

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

October 13, 2022

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AWARD OF THREE CONTRACTS FOR MENTAL HEALTH SERVICES
AND/OR SOCIAL SERVICES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners ("Board"):

1. Award a contract, substantially in the form on file, to CTG Family Therapy Incorporated, to provide as-needed and as-requested Mental Health Services and/or Social Services for the Library and find the proposal submitted by CTG Family Therapy Incorporated responsive to the Request for Qualifications.
2. Award a contract, substantially in the form on file, to Special Service for Groups, Inc., to provide as-needed and as-requested Mental Health Services and/or Social Services for the Library and find the proposal submitted by Special Service for Groups, Inc. responsive to the Request for Qualifications.
3. Award a contract, substantially in the form on file, to SISTAHFRIENDS to provide as-needed and as-requested Mental Health Services and/or Social Services for the Library, waive any necessary informalities for issues described in this report, and find the proposal submitted by SISTAHFRIENDS responsive to the Request for Qualifications.
4. Find, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by independent contractors than by City employees.
5. Authorize staff to repost the Request for Qualifications, substantially in the form on file in the Board Office and previously approved by the Board on January 27, 2022, and include a rolling submission due date of no later than December 6, 2022, to find additional qualified entities to provide mental health services and or social services to assist Library patrons.
6. Authorize the City Librarian and City Attorney to make technical changes, if needed, to the three contracts and to the Request for Qualifications.

7. Authorize the President of the Board of Library Commissioners to execute the contracts upon completion of the Mayor's Office review in accordance with Executive Directive No. 3, and the approval of the City Council.
8. Adopt the attached Resolution regarding the award and execution of the three contracts and the reposting of the Request for Qualifications to provide Mental Health Services and/or Social Services.

B. STATEMENT OF FACTS:

1. On January 27, 2022, the Board approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library (Library Resolution No. 2022-7).
2. The RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022.
3. Addendum No. 1 to the RFQ was released on April 5, 2022, and revised the due date for proposals to June 30, 2022, and changed the Mandatory Pre-Proposal Conference date to May 18, 2022.
4. Addendum No. 2 to the RFQ was released on May 27, 2022, and revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022.
5. Library staff received eight proposals and found three proposals were submitted on time and two of the three proposals were found to be responsive to the RFQ submittal requirements. The findings are as follows:

A. CTG Family Therapy Incorporated – Responsive

Proposal submitted on time and all required documents were found included with the proposal.

B. Special Service for Groups, Inc. – Responsive

Proposal submitted on time and all required documents were found included with the proposal.

C. SISTAHFRIENDS – Non-Responsive

Proposal submitted on time. The proposal did not contain the Checklist of RFQ Submittal Items; Checklist of Services Provided; the Bidder Certification Form 50; the Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) document on-line submission; and the Disclosure Ordinances document on-line submission.

The Checklist of RFQ Submittal Items, Checklist of Services Provided, and Bidder Certification Form 50 were requested by staff and immediately provided by the Proposer. Also, the Proposer submitted

the EBO/FSHO document and Disclosure Ordinances document on-line.

6. An evaluation panel of Library employees reviewed the proposals and found the three proposers were qualified to perform the proposed services. The following is a brief background of each organization:

A. CTG Family Therapy Incorporated

CTG Family Therapy Incorporated is an outpatient group practice with a focus on individual psychotherapy, couples and family therapy, case management services, case collaboration with other providers, referrals and linkages to psychiatrists and higher levels of care. The group also provides social support services, such as: assistance with disability and social security applications, accommodations, and offering a hybrid approach to providing services both in-person and on-line. The team has multiple years working directly with people experiencing mental health issues, substance abuse issues and housing insecurities.

B. Special Service for Groups, Inc.

Special Services for Groups is non-profit health and human service organization that provides community-based solutions to social and economic issues facing those in the greatest need. The Access to Prevention Advocacy Intervention & Treatment (APAIT) division was founded in 1987 as the first AIDS Service Organization in Los Angeles and has expanded to include comprehensive services to People of Color affected by housing insecurity and/or at-risk for HIV/AIDS. Services also include behavioral health, housing services, HIV prevention and care, comprehensive case management, and assists clients in navigating resources and benefits, addressing barriers to housing security, and accessing behavioral health and medical care.

C. SISTAHFRIENDS

SISTAHFRIENDS is a counseling and care management agency with a 15-year history of specializing in women's counseling, long-term care planning and care coordination for aging seniors. The organization provides mental health counseling for groups or persons experiencing stress, anxiety, depression, grief and loss or unresolved trauma. Their mission is to help Black women and girls attain and sustain mental health through counseling, psychosocial assessments, crisis intervention, emotional support, motivation, encouragement, and care management.

7. Staff recommends that the Board award contracts to the three organizations stated in this report. Staff also recommends that the Board waive informalities for SISTAHFRIENDS as the proposal was submitted on time and all required documents have since been received by the Library.

8. The term of the proposed contracts will be for five years and an amount not to exceed \$860,267 for Fiscal Year 2022-23. The amount of the contracts for future years will be determined by the adopted budget each fiscal year. No amount of work or compensation is guaranteed in any of the contracts and all work will be performed on an as-needed and as-requested basis.
9. Due to the need and desire of the Library to have a sufficient number of contractors to provide a wide range of mental health services and/or social services for Library patrons throughout the City, staff recommends that the Board authorize the RFQ to be reposted with a rolling submission due date of no later than December 6, 2022. This will allow qualified organizations that were unable to meet the first deadline an opportunity to be considered. Staff will present contract award recommendations to the Board as the proposals are submitted, reviewed and evaluated.
10. The Library does not have the appropriate staff in its employ to perform the mental health services and/or social services required to support Library staff and patrons. Staff therefore requests that the Board find that the services are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by independent contractors than by City employees.
11. Funds are available in Contractual Services Account 3040 to compensate the Contractors for services in accordance with the proposed contracts.
12. The contracts and the RFQ have been reviewed by the City Attorney and are ready to be transmitted for processing.

Attachments

Project Manager: Karen Pickard-Four, Library Experience Office Lead

Prepared by: Deirdre Gomez, Senior Management Analyst (Retired)
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Madeleine M. Rackley, Business Office Manager
Susan Broman, Assistant City Librarian

NEXT PAGE: Resolution

RESOLUTION

October 13, 2022

LIBRARY RESOLUTION NO. 2022-XX

WHEREAS, On January 27, 2022, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library (Library Resolution No. 2022-7); and

WHEREAS, The RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022; and

WHEREAS, Addendum No. 1 to the RFQ was released on April 5, 2022 and revised the due date for proposals to June 30, 2022, and changed the Mandatory Pre-Proposal Conference date to May 18, 2022; and

WHEREAS, Addendum No. 2 to the RFQ was released on May 27, 2022 and revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022; and

WHEREAS, Library staff reviewed eight submitted proposals and found the following three proposals were submitted on time:

1. CTG Family Therapy Incorporated
2. Special Service for Groups, Inc.
3. SISTAHFRIENDS

WHEREAS, Library staff further found that two of three proposals were responsive to the RFQ submittal requirements and that the proposal submitted by SISTAHFRIENDS lacked several documents; and

WHEREAS, An evaluation panel of Library employees reviewed the three proposals and found the three proposers were qualified to perform the proposed services; and

WHEREAS, On October 13, 2022, Library staff requested that the Board award contracts to the three proposers and waive informalities for SISTAHFRIENDS as the proposal was submitted on time and all required documents have since been received by the Library; and

WHEREAS, On October 13, 2022, Library staff recommended that the Board authorize the RFQ to be reposted with a rolling submission due date of no later than December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals are submitted, reviewed and evaluated; and

WHEREAS, On October 13, 2022, the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible and economical to have this work performed by an independent contractor than by City employees; and

WHEREAS, On October 13, 2022, the Board waived informalities as stated in the City Librarian's Board Report and approved the award of a contract to the three Contractors for a term of five years; and, an amount not to exceed \$860,267 per contract for Fiscal Year 2022-23. The amount of the contracts for future years will be determined by the adopted budget each fiscal year. No amount of work or compensation is guaranteed and all work will be performed on an as-needed and as-requested basis; and

WHEREAS, Funds are available to compensate the Contractors for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, That the Board adopts the recommendations and findings of the City Librarian's Board Report and approves contracts with the three aforementioned organizations to provide Mental Health Services and/or Social Services for the Library; and

FURTHER RESOLVED, That the Board authorizes staff to repost the RFQ, substantially in the form on file in the Board Office and previously approved by the Board on January 27, 2022, and to include a rolling submission due date of no later than December 6, 2022; and

FURTHER RESOLVED, That the Board authorizes the City Librarian and the City Attorney to make technical changes, if needed, to the contracts and the RFQ; and

FURTHER RESOLVED, That the Board authorizes the Board President to execute the contracts upon the completion of the Mayor's Office review, in accordance with Executive Directive No. 3, and the approval of the City Council.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT: