DATE: February 7, 2023

TO: Mayor and Council Members

FROM: Section 8, Housing, and Community Development Block Grant

SUBJECT: Agreement with Catholic Charities of Los Angeles, Inc. to Implement the City of Inglewood Homeless Coordinator Program and Resolution Amending the Fiscal Year 2022-2023 Budget

RECOMMENDATION:
It is recommended that the Mayor and City Council Members take the following actions:

1. Approve an Agreement with Catholic Charities of Los Angeles, Inc., to implement the City of Inglewood Homeless Coordinator Program with the $125,000 Grant Award from the South Bay Cities Council of Governments (Grant Funds); and
2. Adopt a Resolution amending the Fiscal Year 2022-2023 Budget to appropriate $125,000 to fund the Inglewood Homeless Services Coordinator Program. (Grant Funds)

BACKGROUND:
In December 2016, the Los Angeles County Board of Supervisors (Board) declared a State of Emergency on homelessness and immediately placed Measure H (a ten-year, quarter cent special sales tax) on the ballot for the Consolidated Municipal and Special Election held on March 7, 2017. With this measure, the Board approved the action plan developed by the Los Angeles County Homeless Initiative (HI) to address homelessness. As the result of the election, 69.34% of County voters approved Measure H; and by July 2017, the HI began allocating Measure H funds to implement its action plan. Measure H is projected to raise $355 million annually for 10 years ($3.5 billion total) before expiring in September 2027.

The South Bay Cities Council of Governments (SBCCOG), a joint powers authority comprised of the County of Los Angeles and sixteen (16) member cities, has been awarded a Measure H funding allocation of $1,905,000 from the HI. The agreement with the HI allows the SBCCOG to implement programs for the homeless population in the South Bay region with its member cities. The SBCCOG has worked to ensure that each city in their authority has an opportunity to receive funds from the HI through the SBCCOG to help address homelessness in their cities.

Homelessness in Inglewood has increased over the past seven years. According to the Los Angeles Homeless Service Authority (LAHSA), 2022 Point in Time Homeless Count for Inglewood, the number of persons experiencing homelessness in Inglewood rose 43 percent (43%) from the last Homeless count conducted in 2020 (the 2021 homeless count was not scheduled due to the Coronavirus Pandemic (COVID-19)). While the 2022 Homeless Count has been publically criticized for being considerably inaccurate, the SBCCOG and the City are
moving forward with its plan to address its homeless population by implementing the Homeless Services Coordinator Program.

During Fiscal Year 2020-2021, City staff from the Community Development Block Grant (CDBG) Division applied for and was awarded $125,000 from the SBCCOG to provide a Homeless Services Coordinator Program. In the City’s application, the focus was placed on the need for the City to have a dedicated homeless coordinator who would work solely with those experiencing homelessness in Inglewood and coordinate its efforts with homeless service providers throughout the South Bay region.

DISCUSSION:
On September 22, 2022, the City issued a Request for Proposals (RFP-0189) for a service provider to take the lead in implementing the Homeless Services Coordinator Program for the City of Inglewood. As a result of the RFP process, the City received one proposal for $111,005 from Catholic Charities of Los Angeles, Inc. Catholic Charities of Los Angeles, Inc., is a 501(c)(3) non-profit agency, that has operated the St. Margaret’s Center since 1987. Located at 10217 South Inglewood Avenue, Lennox, CA 90304, St. Margaret’s Center offers a comprehensive range of emergency and supportive services to approximately 10,000 low-income and homeless individuals and households, annually, in the northern most region of Los Angeles County’s South Bay. St. Margaret’s Center has served as the hub for LAHSA’s Service Planning Area 8 (SPA 8), which serves Inglewood and the surrounding areas, including Lennox, Hawthorne, Lawndale, Gardena, and parts of South Los Angeles.

St. Margaret’s Center has successfully collaborated with the City throughout the years, from 1997 to September 30, 2012, when the City awarded St. Margaret’s Center with emergency shelter grant (ESG) funds from its entitlement allocation from the U.S. Department of Housing and Urban Development (HUD). From 2001 to 2012, the City awarded HUD HOME Investment Partnerships (HOME) Funds for a tenant-based rental assistance program, which provided rental subsidies and/or security deposits to 92 formerly homeless residents and 150 residents at-risk of becoming homeless. In 2015 and 2016, St. Margaret’s Center assisted 35 households from Inglewood to secure permanent housing with a grant from the SBCCOG for outreach and navigation services for SPA 8. St. Margaret’s Center continues to be a primary point of contact for Inglewood clients seeking homeless services and other essential needs.

Through the Agreement, St. Margaret’s Center Homeless Services Coordinator Program (Program) shall assist Inglewood clients to find and maintain interim and permanent, stable housing. The grant will fund a homeless services Coordinator (Coordinator) who will work alongside St. Margaret’s Center staff and the Inglewood Mental Health and Evaluation Team (I-MET) (Inglewood Police Department - Community Affairs Section) to provide street outreach to persons experiencing homelessness; serve as a point of contact for Inglewood homeless clients seeking services; and help to stream-line access to homeless and other essential social services necessary to reduce the reoccurrence of homelessness in the City. The Coordinator shall work in partnership with the surrounding cities in the region, local homeless service providers, such as the United Way, Salvation Army, Volunteers of America, People Assisting the Homeless
(PATH), LAHSA, Department of Mental Health, Centinela Hospital, Sanctuary of Hope, the SBCCOG, and the H1 to develop and implement individual housing plans for clients. Services shall be provided for all eligible Inglewood residents regardless of age, race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, or disability.

Due to the organization's depth of experience and many successes assisting the homeless population for decades, City staff recommends contracting with Catholic Charities of Los Angeles, Inc. to fully administer the Program, which includes hiring and supervising the Coordinator, who will be primarily stationed on-site at St. Margaret's Center. The Coordinator will be tasked with client/case management; using tools such as the Coordinated Entry System (CES) and the Housing Management Information System (HMIS) (both systems available through LAHSA); client referrals and outreach; and outreach to various medical, interim and permanent housing providers/agencies, as well as religious, and business stakeholders serving the City of Inglewood and surrounding areas. St Margaret's Center will prepare and disseminate outreach program materials throughout the area and prepare progress reports to the City. In most cases, persons who are assisted by the Program will be linked to additional resources available through other service providers and housing agencies.

This Agreement provides a grant amount not to exceed $125,000 to contract with St. Margaret's Center as the service provider agency, to hire a Coordinator, and to provide Program services through June 30, 2023. Upon execution of the Agreement, St. Margaret's Center will conduct the recruitment and hire the Homeless Services Coordinator. It is the goal of the grant to locate housing options for the City's homeless population. Partnering with SBCCOG and with St. Margaret's Center will allow the City greater access to additional resources and tools from local agencies, the County of Los Angeles, the State of California, and other federal resources to continue the long-term strategy to address homelessness, including the Coordinated Entry System (CES) and the Housing Management Information System (HMIS), both available through LAHSA.

FINANCIAL/FUNDING ISSUES AND SOURCES:
There is no impact to the General Fund to accept the grant award or to approve and execute the attached Agreement with Catholic Charities of Los Angeles, Inc. St. Margaret's Center shall invoice the City for reimbursement for services rendered, and the City will request reimbursement for services from the SBCCOG.

Upon adoption of the attached resolution amending the Fiscal Year 2022-2023 Budget, funds in the amount of $125,000 will be available under Account Code No. 220.031.3163.5128 (Grant Fund- Housing, Section 8 and CDBG-Homeless Public Services – Measure H – Homeless Initiative).
DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 - Agreement with Catholic Charities of Los Angeles, Inc.
Attachment No. 2 - Resolution

PREPARED BY:
Roberto Chavez, HUD Programs Manager
Lori Jones, Sr. Program Specialist

COUNCIL PRESENTER:
Roberto Chavez, HUD Programs Manager
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD/
DEP. TO THE CITY MANAGER APPROVAL:
Harjinder Singh, Deputy to the City Manager

CITY MANAGER APPROVAL:
Artie Fields, City Manager
ATTACHMENT NO. 1
AGREEMENT No.: ________

THIS AGREEMENT is made and entered into this ____ day of ____________, 2023, by and between the City of Inglewood, a municipal corporation and charter city ("City") and Catholic Charities of Los Angeles, Inc., a California non-profit corporation, with its principal place of business located at 1531 James M. Wood Blvd., PO Box 15095, Los Angeles, CA 90015, hereinafter referred to as "Consultant".

WHEREAS, on June 14, 2022, City and South Bay Cities Council of Governments (SBCCOG) entered into a Memorandum of Understanding accepting $125,000 from SBCCOG to implement a Homeless Coordinator Program; and

WHEREAS, on September 22, 2022, City issued RFP-0189 for a service provider to take the lead in implementing the Homeless Services Coordinator Program for City; and

WHEREAS, as a result of RFP-0189, City received one response which was from Consultant dated October 4, 2022; and

WHEREAS, Consultant represents itself as being capable and qualified under the laws of the State of California to perform such services;

WHEREAS, Consultant agrees that it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research; and

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

ARTICLE 1 -- SCOPE OF CONSULTANT’S SERVICES

1.1. Scope of Services. Consultant agrees to provide Homeless Services Coordinator Services as requested by City. Consultant shall provide all labor, tools, materials, equipment, supplies, transportation and other services as set forth in Exhibit "A" (City RFP-0189) and Exhibit "B" (Consultant's October 4, 2022 proposal in response...
Each Exhibit is incorporated herein by this reference as if set forth in full. In the event of a conflict or ambiguity, the order of precedence shall be:

a. Change orders, Contract Amendments (whichever is later);
b. This Agreement;
c. Exhibit “A”;
d. Exhibit “B”.

1.2. Licenses/Permits. Consultant shall obtain, at its own expense, all necessary licenses and permits, including but not limited to those required by the City of Inglewood, to perform the services contemplated by this Agreement.

1.3. Conflict of Interest. Consultant covenants that neither it, nor any of its employees, agents, contractors, and/or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers’ compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement.

1.5. Professional Practices. It is mutually agreed that City is relying upon the professional skill of Consultant as a specialist in the work. Consultant shall perform all services required by this Agreement in a first-class manner and shall conform to the highest and best professional standards of quality observed by a person practicing in Consultant’s profession. Acceptance of the Consultant’s work by City does not operate as a release of Consultant’s representations.
ARTICLE 2 -- SCOPE OF CITY'S DUTIES

2.1 City shall provide Consultant with such necessary and appropriate information which it possesses and which are necessary for carrying out the work as outlined in Scope of Services.

ARTICLE 3 -- COMPENSATION

3.1 The total maximum compensation paid to Consultant for expenses and the performance of all services shall not exceed one hundred twenty-five thousand dollars ($125,000.00) for the duration of this Agreement as provided below:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>COST</th>
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<tbody>
<tr>
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<td>$86,194</td>
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<td>$10,500</td>
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<td>Indirect Costs</td>
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<td>$13,995</td>
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<tr>
<td>TOTAL</td>
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3.2 Invoices. All invoices submitted by Consultant shall be submitted on a monthly basis and shall contain: (1) date of invoice; (2) sequential invoice number; (3) City Agreement Number; (4) total Agreement Amount; (5) total invoice amount; (6) description of service or supplies provided; (7) Consultant's employee name providing service, time spent and hourly rate; (8) total billed to date; and (9) total amount remaining on Agreement. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

3.3 Documentation. Consultant shall be responsible for the cost of supplying all documentation necessary to verify the monthly billings to the satisfaction of City and shall certify, on each invoice, that it is entitled to receive the amount invoiced.
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3.3 Documentation. Consultant shall be responsible for the cost of supplying all documentation necessary to verify the monthly billings to the satisfaction of City and shall certify, on each invoice, that it is entitled to receive the amount invoiced.
3.4 Additional Services. No compensation will be provided for any other task or service(s) without specific prior written consent from the City.

3.5 Consultant shall not charge and City shall not pay any finance charges and/or late fees on any overdue invoices.

ARTICLE 4 – NOTICES

4.1 Notices. Any notices given pursuant to this Agreement shall be deemed received and effective when properly addressed, postage prepaid, and deposited in the United States mail to the respective parties as follows:

City:
City Clerk
City of Inglewood
One Manchester Boulevard
Inglewood, CA 90301

Consultant:
Rev. Monsignor Gregory A. Cox
Catholic Charities of Los Angeles, Inc.
1531 James M. Woods Blvd., PO Box 15095
Los Angeles, CA 90015

With a copy to:
Roberto Chavez
HUD Programs Manager
One Manchester Boulevard
City of Inglewood
Inglewood, CA 90301

ARTICLE 5 – TERM & TERMINATION

5.1 Term. The term of this Agreement shall expire on June 30, 2023, or until all grant funds allocated to City are disbursed to and expended by Contractor, or if the time of performance is extended. This Agreement may be extended for two (2) additional terms of one (1) year each, upon the prior mutual written agreement of both parties and subject to the availability of funding received by City.

5.2 Notice of Termination. The City reserves and has the right and privilege of immediately canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such
termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

Consultant reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing 30 days written notice to City. The termination of this Agreement shall be deemed effective 30 days from receipt of the notice of termination.

5.3 Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed, in the opinion of the City Manager, up to and including the date of City's written notice of termination. City shall not be obligated to pay Consultant for any costs incurred or any professional services provided if Consultant violates any material provisions of this Agreement, or if the Consultant fails to provide the services required of this Agreement in a satisfactory manner as determined by the City Manager or his designee.

ARTICLE 6 -- NO AGENCY RELATIONSHIP

6.1 Independent Contractor. No agency relationship between Consultant and City is intended or created by this Agreement. Consultant is not authorized and shall not at any time or in any manner represent that it is an agent, servant, or employee of City; it being expressly understood that Consultant is and at all times shall remain a wholly independent contractor. Consultant shall have no authority to bind City in any manner, to incur any obligation, debt, or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred in writing by an authorized representative of City.

6.2 No Retirement/Health Benefits. Neither Consultant, nor any of Consultant's officers, employees, or agents, shall obtain rights to retirement, health care, or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights. Consultant agrees to purchase its own worker's compensation insurance for California.
6.3 CalPERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractors under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for CalPERS benefits.

ARTICLE 7 – OWNERSHIP OF DOCUMENTS

7.1 Ownership of Documents. All documents prepared, developed, or discovered by Consultant in the course of providing any services pursuant to this Agreement including but not limited to original studies, surveys, reports, data, notes, computer files, and all other documents are and shall remain the sole property of the City and may not be used, reused, or otherwise disposed of without the permission of the City. Upon final acceptance of a completed background package, the Consultant must forward all electronic and handwritten documentation related to the background investigation within thirty (30) days. The Consultant agrees to only retain documentation required for invoicing purposes. Upon completion, expiration, or termination of this Agreement, Consultant shall give City all such documents, including but not limited to original studies, surveys, reports, data, notes, computer files, files, and other documents.
within ten (10) days of delivery of termination notice, completion or expiration of this Agreement, at no cost to City.

ARTICLE 8 --

CONFIDENTIAL INFORMATION, RELEASE OF INFORMATION

8.1 Confidentiality. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

8.2 Subpoena Response. Consultant, its officers, employees, agents, or subcontractors, shall not voluntarily provide declarations, letters of support, and testimony at depositions, respond to a court order or subpoena, response to interrogatories, or other information concerning the work performed under this Agreement without City's prior written approval.

Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subcontractors are served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right to be present at any deposition, hearing, or similar court-ordered proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests served on Consultant and proposed responses thereto. However, this right to review any response does not imply or mean the right by City to control, direct, or rewrite said response.

8.3 Indemnification/Reimbursement. If Consultant, or any officer, employee, agent, or subcontractor of Consultant, provides any information of work product in violation of this Agreement, then City shall have the right to reimbursement and
indemnity from Consultant for any damages, costs, and fees, including attorney fees, caused by or incurred as a result of Consultant's negligence and/or wrongful conduct.

ARTICLE 9 – INSURANCE, HOLD HARMLESS AND BOND

9.1 Insurance Requirements:

9.1.1 Acceptability of Insurers. Insurance is to be placed with insurers authorized to conduct business in the State of California and have a current A.M. Best rating of not less than A:VII.

9.1.2 Insurance Verification. Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

9.1.3 Commencement of Services. Consultant, and/or sub-consultant, shall not commence services under this Agreement until it has provided evidence satisfactory to the City Attorney that it has secured all insurance required under this section. Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, or employees. The cost of such insurance shall be borne by the Consultant.

9.2.0 Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverage:

9.2.1 Comprehensive general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual
liability, independent contractors, personal injury with a policy limit of not less than Two
Million Dollars ($2,000,000.00), combined single limits, per occurrence and aggregate.

9.2.3 Automobile liability for any vehicle (Code 1) with a policy limit of not less
than Two Million Dollars ($2,000,000.00), combined single limits, per occurrence and
aggregate.

9.2.4 Workers' compensation insurance as required by the State of California.
Consultant agrees to waive, and to obtain endorsements from its workers' compensation
insurer waiving, subrogation rights under its workers' compensation insurance policy
against the City and to require each of its subcontractors, if any, to do likewise under
their workers' compensation insurance policies.

9.3.0 Endorsements. The comprehensive general liability insurance and auto
insurance policies shall contain or be endorsed to contain the following provisions:

9.3.1 Additional insureds: "The City of Inglewood and its elected and appointed
boards, officers, agents, and employees are additional insureds with respect to this
subject project and contract with City."

9.3.2 Notice: "Said policy shall not terminate, nor shall it be cancelled, nor the
coverage reduced, until thirty (30) days after written notice is given to City. City will
accept ten (10) days prior written notice for non-payment of premium.

9.3.3 Primary Insurance & Non-Contributing insurance: "This insurance is
primary and any other insurance maintained by the City of Inglewood shall be excess
and not contributing with the insurance provided by this policy."

9.4 Deductibles. If any of such policies provide for a deductible or self-insured
retention to provide such coverage, the amount of such deductible or self-insured
retention shall be approved in advance by City. No policy of insurance issued as to
which the City is an additional insured shall contain a provision which requires that no
insured except the named insured can satisfy any such deductible or self-insured
retention.
9.5 **Hold Harmless:** Consultant agrees to hold City harmless from any liability for bodily or personal injury to or death of any person and for injury to or loss of any property resulting from or arising out of the negligent or wrongful acts of Consultant, its officers, employees, agents, or representatives, in performance or failure to perform any services required by this Agreement.

**ARTICLE 10 -- MISCELLANEOUS**

10.1 **Extra Work.** Consultant shall not receive compensation for any services provided outside the scope of services listed above unless approved by the City Council, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

10.2 **Authority to Sign Agreement.** The person executing this Agreement on behalf of the Consultant warrants that: (1) the Consultant is duly organized and existing; (2) he/she is duly authorized to execute this Agreement on behalf of the Consultant; (3) by so executing this Agreement, the Consultant is formally bound to the provisions of this Agreement; and (4) the entering into this Agreement does not violate any provision of any other Agreement to which the Consultant is bound.

10.3 **Right to Audit.** City shall have access to and the right to examine, audit, excerpt copy or transcribe any pertinent transaction, activity, or record relating to this Agreement. City auditors, at all reasonable times, shall have access to the offices of Consultant and its subcontractors, and all necessary records, and shall be provided adequate working area for the City auditors to conduct audits in compliance with this Agreement. Such working area shall include: a desk, chair, calculator and telephone, and shall have ready access to a photocopy and facsimile machine. City auditors shall be allowed to interview any employee of Consultant and its subcontractors throughout the term of this Agreement and for a period of three (3) year after final payment or longer if required by law.
All materials, including all pertinent financial records and proprietary data, shall be stored and maintained by Consultant at its main facility. Originals and/or copies of such documents or records shall be provided, at Consultant’s expense, directly to the City.

Where City has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of Consultant’s business, City may, by written request, require that custody of such documents or records be maintained by the requesting party. Access to such documents and records shall be granted to City, as well as to its successors-in-interest and authorized representatives.

10.4 Non-Assignability. Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same, whether by assignment or novation, without prior written approval of City.

10.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are subject to the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws.

10.6 Equal Opportunity Employment. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person’s race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

10.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake
self-insurance in accordance with the provisions of that Code, and agrees to comply
with such provisions before commencing the performance of the Services.
10.8 No Third Party Beneficiaries. There are no intended third party
beneficiaries of any right or obligation assumed by the Parties.
10.9 Interpretation. The parties waive any benefits from the principles of
contra proferentum and interpreting ambiguities against drafters. No party shall be
deemed to be the drafter of this Agreement, or of any particular provision or provisions,
and no part of this Agreement shall be construed against any party on the basis that the
particular party is the drafter of any part of this Agreement.
10.10 Titles. Article titles, paragraph titles or captions contained herein are
inserted as a matter of convenience and for reference, and in no way define, limit,
extend, or describe the scope of this Agreement or any provision hereof.
10.11 Counterparts. This Agreement may be executed in counterparts, and
when each party hereto has signed and delivered at least one such counterpart, each
counterpart shall be deemed an original and, when taken together with the other signed
counterparts, shall constitute one Agreement, which shall be binding upon and effective
as to all parties hereto.
10.12 Severability; Invalidity. In the event that any condition or covenant herein
is held to be invalid or void by any court of competent jurisdiction, the same shall be
deemed severable from the remainder of the Agreement and shall in no way affect any
other covenant or condition herein contained as long as the invalid provision does not
render the Agreement meaningless with regard to a material term in which event the
entire Agreement shall be void. If such condition, covenant, or other provision shall be
deemed invalid due to its scope of breadth, such provision shall be deemed valid to the
extent of the scope of breadth permitted by law.
10.13 Governing Law; Venue. This Agreement shall be interpreted, construed
and governed according to the laws of the State of California. In the event of litigation
between the parties, venue in state trial courts shall lie exclusively in the County of Los
Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

10.14 Entire Agreement. This Agreement is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other Agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other Agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing and duly executed by the parties or their authorized representatives.

IN WITNESS WHEREOF, the City of Inglewood and Consultant, have executed this Agreement as of the date first above written.

CITY OF INGLEWOOD

___________________________
James T. Butts, Jr., Mayor

CATHOLIC CHARITIES OF LOS ANGELES, INC.

___________________________
Rev. Msgr. Gregory A. Cox, Executive Director

ATTEST:

___________________________
Aisha L. Thompson, City Clerk

APPROVED AS TO FORM

___________________________
Kenneth R. Campos, City Attorney
ATTACHMENT 1

INSURANCE COVERAGE
CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
Arthur J. Gallagher & Co. Insurance Brokers of CA
595 Market Street, Suite 2100
San Francisco CA 94105

INSURED
Catholic Charities of Los Angeles, Inc.
1531 James M. Wood Blvd.
Los Angeles, CA 90015

COVERAGES
CERTIFICATE NUMBER: 1595565987

COVERAGE:

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<td>A</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General and Auto Liability limits are inclusive of $1.5M retention. Workers' Compensation limit is inclusive of $1M retention.

Catholic Charities of Los Angeles, Inc. 1531 James M. Wood Blvd, Los Angeles, CA, 90015 as respects to City of Inglewood Homeless Services Coordinator Program being held from 7/1/2022 - 6/30/2023.

City of Inglewood is named as Additional Insured per attached endorsement. PRIMARY: it is agree and understood that this insurance is primary and any other insurance maintained by the additional insured shall be excess only and not contributing with this insurance. Waiver of Subrogation applies per attached endorsement.

Notice of Cancellation: Each insurance policy shall not be canceled except with notice to the City.

CERTIFICATE HOLDER
The City of Inglewood, its officers, officials, employees and volunteers
One Manchester Blvd
Inglewood CA 90301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:
The City of Inglewood, its officers, officials, employees and volunteers
One Manchester Blvd
Inglewood CA 90331

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:
The City of Inglewood, its officers, officials, employees and volunteers

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.
REQUEST FOR PROPOSALS
RFP-0189

NON-COLLUSION DECLARATION

The undersigned hereby declares and says:

I am the Executive Director of Catholic Charities of Los Angeles, Inc., the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

(Full description of contract):

Hire a Homeless Services Coordinator for the City of Inglewood


“I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on October 4, 2022 [date], at Los Angeles [city], California [state].

[Signature]
Rev. Monsignor Gregory A. Cox
Signature of Officer or Authorized Agent
ENDORSEMENT

BLANKET WAIVER OF SUBROGATION

Effective 12:01 A.M., Local Time, January 01, 2021

In consideration of the payment of premium and adherence by both parties to the terms of this Agreement, it is hereby understood and agreed that the Recovery From Others section of this Agreement is amended to include the following additional language:

The CORPORATION has the right to pursue subrogation recoveries from anyone liable for an injury covered by this Agreement. The CORPORATION will not enforce its right against any person or organization for whom the EMPLOYER performs work under a written contract that requires the EMPLOYER to obtain this agreement from the CORPORATION.

All other terms, conditions, agreements and stipulations remain unchanged.

Attached to and forming a part of Excess Workers’ Compensation and Employers’ Liability Insurance Agreement No. SP 4064190, issued by SAFETY NATIONAL CASUALTY CORPORATION of St. Louis, Missouri to THE ROMAN CATHOLIC ARCHBISHOP OF LOS ANGELES, A CORPORATION SOLE, ET AL, dated January 01, 2021. Endorsement No. 0456 00 0113 (XWC)

SAFETY NATIONAL CASUALTY CORPORATION

[Signature]
Secretary

[Signature]
President
DEDUCTIBLES AND SELF-INSURED RETENTIONS is amended as follows

$1,500,000 Self-Insured Retention per OCCURRENCE due to TERRORIST ACTIVITY

Condition F is amended as follows:

F. Other Coverage or Insurance

If any person claiming Coverage under this POLICY has insurance or coverage provided to it by any insurer or other source, there shall be no obligation under this POLICY to pay a LOSS or portion thereof until all other such insurance or coverage has been exhausted. However, if the NAMED INSURED has agreed in a written contract prior to an OCCURRENCE covered under this POLICY that insurance maintained by a party to such contract shall be excess to the Coverage under this POLICY, then, and only to the extent of such contractual obligation, the Coverage under this POLICY shall be primary and non-contributory to such other insurance or coverage.

Funds of the NAMED INSURED, which have been set aside in reserves or contingency accounts for purposes of self-insurance or responses to potential, contingent, catastrophic or incurred but not reported claims, shall not be deemed to be other collectible coverage under this Condition F.

Condition K is amended as follows:

K. Subrogation

ALAIC shall be subrogated to the extent of any payment made by it under this POLICY to all of a COVERED PARTY’S rights of recovery against any person, including any insurer, and the NAMED INSURED shall do nothing to prejudice ALAIC’s subrogation rights, and shall do everything necessary to secure those rights. Notwithstanding ALAIC’s right of subrogation, however, the NAMED INSURED may waive its rights of recovery from any party for LOSS or DEFENSE COSTS if the waiver is made in writing prior to an OCCURRENCE covered under this POLICY.

All other terms and conditions remain unchanged.
OUTSIDE CITY BUSINESS TAX

The person, firm or corporation named below is granted this certificate as evidence that the business has paid the required taxes to conduct business in City of Inglewood. This certificate is not a business license and it shall not be construed as authorizing the right to conduct or continue any business. This certificate is issued without verification that the taxpayer is subject to or exempt from licensing by the State of California.

Name: CATHOLIC CHARITIES OF LOS ANGELES INC
Location: 1531 JAMES M WOOD BLVD
Owner Name: REV. MONSIGNOR G COX

CATHOLIC CHARITIES OF LOS ANGELES INC
10217 S INGLEWOOD AVE
LENNOX, CA 90304

OUTSIDE CITY BUSINESS TAX
Number: S-046564
Description: Religious/Charitable Org
Issued Date: January 04, 2023
Expiration Date: December 31, 2023

TO BE POSTED IN A CONSPICUOUS PLACE

NOT TRANSFERABLE
EXHIBIT 1
CITY OF INGLEWOOD, CALIFORNIA
REQUEST FOR PROPOSAL

RFP-0189

HOMELESS SERVICES COORDINATOR SERVICE PROVIDER

PROPOSALS DUE: OCTOBER 6, 2022 AT 11:00 A.M

AT THE PURCHASING AND CONTRACT SERVICES DIVISION
LOCATED ON THE 8TH FLOOR OF INGLEWOOD CITY HALL
ONE MANCHESTER BLVD.
INGLEWOOD, CA 90301

Contact Person During Bid Period:
Rocio Nunez, Procurement & Contracts Coordinator
(310) 412-5266
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REQUEST FOR PROPOSAL NO. 0189
INVITATION TO SUBMIT PROPOSAL

The City of Inglewood invites and will receive proposals duly filed herein for the furnishing of qualified “Homeless Services Coordinator Service Provider” as specified in this document.

Each proposal shall be submitted and completed in all particulars and must be enclosed in a sealed package addressed to the City of Inglewood, Purchasing and Contract Services Division 8th floor, One Manchester Blvd., Inglewood, CA 90301 with the designation of the project, Homeless Services Coordinator Service Provider appearing thereon.

Proposals will be opened in public on Thursday October 6, 2022, by 11:00 a.m. in the Purchasing and Contract Services Division and will be announced then and there to all persons present. Specifications and other proposal documents for the above service are on the City’s PlanetBids portal.

The City reserves the right to waive any irregularity within any proposal, and to take proposals under advisement for a period of ninety (90) calendar days from and after the date proposals are opened and announced.

The following conditions and terms apply:

1) The City Council reserves the right to reject any or all proposals.
2) Attached are detailed specifications and conditions for proposal submission.
3) You must execute your contract within ten (10) days after the City mails it. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.
4) If any provision of the contract is violated, the City, after suitable notice, may cancel the contract and make arrangements to have the products and or services supplied by others. Any extra cost to the City will be paid by the vendor.
5) Proposals may be obtained from the Purchasing and Contract Services Division located on the 8th floor of City Hall, or call (310) 412-5266.
6) All proposals with pricing must be for specific amounts. Any attempt to qualify prices with an ‘escalation clause’ or any other method of making a price variable, is unacceptable. Proposal shall be valid for ninety (90) calendar days from and after the date proposals are opened and announced.
7) The City reserves the right to add or subtract quantities and/or services based on the unit prices/unit lump sums so indicated as its budgetary needs may require.
8) All request for proposal documents can please be located on the City of Inglewood’s Planet Bids Portal. https://www.planetbids.com/portal/portal.cfm?CompanyID=45619

Sharon Koike, Assistant Finance Director/CFO

Date: 09/22/2022
QUESTION CONCERNING PROPOSAL REQUIREMENTS
All questions and issues related to proposal requirements or information expected for each statement package should be made on City’s Planet Bids portal:

https://www.planetbids.com/portal/portal.cfm?CompanyID=45619

The City of Inglewood will only communicate with one person per proposal. It is the responsibility of the Proposer to ensure that the City has the correct name and address of the contact person, phone number, and e-mail address. All changes to instructions to this RFP will be done through a written addendum and posted on the City’s Planet Bids portal.

NO QUESTIONS WILL BE RECEIVED OR RESPONDED TO AFTER THURSDAY SEPTEMBER 29, 2022, AT 11:00 A.M.

SUBMISSION OF PROPOSAL

Written responses to the RFP must be prepared as above as to form, content and sequence. Respondents should follow the Proposer Checklist on page 18 to ensure that all requirements are met. No changes to responses may be made after the submittal deadline.

- One (1) original, (5) five bound copies, and an (1) electronic copy in searchable PDF format on a flash drive of proposal for “Homeless Services Coordinator Service Provider” ATTN: Rocio Nunez, received on or before, but no later than Thursday, October 6, 2022, at 11:00 A.M. at the Purchasing and Contract Services Division. Any responses received after the specified date and time will not be considered by the City.

- Original responses and package copies shall be enclosed in a sealed package with the name and address of the respondent in the upper left-hand corner and marked “Homeless Services Coordinator Service Provider”

- The response shall be signed by an officer, or officers, authorized to execute legal documents on behalf of the respondent and submitted to:

  Rocio Nunez
  8th Floor Purchasing and Contract Services Division
  City of Inglewood
  One Manchester Blvd.
  Inglewood, CA 90301

The City reserves the right to waive informalities in any proposal, to reject any or all proposals, to reject one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations, and to make awards to the proposer whose proposal is most beneficial to the needs of the City. Each firm is responsible for the timely delivery of any response. Additionally, the City will not be responsible for the delivery of any proposal to the wrong address or City department. Each firm assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of a proposal.
RFP-0189

SCOPE OF SERVICES

SECTION 1. INTRODUCTION

The City of Inglewood, incorporated on February 8, 1908, is a charter city which operates under the council/manager form of government. The City has a land area of 9.1 square miles and the 2020 Census population count is 107,762. The City has its own Housing Authority and Police Department, but contracts with the Los Angeles County Fire Department for fire safety services.

As a gateway to major commercial centers of the United States and internationally, Inglewood is in a unique position on the shore of the Pacific Rim. The Los Angeles International Airport is directly accessible by Inglewood's Century Boulevard - one of the City's busiest commercial corridors. Proximity to the airport, the Los Angeles and Long Beach Harbors, and four major freeways facilitate both domestic and international trade.

BACKGROUND

The City of Inglewood is seeking proposals from qualified contractors to manage and implement the Homeless Services Coordinator Program (“Program”). The Program is funded through the County of Los Angeles Homeless Initiative (HI) funds, allocated to the South Bay Cities Council of Governments (SBCCOG) as Innovation Grant Funds.

The Program’s objective is for the City to have a dedicated homeless coordinator who will work solely to help persons experiencing homelessness in Inglewood. The homeless coordinator is to perform the following tasks: assist persons experiencing homelessness to find and maintain stable housing; provide street-outreach alongside the Inglewood Mental Health and Evaluation Team (I-MET) who works out of the Inglewood Police Department; be the point of contact for persons seeking homeless services for Inglewood; and stream-line access to homeless and other essential social services necessary to reduce the reoccurrence of homelessness in the city. The program will prioritize Inglewood and former Inglewood homeless individuals and families with low incomes at or below 50 percent of the area median income (AMI) to find appropriate homeless services including but not limited to housing and/or other essential services. Approximately, $125,000 in HI funds, allocated to the SBCCOG, have been awarded to the City in anticipation of hiring a homeless services coordinator and expending all funding for eligible activities by June 30, 2023, the end of the County's fiscal year. However, the SBCCOG anticipates the Program to extend past June 30, 2023, if funding is available.

The City intends to execute a service agreement with the selected contractor. Once fully executed, services shall commence immediately upon the City’s issuance of the Notice to Proceed.

- Services under the terms of the agreement shall be rendered effective the date of the Notice to Proceed through June 30, 2023.
- The executed Contracted shall not exceed the funding availability of $125,000.
- Funding shall be immediately available through June 30, 2023, for eligible homeless
services rendered under the terms of the agreement.

- Any additional funding or extension(s) to the executed service agreement shall be based on additional funding availability, satisfactory service delivery, and an amended agreement between the City and the selected contractor.
- The service agreement is subject to the award and availability of SBCCCOG Innovation Grant funding to the City. The City has the right to terminate or suspend the agreement if SBCCCOG Innovation Grant funding becomes unavailable.

The full list of services is listed in the scope of services section of this document.

**SECTION 2. SCOPE OF WORK**

The goal of the Program is to contract with a Contractor to hire and supervise the City of Inglewood Homeless Services Coordinator for the limited purpose of assisting households (individuals/families) experiencing homelessness connect to services and housing. Components of the program include:

- Working closely with the Los Angeles Continuum of Care (CoC) which serves dual purposes for homeless service delivery: 1) the service delivery system as an integrated system of care that guides and tracks homeless individuals and families through a comprehensive array of housing and services designed to prevent and end homelessness; and 2), the jurisdictional body of the regional planning body that coordinates housing and services funding for homeless families and individuals.
- Working closely with the City’s homelessness leadership to strengthen ties with the Los Angeles CoC’s lead agency, the Los Angeles Homeless Authority (LAHSA) and its homeless system, the Coordinated Entry System (CES), to ensure the City has a greater opportunity to take full advantage of the regional services available to those experiencing homelessness;
- Working with City homelessness leadership and law enforcement to create a consistent system-level response to homelessness;
- Conducting Inglewood Homeless Task Force meetings with key City staff, law enforcement, CES service providers, and community stakeholders;
- Outreaching to the broader community stakeholders including: schools, medical providers, faith community, property owners and businesses, for their support in providing homeless referrals to City-integrated solutions;
- Providing community awareness opportunities so the public better understands the causes and solutions available to address homelessness;
- Providing light-touch case management to link homeless persons to the CES;
- Participating in CES northern hub case conferencing, bi-monthly SBCCCOG Homeless Taskforce Meetings, and any other job-related meetings, briefings, and conferences, as needed;
- Cultivating new relationships and strengthening existing relationships with agencies and systems to create employment and housing opportunities;
- Helping prepare for and execute the annual regional Homeless Count;
• Collaborating with the City’s housing program staff (Affordable Housing and CDBG Division) and local law enforcement in identifying and placing homeless households in temporary or permanent housing solutions;
• Enrolling or referring homeless households to the appropriate local service providers casework staff (individuals), such as Los Angeles Homeless Services Authority (LAHSA), People Assisting the Homeless (PATH) (families), Harbor Interfaith using the CES;
• Outreaching to City homeless sites/encampments with the Inglewood Mental Evaluation Team (IMET), and interviewing clients in the office and in the field to assess needs;
• Entering data in the Homeless Management Information System (HMIS), CES, and other databases; preparing progress reports; and attending and conducting meetings and trainings on homelessness;
• Assisting in creating a consistent, system-level response to homelessness in the City of Inglewood

**Manual:** The Consultant Team shall evaluate the City’s existing Memorandum of Understanding between the SBCCOG and the City and shall recommend and, as appropriate, implement program procedures which meet the goals and timeline of the Agreement between the City and the Consultant.

**Bilingual Capabilities:** The Program requires bilingual (English-Spanish) capabilities, and the selected Consultant will be required to provide bilingual staff.

**Waiting List:** The Consultant shall maintain a waiting list, only as necessary.

**Applications:** At a minimum, the Consultant Team must provide applicant/clients with the option to submit applications by mail or electronically.

1. Electronic applications must be fillable and emailed or otherwise electronically submitted to the Consultant.
2. Applicants/clients must be allowed to provide all required supporting documents in person, by mail, email, or electronically uploaded.

**Phone Calls:** The Consultant Team shall provide applicants with a phone number for general and specific questions regarding the program and its services. Calls from program applicants shall be returned within three (3) business days.

**Project File:** The Consultant Team must create all project files that meet applicable requirements regarding maintenance of documentation for monitoring and auditing purposes. Applicable requirements includes, but may not be limited to, collecting identification for all household members (i.e., state/government issued identification cards, social security cards, birth certificates); contact information such as address and/or mailing address, email, phone number, source(s) of all household income including employment, unemployment benefits, public assistance, disability, workers compensation, etc.; contact information in case of emergency; information regarding previous and/or current housing or homeless service providers and case workers; types of services received from other agencies; familial background, etc..
Review and Approval: Pursuant to federal, state, and local regulations, the Consultant Team shall review client applications to determine the applicant’s eligibility and homeless status. The Consultant Team shall also perform the following:

1. Send an email and/or other written correspondence to the applicant within five (5) business days from the date of receipt by the Consultant Team.
2. Obtain all required documents of income including, but not limited to: pay stubs, social security benefits, pensions, annuities, public assistance benefits, etc.
3. Obtain proof of residency or former residency in the City of Inglewood.
4. Prepare all required documents and forms, as approved by the City of Inglewood, for Program delivery.

COVID-19 Vaccine Requirement For Consultant And Its Officers, Employees, Volunteers And Subcontractors: Consultants. Consultant’s staff, the Homeless Services Coordinator, and any persons performing services on its behalf in the performance of this Agreement are required to be fully vaccinated against COVID-19 if such person either (1) interacts in-person with City employees; (2) is assigned to work on City property; or (3) comes into contact with the public during the course of work on behalf of the City. “Fully vaccinated” means 14 days or more have passed since an individual has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson). The definition of “fully vaccinated” is subject to change based on guidance from relevant federal and state public health agencies. The City may consider a violation of this (Article/Provision/RFB/RFP) a material breach.

Payment Requests and Documentation: Prepare and provide (with required signatures) all payment requests to City staff, including time sheets, progress reports, and all other required documents.

Reporting: The Consultant Team must provide a weekly report on the status of all applications to the City Department with oversight of the program, in the form and fashion, as requested.

The Consultant Team will be expected to collect and report information for each application about the uses of funds at least monthly, including, but not limited to:
1. Funds budgeted and expended (all funding sources);
2. Beginning and ending dates of activities and services provided;
3. Other data needed to support reporting requirements and performance measures; and

SECTION 3. RFP SUBMITTAL REQUIREMENT
A. STATEMENT OF QUALIFICATIONS (SOQ)

The SOQ must fully describe the proposer’s ability to prepare the required documents and perform other duties as more fully described in the Scope of Services. It must contain:
1. **Consultant Team.** An organizational chart which diagrams the structure of the Organization/Agency and the relationships and hierarchy of its positions/job titles, along with a list of key team members, their relevant qualifications, and their duties as part of the team. This portion should include any sub-consultants proposed. Please include as applicable educational degrees, professional registrations, licenses, and certifications including state and year for each team member.

2. **References.** The Consultant shall provide at least one (1) client references (names and current phone numbers) from similar recent work (previous three years). Include a brief description of each program associated with the reference and the role of the Consultant Team.

**B. COMMITMENT**

Commitment that the key team members have been with the firm for a significant amount of time to reasonably indicate that they will be with the respective firm for the term of the agreement. Replacement of key team members will not be permitted without prior consultation and approval by the City.

**C. WORK PLAN/SCOPE OF SERVICES**

A description of the approach to the services involved, demonstrating methodology. The description must clearly identify and describe any additional actions beyond the Scope of Services that the Consultant Team may recommend to meet federal, state, county, and local requirements.

**D. SCHEDULE**

Provide a general schedule for assisting approximately 12 individuals and or households experiencing homelessness by June 30, 2023, the end of the service agreement term. Provide a plan on how the Consultant will ensure the expenditure of funds by the end of the service agreement term to meet the guidelines.

**E. COMPENSATION/FEE SCHEDULE**

The Consultant Team shall provide the administrative cost percentage that shall not be exceeded. All administrative fees shall be covered via SBCCOG Innovation Grant funds. Administrative fees must be reasonable and may not exceed the amount of funding necessary to administer the program. This agreement is subject to the award and availability of SBCCOG Innovation Grant funding to the City. The City has the right to terminate or suspend the agreement if SBCCOG Innovation Grant funding becomes unavailable.

**F. ADDITIONAL INFO**

Any additional information that would reflect the proposer ability to provide the services described in this RFP.
SECTION 4. EVALUATION CRITERIA

The City may create a panel composed of relevant City staff to evaluate and rank each proposal using the evaluation criteria listed below. The City reserves the right to invite firms for an interview to further assess competence.

Evaluation criteria will be based on the following point system (pts):

1) Satisfaction of previous clients .......................... 10 pts
2) Qualifications and experience of key team members ............................................... 25 pts
3) Compensation .................................................. 20 pts
4) Quality Control Assurance .............................. 20 pts
5) Schedule and Capacity to provide qualified personnel ............................................. 25 pts

Total Points .................................................. 100 pts

Agency Policies

The following Agency policies shall apply to this RFP process.

A. Non-Binding

This RFP evaluation and selection process shall in no way create or constitute a binding contract, agreement or offer of any kind between the City and the proposing firm. If the City selects a contractor firm pursuant to this RFP process, legal rights and obligations shall only arise upon the execution of a contract or agreement by all parties thereto, and such legal rights and obligations of each party shall only be those rights and obligations specifically set forth in the contract or agreement and any other documents specifically referred to therein.

B. Cost and Expense

Each proposer submitting a Proposal in response to this RFP agrees that the City shall have no financial responsibility for the costs incurred in responding to this RFP, and that all costs shall be the sole responsibility of the proposer. In addition, each proposer agrees that all documentation and materials submitted in response to this RFP shall remain the property of the City, except for confidential financial information specifically identified by the proposing firm.

C. Right to Alter

The City reserves the right to alter or postpone the evaluation and selection process in any way for its convenience at any time. City may also choose to waive any defects in any submittal, issue a
new RFP, select any Consultant Team(s) it deems appropriate, or reject all submittals at its sole and absolute discretion.

D. Addenda

Any Addenda to this RFP shall be effectuated in writing and issued by the City. If this RFP is amended, then all terms and conditions which are not modified shall remain unchanged. All Consultant Teams shall acknowledge receipt of any Addenda to this RFP by including a statement in their submittal cover letter, that they have received the Addendum.

E. Confidentiality

All documents submitted to the City are subject to the California Public Records Act and the federal Freedom of Information Act, unless statutorily exempt from disclosure, will be available to members of the general public upon request.

In the event the City is required to defend an action under the California Public Records Act or the Freedom of Information Act (FOIA) with regard to a request for disclosure of any confidential Proposal documents, the Consultant Team agrees to defend, indemnify, and hold the City harmless from all costs and expenses related to such defense, including reasonable attorney’s fees of the City arising therefrom.

F. Contact with City Council Members and Or City Employees

Except as otherwise provided herein, during the period immediately following the release of this RFP, and continuing until a top-ranked Consultant Team has been selected, Consultant Team members, agents, and employees shall not contact any City Council members or City employees regarding this RFP. Unauthorized City Council Member or City employee contact may result in the immediate disqualification of any Consultant Team from consideration.
GENERAL PROVISIONS

The City of Inglewood, California, hereby extends an invitation to submit a proposal, in accordance with this Request for Proposal (RFP), to provide labor and or and materials for the designated service. Furthermore the City makes no representation that any agreement will be awarded to any firm responding to this request. There are no expressed or implied obligations for the City to reimburse responding firms for any expense incurred in preparing a proposal in response to this request. All information submitted to the City of Inglewood shall become property of the City and will be returned to the proposer at the City’s option.

SECTION 1. PRICES

The proposal shall state the total cost for the service as specified in this document. Hourly rates are firm and fixed for the duration of this agreement.

SECTION 2. PAYMENT TERMS

Standard payment shall be made by City check.

SECTION 3. INGLEWOOD BUSINESS TAX CERTIFICATE

The vendor agrees to at all times during the performance of the agreement, to obtain and maintain an Inglewood City Business Tax Certificate. The purchase of said Certificate must be made prior to the purchase of product or rendering services and a copy said Certificate must be forwarded to the Purchasing and Contract Services Division.

SECTION 4. SALES TAX

The City of Inglewood is subject to the payment of sales tax. All suppliers will be required to include in your proposal/price quote the City of Inglewood sales tax rate of 10%. If a proposer fails to include the City’s sales tax rate in their bid, the City will add the 10% amount to the proposal for evaluation purposes.

SECTION 5. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:
A. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if the Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $2,000,000 per accident for bodily injury and property damage.

C. Workers’ Compensation: as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

D. Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor’s profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. (If Applicable)

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions
The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status
The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage
For any claims related to this contract, the Contractor’s insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers,
officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

Notice of Cancellation
Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

Waiver of Subrogation
The Contractor hereby grants to the City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. The Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions
Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City.

Acceptability of Insurers
Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage
The Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them.

SECTON 6. INDEMNIFICATION

Contractor shall hold harmless, defend and indemnify City and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor’s performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which has been caused by the sole negligence or willful conduct of the City.
If any action or proceeding is brought against Indemnities by reason of any act of the matters against which vendor has agreed to indemnify Indemnities as provided above, vendors, upon notice from City, shall defend Indemnities at vendor’s expense by counsel acceptable to City, such acceptance not to be unreasonably withheld.

SECTION 7. “OR EQUAL” CLAUSE

Whenever a material, article, or piece of equipment is identified in the specifications or on the plans by reference to manufacturers’ or vendors’ names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any materials, article, or equipment of other manufacturers and vendors which will perform adequately in the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the City of equal substance and function. Said materials, articles or equipment shall not be purchased or installed by the Contractor without the City’s written approval.

SECTION 8. NON-DISCRIMINATION

California State Labor Code §1735: Discrimination in Employment Because of Race, Color, etc. No discrimination shall be made in the employment of persons working on behalf of or as an agent for the City of Inglewood because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected class except as provided in Section 12940 of the Government Code, and every vendor for the City of Inglewood violating this section is subject to all the penalties imposed for a violation of this chapter.

SECTION 9. AWARD OF PROPOSAL

Award of contract will be based on the proposal that meets all of the specified requirements.

SECTION 10. EXECUTION OF AGREEMENT

A proposer to whom award is made shall furnish all services in accordance with the provisions hereof and within the time stated in the proposal. If proposer to whom an award is made fails or refuses to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith, an award may be made to the proposer whose proposal is next most acceptable to the City. Such proposer shall fulfill every stipulation embraced herein as if he/she were the party to whom the first award was made. A corporation to which an award is made will be required, before the contract is finally executed, to furnish evidence of its corporate existence, of its rights to do business in California.
SECTION 11. TERMINATION OF AGREEMENT

The City may terminate the contract at its own discretion or when conditions encountered make it impossible or impracticable to proceed, or when the City is prevented from proceeding with the contract by law, or by official action of a public authority.

SECTION 12. RIGHT OF CITY TO WITHHOLD PAYMENT

It is the right of the City to withhold payment when:

A. Defective materials are not remedied under the provisions of specifications;

B. There are claims or liens filed or reasonable evidence indicating probable filings of claims or liens against the Contractor.

The City shall withhold any monies otherwise due to the Contractor. The City will provide the Contractor with written notice of the amount withheld and the reasons why the payment has been withheld. When the Contractor removes the grounds for such withholding, the City will pay the amount withheld to the Contractor within thirty-five (35) calendar days.

SECTION 13. COST OF PROPOSAL

The proposer must present a concise list of the scope of services and the work products that the firm proposes to provide.

Expenses such as travel, postage, reproduction and related costs necessarily incurred by proposer are to be reflected. Such expenses will not be eligible for reimbursement unless approved by the City in advance. Any costs incurred by Contractor which are not specifically provided for herein shall be the sole expense of the Contractor. Any omissions or ambiguities will be construed most favorable to the City.

SECTION 14. PROPOSAL PREPARATION COST

The Proposer shall pay for all costs associated with a proposal preparation. The City shall not pay for or reimburse any costs relating to the proposal preparation.

SECTION 15. CHOICE OF LAW AND VENUE

This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance, California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles, California.
SECTION 16. ADDENDUMS (REVISIONS TO THIS DOCUMENT)

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by Addendum. Any Addendum will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL ADDENDA WILL BE ISSUED ON THE CITY OF INGLEWOOD “BID OPPORTUNITIES (PLANET BIDS)” WEB PAGE.

TO ACCESS ADDENDA USE THE FOLLOWING WEB PAGE ADDRESS:

https://www.planetbids.com/portal/portal.cfm?CompanyID=45619

There are no designated dates for release of addenda. Therefore, interested proposers should check the Purchasing “Bid Opportunities (Planet Bids)” webpage on a daily basis. Vendors with no access to the internet should call the Purchasing and Contract Services Division to inquire about any issued addendums. It is the vendor’s responsibility to either check the city website or call the Purchasing and Contract Services Division to obtain any addendums.

The City encourages vendors to send a signed copy of each addendum with your proposal. If no signed addendum is returned with your quotation, the City will assume that all pricing submitted includes any and all costs associated with any addendums issued.

Answers to questions that do not require an addendum will also be posted on the City’s Planet Bids portal.

SECTION 17. DURATION OF AGREEMENT

This service agreement shall commence upon the execution of the service agreement and the issuance of the Notice to Proceed, and terminate on June 30, 2023. The Service agreement shall contain the option to extend a maximum of two service periods, in a one-service period increment, as funding is available.

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RFP-189

PROPOSER CHECKLIST

BEFORE SUBMITTING YOUR PROPOSAL, HAVE YOU PROPERLY COMPLETED THE FOLLOWING?

1. **SUBMITTAL REQUIREMENTS:**
   a. Have you completed and submitted all of the items?

2. **PROPOSAL:**
   a. Have you responded to the proposed scope of work?
   b. Is the proposal properly signed and dated?
   c. If the proposal is being submitted by a corporation, is the corporate seal affixed to the proposal?
   d. Have you submitted all requirements per this Request for Proposal?

3. **CONTRACT COMPLIANCE:**
   a. Have you completed and signed the Declaration of the Proposer?
   b. Have you completed the Extension of Contract to other Public Agencies?
   c. Have you completed and signed the Non-Collusion Declaration?
   d. Have you examined and understand the requirements and forms to be furnished on the project?

4. **BUSINESS TAX CERTIFICATE:**
   a. Are you aware of General Provisions Section 3, entitled Inglewood Business Tax Certificate?

REQUEST FOR PROPOSALS

DECLARATION OF THE PROPOSER
REQUEST FOR PROPOSALS

DECLARATION OF THE PROPOSER

I declare, under penalty of perjury under the laws of the State of California, that I am an authorized agent or officer of the organization submitting this proposal and in such capacity I am empowered to submit this proposal on behalf of (organization):

________________________________________________________________________

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY: ________________________________

Signature: ________________________________

Printed Name: ________________________________

Position/Title: ________________________________

Date of Execution: ________________________________

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REQUEST FOR PROPOSALS

EXTENSION OF CONTRACT TO OTHER PUBLIC AGENCIES

The prices, terms, and conditions of this proposal may be extended to other governmental agencies at the mutual agreement of both the city and awarded vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful contractor. The City of Inglewood does not warrant any additional use of the contract by such agencies. The vendor's response as requested below will in no way affect the City of Inglewood's consideration of this proposal.

Please indicate if this quote will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this proposal.

Yes________ No_________ Length of time __________________________Days/Months

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REQUEST FOR PROPOSALS
RFP-0189

NON-COLLUSION DECLARATION

The undersigned hereby declares and says:

I am the ___________________________ of ___________________________, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

(Full description of contract):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

“I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on ___________________________[date], at ___________________________[city], ___________________________[state].

________________________________________
Signature of Officer or Authorized Agent

21
REQUEST FOR PROPOSALS
RFP-0189

NO PROPOSAL FORM

TO ALL PROPOSERS:

IF YOU DO NOT INTEND TO SUBMIT A PROPOSAL FOR THIS PROJECT, PLEASE INDICATE BELOW AND RETURN IMMEDIATELY TO THE PURCHASING AND CONTRACTS SERVICES DIVISION OF THE CITY OF INGLEWOOD.

_____ THE FIRM BELOW CANNOT PROVIDE THE SERVICES AS SPECIFIED,

PLEASE CHANGE THE CLASSIFICATION OF OUR FIRM TO THE FOLLOWING:

____________________________________________________________________

_____ THE FIRM BELOW CANNOT SUBMIT A PROPOSAL AT THIS TIME BECAUSE

OF THE FOLLOWING: ________________________________________________

____________________________________________________________________

_____ THE FIRM BELOW IS NOT INTERESTED IN BEING ON THE CITY OF

INGLEWOOD VENDOR LIST, PLEASE REMOVE OUR NAME

RFP NUMBER: ____________

Name of Firm: _______________________________________________________

Address: _____________________________________________________________

Phone: ______________________________________________________________

Name of Individual: _________________________________________________

Signature: ___________________________________________________________

Date: ____________________________
October 4, 2022

Ms. Rocío Nunez, Procurement & Contracts Coordinator
8th Floor Purchasing and Contract Services Division
City of Inglewood
One W. Manchester Blvd.
Inglewood, CA 90301

Dear Ms. Nunez:

Enclosed are one original and five copies, as well as an electronic copy on flash drive, of Catholic Charities of Los Angeles, Inc.'s proposal for the City of Inglewood's Homeless Services Coordinator Service Provider proposal. We are requesting $111,005 to provide coordination of services for persons experiencing homelessness.

St. Margaret's Center has provided services for low-income and homeless households in the Inglewood area for the past thirty-five years. The Center's staff have been successful in assisting hundreds of individuals experiencing homelessness to get off the streets and into housing with case management and supportive services.

Should you have any questions, please contact Mary Agnes Erlandson, St. Margaret's Center Director, at (310) 672-2208 or maerlandson@ccharities.org.

We thank you for your past support and look forward to continuing our partnership with the City of Inglewood in providing life-changing services to Inglewood households in need.

Sincerely,

[Signature]

Rev. Monsignor Gregory A. Cox
Executive Director

Enclosures
St. Margaret’s Center
City of Inglewood Homeless Services Coordinator Proposal - 2022

Agency Background
St. Margaret’s Center, a program of Catholic Charities of Los Angeles, Inc., a 501(c)(3), has served low-income and homeless households since 1987. The center provides a comprehensive range of emergency and supportive services to about 10,000 unduplicated individuals, annually, in the northern region of Los Angeles County’s Service Planning Area (SPA) 8, primarily those living in the cities or streets of Inglewood, Lennox, Hawthorne, Lawndale, and Gardena and parts of South Los Angeles.

St. Margaret’s Center’s services for low-income households include food programs, diapers/hygiene supplies and household goods, counseling, utility assistance, CalFresh and MediCal enrollment, ESL-Citizenship-Nutrition Classes for adults, tutoring for youth, immigration processing, and health screenings. Services for persons experiencing homelessness (PEH) include: daily lunches; weekly showers and haircuts; weekly medical services; mailing address/use of telephone for PEH; bimonthly Legal Aid services on-site; hygiene kits/feminine hygiene supplies; financial assistance to secure documents; and referrals for shelter and additional support services.

St. Margaret’s Center is a funded partner agency of the SPA 8 Coordinated Entry System (CES), the LAHSA funded county-wide initiative addressing chronic homelessness. St. Margaret’s Center’s CES outreach/housing navigation staff identify, assess, help secure documents for and secure permanent housing solutions for homeless individuals, including TAY young adults. Collaborative funded partners of the SPA 8 CES team include lead agency Harbor Interfaith Services, Mental Health America, Sanctuary of Hope and SHARE!

The City of Inglewood has successfully collaborated with St. Margaret’s Center in providing services to homeless and very-low income Inglewood households since 1996. The City of Inglewood first awarded Emergency Shelter Grant (ESG) funds, a grant funded by the U.S. Department of Housing and Urban Development (HUD) to St. Margaret’s Center in 1996, and continuing every year through 2012. Through the ESG program, the center provided case management services, hotel vouchers and ancillary services to 857 homeless households in Inglewood.

In 2001, the City initiated the Tenant Based Rental Assistance (TBRA) program through the Community Development Block Grant (CDBG) Division utilizing additional HUD (HOME) funds, and sub-contracted the program to St. Margaret’s Center initially as a homeless prevention and short-term rental assistance program. The program was later modified to include a monthly rental subsidy for the elderly, veteran, and permanently disabled populations. Between 2001 and 2012, St. Margaret’s Center provided rent assistance to 123 households at risk of becoming homeless, monthly rental subsidies to 150 households, and security deposit assistance to 92 formerly homeless households. After the City began to directly administer the ESG and TBRA programs in 2013, due to changes in funding, City staff continued to partner with St. Margaret’s Center staff in assisting the homeless and most vulnerable City residents with housing and other needs.

In 2015-16, as a partner in the SBCCOG grant for outreach and navigation services for SPA 8, St. Margaret’s Center’s outreach and housing navigator secured permanent housing assistance for 59 homeless individuals, 35 of whom were from Inglewood.
Statement of Need

The City of Inglewood’s 2012-15 Consolidated Plan specifies homeless programs as “an important goal...to reduce the incidence of homelessness in the community by assisting homeless individuals and families to quickly transition to self-sufficiency and permanent housing” (pg. 25). The plan also reveals that “there are two primary populations in need of services to prevent homelessness and to obtain permanent housing...middle-aged males living on the streets and female-headed households with children” (pg. 26).

The City of Inglewood’s Draft 2013-21 Housing Element’s Goal #5, Policy 5.2 (section 3-6) is to “permanently transition Inglewood homeless individuals and families to permanent housing by matching housing and supportive services to the needs of priority homeless populations: Inglewood’s chronically homeless; those whose last permanent address was in Inglewood; and members of Inglewood’s workforce at risk of becoming homeless.”

As early as 1987, St. Margaret’s Center’s staff identified persons experiencing homelessness as an underserved population in the community, and has developed comprehensive services targeting this population over the past 35 years. With stagnant incomes, rising housing and other household costs, low vacancy rates, and time limits and other restrictions imposed on government assistance programs, homelessness has continued to increase each year. The COVID-19 pandemic has further exacerbated problems, especially with the ending of eviction moratoria.

The LAHSA-sponsored Homeless Count conducted in February 2022 noted a 4% increase in homelessness throughout Los Angeles County. In Inglewood, however, the increase was significant, with a 40% rise in sheltered and unsheltered homeless persons, from 525 in 2020, to 751 in 2022. The annual Homeless Count did not proceed in 2021 due to the ongoing pandemic.

There are no general homeless shelters in the city of Inglewood or adjacent communities. This has been an ongoing problem for city residents who become homeless. It has also been a problem for chronically homeless individuals identified in the Coordinated Entry System (CES) program administered by St. Margaret’s Center in the northern region of SPA 8.

Info-Line, schools, law enforcement, local churches, hospitals and non-profits in Inglewood all call St. Margaret’s Center regularly regarding unhoused persons in need of services. The Center frequently receives calls from residents who have lost their homes, but do not want to access emergency shelters elsewhere because their children are enrolled in Inglewood schools.

Section 3

A. 1. Consultant Team

(See attached SMC Organizational Chart)

Mary Agnes Erlandson – St. Margaret’s Center (SMC) Director

Ms. Erlandson has been the director of St. Margaret’s Center, a program of Catholic Charities of Los Angeles, since its founding in 1987. She has a B.A. from Loyola Marymount University (1982) and has been responsible for the center operations for 35 years, including: program development and administration; facility oversight; staff development and supervision; community relations; and fundraising and revenue development. She oversees all homeless programming, in addition to all of the other programs at the one-stop shop for poverty-level households. She worked closely with the city of Inglewood staff for 15 years in administering subcontracts for the Emergency Shelter Grant and Tenant Based Rental Assistance Programs.
Cameille Shenkin – SMC Homeless Services Manager
A new addition to the SMC team, Ms. Shenkin begins work in October 2022 as the supervisor of all homeless services and staff, including the proposed Homeless Services Coordinator for the city of Inglewood. Her staff is comprised of two Housing Navigators, one Transition Age Youth (TAY) Rapid Rehousing Case Manager, and the Homeless Services Coordinator for the city of Hawthorne. She also oversees all services related to homelessness at the Center, including a full complement of supportive services. Her previous position was as the Housing Navigation Manager at L.A. Family Housing, and she worked as a Substance Abuse Counselor in New Jersey for eight years. She has a Masters of Human Services (2010) from Lincoln University in Pennsylvania.

2. References
1) Trenard Wilson (323-636-4734 t3reegl@hotmail.com) worked with our Housing Navigator, Richard Wise. He became homeless in May 2019, and had an Inglewood Section 8 voucher, but was having difficulty finding housing. Richard advocated on behalf of Mr. Wilson to receive an extension on his voucher. As a result, Mr. Wilson secured permanent housing in the fall of 2019.
2) Alicia Merino (424-336-6793) worked with our Homeless Coordinator for the city of Hawthorne, Dulce Medina, beginning in November 2020. She had experienced homelessness for several years. Dulce began intensive case management in February 2021, and helped Ms. Merino obtain all necessary documents. Dulce applied for an EHV voucher for Ms. Merino, and helped her secure an apartment with the subsidy in March 2022.

B. Commitment
Mary Agnes Erlandson has been working for Catholic Charities of Los Angeles for 37 years, and has been the director of St. Margaret’s Center for 35 years. She will remain in this position for the duration of the agreement. It is anticipated that Cameille Shenkin, who will hire and supervise the Inglewood Homeless Services Coordinator, will remain the Homeless Services Manager at St. Margaret’s Center for the duration of the agreement.

C. Work Plan/Scope of Services
St. Margaret’s Center proposes to hire and supervise a bilingual (English/Spanish) Homeless Coordinator for the City of Inglewood, for the purpose of assisting households (individuals/families) experiencing homelessness connect to services and housing. Components of the program include:
- Working closely with city homelessness leadership to strengthen ties with CES so that the city can take full advantage of the regional services available to those experiencing homelessness;
- Working with city homelessness leadership and law enforcement to create a consistent system-level response to homelessness;
- Conducting Inglewood Homeless Task Force meetings with key city staff, law enforcement, CES and community stakeholders;
- Outreaching to the broader community stakeholders for their support in helping to provide referrals and city-integrated solutions, including to: schools; medical providers; faith community; property owners; and businesses;
- Providing community awareness opportunities so that the public can better understand the causes and solutions to ending homelessness;
• Providing light-touch case management to link homeless persons to the CES;
• Participating in bimonthly CES northern hub case conferencing meetings, SMC case conferencing meetings, SBCCOG bi-monthly homeless taskforce meetings, and any other job-related meetings, trainings, and conferences as needed;
• Cultivating new, and strengthening existing relationships with agencies and systems to create employment and housing opportunities;
• Helping prepare for and execute annual Homeless Counts in January;
• Collaborating with the City’s housing staff (Affordable Housing and CDBG Division) and law enforcement in identifying and placing homeless households in temporary or permanent housing solutions;
• Enrolling or referring homeless households to the appropriate local service providers;
• Outreaching to City homeless sites/encampments with the Inglewood Medical Evaluation (IME) team and interviewing clients in the office and field to assess needs;
• Inputting data in the Homeless Management Information System (HMIS), preparing progress reports, and attending and conducting meetings and trainings on homelessness;
• Assisting in creating a consistent, system-level response to homelessness in the City of Inglewood.
• Issuing motel vouchers to selected clientele when shelters are not available or an appropriate option.

Program Procedures
Street outreach will be conducted alongside and in close relationship with the Inglewood Police Department and Inglewood Medical Evaluation (IME) Team, as well as homeless services partners. Additional hours of case management, system navigation, and other support will be provided outside of this designated outreach time. In partnership with the SPA 8 CES team, the Coordinator will help identify, engage, and work to temporarily or permanently house the most visible and vulnerable people experiencing homelessness in the city. The Coordinator will also administer the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) and utilize the information gathered to triage clients, provide services, and help match individuals with resources and housing that fit their needs. All assessment and engagement efforts will be coordinated with the SMC team and the SPA 8 team through regular case conference meetings.

The Homeless Coordinator will provide services to people experiencing homelessness in Inglewood using a “navigation” approach, which blends street outreach and case management with evidence-based approaches (peer support and harm reduction) alongside recovery principals, motivational interviewing and kinship. The Homeless Coordinator will assist homeless individuals to obtain identity and income documents, and provide supportive services as available. The Homeless Coordinator will issue hotel vouchers (up to 100 bednights total during the course of the program year, with average stays of one week) in cases where appropriate, and no other interim housing options are available.

The Homeless Coordinator will make available to unhoused individuals St. Margaret’s Center’s services, such as food, showers, hygiene items, medical clinic, mobile telephone, counseling, benefits enrollment, immigration processing, mailing address, and other supportive services, and will offer referrals for programs at other agencies, as needed. The Homeless Coordinator will also assist with landlord engagement, and outreach to property owners.
Families experiencing homelessness in Inglewood will be referred to the Family C.E.S. program administered by People Assisting the Homeless (P.A.T.H), and Homelight Family Living, as well as other service providers.

Documentation
All information for program participants and demographic data for homeless households will be entered via the Los Angeles Homeless Services Authority’s HMIS system. The Homeless Services Coordinator will open case files for each case management client with copies of identification for each household member, income documentation, intake form, and any other documents relevant for the file. The Coordinator will prepare and submit monthly reports to the city of Inglewood detailing program activity, and invoices for expenditures will be prepared by CCLA’s accounting staff.

Linkages
Coordinated systems of care for homeless households are now the standard protocol in Los Angeles County. Each of the eight Service Planning Areas (SPA’s) has a Coordinated Entry System (CES) for chronically homeless individuals, and Family CES for homeless families. In SPA 8, Harbor Interfaith Services (HIS) in San Pedro is the lead agency for both of these systems.

St. Margaret’s Center is the northern regional access center for the CES program, with outreach and support staff available to identify and assess chronically homeless individuals and help them to obtain necessary documents and match them with available permanent housing. St. Margaret’s Center also collaborates with HIS/PATH in assisting homeless families.

Through the homeless coordinated systems of care programs, St. Margaret’s Center and collaborative partners throughout SPA 8 have access and priority for housing, vouchers and support services from the Veterans Administration, Los Angeles County Department of Health Services, and Los Angeles County Department of Mental Health. The SPA 8 team members also work closely with law enforcement agencies, veterans’ agencies, DPSS, local health clinics and hospitals and numerous non-profits that provide services for specialized homeless populations.

St. Margaret’s Center and the SPA 8 collaborative partners use a “Housing First” model. As the National Alliance to End Homelessness defines it, we help “access permanent housing as quickly as possible” and include “services to promote stability and individual well-being.”

Eligible Inglewood households that are homeless or at risk of homelessness may be prioritized for Section 8 vouchers through the City of Inglewood Housing Authority and the Emergency Housing Vouchers, as available, and the City’s Tenant Based Rental Assistance Program (TBRA). The Homeless Coordinator will work closely with housing staff to streamline the process.

Quality Control Assurance
Performance & Quality Improvement (PQI/Quality Assurance) is an integrated and ongoing process to assess and improve organizational performance and to meet standards for quality outcomes. PQI requires appropriate resources, training, and personnel to accomplish its stated goals of providing high quality services and desired outcome to consumers and other stakeholders. To accomplish these goals, Catholic Charities of Los Angeles, Inc., has developed a PQI Plan. The plan is an outline of a systematic and comprehensive approach to monitoring and evaluating the quality and effectiveness of services provided by the agency. It involves a series of action steps, or
processes, to be used by each program in creating a PQI system that is custom designed to meet the needs of their unique services. The agency-wide PQI Plan includes clearly defined policies and procedures to guide personnel responsible for service provision, procedures for detailing service outcomes for each program and how to achieve them, as well as the means for correcting any observed deficiencies in service delivery. This PQI plan is a listing of minimum basic requirements to be met by all Catholic Charities’ programs in formulating their own PQI format.

D. Schedule
The Homeless Services Coordinator will work intensively with three PEH clients per month, in addition to providing outreach services to an additional 15 clients per month. Upon receipt of the Notice to Proceed, expenditures for the implementation of the program will begin, with the first order of business posting, interviewing and hiring the Homeless Services Coordinator for the city of Inglewood. The Homeless Services Coordinator will be supervised by St. Margaret’s Center’s Homeless Services Manager, and will begin integrating into SPA 8 and SMC-specific case conferencing and outreach meetings immediately. The Homeless Services Coordinator will begin planning the Inglewood Homeless Count for 2023 immediately after onboarding, in consultation with city staff, and by January 2023, will re-institute Inglewood Homeless Task Force meetings with city staff and collaborative partners.

E. Compensation/Fee Schedule
See attached budget. The administrative fee is 14.80% of program expenses.
Catholic Charities of Los Angeles, Inc.
Our Lady of Angels – Western Region

St. Margaret’s Center Organization Chart

Center Director
Mary Agnes Erlandson

Associate Program Director
Zack LaGuardia

Advisory Board

Volunteers

Immigration

Immigration Counselor
Jose Luis Quintero

Immigration Counselor
Lesly Soria

Client Intake/Reception

Client Resources Coordinator III
Jeanne Thomas

Client Resources Coordinator
Hawthorne
Dulce Medina

Client Resources Coordinator
Madeline deVillers

Client Resources Coordinator
Richard Wise

Client Resources Coordinator TAY (Open Position)

CalFresh Healthy Living Program

Program Manager
Nancy Lewis

Intake/PEBT
Nina Forbes

Intake - CRC II
Ingrid Camberos

Urban Agriculture Assistant
Stephanie Torres

Food Pantry

Food Pantry Coordinator
Ramon Gaxiola

Nutrition Educator
Alejandra Reyes

Nutrition Educator
Daisy Pacheco

Maintenance

Custodian
Maria Navarro

Urban Agriculture Assistant
Jasmin Rodriguez
### Budget Activity

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**Total Budget**: $111,005.00
RFP-189

PROPOSER CHECKLIST

BEFORE SUBMITTING YOUR PROPOSAL, HAVE YOU PROPERLY COMPLETED THE FOLLOWING?

Please Check Here

1. SUBMITTAL REQUIREMENTS:
   a. Have you completed and submitted all of the items? X

2. PROPOSAL:
   a. Have you responded to the proposed scope of work? X
   b. Is the proposal properly signed and dated? X
   c. If the proposal is being submitted by a corporation, is the corporate seal affixed to the proposal? X
   d. Have you submitted all requirements per this Request for Proposal? X

3. CONTRACT COMPLIANCE:
   a. Have you completed and signed the Declaration of the Proposer? X
   b. Have you completed the Extension of Contract to other Public Agencies? X
   c. Have you completed and signed the Non-Collusion Declaration? X
   d. Have you examined and understand the requirements and forms to be furnished on the project? X

4. BUSINESS TAX CERTIFICATE:

REQUEST FOR PROPOSALS

DECLARATION OF THE PROPOSER
REQUEST FOR PROPOSALS

DECLARATION OF THE PROPOSER

I declare, under penalty of perjury under the laws of the State of California, that I am an authorized agent or officer of the organization submitting this proposal and in such capacity I am empowered to submit this proposal on behalf of (organization):

Catholic Charities of Los Angeles, Inc.

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY: ______________________
Signature: [Signature]

Printed Name: Rev. Monsignor Gregory A. Cox

Position/Title: Executive Director

Date of Execution: 10/4/2022

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REQUEST FOR PROPOSALS

EXTENSION OF CONTRACT TO OTHER PUBLIC AGENCIES

The prices, terms, and conditions of this proposal may be extended to other governmental agencies at the mutual agreement of both the city and awarded vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful contractor. The City of Inglewood does not warrant any additional use of the contract by such agencies. The vendor's response as requested below will in no way affect the City of Inglewood's consideration of this proposal.

Please indicate if this quote will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this proposal.

Yes ________ No ________ X ________ Length of time ________________ Days/Months

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ATTACHMENT NO. 2
RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLEWOOD, CALIFORNIA, AMENDING THE FISCAL YEAR 2022-2023 BUDGET TO APPROPRIATE GRANT FUNDS FOR THE CITY OF INGLEWOOD HOMELESS SERVICES COORDINATOR PROGRAM

WHEREAS, the City’s Community Development Block Grant Division was awarded a $125,000 grant from the South Bay Cities Council of Governments to provide a Homeless Services Coordinator Program; and

WHEREAS, the City Council approved an agreement with Catholic Charities of Los Angeles, Inc. to implement the Program; and

WHEREAS, it is necessary to amend to the Fiscal Year 2022-2023 Budget to appropriate funding for the Program;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF INGLEWOOD DOES RESOLVE AS FOLLOWS:

Section 1. That the FY 2022-2023 Budget is hereby amended as shown in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. The City Clerk shall certify to the adoption of this resolution and the same shall be in full force and effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this _____ day of ________ 2023.

________________________________________
James T. Butts, Jr., Mayor

ATTEST:

________________________________________
Aisha L. Thompson, City Clerk
### Exhibit A

**Fund:** 220  Grants Fund  
**Agency:** 031  Housing, Section 8 & Community Development Block Grant  
**Orgn:** 3163  Homeless Public Services

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