

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

3-D June 25, 2024



EDWARD YEN  
EXECUTIVE OFFICER



June 25, 2024

The Honorable Board of Commissioners  
Los Angeles County Development  
Authority  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

## **CONTRACT FOR ANNUAL RE-EXAMINATION SERVICES (ALL DISTRICTS) (3 VOTE)**

### **SUBJECT**

This letter recommends approval of a Contract between the Los Angeles County Development Authority (LACDA) and Quadel Consulting and Training LLC for the purpose of providing annual re-examination services. LACDA is required to process annual re-examinations to administer its housing programs. Due to staffing shortages LACDA is unable to keep up with the demand of the annual re-examinations and therefore requiring assistance from a contractor to meet the demand.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director or designee to execute a one-year contract for annual re-examination services with Quadel Consulting and Training LLC, using up to \$800,000 program funds included in LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.
2. Authorize the Executive Director or designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$800,000, using funds to be included in the LACDA's annual budget approval process.
3. Authorize the Executive Director or designee to amend the Contract to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.
4. Authorize the Executive Director or designee, upon his determination and as necessary and

appropriate under the terms of the Contract, to terminate the Contract for convenience.

5. Find that approval of Contracts to provide annual re-examination services 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.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to authorize the Executive Director to execute a contract with Quadel Consulting and Training, in the amount of \$800,000 for annual re-examination services. These services are necessary as LACDA has been unable to keep up with demand of annual re-examinations required by LACDA housing programs related to continuous staffing shortages. Having a Contractor available to assist with annual re-examinations will help keep up with program needs during staffing lows.

To administer LACDA housing programs, U.S. Department of Housing and Urban Development (HUD) created regulations requiring the performance of re-examinations of income and eligibility for all housing program participants annually. These re-examinations determine the family eligibility for the program and establishes the family rent contributions as well as the amount of Housing Assistance Payments that will be paid by LACDA on the family's behalf. These determinations are a key element of the LACDA housing programs.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The expense of the contract will be funded through Administrative Funds received from HUD.

The cost for the first year of services will be up to \$800,000 using funds included in the LACDA's Fiscal Year 2023-2024 approved budget and the Fiscal Year 2024-2025 proposed budget.

If extended, the cost of the second through the fifth year of the Contract will remain at the same annual amount of up to \$800,000 using program funds included in the LACDA's annual budget approval process.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

These services are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Quadel Consulting and Training will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved to form by County Counsel and will be effective July 1, 2024, subject to Board approval and execution by all parties.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed activities are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because they involve administrative activities that will not have a physical impact on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**CONTRACTING PROCESS**

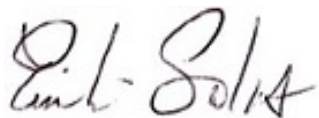
On March 29, 2024, a Request for Proposals (RFP), Annual Re-examination Services, with Solicitation Number LACDA24-023, was conducted to identify contractors to provide annual re-examination services to the LACDA on an as needed basis. The RFP solicitation was posted on both LACDA’s solicitation portal as well as on the County’s WebVen website.

On April 17, 2024, two proposals were received by the submission deadline for annual re-examination services. An evaluation of the minimum requirements and references was conducted. The highest scoring most responsive and responsible proposer is being recommended for the Contract award. The Summary of Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed Contract will provide annual re-examination services, on an as needed basis to assist LACDA with the processing of delinquent annual re-examinations and assist with current annual re-examinations during times of staffing shortages.

Respectfully submitted,



Emilio Salas

Executive Director

ES:MJJ:jc

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Annual Re-examination Services

On March 29, 2024, the following outreach was initiated to identify Annual Re-examination contractors to provide necessary services for LACDA.

A. Announcement

The solicitation Notice was posted on the County's WebVen and on LACDA's website for 18 days and released 1431 email notices to firms identified on both websites. The solicitation package was downloaded 33 times.

B. Request for Proposal Results

On April 17, 2024, two proposals were received. However, only one of the two proposals received met the minimum requirements and was forwarded to a three-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, quality control, and costs. The final evaluation results are as follows:

<u>Name</u>	<u>Score</u>
Quadel Consulting and Training LLC	963
Allecca Consulting*	N/A

\*This proposal was determined to be non-responsive.

Quadel Consulting and Training LLC is being recommended for the Contract award for annual re-examination services. The total annual Contract amount is based on program needs and therefore the use will be on an as-needed basis.

C. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Quadel Consulting and Training LLC	Non-Minority	Total: 140

D. Minority/Women Participation– Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Allecca Consulting	Minority Owned	Total: 6

The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.