

# LALA Request for Proposal (RFP) Process

## OVERALL PROCESS

### **Use of the RFP Process:**

Los Angeles Leadership Academy (LALA) will leverage the RFP process whenever contracting external parties to provide services on behalf of the LALA organization. RFP's should be used for work that requires knowledge over and above what is currently within the organization, in order to ensure that LALA gets the best results by soliciting proposals from several experts.

## EXTERNAL PARTIES

### **Recipients of the RFP:**

The RFP should be sent to a variety of providers (generally at least three) external service providers who are qualified to perform the work and who are compliant with relevant laws and regulations. The recipients of the RFP should be carefully determined by the Chief Executive Officer/Superintendent and the Director who will be most involved with the project. This discussion should take place prior to distributing the RFP to external parties. Once a Director and the Chief Executive Officer/Superintendent have approved the RFP recipients, the external parties should be contacted to determine interest in submitting a proposal to LALA.

### **Responding to the RFP:**

The external service provider should be allowed sufficient time to respond to the RFP. The amount of time external service providers are given will vary based on the project.

### **Deadline for submission:**

In general, the deadline for receipt of proposals should be in line with the urgency of the request, after the RFP has been submitted.

### **RFP Criteria:**

Proposals are generally judged on:

- **Quality:** The proposal should indicate what type of work or service the external party will provide. The proposal should be detailed and well thought out and is a reflection of the approach the third-party will take to the project.
- **Relevant Experience:** LALA should review any track record available for the external party to demonstrate past success in performing similar work or projects. This work should have been performed within the last year, preferably.
- **Time and Cost:** The external party must be able to complete the work within the requested time frame specified within the RFP, and the cost of the work should be in line with the time, staff, and production costs associated with the work.
- **Referrals:** Completed projects in the past that are referenced as a component of the external party's track record should be confirmed.

# RFP REQUIREMENTS

## **Overall scope:**

When an RFP is sent to an external party, the following information must be included:

- The type of service or product desired (e.g. catering, after-school sports program).
- The date proposals are due, expected start date of work, as well as the timing of the overall project.
- A LALA contact to whom the third party can submit questions during the RFP process.

## **RFP format:**

When sending the RFP to an external party, the following should be included:

- **Title Sheet:** The title sheet should include LALA's name, an indication of the project, and the date of submission.
- **Introduction:** The introduction summarizes the project for which the external service provider will be hired.
- **Objectives:** Define objectives and purpose for the proposal with measurable outcomes.
- **Scope of Services:** The scope of services should describe the parties involved, phasing (if applicable), as well as the time schedule. It should describe the relationship of the external party's work to the project, the end user(s) of the product, the specific audience to be addressed, and most importantly, the purpose of the external party's work.

# PROPOSAL REQUIREMENTS

## **Cover Letter:**

The cover letter should include a brief introduction to the project.

## **Summary of Work:**

This should provide a high level description of each component of the project/services to be performed.

## **Scope of Work:**

This is the area where the external party should include information related to how the purpose and the objective of the project within the RFP will be addressed. The scope of services may include items such as, raw data, planning analysis, implementation strategies, designs or sketches.

## **Communication:**

The manner in which communication will be maintained should be specified, as well as who the responsible individuals are that can be contacted for questions during the proposal process, as well as the implementation of the services/project.

## **Timeline and Phasing:**

This section should outline all work tasks and their approximate completion dates. The timetable would preferably include mid-project evaluations, as appropriate.

## **Fees:**

The external party may break down expenses by employee or by phases on a lump sum basis. If the external party chooses to be paid on a lump sum basis, it is suggested that the bulk of the payment be made at the end of the project, after the work is satisfactorily completed. A maximum price for the work should be provided.

**Qualifications:**

- a. Resume or bio of those involved in the project.
- b. Description of expertise in relevant areas.

**Final Product:**

A detailed description of the final product to be provided should be included at the end of the proposal. It should respond directly to the products specified in the RFP.

**Vendor Management:**

LALA should review and approve the RFP policy and vendor inventory, at least yearly, as well as establish Key Performance Indicators and metrics for the third parties to report to LALA on a periodic basis to ensure compliance and operations in line with stipulated agreements.

**Suspension and debarment**

LEAs should only award contracts with federal funds to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. An LEA may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000, an LEA verifies that the vendor with whom the LEA intends to do business is not excluded or disqualified (2 CFR Part 200, Appendix II [1] and 2 CFR 180.220 and 180.300). LALA will check the excluded parties list on Sam.gov and explain **COO** will be responsible for the verification and the documentation will be maintained in company file and that **COO** will check vendor contracts to see if they include clause that certifies that they are not suspended or debarred.

## Request for Proposal for the preparation of ERC.

Evaluations/Assessments shall provide the following services:

- (a) Perform research, testing, preparation, recordkeeping and amending payroll tax returns to claim the ERC for qualifying quarters in 2020 and 2021

If you have any questions, please contact Tina Butler at [tbutler@laleadership.org](mailto:tbutler@laleadership.org). All proposals are due by December 31, 2022.