



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

REQUEST FOR PROPOSAL (RFP) NO. 25-03

SHORT-TERM AND EMERGENCY STUDENT HOUSING SERVICES

RFP PROPOSED SCHEDULE	
RFP Posted	Monday, February 24, 2025
Questions regarding this RFP submitted to District by 2:00 pm PST	Tuesday, March 11, 2025
Questions and Answers posted to Website	Friday, March 14, 2025
Proposer Responses Due by 2:00 pm PST	Friday, March 21, 2025
Tentative Award Date	Thursday, April 17, 2025
Board Date for Approval	Wednesday, May 7, 2025

CONTRACTS UNIT
770 Wilshire Boulevard, 6th Floor
Los Angeles, CA 90017-3719
213. 891.2332



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1. INTRODUCTION

1.1. Purpose of RFP

The Los Angeles Community College District ("District" or "LACCD") is seeking to procure a qualified pool of service providers willing to offer student housing and related wraparound services to LACCD students. The Professional Services Agreement will be between LACCD's individual Colleges and the Housing Provider placed on the Short-Term and Emergency Housing Services qualified pool of housing service providers. Providers selected to become part of the qualified pool will be *eligible* for a one-year award/agreement with an option to renew annually for a maximum of up to five years.

This RFP seeks to qualify third-party agencies to provide short-term and emergency transitional housing to LACCD students, former foster care students or students at-risk of or experiencing homelessness. Proposers should demonstrate a proven track record of assisting college-enrolled students who demonstrate a housing need in order to maintain enrollment and achieve academic goals. Please note that placement in the "qualified pool" does not guarantee an award of a contract to provide services to LACCD students.

The selected agencies/organization(s) will assist the District and its nine colleges to provide free or low-cost short-term and emergency transitional housing to students who can provide proof of need as well as meet program eligibility requirements. Additionally, the selected agency/organization(s) will coordinate with the LACCD and various college campus departments to promote public awareness about the program availability. The selected agency/organization(s) or agency will also coordinate and share data with various campus departments and the District office, including but not limited to: students participating in the transitional housing program, student progress, and bed vacancy/availability.

The District does not guarantee any specific dollar contributions to the successful proposer(s) as a result of awarding any contract(s) based on this RFP. Rather, the contract(s) will be based on a mutually agreed upon number of students that will be housed at the proposer's facility. Colleges will, at its sole option and discretion, refer students to those service providers in the qualified pool.

An annual evaluation will occur by LACCD to assess performance and outcomes by the provider(s) regarding the quality and effectiveness of the services and success of the program. If awarded a contract, the District may offer an initial one-year contract term to the service provider and may, but



is not required, at its sole option exercise its ability to extend the contract for annual successive terms up to a maximum total term of five years as described in the opening paragraph.

1.2. About the District

The District was organized in 1969 and is governed by an elected Board of Trustees and is part of the statewide California Community College system. Members of the Board of Trustees are elected at large to serve four-year terms. LACCD serves a highly diverse, multi-racial, and multi-lingual geopolitical area of approximately five million people in 2024 in roughly 900 square miles of the County of Los Angeles, including 36 cities and unincorporated communities, including the City of Los Angeles. The District extends from the San Fernando Valley and Sylmar areas north of metropolitan Los Angeles, down to the Port of Los Angeles in the south; from the “west side” of Los Angeles, over to the eastern side of Los Angeles into Boyle Heights and the San Gabriel Valley.

The District’s nine colleges provide comprehensive, lower-division general education (the traditional first two years of a four-year degree) for transfer; education pathways for two-year certificates or Associate’s degrees; occupational education; credit and non-credit instructional programs and Adult Education to meet the needs of the surrounding communities; Career Education and Strong Workforce jobs training education; citizenship classes; and, in some instances, four-year Bachelor’s degree programs and other lifelong learning opportunities. The colleges receive accreditation, subject to renewal, from the Accrediting Commission for Community and Junior Colleges (ACCJC).

The nine colleges are: Los Angeles City College, East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Trade-Technical College, Los Angeles Valley College and West Los Angeles College and all are fully accredited. The satellite locations are: Van de Kamp Innovation Center located in Atwater Village, the South Gate Education Center in the City of South Gate, and an administrative building located near East Los Angeles College identified as the Corporate Center in Monterey Park, and the District Administrative Offices known as the Educational Services Center in downtown Los Angeles. The colleges range in size from about 22 acres (Los Angeles Trade-Technical College) to more than 450 acres (Los Angeles Pierce College). Facilities include newly constructed classroom and instructional laboratory buildings, learning resource centers (libraries with specialized learning/tutoring centers) as well



as original instructional buildings, parking structures, maintenance yards, athletic fields, and gymnasiums. Some of the colleges, like Los Angeles Trade-Technical College, founded in 1925, pre-date the District and were brought into the District. Others were created and built as the District expanded to its current configuration.

The District's 2024-2025 Fiscal Year budget, found online, [here](#), is from all funds and sources is \$10.2 billion, of which \$8.3 billion is for the District's capital improvement and construction program, "BuildLACCD." In Fall 2023 the District employed more than 6,200 full-and part-time personnel and served nearly 250,000 full-and part-time students in the 2023-24 academic year. More information about the District and its colleges can be found online, [here](#). The student population of the LACCD is ethnically diverse with 55 percent Hispanic/Latinx, 21 percent White, 9 percent African American, 5 percent Asian, and 2 percent Multi-Ethnic. More detailed information about LACCD students can be found online, [here](#). Nearly 36,000 awards to students, were conferred by LACCD colleges in the 2023-2024 academic year, including two-year degrees, degrees for transfer, and credit and non-credit certificates of achievement.

The District maintains an active free-tuition program, the Los Angeles College Promise (LACP), available to all first-time, full-time students, regardless of age, race/ethnicity, or demographic background. Since its inception in 2017, over 35,000 students have participated in this program and about 10,000 LACP students are enrolled in LACCD colleges in the 2023-2024 academic year.

2. GENERAL GOALS AND SCOPE OF SERVICES

2.1. General Goals

The LACCD is seeking to qualify a pool_of service providers to provide student housing and wraparound services to LACCD students. Providers selected to become part of the pool will be eligible for a one-year award/agreement with an option to renew annually for a maximum of up to five years. There is no established limit on how many contracts the Colleges might enter into with various organizations. With a large student population that reports being at risk for housing insecurity, the District seeks to provide options to students who demonstrate a need for housing assistance in order to maintain enrollment and academic achievement.

The LACCD welcomes a diverse pool of proposers to respond to the Request



for Proposal as outlined below in the Scope of Services Section. This includes those agency/organizations that have received LGBTQIA certification by recognized municipal agencies.

2.2. Scope of Services

Please refer to Appendix A, Scope of Services.

2.3. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for an initial contract period of one (1) calendar year. The contract may be renewed annually for up to four (4) additional one -year terms for a maximum of five (5) years, upon mutual consent of the parties or unless terminated earlier in accordance with the provisions specified in District's Standard Agreement.

3. GENERAL INFORMATION AND GUIDELINES

3.1. District Contact Person

Marcia Webb
Procurement Specialist
Los Angeles Community College District
Procurement Unit, 6th Floor
770 Wilshire Boulevard
Los Angeles, CA 90017-3719
TEL: 213.891.2288
email: WEBBMS@LACCD.EDU

3.2. Internet Access to this RFP

All materials related to the RFP will be available on the internet at:

<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

A Respondent who chooses to download an RFP solicitation will be responsible for checking the aforementioned web site for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing your Proposal.



Note: There may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

All Respondents are responsible for obtaining all RFP materials.

3.3. Unauthorized Communications

Proposers shall not, prior to Award, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named above) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.

3.4. Interested Parties

Providers who are advisors to the District in respect to the RFP process are not allowed to submit, or participate in submission of, Proposals. A Proposer shall not participate in, or be "interested in," more than one Proposal. For purposes of this paragraph, "interested in" means having a managerial or financial interest in another Proposer or a Subcontractor to another Proposer. Notwithstanding the foregoing, a Subcontractor may be proposed as a subcontractor to more than one Proposer.

3.5. Proposer Clarifications

Without limitation to the District's rights relating to the conduct and content of Negotiations, the District reserves the right, but assumes no obligation to, at any point in the RFP process to contact a Proposer directly, without notice to other Proposers, for purpose of obtaining clarifications of, or to address minor irregularities, informalities, or apparent clerical mistakes in, a Proposal ("Proposer Clarifications"). Where the District determines that there is a need and justification for seeking Proposer Clarifications, the District may request Proposer Clarifications from some Proposers and not other Proposers. If Proposer Clarifications are sought from all Proposers, the questions asked maybe different for each Proposer.

3.6. False Information

In addition to and without limitation upon any other requirements of the RFP Documents,



the District reserves the right, but assumes no obligation, to disqualify any Proposer and reject any Proposal should District determine that any information submitted by the Proposer is false, incorrect, or materially incomplete.

3.7. District Confirmation

The District reserves the right, but assumes no obligation, to confirm through any means available to the District the truth, accuracy, or completeness of any information contained within the resumes or other information submitted by a Proposer or communicated by a Proposer or a Subcontractor during face-to-face communications with the District or its representatives or consultants administering the RFP process.

3.8. No Joint Offers Accepted

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime/subcontractor basis rather than as a joint venture or informal team. For this engagement, "DISTRICT" intends to contract with an individual provider and not with multiple providers doing business as a joint venture. Accordingly, where two or more providers desire to join in preparing and submitting Proposals, they should do so on a prime-subcontractor basis, rather than as a joint venture or informal team. The provider acting as the "prime", if it receives the Award, will enter into the Agreement with the District.

3.9. District Determinations

The District shall have the right to make all determinations and interpretations relating to the RFP Documents or the RFP process, including, without limitation, any Proposer's compliance with the RFP Documents or its qualifications to participate in the RFP process, and all such determinations shall be final and binding.

4. INSTRUCTIONS AND GENERAL CONDITIONS

4.1. RFP Instructions and General Conditions

This RFP contains the instructions and conditions governing the requirements for a proposal to be submitted by an interested Proposer, the format in which the proposal is to be submitted, the material to be included therein, and the requirements that must be met. Each Proposer should carefully examine the entire RFP and be fully aware of the nature and quality of the services sought by "DISTRICT" as well as the conditions in providing such services.



PROPOSALS MAY BE REJECTED AS NON-RESPONSIVE IF THE PROPOSER FAILS TO FULLY COMPLY WITH ANY OR ALL OF THE INSTRUCTIONS OR CONDITIONS SET FORTH IN THIS RFP.

A. RFP Schedule

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The District reserves the right, at any time to make adjustments in the form of additions, modifications or deletions to the RFP schedule. Such adjustments, if any shall be made by RFP Addendum. References in the RFP Documents to the RFP Schedule or to date in the RFP Schedule shall mean the RFP Schedule as so adjusted.

B. Proposal Submission

The proposer shall submit to the District one (1) printed original and seven (7) copies of its proposal, together with one (1) copy of a USB drive containing an electronic version of the proposal in Microsoft Word format, addressing each of the items in this RFP and must be received by the District no later than 2:00 p.m. on Friday, March 21, 2025. One of the copies shall be marked "Original" and contain wet-ink signatures in all locations requiring signatures. The remaining copies do not require signatures.

Proposer must also submit a link via YouTube or Vimeo, with this RFP, of a three-minute or less color virtual tour of the housing facility / facilities where LACCD students would be housed if awarded a contract. Please note: Proposer should also submit the same video via .mp4 on a flash drive with the RFP. Proposals are to be enclosed in a sealed package displaying the proposer's name and the words: "PROPOSAL RESPONDING TO RFP 25-03: "SHORT-TERM AND EMERGENCY STUDENT HOUSING SERVICES"



Mail or deliver proposals to:

*Los Angeles Community College District
770 Wilshire Blvd, 6th Floor
Los Angeles, California 90017
Attention: Marcia Webb
Procurement Specialist*

Submittals not conforming to the specifications of this RFP may be deemed non-responsive or result in points being deducted during evaluation.

Proposals must be received by 2:00 p.m., PST on **Friday, March 21, 2025**. Any proposals received after the time and date above may at the District's sole discretion of the District, be returned unopen or set aside without consideration.

Delivery of the proposal by the specified deadline is the sole responsibility of the Proposer to ensure that its proposal is delivered on time. If hand delivered, ample time should be scheduled for delays caused by downtown Los Angeles area traffic and parking.

District does not provide parking accommodations to proposers submitting proposals.

The District shall not be responsible for, nor accept as a valid excuse for late proposal receipt, any delay in mail service or other method of delivery used by the Proposer except where it can be established that the District was the sole cause of the late receipt.

Proposals submitted via fax, telephone or email will not be accepted.

All proposals must be provider offers subject to acceptance by "DISTRICT" and may not be withdrawn for a period of 180 calendar days following the Proposal Submission Deadline. Proposals may not be amended once submitted to "DISTRICT", except as permitted by "DISTRICT."

C. Meeting RFP Specifications

The services offered by the Proposer must meet the specifications as described in this RFP. The District reserves the right to reject as non-responsive any proposal that does not meet the specifications as described in this RFP.

D. Proposed Information to be Accurate, Complete and Valid



The Proposer must provide information including, but not limited to, fees for all offered services based on the scope of services, which is set forth in Appendix A – Scope of Services.

Failure to do so may invalidate the proposal. The price must be accurate, complete and must be valid for the term of the agreement. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for error or fee increases that the Proposer later alleges are retroactively applicable.

E. Authorized Signatures

Exhibits A through G and Appendices 1 must all be signed by the Proposer's authorized signatory and must be submitted by the Proposer in the sealed envelope along with its proposal. The District is unable to accept any proposal submitted without these statements completed and signed by the Proposer's authorized signatory.

F. Authorization to Do Business

All Proposers **must be authorized to do business in California**. If a Proposer is a sole proprietorship or partnership, the Proposer should furnish with its proposal a copy of a current business license issued in California. **If the Proposer is a corporation, it must be approved by the California Secretary of State to do business in California as shown by it having an "ACTIVE" status listed on the California Secretary of State website as of the date of submission of the proposal. The Proposer shall provide the corporate number issued by the Secretary of State with its proposal.**

Each Proposer is required to possess at the time of submitting its Proposal, and at all times during the RFP process (and, in the case of the Proposer that receives award, at the time of award, upon execution of the Agreement, and at all times during performance of the Agreement) any licenses required by Applicable Law for the performance of the Agreement.

G. Requirements

The Proposer shall be responsible for becoming familiar with the scope of services required by the District as set forth on pages of this RFP, and shall rely solely upon his or her own independent judgment, and not upon any statements or representations made by the District, whether express or implied. The failure or omission of any Proposer to acquaint himself or herself with the service requirements of the District shall in no way relieve any Proposer from any obligation with respect to this proposal or to the resulting agreement.



The submission of a proposal shall be taken as *prima facie* evidence of compliance with this section.

H. Questions about RFP

Questions are to be submitted in writing by email to Marcia Webb, at email address: webbms@laccd.edu on or before **2:00 p.m. Pacific Standard Time, Tuesday, March 11, 2025. Please include "RFP No. 25-03 – Questions for "SHORT-TERM AND EMERGENCY STUDENT HOUSING SERVICES" in the subject line.**

Proposers are asked to submit all questions in writing by the questions deadline. LACCD shall not be obligated to answer any questions received after the above deadline or submitted in a manner other than as instructed above.

Written responses will be posted on the website by Friday, March 14, 2025:
<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

Proposers are instructed not to contact District personnel or its agents in any other manner concerning this RFP. Unauthorized contact, at LACCD's sole discretion, will be grounds for disqualification of a proposer.

I. RFP Addenda

If it becomes necessary for "DISTRICT" to revise any part of this RFP or to provide clarification or additional information after the proposal documents are released, written addenda will be posted at the following website address:

<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

It shall be the responsibility of the Proposer to check the website or to appropriately inquire with "DISTRICT" for any addenda issued. All addenda issued by DISTRICT shall become part of the RFP and the Proposer shall acknowledge, in writing, receipt and incorporation of all addenda and clarifications in its response. Specifically, Proposer's acknowledgement of the addenda must be declared in the proposal in Exhibit D.



Failure of the Proposer to receive addenda shall not relieve the Proposer from any obligation under its proposal as submitted. The Proposer shall identify and list in its proposal all addenda received and included in its proposal. The Proposer's failure to identify and list in its proposal all addenda received and included in its proposal may be asserted by the "DISTRICT" as a basis for determining a proposal as non-responsive.

J. Interpretation of Documents

If any person contemplating submitting a proposal for the services proposed herein is in doubt as to the true meaning of any part of the proposal documents, or finds discrepancies in, or omissions from the documents, he/she may submit to the District a written request for an interpretation of correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposal documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of the proposal documents. No person is authorized to make any oral interpretation of any provision in the proposal documents to any Proposer, and no Proposer is authorized to rely on any such unauthorized oral interpretation.

K. Withdrawal/Proposal Irrevocable for 180 Days

A Proposer may withdraw its proposal at any time prior to the submittal deadline by sending the District a request in writing from the same person who signed the submitted proposal. As of the deadline for submittal, any proposal received by the District and not withdrawn becomes an irrevocable offer available for acceptance by the District immediately and for **one hundred and eighty (180)** days thereafter. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for errors or price increases that the Proposer later alleges are retroactively applicable.

L. Exemption from Disclosure

Proposals will remain confidential in their entirety until the evaluation and analysis process is complete and a recommendation of an award has been approved by the LACCD Board of Trustees. All proposals submitted will become the property of the LACCD. The Proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the preparer claims are exempt from disclosure under the Public Records Act (California Government Code Section 6250 et seq.). Any Proposer claiming such an exemption must also state in the proposal that "the provider agrees to indemnify and hold harmless the Los Angeles Community College District, its Board of



Trustees, Los Angeles Valley College, Los Angeles City College, East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Pierce College, Los Angeles Southwest College, Los Angeles Trade-Technical College, West Los Angeles College, and its officers, employees and agents, from any claims, liability, or damages against, and to defend any action brought against above said entities for their refusal to disclose such material, trade secrets, or other proprietary information by any party." Failure of a proposal to include such a statement will be deemed a waiver of any exemption from disclosure under the California Public Records Act. A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by the District. The Proposer's identification of a document as "proprietary" or "confidential" does not automatically confer exclusion from disclosure under the California Public Records Act.

M. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the Proposer to: (1) Prepare its proposal in response to this RFP; (2) Submit that proposal to "DISTRICT"; (3) Negotiate with "DISTRICT" on any matters related to this RFP, including a possible contract; and (4) Engage in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. "DISTRICT" shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Proposers. All expenses including, but not limited to, pre-contractual expenses incurred by the Proposer in preparing the proposal shall be borne and paid for solely by the Proposer and shall not be included in their offers.

N. Subcontractors

Proposers are permitted to provide for a portion of the Basic Services to be performed by one or more consultants or contractors retained by the Proposer (collectively, "subcontractor") provided that each subcontractor proposed to be used is identified in the Proposal by name, contact person, telephone number, email address, and a description of the portion of Basic Services to be performed by the subcontractor.

O. Immaterial Defect in Proposal

The District may waive any immaterial deviation or defect in a proposal. The District's waiver shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP if awarded the contract.



P. Oral Communications

Any oral communication by the District Contact Person or his/her designee regarding this RFP is not binding and shall in no way modify the RFP or the obligations of the District, Proposer and/or Contractor.

Q. RFP as Part of Final Contract

At the District's discretion, the content of this RFP may be incorporated into the final contract.

R. Proposed Contract

The Proposer(s) selected for contract award through this RFP shall be required to enter into a written agreement with the District. The Standard Agreement for professional services presented in Exhibit F of this RFP is the contract proposed for execution. It may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the Proposer's offer or the outcome of contract negotiations, if any.

Exceptions and requested changes to the terms and conditions of the Standard Agreement, or the Proposer's inability or unwillingness to comply with any of the provisions of the Standard Agreement, must be declared in the proposal and will be considered as part of the proposal evaluation process.

S. Exceptions/Deviations

Any exceptions to, deviations from, or inability to comply with the requirements set forth in this RFP, or the terms and conditions contained in the Professional Services Agreement, must be declared in writing in Exhibit G within the proposal; and failure to do so will prevent Proposer from asserting its inability to comply with the terms or conditions later on. **Such exceptions or deviations must be segregated as a separate element of the proposal under Exhibit G - "Exceptions and Deviations to Professional Services Agreement."** The District will make a good faith effort to consider contractual issues identified by providers and "DISTRICT" requires all proposing providers to similarly make a good faith effort to comply with the District's sample agreement terms and conditions.



Proposals that mandate the use of provider standard services contract, rather than utilizing the District's standard services contract will result in that provider's proposal being judged non-responsive and these proposals will be rejected.

Proposals that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these proposals will be rejected.

- Section 5 - Term of Agreement
- Section 16 - Governing Law
- Section 17 - Non-Discrimination
- Section 20 - Board Authorization
- Section 25 - Requirements for Federally-Funded Contracts
- Section 26 - Family Educational Rights Privacy Act (FERPA)
- Section 27 - Accessibility Requirements

The Proposer's attention is again directed to sections 12 and 13 of the Professional Services Agreement, which specify the indemnity clause and the minimum insurance requirements that must be met by the successful Proposer. The Proposer's inability or unwillingness to meet these requirements as a condition of award of an Agreement must be stated as an exception in the proposal.

Exceptions or deviations which are in conflict with the District's terms and conditions may render the proposal non-responsive. In the event that exceptions and deviations to the Professional Services Agreement are requested after the contract has been awarded, the District may deem the proposal non-responsive and may disqualify the proposal at its discretion.

T. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit "DISTRICT" to award a contract. "DISTRICT" expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one provider concurrently, or to cancel all or part of this RFP.

U. No Agreement Until Signed



No agreement with the District is effective until both parties have signed a contract and the District's Board of Trustees has authorized the contract.

V. News Releases

News releases pertaining to any award resulting from this RFP may not be made without the prior written approval of the District.

W. Use of District Employee's Names

The successful Proposer must agree not to use the names, office phone numbers, email addresses, and/or addresses of District employees for any purpose not directly related to this RFP.

X. Adjustments to Contract

All adjustments shall be proposed in writing by the District for approval prior to becoming effective. All required contract amendment(s) shall be issued by the District.

Y. Contractor Evaluation

Contractors (and its subcontractors, if applicable) will be evaluated periodically regarding their performance.

Z. Termination or Cancellation

The District reserves the right to terminate any contract awarded through this RFP by providing six (6) months written notice to the Contractor.

AA. Protests

Any Proposer that has provided a proposal to the District may protest the solicitation or award of a contract for violations of "DISTRICT'S" procurement policies or of laws and regulations governing "DISTRICT'S" procurement activities, provided the proposer has complied with PP-04-09, Bid Protest and Appeals.

In order to be considered, all protests must be in writing and filed with and received by "DISTRICT", not more than five (5) business days following the date of issuance of the District's Notice of Intent to Award with the contact below. **Protests received by**



“DISTRICT” after this date will be returned to the sender.

The protest letter must state the basis for the protest and the remedy sought and should be addressed to:

Valencia M. Moffett
Director of Business Services or designee
Los Angeles Community College District
770 Wilshire Blvd, 6th Floor
Los Angeles, CA 90017

Failure to timely file the proposal protest shall constitute grounds for the District to deny the proposal protest without further consideration of the grounds stated therein.

BB. Other District Rights

The rights, powers, and discretion expressly conferred upon the District under the RFP Documents are not intended to be exclusive but are cumulative and in addition to, and not a substitute for, every other right, power, or discretion existing or available to the District under the RFP Documents or Applicable Laws.

5. PROPOSAL FORMAT AND CONTENT

5.1. General

The proposal should provide a straightforward, concise description of the proposer’s ability to satisfy the requirements of this RFP. Emphasis should be placed on conformance to the RFP instructions, on responsiveness to the RFP requirements, and on completeness and clarity of the proposal’s content.

This RFP and the selected proposal response will become a part of any Agreement that is executed as a result of this RFP between the District and the Contractor. Any proposal attachments, documents, letters and materials submitted by the proposer shall be binding and may be included as part of any final Agreement.

Each provider submitting a proposal must follow the instructions contained in this RFP in preparing and submitting its proposal. The proposing provider is advised to thoroughly read and follow all instructions. A proposal must contain all of the information in the order and format indicated below. All terms and conditions set forth in this RFP will be deemed to be incorporated by reference in their entirety into any response submitted by your provider.



Failure to comply with the rules/format set forth herein may result in rejection of the RFP response.

All proposals received and any information contained therein, are subject to disclosure in accordance with the California Education Code. Interested providers must respond to all of the questions listed below.

5.2. Required Components of the Proposal

5.2.1. Required Format of Proposals

In order to adequately compare and evaluate proposals objectively, all proposals ***must*** be submitted in accordance with the format below. Failure to comply with the rules/format set forth herein may result in rejection of the RFP response.

In your proposal please respond to each question by repeating the question at the top of the section and referring to the question by the numbers used in this RFP.

Proposals are to be submitted in 8 1/2" x 11" size, typed in a font size no less than 12 and submitted in paper form, single-sided, bound with a simple method of fastening. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material.

Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise and well organized.

Supplemental technical information, product literature, and other supporting materials that further explain or demonstrate Provider's capabilities may also be included as addenda to a submitted proposal.

Proposers should use the following outline in organizing the contents of their proposals. (See details in Section 5.2.2)

- Cover Page
- Transmittal Letter
- Table of Contents
- Specifications of Scope of Services
- References



Appendices

Appendix A – Scope of Services

Appendix B – Cost Proposal

Appendix C - Authorization to Contract

Appendix D - Additional Information

Appendix E - Mandatory Documents to be Submitted in Response

Appendix 1- Minimum Qualifications Questionnaire

Appendix 2 – Personnel/Project Manager and Key Technical Staff

Appendix 3 - Sample Student Housing Form

Sections should be separated by labeled tabs.

Failure to comply with the rules/format set forth herein may result in rejection of the RFP response.

5.2.2. Required Content of Proposals

1. Cover Page

A cover page with the Proposer's name, the title, "RFP 25-03: Short-Term and Emergency Student Housing Services and submission due date and time. The Proposer should provide the corporate number issued by the California Secretary of State. (Please see 4.F Authorization to Do Business)

2. Transmittal Letter

The letter of transmittal must, at a minimum, contain the following:

- Identification of the offering vendor(s), including name, address email address and telephone number;
- An acknowledgement of RFP addendum and/or addenda, if any;
- Name, title, address, telephone number and email address of contact person during period of proposal evaluation
- A statement that the proposal shall remain valid for a period of not less than six (6) months, (180 days), from the due date for submittal



- Identification of any information contained in the proposal which the proposer deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the California Public Records Act

A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by the District.

- Signature of a person authorized to bind the offering provider to the terms of the proposal
- Name and address of operating provider, names of owners or principals of provider. Also include a completed W-9.

3. Table of Contents

Immediately following the transmittal letter include a complete table of contents for material included in the proposal, including page numbers.

4. Response to Specifications and Scope of Services

Please answer the following questions. Your answers should not exceed a total of eight pages in length (excluding samples of advertising and marketing, news clippings and videos of your facility) and be in 12-point type. Ensure each question is numbered per the RFP, is clearly identified, and precedes the response.

4.1 Qualifications and Experience of Agency/organization(s)

- A. Detail Agency/organization's experience including each team member's experience in providing the services listed in the RFP include Project Name, Client Organization within the last year.
- B. Provide references, including name, address and telephone number of a contact person for each project identified and described above. Indicate commencement dates, duration and type of operation (See Appendix 4.5 - References).

4.2 Project Manager and Key Technical Personnel

- A. Clearly identify the professional staff person(s) who would be assigned as your Project Manager and key technical personnel and provide resumes. The proposal should indicate the abilities, qualifications, licenses, certifications and



experience of these individuals (See Appendix 2 – Personnel/Project Manager and Key Technical Staff).

4.3 Project Approach

A. What is your approach to assist housing insecure students?

1. Qualifications that a student must fulfill to be accepted into your program.
2. Ongoing benchmarks to determine that a student continues to qualify for your program, and is making progress academically and personally.
3. Provide examples of successful students who utilized your program during a time of need and then transitioned out.
4. Outline ongoing strategies to track and provide continuing support to students who have transitioned out.

B. Provide evidence of demonstrated success in providing case management services that include coordinating and securing resources and successful outcomes, including but not limited to: housing, academic success, tutoring and mental health services.

C. Describe the networks and partnerships that your agency currently participates in and the type of assistance available through these collaborations that benefit program participants.

D. Why should the District choose you as a provider for student housing services?

4.4 Implementation Summary

A. Provide a high-level description of the implementation process including the timeline and resources necessary to launch the scope as defined by this RFP.

B. Fees/Program Budget and Financial Management: Include a budget that detail costs and fees to be charged to the LACCD and or Colleges required District resources necessary to launch the scope as defined in this RFP. See Appendix B.

C. Describe the process for the District to recover costs when a student leaves or is terminated from the program.

4.5 References



A minimum of three (3) references to be included with contact names and information are required. Also, each proposer shall provide copies of recent letters of references from its current clients.

List of business clients—especially public entities or institutes of higher learning to which your agency/organization(s) has provided similar services in the past year. Specifically, include the following: name and address of organization, description of work and date performed, contact name/title/phone numbers/email address. Include a current client list and organizations or entities that your agency/organization(s) currently provides services to that may pose a conflict or require that you represent positions that are contrary to positions approved by LACCD.

5. Appendices to be Included in Proposal

Appendix A – Scope of Services

Appendix B – Fee Cost Structure - Each proposal must include a description of the proposed fee schedule for the work to be performed.

Appendix C – Authorization to Contract. Provide pages as necessary. Provide either an excerpt from your Corporate Resolution, Certificate of Secretary, or correspondence from the Chief Executive Officer or chairperson attesting that the individual signing the proposal has the authority to make binding representations on behalf of the financial institution.

Appendix D - Furnish as appendices those supporting documents (e.g., certificates of insurance, staff resumes; include a completed W-9, Request for Taxpayer Identification Number) requested in the preceding instructions. Any other additional information you deem essential to a proper evaluation of your proposal and which is not solicited in any of the preceding sections.

Appendix E – Mandatory Documents to be Submitted in Response

1. Completed and signed Non-Collusion Affidavit (Exhibit A)
2. Completed and signed Certificate of Non-Discrimination (Exhibit B)
3. Completed and signed Confidentiality Agreement (Exhibit C)
4. Completed and signed Acknowledgement of all addenda issued by the District (Exhibit D)
5. Completed and signed Small, Local, Emerging Disabled Veterans (Exhibit E)



6. Completed and signed Russian Economic Sanctions Certification (Exhibit F)
7. Completed and signed Exceptions and Deviations (Exhibit G)
8. Completed and signed Levine Act Campaign Contribution Notice Acknowledgement (Exhibit H)

Appendices

1. Completed and signed Minimum Qualifications Questionnaire (Appendix 1)
2. Completed Personnel/Project Manager and Key Technical Staff (Appendix 2)

Proposers are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous material; appendices should be relevant and brief.

GRACE PERIOD FOR MISSING OR INCORRECT FILING OF EXHIBITS "A" THROUGH "H" and Appendices 1 and 2:

In the event that a Provider fails to submit all or any part of items (A) through (H) and Appendices 1 and 2 above with its submission or if any submitted item is incomplete or incorrect, the Contracts Unit will notify the Provider and the Provider shall have an additional three (3) business days to submit the missing item to the Contracts Unit. Failure to submit the missing item will result in the disqualification of the Provider if the mandatory item is missing entirely. Failure to complete or correct a mandatory item will result in the Provider's Proposal being considered in the form in which it was originally submitted. Failure to submit mandatory items after the grace period will result in the proposal being deemed non-responsive.

6. PROPOSAL EVALUATION AND CONTRACT AWARD

a. General

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements in this RFP. An award will be made to the Proposer(s) judged to be the most advantageous to the District. The District expressly reserves the right to protect and make no award under this RFP.

Request for Additional Information

During any phase of the evaluation the District may require supplemental information in order to fairly evaluate a Proposer's offer. For this purpose, the District may request such information, including a best and final offer, from the Proposer after the initial submittal. If such information is required, the Proposer will be notified and be permitted a



reasonable period of time to submit the information.

b. Proposal Evaluation and Criteria

A Screening and Evaluation Panel consisting of LACCD staff and/or outside associates will review, analyze, and evaluate all proposals received. Reference checks of the agency/organizations will be conducted by the Evaluation Panel. After-which, the Panel may conduct on-site visits of housing facilities.

At the approval of the Selection Committee, a recommendation of eligibility to be placed on the bench will be submitted to LACCD's Board of Trustees for approval. In the event an award is made, a contract will be executed and notice to proceed will be issued for board approval.

LACCD reserves the right to reject any or all proposals, to waive any irregularities or informalities in the offers received and to change the evaluation process described above if circumstances dictate this or it is otherwise in the best interests of LACCD to do such. In the event a proposal(s) is rejected, or in the event a proposer's offer is not rejected but does not result in a contract award, LACCD shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal.

c. Evaluation Criteria

Proposals will be evaluated in accordance with responses to the criteria outlined in Appendix A, Scope of Services and Section 4. Specifically, eligibility will be granted based upon the criteria listed in the below chart. In addition, proposer must meet the minimum qualifications outlined in Appendix 1.

The following criteria will be used in the evaluation. The relative weights of the criteria are based on a 100-point scale, as listed below:



CRITERIA FOR EVALUATING PROPOSAL SCORING	
Criteria based on the required components of the proposal	Points possible
Qualifications and Experiences of Agency/Organization	25
Project Approach and Implementation Process	20
Project Management and Key Technical Personnel to perform the services and duties outlined in this RFP	20
Cost and Fees	15
References	10
Small, Local, Emerging, Disadvantaged, Veteran (SLEDV)	10
TOTAL POSSIBLE POINTS	100



The lowest overall price proposal shall receive the maximum points. Points on proposals with a higher overall price shall be determined by dividing the lowest proposal price from a responsive proposer by the higher proposal price and multiplying by the maximum points as indicated below.

$$\frac{\text{Price of Lowest Proposal}}{\text{Price of Proposal}} \times \text{Maximum Points} = \text{Points Awarded}$$

Price shall remain valid for a period of 90 days from the proposal due date, until a contract is fully executed, or the RFP is cancelled.

Those proposers achieving an average score of "75" or better shall be recommended for placement on the Short-Term and Emergency Housing bench.

It is the intent of the District to procure a qualified pool of service providers willing to offer student housing and related wraparound services to LACCD students. Providers selected to become part of the qualified pool will be eligible for a one-year award/agreement with an option to renew annually for a maximum of up to five years. This may lead to one vendor being awarded a single contract or multiple vendors awarded at the LACCD's discretion. Please note that placement in the "qualified pool" does not guarantee an award of a contract to provide services to LACCD students. However, the District reserves the right to apportion the requirements of this RFP among multiple contractors or to apportion all the services described in this RFP to a single vendor if this is determined to be in its best interests. The District reserves the sole right to make this determination.



Appendix A: Scope of Services

The Los Angeles Community College District (“District” or “LACCD”) is seeking to qualify a pool of housing providers to deliver temporary, and short term (less than 2 years) student housing and wraparound services to LACCD students enrolled at one or multiple LACCD Colleges. **The Professional Services Agreement will be between the LACCD College and the housing service provider placed on the LACCD qualified housing provider pool.**

Within 30 days of contracting with an LACCD College, both provider and the college administration will meet to establish guidelines to refer students to the housing provider and to develop the student eligibility requirements for student participation. The Student Housing Form will be mutually established and enforced by both the LACCD College and the housing provider. The LACCD student participant must adhere to the requirements on the Student Housing Form for the LACCD College to cover the full or partial cost of the bed at the housing facility. (See Appendix 3 - Sample of the Student Housing Form).

Proposers should demonstrate a proven record of accomplishment with successfully assisting college-enrolled students who demonstrate a housing need to maintain enrollment and achieve academic goals. Proposer is expected to provide a clean, safe, and well-maintained property to house students during the contract period.

The LACCD welcomes a diverse pool of proposers to respond to the Request for Proposal as outlined in the Scope of Services Section. This includes those organizations that have received LGBTQIA certification by recognized municipal agencies.

In your response to the Request for Proposal, specify the following:

1. Types of students who can be housed, i.e. if the facility can accommodate single parents with children, pregnant students, married couples with or without children and pets (i.e. cat, dog, fish)
2. Types of beds available, i.e. shared bedroom, private bedroom, dorm style, apartment, etc.
3. Bed; bath ratio for individuals living in the proposers’ facilities
4. Rate per bed, by type, i.e. single bed/private room w/private bath
5. Description of security protocols for facility, i.e. keycard access, monitored security cameras, etc.
6. Description of parking, i.e. free parking, street parking, paid parking, etc.



7. Description of furnishings provided by proposer, i.e. bed with mattress, linens, etc.
8. Description of staff support, i.e. staff lives on premises or has weekly meetings with residents, etc.
9. Description of "house rules" i.e. process for approving guests, quiet hours, cleanliness expectations, alcohol and illegal substance policies, etc.
10. Description of transition services, i.e. permanent housing, transfer to 4-year University, etc.
11. Description of all wrap-around support services proposer provides on a consistent basis to residents, i.e. money management, mental health counseling, tutoring, etc.
12. Description of maintenance and inspection schedule for leased/owned properties, i.e. monthly pest control, weekly trash service, monthly walk-throughs with residents/staff, etc.
13. Description of process to mediate resident concerns, i.e. roommate conflicts, resident requests for maintenance, etc.
14. Any additional information proposer would like to share

The selected housing provider shall:

- A. Develop and establish guidelines in consultation with the college, for student qualification within the housing programs. Qualifications may include the following requirements: age, enrollment at LACCD college, course credits, GPA and academic progress, employment requirement and/or volunteer services, completion of Federal Application for Federal Student Aid (FAFSA) application or California Dream Act Application, minimum monthly rent requirement, and low-income status. We encourage maximum flexibility to ensure we can accommodate the broad representation of students LACCD serves.
- B. Provide 60-day notice to the District and contracted LACCD college, notifying of any changes to established student qualifications for admittance to student housing program.
- C. Implement an outreach and enrollment campaign to increase program awareness with acknowledgement of the LACCD College.
- D. Coordinate with the College's Basic Needs Office, including but not limited to student outreach and referrals on a regular basis.
- E. Assist students with completing the Federal Application for Federal Student Aid (FAFSA) or California Dream Act Application.



F. Provide housing to students and include wraparound support services.

Proposers should meet the minimum qualifications listed below.

Please see Minimum Qualifications Questionnaire in Appendix 1.

Minimum Qualifications for Housing Provider

Proposer:

- Possess at least one year of experience providing housing services to homeless or housing insecure college students.
- Leases and/or Owns the property in which they will house students for at least one-year.
- Offers the following to students as part of the housing services: An individual bed, Wi-Fi Internet Access, Laundry Facilities, Rest Room and Shower Facilities in a clean, safe, and well-maintained property.

Minimum Qualifications for Wrap-Around Services

Proposer:

- Provides Mental Health Counseling to Students
 - Individual, group and/or family therapy
 - LGBTQIA Support
- Provides transition assistance and post-residency support
 - Short term and Long-term Rental Assistance
 - Emergency Placement, and Long-term housing identification
 - Move in assistance
 - Transition planning to 4-year University (if applicable)
- Tutoring and Academic Mentorship
- Financial Literacy & Budgeting
- Job Search Assistance

Minimum Reporting Requirements

- Has the ability to provide Intake and Exit Reports as well as post placement reporting
- Is willing to undergo periodic operational monitoring and auditing by the contracted LACCD College
- Has the ability to capture success rates and student's matriculation into permanent housing facilities



- Can track expenditures associated with the placement of LACCD students and provide post performance reviews of expenditures

Minimum Qualifications for Experience and Financial Stability

- Proposer can provide audited financial statements and/or an operating budget displaying the total cost of its operations.



Appendix B: Fee Cost Proposal

Description of Services	Monthly Cost	Administrative Fees (if any)	Total Annual Cost
Monthly Student Housing (Bed)	\$	\$	\$
Food (if additional)	\$	\$	\$
Utilities (if additional)	\$	\$	\$
Laundry Facilities (if additional)	\$	\$	\$
Internet (if additional)	\$	\$	\$
Other Fees - Please list any other fees below as individual line items.	\$	\$	\$
TOTAL	\$	\$	\$
COST PER STUDENT	\$	\$	\$



Appendix C: Authorization to Contract

Provide pages as necessary. Provide either an excerpt from your Corporate Resolution, Certificate of Secretary, or correspondence from the Chief Executive Officer or chairperson attesting that the individual signing the proposal has the authority to make binding representations on behalf of the financial institution.



Appendix D: Additional Information-Supporting Documents



Appendix E: List of Exhibits

- Exhibit A: Non-Collusion Affidavit
- Exhibit B: Certificate of Non-Discrimination
- Exhibit C: Completed Confidentiality Agreement
- Exhibit D: Acknowledgment of all addenda issued by the District
- Exhibit E: Small, Local, Emerging, Disadvantaged, Vendor (SLEDV)
- Exhibit F: Russian Economic Sanctions Certification
- Exhibit G: Exceptions and Deviations to the Standard Form Agreement
- Exhibit H: Levin Act Campaign Contribution Notice Acknowledgement
- Exhibit I: Professional Services Agreement



EXHIBIT A: Non-Collusion Affidavit

(TO BE EXECUTED BY PROPOSER AND
SUBMITTED WITH IT'S PROPOSAL)

(Name) _____, being first duly sworn, disposes and says that he or she is (Title) _____ of (Provider) _____ the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that proposer has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to secure any advantage against the body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

IN WITNESS WHEREOF, the undersigned has executed this Non-Collusion Affidavit this

_____ Day of _____, 2025

PROPOSER _____
(Type or Print Complete Legal Name of Provider)

By _____ (Signature)

Name _____ (Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



EXHIBIT B: Certificate of Non-Discrimination

(TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH ITS PROPOSAL)

Proposer hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this

_____ day of _____, 2025

PROPOSER _____

(Type or Print Complete Legal Name of Provider)

By _____
(Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



EXHIBIT C: Completed Confidentiality Agreement

The undersigned, a duly authorized officer of

_____, does hereby represent,
warrant and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

Date: _____
_____ *Name of Proposer*

By: _____
Authorized Officer



EXHIBIT D: Acknowledgement of All Addenda Issued By The District

The Proposer shall signify receipt of all Addenda, if any, here:

ADDENDUM NO.	DATE RECEIVED	SIGNATURE

If necessary, please print and sign additional pages.

PROPOSER _____
 (Type or Print Complete Legal Name of Provider)

By _____
 (Signature)

Name _____
 (Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



EXHIBIT E: Certification of Small, Local, Emerging, And Disabled Veteran Business (SLEDV)

The undersigned, a duly authorized officer of _____, does hereby certify, represent and warrant the following statement(s) below: (Please check all statement boxes that apply.)

- A. Proposer is a "Small" business that has met the applicable ownership, operation, and size requirements, and has been certified by a Federal agency or a California public agency as a small business enterprise.
- B. Proposer is a "Local" business has its principal place of business in the County of Los Angeles.
- C. Proposer is an "Emerging" business that has been in business in its substantially current form for only up to five (5) years.
- D. Proposer is a "Disabled Veteran Owned" business that is fifty-one-percent (51%) owned and operated by one or more disabled veterans certified by the State of California Department of General Services or a Federal government agency.

Date: _____ *Name of Proposer*

By: _____ *Authorized Officer Signature*

_____ *Title*



EXHIBIT F: Russian Economic Sanctions Certification

I, an owner or officer of the Proposer named below, hereby certify as follows:

1. I am duly authorized to execute this certification on behalf of the Proposer identified below.
2. The Proposer is not a Russian individual or entity that has been determined by the U.S. Government to be a target of economic sanctions pursuant to federal Executive Orders 14065, 13660, 13661, 13662, 13685 and 13849 or any other related federal or state orders, statutes, rules, or regulations.
3. The Proposer has not proposed in its Proposal submitted with this certification to enter into any contract for services related to the RFP that is the subject of this certification, with any Russian individual or entity that has been determined by the U.S. Government to be a target of economic sanctions pursuant to federal Executive Orders 14065, 13660, 13661, 13662, 13685 and 13849 or any other related federal or state orders, statutes, rules, or regulations.
4. If Proposer is selected for the award of a contract with the District, the Proposer shall fully comply with all applicable requirements of Executive Order N-6-22 signed by the Governor of the State of California on March, 4, 2022 and all other state and federal requirements related thereto (including, without limitation, if the contract awarded to Proposer has a total value of more than \$5 million, all notification and reporting requirements thereof), including the execution by Proposer and its Subconsultants of such additional certifications or other documents as the District may determine, in its sole and absolute discretion, are confirmatory of the Proposer’s and its Subconsultants’ compliance and continuing compliance with the foregoing.

Proposer Name (print): _____

Owner/Officer Name (print): _____

Owner/Officer Signature: _____

Date: _____



EXHIBIT G: Exceptions and Deviations to the Standard Form Agreement

- A. The Proposer acknowledges it has seen and reviewed the Professional Services Agreement in Exhibit I and attests to the following:
- B. Certain exceptions and deviations may deem the proposal non-responsive and result in rejection of the proposal.
 - 1. Proposals that mandate the use of provider standard services contract, rather than utilizing the District’s standard services contract.
 - 2. Proposals that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these proposals will be rejected.

Section 5	Term of Agreement
Section 16	Governing Law
Section 17	Non-Discrimination
Section 20	Board Authorization
Section 25	Requirements for Federally-Funded Contracts
Section 26	Family Educational Rights Privacy Act (FERPA)
Section 27	Accessibility Requirements

In the event that exceptions and deviations to the Professional Services Agreement are requested after the contract has been awarded, the District may deem the proposal non-responsive and may disqualify the proposal at its discretion.

- We have no exceptions or deviations to the Professional Services Agreement
- We have the following or the attached exceptions and/or deviations to the Professional Services Agreement.

PROPOSER _____

(Type or Print Complete Legal Name of Provider)

By _____ (Signature)

Name _____ (Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



EXHIBIT H: Levine Act Campaign Contribution Notice Acknowledgement

California Government Code §84308, commonly referred to as the “Levine Act,” precludes an Officer of a local government agency from participating in the award of a contract if he or she receives political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for 12 months following the final decision, from a person or company applying for the contract. Effective January 1, 2025, the contribution threshold will increase to \$500.

This prohibition applies to contributions to the Officer, or received by the Officer on behalf of any other Officer, or on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of such contributions by a party to be awarded a specified contract. Please refer to the attachment for the complete statutory language.

LACCD’s Board of Trustees are considered “Officers” under the Levine Act and are subject to its campaign contribution restrictions. For your reference, current members of the Board of Trustees can be found here: <https://www.laccd.edu/board>.

By signing below and submitting your proposal or other response to this solicitation you affirm and acknowledge that under the Levine Act, you are prohibited from making political contributions to any Trustee for a period of 12 months following the Board’s final decision regarding an award of the contract.

Proposer acknowledges as the authorized representative for the firm submitting to this solicitation that Proposer is has read the statements above and is fully informed of the requirements and obligations set forth by the Levine Act.

DATE

(SIGNATURE OF AUTHORIZED INDIVIDUAL)

(TYPE OR WRITE NAME AND TITLE)

(TYPE OR WRITE NAME OF COMPANY)



CALIFORNIA GOVERNMENT CODE SECTION 84308

***PLEASE NOTE AS OF JANUARY 1, 2025 THE AMOUNT REFERENCED IS NO LONGER \$250 AS THE SUBJECT CAMPAIGN CONTRIBUTION BUT \$500**

- (a) The definitions set forth in this subdivision shall govern the interpretation of this section.
- (1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.
 - (2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.
 - (3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.
 - (4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.
 - (5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.
 - (6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.
- (b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or



from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

- (c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.
- (d) (1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.
- (2) (A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.
- (B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.
- (C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.



- (e) (1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.
- (2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.
- (3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.
- (f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

For more information, contact the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5



EXHIBIT I: Professional Services Agreement
PROFESSIONAL SERVICES AGREEMENT

PARTIES: LOS ANGELES COMMUNITY COLLEGE DISTRICT
("District")

By

Attn:

[Contact name and phone number]
("College")
("Contractor")

DATE:

TERM OF AGREEMENT: From: To:

Any reference in the header information set forth in the upper right corner on the front page of this Agreement, to "Contract Amount" and to dates identified as "Start Date" and "End Date," specifically indicates only those provisions made, or the intent thereof, to fully fund the Agreement for scheduled payments due hereunder during the current fiscal year, and is not to be construed as a reference to the intended or actual contract period, or to the full sum of payments that have been made or are still to be made under this Agreement.

RECITALS

WHEREAS, the District is authorized to contract for the procurement of professional services as authorized by law; and

WHEREAS, the Contractor is specially licensed, trained, experienced and competent to perform the services described herein pursuant to this agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereby agree as follows:

AGREEMENT

- SERVICES.** The Contractor shall perform the Services set forth in Exhibit "A" (the "Services") in compliance with specifications and standards set forth in that Exhibit. The District shall have the right to order, in writing, changes in the scope of services or under



the Services to be performed with any applicable version of the compensation paid hereunder agreed upon by the District and the Contractor. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written agreement between the parties.

2. **WARRANTIES.** The Contractor warrants and represents that it is specially trained, qualified, duly licensed, experienced, and competent to provide the Services. The Contractor warrants that Services (and any goods in connection therewith) furnished hereunder will conform to the requirements of this agreement (including all descriptions, specifications and drawings made a part hereof) and in the case of goods will be merchantable, fit for their intended purposes, free from all defects in materials and workmanship and to the extent not manufactured pursuant to detailed designs furnished by the District, free from defects in design. The District's approval of designs or specifications furnished by the Contractor shall not relieve the Contractor of its obligations under this warranty. All warranties, including special warranties specified elsewhere herein, shall inure to the District, its successors, assigns, and users of the goods or services.
3. **FEES.** The District shall pay the Contractor the fees set forth in Exhibit B, in accordance with the terms and conditions of this Agreement. The Contractor represents that such fees do not exceed the Contractor's customary current price schedule. The District shall pay all applicable taxes; excepting, however, the federal excise tax, and all state and local property taxes, as college districts are exempt therefrom. Payment shall be made by the District's Accounts Payable Office upon submittal of invoice(s) approved by the Vice-President of Administration, or designee, at the College.
4. **EXPENSES.** The Contractor shall assume all expenses incurred in connection with performance except as otherwise provided in this agreement.
5. **TERM OF AGREEMENT.** This agreement shall be for the term set forth above, unless sooner terminated pursuant to the terms hereof.
6. **TERMINATION OF AGREEMENT.** This agreement may be terminated by the District by providing 30 days' prior written notice to the Contractor or immediately upon breach of this agreement by the Contractor.
7. **DOCUMENTATION.** The Contractor agrees to provide to the District, at no charge, a sufficient number of nonproprietary manuals and other printed materials, as used in connection with the Services, and updated versions thereof, which are necessary or useful to the District in its use of the Services provided hereunder.
8. **RIGHTS IN DATA.** All technical communications and records originated or prepared by



the Contractor pursuant to this agreement including papers, reports, charts, computer programs, and other documentation, but not including the Contractor's administrative communications and records relating to this agreement shall be delivered to and shall become the exclusive property of the District and may be copyrighted by the District. The ideas, concepts, know-how, or techniques relating to data processing, developed during the course of this agreement by the Contractor or jointly by the Contractor and the District can be used by either party in any way it may deem appropriate. All inventions, discoveries or improvements of the computer programs developed pursuant to this agreement shall be the property of the District. During the term of this agreement, certain information which the District deems confidential ("Confidential Information") might be disclosed to the Contractor. The Contractor agrees not to divulge, duplicate or use any Confidential Information obtained by the Contractor during the Contractor's engagement. Such Confidential Information may include, but is not limited to, student and employee information, computer programs, and data in the District's written records or stored on the District's computer systems.

- 9. CONTRACTOR ACCOUNTING RECORDS.** Records of the Contractor's directly employed personnel, other consultants and reimbursable expenses pertaining to the work and records of account between the District and the Contractor shall be maintained on an accounting basis acceptable to the District and shall be available for examination by the District or its authorized representative(s) during regular business hours within one (1) week following a request by the District to examine such records. Failure by the Contractor to permit such examination within one (1) week of a request shall permit the District to withhold all further payments until such examination is completed unless an extension of time for examination is authorized by the District in writing.
- 10. RELATIONSHIP OF PARTIES.** With regard to performance hereunder, the Contractor is an independent contractor and not an officer, agent, partner, joint venturer, or employee of the District. The Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees is in any manner agents or employees of the District.
- 11. DISTRICT REPRESENTATIVE.** The contact person set forth above or his or her designee shall represent the District in the implementation of this agreement.
- 12. WAIVER OF DAMAGES; INDEMNITY.** The Contractor hereby waives and releases the District from any claims the Contractor may have at any time arising out of or relating in any way to this agreement, except to the extent caused by the District's willful misconduct. Notwithstanding the foregoing, the parties agree that in no event shall the District be liable for any loss of the Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages. This shall constitute



the District's sole liability to the Contractor and the Contractor's exclusive remedies against the District. Except for the sole negligence or willful misconduct of the District the Contractor shall indemnify, hold harmless and defend the District and its Board of Trustees, officers, employees, and agents from any liability, losses, costs, damages, claims, and obligations relating to or arising from this agreement.

Without limiting the foregoing, the Contractor shall indemnify and hold harmless the District, and its Board of Trustees, officers, employees, and agents from all liability, losses, costs, damages, claims, and obligations of any nature or kind, including attorney's fees, costs, and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance, registered or unregistered trademark, service mark, or tradename, furnished or used in connection with this agreement. The Contractor, at its own expense, shall defend any action brought against the District to the extent that such action is based upon a claim that the goods or software supplied by the Contractor or the operation of such goods infringes a patent, trademark, or copyright or violates a trade secret.

13. INSURANCE. Without limiting the Contractor's indemnification of the District and as a material condition of this agreement, the Contractor shall procure and maintain at its sole expense, for the duration of this agreement, insurance coverage with limits, terms and conditions at least as broad as set forth in this section. The Contractor shall secure and maintain, at a minimum, insurance as set forth below, with insurance companies acceptable to the District to protect the District from claims which may arise from operations under this agreement, whether such operations be by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them. As a material condition of this agreement, the Contractor shall furnish to the District certificates of such insurance and endorsements, which shall include a provision for a minimum thirty-days' notice to the District prior to cancellation of or a material change in coverage.

The Contractor shall provide the following insurance:

- a. Commercial General Liability Insurance, "occurrence" form only, to provide defense and indemnity coverage to the Contractor and the District for bodily injury and property damage. Such insurance shall name the District as an additional named insured and shall have a combined single limit of not less than five million dollars (\$5,000,000) per occurrence; ten million dollars (\$10,000,000) aggregate. The policy so secured and maintained shall include personal injury, contractual or assumed liability insurance; independent contractors; premises and operations; products liability and completed operation; broad form property damage; broad form liability; and owned, hired and non-owned automobile insurance. The policy shall be endorsed to provide specifically that any insurance carried by the District which may



be applicable to any claim or loss shall be deemed excess and non-contributory, and the Contractor's insurance primary, despite any provisions in the Contractor's policy to the contrary.

- b. Professional liability insurance in an amount not less than one million dollars (\$1,000,000) per incident.
- c. Workers' Compensation Insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of not less than one million dollars (\$1,000,000) per accident.
- d. Sexual Abuse and Molestation (SAM). If the work will include contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation. Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than five million dollars (\$5,000,000) per occurrence or claim; ten million dollars (\$10,000,000) aggregate.

Failure to maintain the insurance and furnish the required documents may terminate this agreement without waiver of any other remedy the District may have under law.

- 14. AMENDMENTS.** This agreement is the entire agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations, or agreements between the parties, whether written or oral, with respect thereto. This agreement may be amended only in a writing signed by both parties.
- 15. ASSIGNMENT.** This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the Contractor without prior written consent of the other.
- 16. GOVERNING LAW.** This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Los Angeles, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.
- 17. NONDISCRIMINATION.** The Contractor hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring,



employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. The Contractor shall comply with applicable federal and California anti-discrimination laws, including but not limited to, the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code, the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts. The Contractor agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.

- 18. EQUAL OPPORTUNITY EMPLOYER.** The Contractor, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
- 19. ATTORNEYS' FEES AND COSTS.** If either party shall bring any action or proceeding against the other party arising from or relating to this agreement, each party shall bear its own attorneys' fees and costs, regardless of which party prevails.
- 20. BOARD AUTHORIZATION.** The effectiveness of this agreement is expressly conditioned upon approval by the District's Board of Trustees.
- 21. SEVERABILITY.** The Contractor and the District agree that if any part, term, or provision of this agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
- 22. TERMINATION FOR NON-APPROPRIATION OF FUNDS.** If the term of this agreement extends into fiscal years subsequent to that in which it is approved, such continuation of the agreement is contingent on the appropriation and availability of funds for such purpose, as determined in good faith by the District. If funds to affect such continued purpose are not appropriated or available as determined in good faith by the District, this agreement shall automatically terminate and the District shall be relieved of any further obligation.
- 23. NOTICE.** Any notice required to be given pursuant to the terms of this agreement shall be in writing and served personally or by deposit in the United States mail, postage and fees fully prepaid, addressed to the applicable address set forth above. Service of any such notice if given personally shall be deemed complete upon delivery, and if made by



mail shall be deemed complete on the day of actual receipt or at the expiration of 2 business days after the date of mailing, whichever is earlier.

24. CONFLICTS OF INTEREST. The Contractor agrees not to accept any employment or representation during the term of this agreement which is or may likely make the Contractor financially interested. (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which the Contractor has been retained pursuant to this agreement.

25. REQUIREMENTS FOR FEDERALLY FUNDED CONTRACTS.

- A. If this Agreement is funded by the District, in whole or in part, from revenues received from the Federal Government, then the following additional provisions shall apply. It shall be the Contractor's responsibility to ascertain if Federal funds are involved.
- A. Contractor, and any subcontractors at any tier, shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- A. No contract, or any subcontract at any tier, shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold (currently \$100,000) shall provide the required certification regarding its exclusion status and that of its principal employees.

26. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT. Vendor, its employees, agents or representatives may be provided access to Student Information during its performance of this Agreement. Vendor acknowledges that it is subject to and will fully comply with the privacy regulations outlined in the Family Educational Rights and Privacy Act. 20 U.S. C. SS 1232g; 34 C.F. R. Part 99, as amended (FERPA), for the handling of such information. Company will not disclose or use any Student Information except to the extent necessary to carry out its obligations under this Agreement and as permitted expressly by FERPA. Company shall implement and maintain administrative, physical and technical safeguards (Safeguards), at its expense, that prevent any collection, use or disclosure of, or access to, Student Information that this agreement does not expressly



authorize, including without limitation, an information security program and/or protocols that meet the standards of industry practice to safeguard such Student Information.

27. Vendor hereby warrants that the products and services to be provided under this Agreement will comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794d) and its implementing regulations set forth at Title 36, Code of Federal Regulations, parts 1193 and 1194. Vendor agrees to test and validate its product, and any related website or online content it produces, with sufficient regularity in order to ensure the product and associated content meet conformance with all applicable Revised 508 Standards and Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards (see <https://www.w3.org/TR/WCAG21/>), in accordance with the required testing methods. The vendor shall maintain and retain full documentation of the measures taken to ensure compliance with the applicable requirements stated above, including records of any testing or demonstrations conducted. Vendor shall provide the District with copies of all Accessibility Conformance Reports (ACR) and Supplemental Accessibility Conformity Reports (SACR) that are produced related to the product or service. Further, Vendor agrees to promptly respond to and fully resolve any complaint regarding accessibility of its products or services which is brought to its attention. All resolutions provided by the vendor in response to complaints regarding information and communications technology (ICT) accessibility of its product(s) shall meet conformance with established WCAG 2.1 Level AA requirements. Vendor further agrees to indemnify and hold harmless the Los Angeles Community College District, including any of its nine colleges using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds termination of this Agreement. Throughout the life of the agreement, the District reserves the right to independently perform any necessary testing on vendor's product or service to verify conformance or any representation of conformance made by the vendor with this section.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Los Angeles, California, on the date set forth above.



CONTRACTOR

By: _____

Date: _____

Name: _____

Title: _____

By: _____

Date: _____

Name: _____

Title: _____

DISTRICT

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: THE BOARD OF TRUSTEES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: _____

Date: _____

Name: _____

Title: _____



APPENDIX 1 – Minimum Qualifications Questionnaire

A. The questions appearing below constitute minimum qualifications that are required to be met by Proposers to be eligible to respond to this Request for Proposal (RFP). Evaluation is on a pass/fail basis. A "no" answer to any question shall result in automatic disqualification.

Table with 3 columns: COUNT, MINIMUM QUALIFICATIONS, YES OR NO. Contains 10 rows of qualification questions.



A. The questions appearing below constitute minimum qualifications that are required to be met by Proposers to be eligible to respond to this Request for Proposal (RFP). Evaluation is on a pass/fail basis. A "no" answer to any question shall result in automatic disqualification.

Table with 3 columns: COUNT, MINIMUM QUALIFICATIONS, YES OR NO. Contains 5 rows of qualification questions (11-15) with checkboxes for Yes/No.

Proposer Name (print): _____

Owner/Officer Name (print): _____

Owner/Officer Signature: _____

Date: _____



APPENDIX 2: Personnel/Project Manager and Key Technical Staff

Staff	Title	Area of Expertise



APPENDIX 3: Sample Student Housing Form

Needs to be reviewed and signed by LACCD student and Basic Needs Coordinator or designee to receive a referral to a housing provider on the bench.

TERM

Student Name

ID number

Email

Phone #

The Los Angeles Community College District (LACCD or District) has contracted with [Affiliated Student Housing Provider] an independent, Los Angeles County, nonprofit community organization to provide temporary lodging, and wrap around support services to LACCD students experiencing short-term or emergency housing insecurity.

Placement in [LACCD College]-paid bed is contingent on the student’s adherence to the Student Housing Form and acceptance by the [Provider]. [Provider] has its own admission verification process, house rules and regulations, that the student must follow to remain eligible for a College-paid bed.

Students selected and assigned a [College]-paid bed at [Provider], a non-profit community organization, may continue to be eligible for a [College]-paid bed for a maximum of two (2) years or until the affiliated housing contract expires on [DATE], whichever is earlier. Placement in a [College]-paid bed is based on availability at the agency and is offered to eligible students on a first-come, first-served basis as referred by each college’s Basic Needs Center.

The Student Housing Form sets forth the terms and conditions governing student eligibility. The Student Housing Form specifies what services the student may receive and the roles, responsibilities, and expectations of the student and Basic Needs staff.



To receive a referral to a [Name of Provider], a student must:

- 1) be enrolled in the minimum number of credit units required by the housing Agency or enrolled in a minimum of credit to be determined by the College noncredit, zero-unit classes at [contracted LACCD College];
- 2) maintain majority of the units or noncredit classes in every semester or intersession while holding a [College]-paid bed.
- 3) not have completed more than 70 units of degree applicable credit course work in any combination of post-secondary higher education institutions; or hold a bachelor's degree or higher. Students enrolled exclusively in noncredit, zero-unit classes, must enroll in credit bearing classes within one year.
- 4) demonstrate consistent academic progress in alignment with their established academic plan.

[LACCD College] agrees to pay the student's monthly rate [Provider] for a maximum of two (2) years or until the contract end date of [Date], whichever is earlier, if the following terms are adhered to by the student:

1. Student agrees to meet with a counselor to establish a Comprehensive Student Educational Plan; complete and adhere to the Student's Comprehensive Educational Plan and/or their academic advisement report which includes the recommended courses the Student shall take per semester until completion. Student will notify the Basic Needs Coordinator or Counselor of any class or unit load change.
2. Maintains enrollment in the minimum number of units required by the [Provider and College] during the fall and spring semester and 3 or more units in the winter and summer intersession, at least one of those classes requiring you to meet in person on campus. Exclusively noncredit students will complete all coursework enrolled in at the time of receiving housing referral.
3. Demonstrate academic progress by achieving and maintaining a cumulative and semester 2.0 GPA or above; academic progress will be monitored by the Basic Needs Center staff.



- A. Student who drop below the minimum cumulative and semester GPA of 2.0 will be placed on “Academic Warning” and be granted one additional full-term semester to show improvement.
 - b. Students who withdraws completely from their courses during a given semester will not be guaranteed housing accommodation in the following semester. Student may need to appeal for reinstatement and possibly be placed on a waiting list. A General Appeal form is available at the Basic Needs Center.
4. The student agrees to meet with the Basic Needs staff at least once a term for follow-up services.
 5. Student will comply with all on campus referrals suggested by the Basic Needs Center to assist the student in meeting their educational goals (i.e. counseling, tutoring, priority registration, transportation, transfer assistance).
 6. Comply with all rules and regulations set-forth by the [Provider] including taking responsibility for any loss or damages to the property.
 7. Adhere to the LACCD Student Code of Conduct at all times while on campus and at the housing facility.

A student who has met the eligibility requirements and who participates without term-to-term interruption, shall continue to be eligible for housing service accommodation until the student:

- a. has completed 70-degree applicable credit units of instruction, or student ceases to be a student by reason of graduation, transfer, leave of absence, or termination of student status at LACCD; or student withdrawals from LACCD prior to being assigned to a [College]-paid bed.
- b. has failed to meet the terms, conditions, and follow-up provisions of the Comprehensive Student Education Plan and the Student Housing Form.
- c. reached the LACCD Student Housing Form end date of [Date].

I understand that failure to fulfill the requirements in the Student Housing Form may result in my removal from a [College]-paid bed.



By signing this form, I agree to comply with the aforementioned requirements.

Student's Signature:

Basic Needs Coordinator or Designee Signature:

Date