goals of TLAP, as well as Subrecipient's adherence to its Subaward terms. AD will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize AD's Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County during the Subaward term as follows: 1) add new, relevant, or updated federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
3. Delegate authority to the Director of AD, or designee, to terminate contracts with the Subrecipient upon their request, and those that have closed or are in default of their subaward requirement, for subrecipient default or for the convenience of the County, provided: a) County Counsel's approval is obtained prior to termination of the Subaward, and b) Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS(S)

The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these Program Services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including TLAP Services, which are targeted towards Older Adults and unpaid Family Caregivers. TLAP is designed to address the unmet legal needs of eligible Clients by delivering high quality, high impact, and cost-effective services. TLAP Services include legal advice, including but not limited to Community Education, limited representation, and representation from an attorney.

AD issued a competitive Invitation for Bids (IFB) solicitation on April 13, 2023, which resulted in Bet Tzedek being selected as the successful Bidder, and we intend to award and execute this Subaward upon your Board's approval.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Goals: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services that promote the well-being of older adults.

FISCAL IMPACT/FINANCING

TLAP is financed with federal monies including Title III-B (Grants for Supportive Services and Senior Centers) and Title III-E (National Family Caregiver Support), which are authorized under the Older Americans Act (OAA). These monies originate from the federal grantor agency, the United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the federal monies to CDA, the State pass-through entity, and CDA provides these monies to AD to operate the Program.

The anticipated annual funding for the recommended Subaward is \$399,000. The requested Board authority will allow AD to allocate funds for the TLAP Subaward annually for an anticipated combined four-year and six (6) months total of \$1,795,500 for the Subaward term of July 1, 2023 through December 31, 2027 (which includes three (3) annual options plus six (6) month-to-month extensions). Funding will be included in the AD Fiscal Year (FY) 2023-24 budget. There is no net County cost associated with this program.

The federal portion of the funds have been assigned the following Catalog of Federal Domestic Assistance (CFDA) program numbers: 93.044 (Special Programs for the Aging, Title III Part B (Grants for Supportive Services and Senior Centers)); and 93.052 (National Family Caregiver Support Title III Part E). The federal grantor for these funding sources is HHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Subrecipient is in compliance with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the Program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. AD will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of the Subaward will commence on July 1, 2023, through June 30, 2024, and will include up to three (3) annual options plus (6) month-to-month extensions to renew for a maximum Subaward term of four (4) years and six (6) months.

CONTRACTING PROCESS

On April 13, 2023, AD released a competitive Invitation for Bids (in accordance with federal, State, and County procurement standards) under solicitation number AAA-TLAP-2324 IFB. AD was seeking a qualified Bidder to provide TLAP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: AD advertised the IFB in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Torrance Daily Breeze; Orange County Register; La Opinion; and Los Angeles Watts Times.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, AD posted notification of the IFB on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with TLAP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 4,883 potential Bidders.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 5,275 vendors that have signed up to receive news and information pertaining to contracting opportunities with AD. These vendors were notified regarding the release of this IFB.

A mandatory Bidders' conference was held to address questions received from potential Bidders, and no protests were received in response to the solicitation requirements.

AD received one (1) bid in response to the IFB. In accordance with County requirements, the bid was reviewed and determined to be responsive and responsible. There were no protests in response to this evaluation and the recommendation to award.

In accordance with Board Policy 5.130 (Contracting with Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, AD has reflected this information in Attachment I. On final analysis and consideration of this award, the successful bidders were selected without regard to race, creed, or color.

MONITORING REQUIREMENT

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD's Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-

The Honorable Board of Supervisors
June 6, 2023
Page 5

Controller's Master Agreement for As-Needed Contract Audits/Studies.

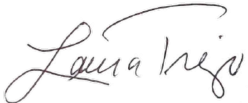
IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of TLAP Services Countywide. These Services provide vital support and resources to the residents of Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

CONCLUSION

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Ms. Ashley Liang, Executive Assistant, at ALiang@ad.lacounty.gov.

Respectfully Submitted,



DR. LAURA TREJO
Director

LT:LCS:CD:cd

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Enclosure

Attachment I

Los Angeles County Aging and Disabilities Department

Community Business Enterprise Program Information

FIRM INFORMATION *		Bet Tzedek Legal Services
BUSINESS STRUCTURE		Non-Profit
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/ PARTNERS/ BOARD	Black/African American	4%
	Hispanic/Latino	6%
	Asian or Pacific Islander	12%
	American Indian	0%
	Filipino	0%
	White	78%
	<i>Female (include above)</i>	37%

* Information was provided by Bidder in response to the IFB (AAA-TLAP-2324 IFB). On final analysis and consideration of award, successful Bidder was selected without regard to race, creed, or color.