

PROCUREMENT SUMMARY

LOW INCOME FARE IS EASY (LIFE) PROGRAM ADMINISTRATOR SERVICES /
PS6056400A, PS6056400B

1.	Contract Number: A: PS6056400A B: PS6056400B	
2.	Recommended Vendors: A: FAME Assistance Corporations (Southwest Region and Northwest Region) B: International Institute of Los Angeles (Southeast Region)	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: May 2, 2019	
	B. Advertised/Publicized: April 22, 2019	
	C. Pre-Proposal Conference: May 22, 2019	
	D. Proposals Due: June 6, 2019	
	E. Pre-Qualification Completed: August 15, 2019	
	F. Conflict of Interest Form Submitted to Ethics: July 23, 2019	
	G. Protest Period End Date: September 24, 2019	
5.	Solicitations Picked up/Downloaded: 20	Bids/Proposals Received: 6
6.	Contract Administrator: Ernesto N. De Guzman	Telephone Number: (213) 922-7267
7.	Project Manager: Armineh Saint	Telephone Number: (213) 922-2369

A. Procurement Background

This Board Action is to approve Contract No. PS6056400A to FAME Assistance Corporations (FAME) issued in support of LIFE Program Administrator Services for the Southwest and Northwest Regions; and Contract No. PS6056400B to International Institute of Los Angeles (IILA) issued in support of LIFE Program Administrator Services for the Southeast Region. These contracts consist of a base period of 30 months, with two, 12-month options, effective January 1, 2020. The contractors will provide program administration and management services for Metro's Low Income Fare is Easy (LIFE) program within their assigned areas under the supervision of Metro staff. The program administrator services will include oversight and coordination of outreach efforts and delivery of transportation assistance to low income and transit dependent residents within Los Angeles County. Board approval of contract awards are subject to the resolution of any properly submitted protest(s).

On May 2, 2019 Request for Proposal (RFP) No. PS60564 was issued in accordance with Metro's Acquisition Policy and the contract type is indefinite delivery, indefinite quantity.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on May 13, 2019, revised the schedule for the pre-proposal conference and extended the due date for proposals.

- Amendment No. 2, issued on May 23, 2019, extended the deadline for the submittal of questions.

A pre-proposal conference was held on May 22, 2019 and was attended by nine participants representing six firms. Three questions were received during the questions and answers phase and responses were provided prior to the proposal due date. A total of 20 firms downloaded the RFP and were included in the plan holders' list. The service area was divided into three regions and proposers were allowed to propose on up to two regions, as stated in the RFP Statement of Work.

On June 6, 2019, Metro received proposals from the firms listed below in alphabetical order:

1. FAME Assistance Corporations for the Southwest Region
2. FAME Assistance Corporations for the Northwest Region
3. FAME Assistance Corporations for Southwest and Northwest Regions
4. International Institute of Los Angeles for the Southeast Region.
5. Orion Enterprises for the Southwest Region.
6. Sirius Technology LCC for the Southwest Region

B. Evaluation of Proposals

A Proposal Evaluation Team (PET) consisting of staff from Metro's Local Programming Department was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

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|---|-----|
| • Qualifications of Firm | 35% |
| • Demonstrated Understanding of the Requirements of the Statement of Work | 40% |
| • Cost Proposal | 25% |

Several factors were considered when developing these weights, giving the greatest importance to Demonstrated Understanding of the Requirements of the Statement of Work.

The PET conducted its independent evaluation of the proposals received from June 11, 2019 through June 26, 2019. Of the proposals received, four were deemed technically qualified, and two were excluded from further competition as the technical experience offered in those proposals were in fields unrelated to the requirements of the solicitation. Furthermore, these excluded proposals did not demonstrate how the proposers planned to obtain the technical capacity that will be necessary to deliver the required services.

Qualifications Summary of Firms within the Competitive Range

FAME Assistance Corporations (FAME)

FAME is a Los Angeles-based not-for-profit community partner and leader in addressing social and economic inequalities affecting low-income, underserved communities in Los Angeles and has had many years of partnership with local government agencies in the administration of their benefit programs and is experienced in helping Metro administer its LIFE program.

International Institute of Los Angeles (IILA)

The IILA is a not-for-profit agency in Los Angeles that focuses on helping families become self-sufficient, and to promote cross-cultural understanding. The institute employs dedicated, multicultural staff that provide child care, transportation, immigration legal services, nutrition services and refugee services from over 25 centers and offices throughout Southern California. It was founded in 1914 to help newly arrived immigrants integrate into their new lives in Los Angeles. Throughout the years, IILA has helped hundreds of thousands of immigrants and other low-income residents overcome the barriers they face in becoming contributing members of society.

On June 26, 2019 the PET concluded their evaluations and recommends the contract award for the Southeast Region to International Institute of Los Angeles (IILA). The PET also recommends combined contract awards to FAME Corporations for the Northwest and Southwest Regions. This combined award will yield a cost savings of \$111,896 to Metro.

The following is a summary of the PET’s evaluation scores:

Southwest Region					
1	Name of Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	FAME Assistance Corporations				
3	Qualifications of Firm	98.88	35%	34.61	
4	Demonstrated Understanding of the Statement of Work	89.00	40%	35.60	
5	Cost Proposal	75.00	25%	18.75	
6	Total			88.96	1
Northwest Region					
1	Name of Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	FAME Assistance Corporations				
3	Qualifications of Firm	98.04	35%	34.31	
4	Demonstrated Understanding of the Statement of Work	85.00	40%	34.00	
5	Cost Proposal	75.00	25%	18.75	
6	Total			87.06	1
Southwest and Northwest Regions (Combined)					
1	Name of Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	FAME Assistance Corporations				

3	Qualifications of Firm	98.46	35%	34.46	
4	Demonstrated Understanding of the Statement of Work	87.00	40%	34.80	
5	Cost Proposal	75.00	25%	18.75	
6	Total			88.01	1

Southeast Region					
1	Name of Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	International Institute of Los Angeles				
3	Qualifications of Firm	96.26	35%	33.69	
4	Demonstrated Understanding of the Statement of Work	75.00	40%	30.00	
5	Cost Proposal	75.00	25%	18.75	
6	Total			82.44	1

C. Cost/Price Analysis

The recommended price of \$2,991,965 for FAME Assistance Corporations for the Northwest and Southwest Regions, and \$1,605,248 for International Institute of Los Angeles for the Southeast Region total \$4,597,213 and have been determined to be fair and reasonable based upon price analysis, technical analysis, and historical cost. Furthermore, the aggregate of the recommended prices is lower than Metro's independent cost estimate (ICE) by \$802,787.

	Proposer Name	Proposed Amount	Metro ICE	Negotiated or NTE Amount
1	FAME Assistance Corporations (Southwest and Northwest Regions)	\$3,103,861		\$2,991,965
2	International Institute of Los Angeles (Southeast Region)	\$1,605,248		\$1,605,248
3	Total	\$4,709,109	\$5,400,000	\$4,597,213

D. Background on Recommended Contractors

FAME Assistance Corporations is a Los Angeles-based 501(c) (3) non-profit established in 1992. It has been a driving force in addressing social and economic justice for low-income underserved communities in Los Angeles. FAME has 22 full-time staff and operates 6 contracts totaling over \$10 million in funding from government agencies and foundations to promote health, social, and economic development. FAME has had a long-standing partnership with Metro, having worked as a collaborator, and as one of the two lead administrators of the previous INTP program.

The International Institute of Los Angeles (IILA) was founded in 1914 and has been a successful partner with Metro in administering the INTP program since 1993. IILA's work has been focused on serving the under-served and vulnerable families in the County of Los Angeles. As one of the two current administrators of the INTP, IILA is fully staffed and prepared to move seamlessly in the provision of LIFE Program services with no interruption.