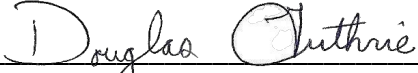



**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE A ONE-YEAR CONTRACT WITH CVR ASSOCIATES, INC., TO DEVELOP AND IMPLEMENT A PROCESS TO ESTABLISH A SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (HCVP) WAITING LIST, PURSUANT TO RFP HA-2022-36, FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$1,000,000**

  
\_\_\_\_\_  
Douglas Guthrie  
President & Chief Executive Officer

  
\_\_\_\_\_  
Carlos Van Natter  
Director of Section 8

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**Purpose:** To develop and implement a process to establish a Section 8 Housing Choice Voucher Program Waiting List (“Section 8 HCVP Waiting List”) in accordance with the U.S. Department of Housing and Urban Development (“HUD”) Code of Federal Regulations (“CFR”), and the Housing Authority of the City of Los Angeles’s (“HACLA”) Section 8 Administrative Plan.

**Issues:** In compliance with HUD regulations for housing choice vouchers, HACLA must maintain a Section 8 HCVP Waiting List to select applicants for participation in the program.

The current Section 8 HCVP Waiting List was closed on October 16, 2017. Applicants have continuously been drawn down for eligibility interviews from that list since February 2018 and HACLA is expected to exhaust its current Section 8 HCVP Waiting List by the second quarter of 2023.

HACLA must identify all activities and resources needed to support the opening of the Section 8 HCVP Waiting List. These resources include, but are not limited to outreach, application intake, creation of the waiting list and applicant notification. These resources include use of an outside vendor to conduct the open application process. Prior to the opening of the Section 8 HCVP Waiting List, the Section 8 Department will submit an informational memorandum to the Board of Commissioners to outline the online application process and timeline.

**Procurement:** On April 18, 2022, Requests for Proposals No. HA-2021-36 (“RFP”) was issued for a service provider that can assist HACLA in the opening, processing, and establishment of the Section 8 HCVP Waiting List. A total of two (2) proposals were received by the submission deadline of May 18, 2022. Extensive and robust vendor

outreach was conducted for the RFP and further such efforts were not expected to yield greater proposal submissions as detailed in the Summary of Procurement and Outreach Activities (Attachment No. 2).

The proposals were independently reviewed and evaluated by an evaluation panel ("Panel") with subject matter expertise using the criteria stated in the RFP. The top ranked proposer, CVR Associates, Inc. ("CVR") was provided with an opportunity to submit a Best and Final Offer ("BAFO"), to give them a final opportunity to propose their best offer including any pricing concessions. CVR provided a BAFO that did not include any further adjustments to its proposal or pricing concessions. However, the Panel determined that CVR's proposal represents the best value to HACLA and is recommending them for contract award. It should be noted that CVR assisted HACLA in establishing its current Section 8 HCVP Waiting List in 2017, at which time HACLA was very satisfied with CVR's services and performance. As noted above, additional information regarding the procurement is included in the Summary of Procurement and Outreach Activities.

**Vision Plan:** **PLACE Strategy No. 3, Improve and expand Section 8 program, policies, and efficiencies.**

**Funding:** The Chief Administrative Officer confirms the following:

*Source of Funds:* Section 8 administrative fees.

*Budget and Program Impact:* Funding has been included in the 2022 Operating Budget.

**Environmental Review:** This action is exempt.

**Section 3:** The recommended contract will utilize funds that do not trigger HUD Section 3 requirements under 24 CFR Part 75. Nonetheless, HACLA imposed Section 3 requirements pursuant to its Section 3 Policy and Compliance Plan. CVR Associates, Inc., will work with HACLA to identify Section 3 workers in their outreach support capacity to communicate, inform and train low-income families and community organizations about the Section 8 HCVP Waiting List and the application process. CVR Associates, Inc., expects to hire approximately 8 outreach support workers.

**Attachments:**

1. Resolution
2. Summary of Procurement and Outreach

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE A ONE-YEAR CONTRACT WITH CVR ASSOCIATES, INC., TO DEVELOP AND IMPLEMENT A PROCESS TO ESTABLISH A SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (HCVP) WAITING LIST, PURSUANT TO RFP HA-2022-36, FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$1,000,000**

**WHEREAS**, to comply with the U.S. Department of Housing and Urban Development (“HUD”) regulations for the Housing Choice Voucher Program , the Housing Authority of the City of Los Angeles (“HACLA”) must maintain a Section 8 HCVP Waiting List to select applicant(s) for participation in the program;

**WHEREAS**, the current Section 8 HCVP Waiting List was closed on October 29, 2017;

**WHEREAS**, applicants have continuously been drawn down for eligibility interviews from that list since February 2018 and HACLA is expected to exhaust its current Section 8 HCVP Waiting List by the second quarter of 2023;

**WHEREAS**, HACLA must identify all activities and resources, including but not limited to outreach, application intake, creation of the waiting list, and applicant notification needed to support the opening of the Section 8 HCVP Waiting List and can use an outside vendor to conduct the open application process;

**WHEREAS**, on April 18, 2022, in an effort to solicit proposals for the open enrollment and application process of the Section 8 HCVP Waiting List, HACLA issued Request for Proposal No. HA-2022-36 (RFP);

**WHEREAS**, on May 18, 2022, a total of two (2) proposals were received by the submission deadline;

**WHEREAS**, the proposals were independently reviewed and evaluated by a panel (“Panel”) based on the criteria set forth in the RFP;

**WHEREAS**, based on the Panel’s evaluation, CVR Associates, Inc., the top ranked proposer was determined a best value and is recommended for award; and

**WHEREAS**, funds will be provided by the Section 8 Department’s administrative fees.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes the President and CEO, or designee, to execute a contract in an amount not-to-exceed \$1,000,000, with CVR Associates, Inc., to develop and implement a process to establish a new Section 8 HCVP Waiting List.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

APPROVED AS TO FORM

HOUSING AUTHORITY OF THE  
CITY OF LOS ANGELES

By: \_\_\_\_\_  
James Johnson, General Counsel

By: \_\_\_\_\_  
Cielo Castro, Chairperson

DATE ADOPTED: \_\_\_\_\_

Attachment No. 2

**SUMMARY OF PROCUREMENT AND OUTREACH ACTIVITIES**

RFP No. HA-2022-36

SECTION 8 WAITLIST

**A. Funding Source**

Federal       Non-Federal       Mixed Funding

**B. Advertisement; Minority/Women Outreach**

General Services advertised Request for Proposal No. HA-2022-36 (“RFP”) on the Regional Alliance Marketplace for Procurement (“RAMP”), formerly LABAVN, a free service provided by the City of Los Angeles and the Los Angeles Business Council at: [www.rampla.org](http://www.rampla.org) starting on April 18, 2022, until the submission deadline of May 18, 2022, for a total of thirty (30) days. The RFP was viewed by eighty-five (85) vendors. In addition, an RFP notice was emailed to the Section 3 registry businesses and additional vendors from a list provided by the Section 8 Department. Lastly, notices were emailed to MBE/WBE organizations (see below).

In support of the Housing Authority of the City of Los Angeles’ (“HACLA”)’s policy to contract with Minority-Owned Business Enterprises (“MBEs”), Women-Owned Business Enterprises (“WBEs”) and Labor Surplus Area (“LSA”) businesses, to the extent possible, on April 18, 2022, notice of this RFP was also provided to a List of Recognized Minority and Women-owned Business Organizations, and to the local office of the U.S. Small Business Administration (“SBA”), please see the list below.

**C. Pre-Proposal Conference**

Due to the closure of our offices to the public stemming from the COVID-19 outbreak, a pre-proposal conference was not conducted. This decision follows orders issued for the State of California by Governor Newsom, the City of Los Angeles by Mayor Garcetti, and Federal, County and City of Los Angeles’ public health officials.

**D. Addenda**

One addendum was issued on April 29, 2022, in response to questions received by the submission deadline of May 18, 2022. The purpose of the addendum is to respond to questions received by the submission deadline and to help ensure the RFP’s requirements are clearly understood.

**E. Receipt of Proposals**

The following two (2) proposals were received by the submittal deadline of May 18, 2022:

PROPOSERS	
1.	BASC, LLC
2.	CVR Associate, Inc.

While receipt of only two proposals was disappointing given the extensive outreach, staff have come to understand that the highly-specialized nature of the services required, labor shortages, and business capacity issues may be among the reasons. No other vendors contacted HACLA requesting additional time to respond to the RFP (which occasionally occurs). As such, further outreach or extending the solicitation period was not expected to result in additional qualified proposals.

**F. Panel Review**

The Evaluation Panel (“Panel”) was comprised of three (3) subject matter experts. The Panel met on May 26, 2022, resulting in the following consensus scoring with CVR Associate, Inc.(“CVR”), the top ranked proposer shown below:

COMPANY NAME	SCORES
CVR Associate, Inc. (MBE)	93.83
BASC, LLC	53.50

The Panel recommended that CVR be provided an opportunity to submit a Best and Final Offer (“BAFO”).

**G. Best and Final Offers**

On June 1, 2022, HACLA requested a BAFO from CVR in an effort to provide them with a final opportunity to propose their best proposal. CVR responded to the BAFO request with no changes to their original pricing. The Panel did not re-evaluate their proposal and retained the same original scores as shown above.

The Contract Administration Manager has confirmed the scores. Interviews for this RFP were determined unnecessary.

**H. Recommendation for Awards**

Having determined that CVR’s proposal represents a best value to HACLA, the Panel recommends it for contract award.

I. **Workforce Profile**

CVR submitted a Workforce Profile that reveals the following workforce composition:

<b>COMPANY</b>	<b>EMPLOYEES</b>
CVR Associate, Inc. (MBE)	Total: 239 147 minorities = 61% 160 women = 66%

## MBE/WBE ORGANIZATIONS MAILING LIST

1	Asian American Architects and Engineers Association
2	Asian Business Association of Los Angeles
3	Asian Business League of Southern California
4	Asian Pacific Islander Small Business Program
5	Korean American Chamber of Commerce
6	Pacific Asian Consortium in Employment (PACE) Business Center
7	Black Business Association
8	Greater L.A. African American Chamber of Commerce (GLAAACC)
9	Regional Black Chamber of Commerce of San Fernando Valley
10	US Black Chamber of Commerce
11	Southern California Black Chamber of Commerce
12	National Black Contractors Association
13	Young Black Contractors Association
14	California Hispanic Chamber of Commerce
15	LA Metropolitan Hispanic Chamber of Commerce
16	Latin Business Association (LBA)
17	Los Angeles Latino Chamber of Commerce
18	National Latina Business Women Association (NLBWA-LA)
19	Regional Hispanic Chamber of Commerce
20	American Indian Chamber of Commerce
21	Build Plus Community Marketplace
22	Greater San Fernando Valley Chamber of Commerce
23	Los Angeles Area Chamber of Commerce
24	Los Angeles Minority Business Enterprise Center USC (MBDA)
25	National Association of Minority Contractors
26	National Association of Women Business Owners Los Angeles
27	Pacific Coast Regional Small Business Development Corp (SBDC)
28	Small Business Majority
29	Southern California Minority Supplier Development Council
30	The New Ninth Business Resource Center
31	US Small Business Administration
32	US Veteran Business Alliance
33	Valley Economic Development Center/Women's Business Center
34	Vermont Slauson Economic Development Corporation
35	Vernon Networking Committee
36	City of LA Bonding Program: Merriwether & Williams Insurance Services, Inc.