

PROCUREMENT SUMMARY

METRO PILOT BUSINESS INTERRUPTION FUND (BIF)
ADMINISTRATIVE SERVICES/PS109347-2000

1.	Contract Number: PS109347-2000	
2.	Recommended Vendor: Pacific Coast Regional Small Business Development Corporation (PCR)	
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: August 28, 2023	
	B. Advertised/Publicized: August 29-31, 2023; September 2, 2023	
	C. Pre-Proposal Conference: September 6, 2023	
	D. Proposals Due: September 26, 2023	
	E. Pre-Qualification Completed: November 28, 2023	
	F. Ethics Declaration Forms submitted to Ethics: September 27, 2023	
	G. Protest Period End Date: March 26, 2024	
5.	Solicitations Picked up/Downloaded: 10	Bids/Proposals Received: 1
6.	Contract Administrator: Armine Menemshyan	Telephone Number: 213-922-4851
7.	Project Manager: Jessica Spearman	Telephone Number: 213-418-3266

A. Procurement Background

This Board Action is to approve Contract No. PS109347-2000 issued in support of Metro Pilot Business Interruption Fund (BIF) Administrative Services. Board approval of contract awards is subject to resolution of any properly submitted protest(s), if any.

The Request for Proposals (RFP) was originally issued under the Small Business Enterprise Set-Aside Program. Metro received one proposal which was deemed non-responsive as it was not from a Metro-certified small business. Therefore, the RFP was reissued as an open solicitation.

RFP No. PS109347-2 was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed price. The Diversity & Economic Opportunity Department did not recommend an SBE/DVBE participation goal for this procurement due to a lack of subcontracting opportunities.

No amendments were issued during the solicitation phase of this RFP.

A total of 10 firms downloaded the RFP and were included in the planholder's list. A virtual pre-proposal meeting was held on September 6, 2023, and was attended by 3 participants representing 2 firms. There were 2 questions asked and responses were released prior to the proposal due date.

One proposal was received by the due date of September 26, 2023 from Pacific Coast Regional Small Business Development Corporation (PCR).

Since only one proposal was received, staff conducted a market survey of the Planholders to determine why no other proposals were submitted. Responses were received from three firms and included not meeting the minimum requirements of the RFP and the scope of services not being within their area of expertise.

The market survey revealed that the decisions not to propose were based on individual business considerations. Therefore, the solicitation can be awarded as a competitive award.

B. Evaluation of Proposal

A Proposal Evaluation Team (PET) consisting of staff from Metro's Community Relations and Diversity and Economic Opportunity departments was convened and conducted a comprehensive technical evaluation of the proposal received.

The proposal was evaluated based on the following evaluation criteria:

Evaluation of Minimum Requirements: This is a pass/fail criteria. To be responsive to the RFP minimum requirements, the proposer must meet the following:

1. Be a certified Community Development Financial Institution (CDFI).
2. The prime contractor or subcontractor has to be an accredited Small Business Development Center (SBDC).

The proposer met the minimum requirements and was evaluated based on the following weighted evaluation criteria:

- Professional Experience 30 percent
- Workplan Approach and Methodology 30 percent
- Personnel Qualifications and Management Plan 20 percent
- Cost/Price 20 percent

The evaluation criteria are appropriate and consistent with criteria developed for other, similar types of procurements. Several factors were considered when developing these weights, giving the greatest importance to professional experience and workplan approach and methodology.

During the period of October 25, 2023 to November 7, 2023, the PET independently evaluated and scored the technical proposal and determined that PCR met the requirements of the RFP and is technically qualified to perform the services as outlined in the scope of services.

A summary of the PET scores is provided below:

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	Pacific Coast Regional Small Business Development Corporation				
3	Professional Experience	99.16	30.00%	29.75	
4	Workplan Approach and Methodology	88.90	30.00%	26.67	
5	Personnel Qualifications and Management Plan	92.50	20.00%	18.50	
6	Cost/Price	100.00	20.00%	20.00	
7	Total		100.00%	94.92	1

C. Cost Analysis

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), technical analysis, cost analysis, fact finding, and negotiations. Staff successfully negotiated cost savings of \$1,233,435.

	Proposer Name	Proposal Amount	Metro ICE	Negotiated Amount
1.	Pacific Coast Regional Business Finance Corporation (PCR)	\$9,863,688	\$7,118,825	\$8,630,253

The negotiated amount includes staff proposed by PCR to support the BIF expansion to the East San Fernando Valley (ESFV) Light Rail Transit Project that was not included in the ICE at the time it was developed, as less was known about the scale of the project. The ESFV Light Rail Transit Project, the largest BIF project to date, is the first BIF project with an alignment entirely at-grade, has the greatest number of businesses located along the rail corridor, and is the first Metro project with the implementation of Metro’s new Cultural Competency Outreach Plan. The negotiated amount also includes Community Based Organization (CBO) participation requested by Metro during negotiations to provide economic development services along the ESFV corridor. CBO participation was not factored into Metro’s ICE when it was developed.

D. Background on Recommended Contractor

Pacific Coast Regional Business Finance Corporation (PCR) founded in 1977 is a private, non-profit 501© 3 corporation helping entrepreneurs take their places as vital contributors to the Los Angeles County economy. As a Small Business

Development Corporation for over 46 years, a Community Development Financial Institution (CDFI) and a Small Business Development Center (SBDC), PCR has the history, track record, infrastructure, and expertise in administering small business assistance programs, both financial and educational services, to the Southern California small business community.

In addition, PCR has successfully administered the Metro Pilot BIF for the past 9 years and has performed satisfactorily.