

REPORT OF GENERAL MANAGER

APPROVED
OCT 15 2014

NO. 14-270

DATE October 15, 2014

**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: L.A. FOR KIDS PROGRAM: PROPOSITION K 9TH CYCLE COMPETITIVE GRANT REQUEST FOR PROPOSALS PROCESS – AUTHORIZATION TO RELEASE REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL GRANT WRITING SERVICES

R. Adams _____
R. Barajas _____
H. Fujita _____

* V. Israel _____
K. Regan _____
N. Williams _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

*CS amended
see attached*

RECOMMENDATIONS:

That the Board:

1. Approve the Department of Recreation and Parks' (RAP) Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for professional grant writing services needed to compete for L.A. for Kids Program: Proposition K 9th Cycle Competitive Grant funding, subject to the review and approval as to form by the City Attorney;
2. Find that RAP does not have available in its employ personnel with sufficient time and expertise to undertake this specialized professional task in a timely manner and that it is more feasible, economical, and in the best interest of the City of Los Angeles to secure these services by contract;
3. Direct staff to advertise the RFQ and conduct the RFQ evaluation process for the selection of grant writers for the Proposition K 9th Cycle Competitive Grant;
4. Approve the appropriation of \$60,000.00 from Department 88, Fund No. 302, Account No. 3040, for grant writing services to assist with the development of grant applications for the Proposition K 9th Cycle Competitive Grant;
5. Authorize RAP General Manager, Executive Officer, or Assistant General Manager to execute resulting agreements with the selected grant writers, subject to review and approval

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of the City Attorney as to form; and,

6. Authorize staff to make any technical changes, as may be necessary to execute the resulting agreements.

SUMMARY:

In January 2015, the Public Works Bureau of Engineering is expected to release the L.A. for Kids Program: Proposition K 9th Cycle Competitive Grant Request for Proposals. RAP is requesting authority to secure personal service contractors with grant writing expertise to assist with the development of approximately twenty competitive grant proposals. To ensure sufficient time for grant writers to research and provide a detailed description of and responses to proposal questions for the proposed projects, as well as allowing staff adequate time to review the contracted deliverables for the development of the final grant proposals, RAP is aiming to have the contractors in place with executed agreements by December 2014. The anticipated deadline for grant proposal submission is April 2015.

There is insufficient staff available to adequately conduct the necessary research activities involved in each unique project and develop in-depth and well-thought-out responses to the detailed grant proposal questions, Grant writing services are typically utilized to assist with the development of multiple proposals during a particular grant cycle. RAP's Grants Administration Division will coordinate the preparation, development, and submission of the final grant proposal packages.

The RFQ seeks to secure qualified and experienced grant writers that will meet or exceed the City's expectations for developing a quality, professional proposal that is in accordance with the Prop K grant proposal guidelines.

FISCAL IMPACT STATEMENT:

RAP is anticipating one (1) to two (2) project proposals per Council District at \$3,000.00 per deliverable. The fiscal impact is estimated to be \$60,000.00 to cover the costs for grant writing services.

This report was prepared by Isophine Atkinson, Senior Management Analyst, Grants Administration.

EXCERPT FROM THE MINUTES OF THE SPECIAL MEETING
BOARD OF RECREATION AND PARK COMMISSIONERS
October 15, 2014

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L.A. FOR KIDS PROGRAM: PROPOSITION K 9TH CYCLE
COMPETITIVE GRANT REQUEST FOR PROPOSALS
PROCESS – AUTHORIZATION TO RELEASE REQUEST FOR
QUALIFICATIONS FOR PROFESSIONAL GRANT WRITING
SERVICES

Isophine Atkinson, Senior Management Analyst II, amended the report to add the following recommendation:

7. Authorize staff to revise the RFQ that is on file with the Board Office to standardize the RFQ language making it more consistent with recently released RFQs for personal services contracts and include any City contracting requirements that must be included in the respondent's submission to the RFQ, subject to review and approval of the City Attorney.

She further amended the Fiscal Impact Statement as follows:

RAP is anticipating ~~one (1)~~ ~~to two (2)~~ up to 20 project proposals per from various Council Districts at \$3,000.00 per deliverable. The fiscal impact is estimated to be \$60,000.00 to cover the costs for grant writing services.

The above items were each separately described and presented to the Board by Department staff, and the Board further discussed the items in detail. Public comment was invited on all items of the agenda. One request for public comment was received and such comment was made to the Commission.

It was moved by Commissioner Sanford, and seconded by Commissioner Alvarez, that the General Manager's Reports be approved as amended, and that the Resolutions recommended in the reports be thereby approved. There being no objections, the Motion was unanimously approved.