



# LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY

## REQUEST FOR PROPOSALS

FOR

### TECHNICAL ASSISTANCE: INNOVATIVE HOUSING SOLUTIONS TO PRODUCE AND PRESERVE AFFORDABLE HOUSING, PROTECT RENTERS, AND PREVENT HOMELESSNESS

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#### Key Dates:

RFP Release date	Wednesday, April 1, 2026
Bidders Conference	Monday, April 6, 2026 11:00 am (Pacific Time)
Deadline for Written Questions	Wednesday, April 8, 2026 5:00 p.m. (Pacific Time)
Responses to Questions Posted	Monday, April 13, 2026
<b>Deadline for Submission of Proposals</b>	<b>Monday, April 20, 2026 5:00 p.m. (Pacific Time)</b>
Notification of Intent to Award Sent to Applicants	Friday, May 1, 2026
Executive Committee Meeting for Recommendations to LACAHSAs Board	Wednesday, May 6, 2026
LACAHSAs Board Meeting for Final Selection and Approval	Wednesday, May 13, 2026
Anticipated Contract Start Date	Wednesday, July 1, 2026

These dates may be changed at the discretion of LACAHSAs. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

**[www.LACAHSAs.gov](http://www.LACAHSAs.gov)**

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# LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY REQUEST FOR PROPOSALS

## 1. INTRODUCTION

### 1.1 General

Los Angeles County Affordable Housing Solutions Agency (“LACAHSAs” or the “Agency”) is requesting proposals from qualified public agencies, non-profit organizations, and for-profit organizations, with demonstrated experience in providing housing solutions related to affordable housing production and preservation, renter protection programs, and/or homelessness prevention services in Los Angeles County. LACAHSAs is seeking innovative strategies for one or more focus areas as described in this request for proposals (“RFP”) for Technical Assistance: Innovative Housing Solutions to Produce and Preserve Affordable Housing, Protect Renters, and Prevent Homelessness.

LACAHSAs is a newly formed regional governmental entity that is charged with increasing the production of affordable housing, preserving existing affordable housing stock, and protecting low-income tenants from eviction and displacement. Agency was created by the California Legislature in 2022 through the Los Angeles County Regional Housing Act (Senate Bill 679, codified at Cal. Government Code section 64700 et seq.) (the “Act”), which establishes legal requirements for the distribution of Agency’s revenues. In November 2024, the voters of Los Angeles County (“County”) passed Measure A, a half-cent sales tax to fund homelessness and homeless prevention programs. Measure A is anticipated to raise about \$1.1 billion in annual revenue, and 35.75% of that revenue must flow to Agency.

Measure A’s transactions and use tax became effective on April 1, 2025, and Agency has begun to receive monthly tranches of revenue from the tax. The Agency’s portion of Measure A funds must be allocated to programmatic uses as follows: 60% for affordable housing production, preservation, and ownership (“PPO”) (Gov. Code, § 64830(d)(1); Measure A, § 29(B)); 5% for technical assistance, research, and policy development (“Technical Assistance” or “TA”) (Gov. Code, § 64830(d)(4)); 5% for Agency administration; and 30% for Renter Protection and Homelessness Prevention (“RPHP”) (Gov. Code, § 64830(d)(2)). This RFP reflects funding available from the portion allocated for Technical Assistance, which is aimed at supporting jurisdictions in their facilitation of PPO and RPHP programs.

LACAHSAs is governed by a Board of Directors (“Board”) consisting of twenty-one (21) voting members, who have each been appointed to represent various geographic or subject-area constituencies. The Agency is led by a Chief Executive Officer, and its financial system is managed by the Agency’s Controller.

### 1.2 Agency Resources and Guidelines

All services funded by Agency are subject to the legal requirements of SB 679 and Measure A. Agency cannot grant exceptions under any circumstances. Applicants should familiarize themselves with SB 679 and Measure A. Even if not set forth in this RFP or in an eventual contract, the requirements will nonetheless apply to the use of Agency funds. The Board has adopted Transitional Program Guidelines (“Program Guidelines”) that contain additional LACAHSAs policies and guidance for PPO, RPHP and TA. The Program Guidelines are available on LACAHSAs’s website at [www.lacahsa.gov](http://www.lacahsa.gov).

The Board has also adopted an Annual Expenditure Plan & Agency Strategy, which sets forth the eligible uses of LACAHSAs revenues. The Annual Expenditure Plan & Agency Strategy is also available on LACAHSAs website.

### 1.3 Description

Through this RFP, LACAHSAs solicits proposals from qualified organizations seeking to provide technical assistance to support local jurisdictions across one or more focus areas described in this RFP for Technical Assistance: Innovative Housing Solutions to Produce and Preserve Affordable Housing, Protect Renters, and Prevent Homelessness.

Applicants are encouraged to submit proposals for novel projects, approaches and strategies to produce and preserve affordable housing, strengthen renter protections, and prevent homelessness in Los Angeles County — that paired with technical assistance funding will strengthen local ability to scale equity-driven solutions. Applicants may be Eligible Jurisdictions, their member cities, other public agencies, 501(c)3 nonprofit organizations, and for-profit organizations.

Through this RFP, LACAHSAs seeks to deploy resources for the Technical Assistance program, which is comprised of three interconnected strategies:

1. Capacity Building: Build institutional, operational, and knowledge skills within Eligible Jurisdictions, small cities, and partners to design, manage, and adapt programs independently.
2. Effective Implementation: Accelerate near-term affordable housing production, renter protection, and homelessness prevention outcomes by removing barriers to program execution.
3. Seeding Innovation: Support pilots that break new ground that demonstrably increase housing production, protect renters, and prevent people from experiencing homelessness — with an initial focus on supporting social housing.

This RFP opportunity provides Technical Assistance funding to implement these interconnected strategies in alignment with the LACAHSAs Countywide Technical Assistance Program and Budget. Eligible uses of Technical Assistance funds are designed to provide services, directly or through partnerships with contracted service providers, that support LACAHSAs and Eligible Jurisdictions in achieving PPO and RPHP outcomes.

In Fiscal Year 2025-26, approximately \$19.2 million of the LACAHSAs budget is allocated to Technical Assistance programs, 30% of which is administered by LACAHSAs directly (“Agency Funds”) and 70% of which is allocated to Eligible Jurisdictions (“Eligible Jurisdiction Funds”). The funding available through this RFP is separate and apart from any funding Eligible Jurisdictions (EJ) have received or will receive from a direct allocation. Applicants that receive Measure A funding from an EJ are eligible to apply for additional funding through this RFP. Agency Funds include TA resources to support small cities, defined as a city with a population of less than 50,000, as required under the Act. Forty-nine cities in Los Angeles County meet this requirement.

LACAHSAs has allocated \$5 million of its Agency Funds for this RFP opportunity. LACAHSAs anticipates entering into multiple contracts with selected applicants, with funding awards ranging from \$50,000 to \$500,000.

#### 1.4 Minimum Qualifications

To be considered for selection, proposing organizations must meet at minimum the following qualifications:

- A minimum of three (3) years of direct relevant experience.
- Prior experience delivering housing solutions that support production and preservation of affordable housing, renter protection programs, and/or homelessness prevention services in Los Angeles County.
- A track record of culturally competent engagement with communities disproportionately impacted by homelessness and housing insecurity that aligns with Measure A goals.
- Demonstration of organizational financial procedures and systems to perform under the contract.
- No current or unresolved conflicts of interest with LACAHSAs or recipient jurisdictions.
- Be capable of providing the services sought by the Agency as outlined in the Scope of Services.
- Have established offices physically located in the State of California. Please note that location within, or proximity to, Los Angeles County as well as experience working in Los Angeles County will be a factor in the Agency's decision as it evaluates experience.
- Have experienced and dedicated staff able to be assigned and committed to providing required services to a public agency.
- Demonstrate a diverse and experienced team that offers a well-rounded approach to providing the services proposed.
- Demonstrate support from an Eligible Jurisdiction to carry out the proposed project, if proposing organization is not an Eligible Jurisdiction.

## 2. SCOPE OF REQUIRED SERVICES

### 2.1 Summary of Eligible Technical Assistance Requests

LACAHSAs recognize that local jurisdictions across the region face capacity constraints in navigating complex regulatory environments, leveraging available funding, and deploying innovative housing strategies to advance affordability. Funding for technical assistance — including program development, professional services, and policy design — will facilitate the exploration and testing of innovative approaches in affordable housing production and preservation, social housing, ownership models, local streamlining processes, renter protections, and homelessness prevention. LACAHSAs seek applications for emerging strategies that are responsive to local housing needs, center equity and lived experiences to serve critical populations, and demonstrate high potential for efficacy, scale and impact.

Technical Assistance (TA) funds may be used to support applicants in the research, development, and testing of innovative housing solutions. Proposals may include various cross-cutting types of uses for technical assistance funds that are broadly applicable. For example:

- Capacity Building, Planning, and Staff Training
- Data and Performance Management
- Interagency Coordination Frameworks

- Community Engagement with Historically Underserved Populations
- Policy and Regulatory Compliance Guidance

The nature and intensity of technical assistance may vary by need and project scope. Technical Assistance activities may include (but are not limited to):

- One-on-one consulting, coaching, and advisory support
- Workshops, trainings, and peer learning convenings
- Written analyses, assessments, toolkits, and resource guides
- Legal, financial, or policy research and analysis
- Facilitation of multi-stakeholder processes and community engagement
- Project management support for specific housing transactions or policy adoptions
- Connections to peer jurisdictions, national experts, and model programs

Proposers should describe the proposed innovative housing strategies and specific technical assistance needs that the project will meet. Proposers should also identify how the proposed technical assistance activities will serve to bolster the planning and development of the proposed innovative housing strategies. Additionally, applications should include a narrative describing how the provision of technical assistance will strengthen local capacity and assist jurisdictions in effectively addressing affordable housing production and preservation, renter protection, and homelessness prevention through innovative solutions, new models and programs.

## 2.2 Priority Focus Areas

LACAHSA has identified six priority focus areas to invest TA resources. The six focus areas are intended to leverage LACAHSA's unique ability to incubate innovative solutions and scale impact regionally. Focus areas align with LACAHSA's three-prong TA strategy and aim to advance one or more PPO and/or RPHP program goals.

Proposers should identify which focus area(s) their proposal addresses and provide a detailed narrative for each. LACAHSA encourages proposals that identify connections and integrated strategies across focus areas where relevant.

### **a. Affordable Housing Preservation, Including Naturally Occurring Affordable Housing (NOAH)**

The loss of naturally occurring affordable housing — unsubsidized rental units affordable to low- and moderate-income households by virtue of age, condition, or market position — represents one of the most significant and under-addressed threats to regional housing stability. Innovative housing strategies under this focus area may address but are not limited to:

- Identifying and mapping NOAH portfolios at risk of loss through market-rate conversion, renovation, or deterioration
- Developing acquisition, rehabilitation, and conversion strategies for NOAH preservation
- Supporting nonprofit and public entities in accessing preservation financing tools, including low-income housing tax credits (LIHTC), preservation loan programs, and philanthropic capital

- Building organizational capacity for property assessment, underwriting, and deal structuring
- Assisting with negotiated long-term affordability agreements and deed restrictions
- Supporting implementation of local policies to incentivize or require NOAH preservation
- Developing early warning systems to identify at-risk affordable housing

**b. Preservation of Housing Options for Low-Income Individuals**

Single-room occupancy hotels, shared housing arrangements, board and care facilities, and other models serve as critical housing options for extremely low-income individuals, seniors, and people with disabilities. These housing types face mounting regulatory, financial, and market pressures. Innovative housing strategies under this focus area may address but are not limited to:

- Assessing the existing inventory of shared housing, SROs, residential care homes, and board and care facilities
- Developing strategies to preserve and expand shared housing models, including home-sharing programs
- Navigating regulatory environments governing non-traditional residential settings, including licensing, health and safety, and land use requirements
- Supporting operators of board and care or licensed care facilities facing closure
- Building new models for affordable shared housing, including co-living for seniors and transitional-age youth
- Developing tenant protections and landlord incentives specific to these types of settings
- Connecting owners and operators with rehabilitation financing and operating subsidy resources

**c. Planning for Mitigation of Federal and State Funding Reductions**

Anticipated federal and state budget cuts and policy changes — including the expiration of Emergency Housing Vouchers (EHVs) and potential reductions in community development, housing, and social services funding — will require jurisdictions and nonprofits to adapt their housing strategies. Innovative housing strategies under this focus area may address but are not limited to:

- Analyzing the local impact of EHV expirations and developing transition plans for affected households
- Identifying alternative subsidy and funding streams to replace or bridge anticipated federal and state funding losses

- Supporting local governments in developing contingency budgets and housing stability plans
- Assisting nonprofits in diversifying revenue streams and reducing dependence on volatile federal funding
- Developing local or regional housing trust fund strategies and revenue mechanisms
- Advocacy and policy support to educate elected officials on impacts and mitigation options
- Modeling housing need and gap scenarios under various federal funding reduction scenarios

**d. Homeownership Opportunities, Community Land Ownership, and Asset Building**

Expanding sustainable homeownership for low- and moderate-income households — and particularly for households of color historically excluded from wealth-building through homeownership — is a critical long-term strategy for housing stability and economic mobility. Innovative housing strategies under this focus area may address but are not limited to:

- Developing and scaling community land trust (CLT) models and shared-equity homeownership programs
- Supporting the formation or expansion of community land trusts and limited-equity cooperatives
- Building capacity for first-generation homebuyer preparation, counseling, and financial coaching programs
- Identifying and leveraging down payment assistance, closing cost support, and matched savings programs
- Developing strategies to acquire and convert rental housing to resident-owned or community-owned models
- Supporting community investment in cooperative housing development
- Engaging with local lenders and community development financial institutions (CDFIs) to expand access to affordable mortgage products
- Addressing title, heir property, and other legal barriers to homeownership and intergenerational wealth transfer

**e. Social Housing and the Use of Publicly Owned Land for Affordable Housing**

Public land represents a significant opportunity to develop affordable and social housing outside of purely market-driven development models. Innovative housing strategies under this focus area may address but are not limited to:

- Conducting inventories and assessments of publicly owned parcels suitable for affordable or social housing development
- Developing specific social housing development proposals
- Providing transactional support for ground leases, land transfers, and public-private partnership structures
- Designing social housing models that combine deep affordability, resident ownership, and long-term public benefit
- Supporting jurisdictions in establishing or strengthening public development authorities or housing enterprises
- Developing community engagement processes that center low-income residents in public land use decisions
- Analyzing financing structures for social housing development, including mixed-income models with cross-subsidization
- Case studies and peer learning from domestic and international social housing examples

**f. Streamlining Affordable Housing Development and Implementing State Policies**

California and other states have enacted a significant body of housing law aimed at accelerating affordable housing production. Many jurisdictions lack the capacity to fully implement and leverage these policies. Innovative housing strategies under this focus area may address:

- Developing and adopting local affordable housing incentive programs, including transit-oriented development, inclusionary housing, and streamlined entitlement review processes
- Implementing state housing mandates, including by-right approvals, ministerial approval processes, and density bonus law
- Supporting local zoning and General Plan updates to increase capacity for housing production, with a particular focus on transit-oriented development and in-fill development
- Assisting with housing element compliance and RHNA goals, including site identification, rezoning, and affirmatively furthering fair housing (AFFH) obligations
- Implementing accessory dwelling unit (ADU) programs, including permitting, financing, and conversion assistance
- Supporting modular, manufactured, or other alternative construction methods for cost reduction
- Leveraging state programs such as Infill Infrastructure Grant, AHSC, and No Place Like Home funds

- Designing anti-displacement protections in conjunction with new development

### 2.3 Performance Measures

Performance will be evaluated based on how the proposed project contributes to Measure A goals and system performance metrics related to affordable housing production and preservation, renter protection, or homelessness. Proposers should identify outcome and output metrics that demonstrate the project’s success in advancing any of the TA three interconnected strategies, six priority focus areas, and Measure A. Final performance targets may be refined during contract negotiations and through the project implementation process.

### 2.4 Reporting Requirements

Selected organizations will be required to submit reports in a format and through a submission process specified by LACAHSAs. The reporting requirements will comply with the Program Guidelines and Measure A.

## 3. SCHEDULE OF EVENTS

### 3.1 Timetable for Reviewing and Evaluating Proposals:

RFP Release date	Wednesday, April 1, 2026
Bidder’s Conference	Monday, April 6, 2026 11:00 am (Pacific Time)
Deadline for Written Questions	Wednesday, April 8, 2026 5:00 p.m. (Pacific Time)
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These dates may be changed at the discretion of LACAHSAs. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

### 3.2 Bidder’s Conference

An optional bidder’s conference will be held remotely on Monday, April 6 at 11:00 AM PST

To register to attend, access the registration link on Zoom [here](https://us06web.zoom.us/webinar/register/WN_bno9QQTuTRmS_9a4poLnLw). Or copy and paste the link below:  
[https://us06web.zoom.us/webinar/register/WN\\_bno9QQTuTRmS\\_9a4poLnLw](https://us06web.zoom.us/webinar/register/WN_bno9QQTuTRmS_9a4poLnLw)

## 4. PROPOSAL REQUIREMENTS

### 4.1 Proposal Format

Applicant's proposal shall be clear, accurate, and concise. Excessive or irrelevant materials will not be favorably received. The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the applicant.

Proposals shall be organized in the order presented below:

- 4.1.1. Cover letter identifying applicant's legal name, background, and contact information, along with a brief summary of the key elements of the proposal. This cover letter should not exceed more than 1 page, single-spaced, 12-point Arial font.
- 4.1.2. Narrative proposal that concisely demonstrates applicant's understanding and approach to innovating housing solutions and providing technical assistance support.

**a. Professional Qualifications and Specialized Experience (Maximum 400 words)**

Applicants must provide the following:

- An overview of the organization, including its qualifications, services offered, and length of time in operation, both generally and within Los Angeles County.
- A description of prior experience providing comparable services in affordable housing production, preservation, and/or ownership, and/or renter protection and homelessness prevention and outcomes achieved.
- Brief description of specific expertise in each focus area proposed and capacity to implement the proposed scope of work.
- Explanation of how the organization centers equity and community voice in its work in alignment with LACAHSAs goals.
- A description of the organization's experience working with local governments and managing government contracts.
- If applicable:
  - i. A list of any subcontractors included in the proposal, services offered, and length of time in operation, both generally and within Los Angeles County. Describe if/how the organizations have partnered in the past and any other experience the applicant has with successful collaboration.
  - ii. A description of the geographic area(s) currently served by the organization and by any proposed subcontractors.
  - iii. A brief description of the prior experience of any subcontractors included in the proposal, detailing comparable services provided, outcomes achieved and demonstrated capacity to implement the proposed scope of work.

**b. Scope of Work (Maximum 400 words)**

Provide a description of the proposed project to address housing solutions and describe what technical assistance funds would yield for each focus area addressed, including:

- Goals and intended outcomes

- Description of project, including how it is innovative and ambitious in its approach
- How technical assistance funding would support local jurisdictions in capacity building, effective implementation, or seeding innovation
- How the approach is informed by or responsive to current policy and funding conditions
- Strategies for reaching and serving the highest-need individuals. How this funding would help meet the needs of target individuals and households.

**c. Work Plan and Timeline (Maximum 1 page)**

Provide a proposed work plan for the initial one-year contract period and clear implementation timeline with key activities, deadlines, and deliverables. Do not include dates or intended calendar milestones. Instead, propose key milestones in the development of the core project requirements, with a rough amount of time, measured in weeks, as necessary to achieve the deliverables. This is intended to give reviewers a better understanding of the pace at which respondent believes work must proceed to achieve the desired deliverables.

**d. Staffing Plan (Maximum 100 words)**

Provide a list of key staff members from the organization and any proposed subcontractors to be involved in the project, their experience and qualifications, and anticipated time commitments.

**e. Proposed Outcomes & Outputs (Excel template)**

Provide estimated data outcomes and outputs to measure project impact, as defined by the project's contribution to advancing Measure A goals, TA strategies and/or priority focus areas either directly through the proposed project or as a direct benefit of the project. Include a short narrative to explain any assumptions or justifications for the proposed quantitative measures. Complete Project Measures Table (See Attachment 1). Table should be submitted in Excel format. Do not submit it as a PDF.

**f. Organizational Fiscal Documents**

Submit the organization's most recent audited financial statements and a copy of the IRS tax-exempt determination letter (if applicable).

**g. Litigation**

Provide a description of all pending or threatened civil or criminal litigation, administrative proceeding, examination, or investigation, including any bankruptcies, receiverships, defaults on loans, and foreclosures, undertaken within the past five years to which the applicant or any proposed subcontractor is the subject of, is a party to, or has been notified that it may become a party to. Provide a description of all administrative, civil, or criminal settlements, decisions, or judgments against the applicant or any proposed subcontractor, including any bankruptcies, receiverships, defaults on loans, and foreclosures, within the past five years.

#### 4.1.3. Cost Proposal

Applicants must submit a detailed deliverables-based cost proposal that outlines all anticipated expenses necessary to successfully perform the scope of work described in response to this RFP. Any costs necessary to achieve the objectives (travel, printing, technology, etc.) should be included with the deliverables-based cost proposal. No additional costs will be reimbursed.

The cost proposal must include a distinct, detailed budget for the organization as well as for each subcontractor. All budgets shall be prepared in a format substantially consistent with the budget template provided in Attachment 2. Table should be submitted in Excel format. Do not submit it as a PDF.

#### 4.1.4. References and Letters of Support

Provide three (3) references that are of similar size and scope of service utilization as the Agency. Please note that evaluation preference will be given to California references. Include the following information for each reference:

- Contact Name & Title
- Name and Address of Government
- Telephone Number
- E-mail address
- Number of Years as Customer
  - Total Contract Amount
  - Description of services provided

The Agency reserves the right to contact each of the references listed for additional information regarding your organization's qualifications.

The Agency reserves the right to require a letter of support from an Eligible Jurisdiction from organizations that are not Eligible Jurisdictions. This letter is not due at the time of application. Such letter of support should demonstrate the organization's capacity to carry out the proposed project within a jurisdiction. If required, this letter should include:

- Contact Name & Title
- Name and Address of Government
- Telephone Number
- E-mail address
- Brief statement of support

If applicable, describe fully the last three contracts performed by your organization that have been terminated with or without cause. Please include the following information:

- Contact Name & Title
- Name and Address of Government
- Telephone Number
- E-mail address
- Description of services provided
- Time period of contract
- Explanation for contract termination

4.1.5. Conflict of Interest Statements

Applicants must submit completed and signed conflict of interest forms with their application, including a Levine Act Compliance Form and a Statement of Conflict of Interest/Confidentiality provided in Attachment 3. An applicant’s failure to submit these forms with their application may disqualify the application from further consideration.

**5. SUBMITTAL INSTRUCTIONS**

To be considered, an applicant must submit its proposal to the Agency via email to the address set forth below, **NO LATER THAN 5:00 P.M. PACIFIC TIME ON MONDAY, APRIL 20, 2026.**

[TA-RFP@LACAHSA.GOV](mailto:TA-RFP@LACAHSA.GOV)

**6. EVALUATION**

6.1 Evaluation Criteria and Selection

A selection committee will review for responsiveness, evaluate responsive proposals and rank the proposals. Proposals will be evaluated according to the following criteria:

Evaluation Criteria	%
Proposed impact, as defined by the number of affordable housing units produced or preserved and/or the number of individuals stabilized or served, either directly through the proposed project or as a direct benefit of the project and Alignment with Measure A	25
Demonstrated need for technical assistance and clarity of proposed uses	20
Degree and feasibility of innovation and/or novelty proposed	20
Demonstrated commitment to equity and centering the needs of directly impacted populations	15
Organizational qualifications, staffing plan, and relevant experience in proposed focus area(s); overall capabilities of organization to meet required service levels described in proposal	10
Fiscal health and operating efficiency of the organization, as demonstrated by project budget and financial statements	10
<b>TOTAL</b>	<b>100</b>

Applicants should note that lowest cost proposals are not the sole determining factor in the final selection. The Agency reserves the right to consider other relevant factors including geographic diversity and subject matter expertise to maximize impact. An application’s score and ranking will not compel a specific outcome or in any way obligate the Agency to select a specific applicant.

The Agency may, at its discretion, invite a shortlist of applicants to participate in a panel interview to be held at the Agency. No applicant shall be entitled to or otherwise guaranteed an interview with the Agency. In the event that interviews are held, the proposal and the interview shall each be weighted in making a final selection. Interview criteria will be provided to finalists in the event

of an interview situation. Agency may, at its discretion, require site inspections, demonstrations, or a pilot of proposed services.

LACAHSA will endeavor to negotiate a mutually agreeable scope and budget with selected applicant(s). LACAHSA reserves the right, in its sole discretion, to enter into agreements with one or more selected applicants.

## 6.2 Term of Contract

The contract term is expected to commence July 1, 2026 and continue for a period of one (1) year. At the discretion of LACAHSA, contracts may be renewed for up to one (1) subsequent program year, contingent upon satisfactory performance, availability of funds, demonstrated need and project outcomes.

## 6.3 Award of Contract

If awarded, contract(s) for services will be awarded on the basis of demonstrated competence and professional qualifications. Final contract amount will be negotiated between the Agency and the selected applicant(s) and may differ from the proposed budget amount. The Agency reserves the right to reject all proposals and to contract for services in the manner that most benefits the Agency including awarding more than one contract if desired.

The Agency shall not be obligated to accept the lowest priced proposals but will select applicants in the best interests of the Agency after all factors have been evaluated.

The selection committee will formulate its recommendations for award of contract(s) to the Budget and Administrative Executive Committee for its consideration. The Budget and Administrative Executive Committee will make recommendations for approval by the Board. The final decision to award contract(s) is within the sole and absolute discretion of the Board.

## 7. REQUESTS FOR CLARIFICATIONS

All questions, interpretations or clarifications, either administrative or technical must be requested in writing and directed to: [TA-RFP@LACAHSA.GOV](mailto:TA-RFP@LACAHSA.GOV).

All written questions will be answered in writing and conveyed to all applicants on the proposer's list. Oral statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by 5:00 p.m. on Monday, April 6, 2026 (Pacific Time). Responses to clarification requests will be provided by Monday, April 10, 2026 or the timetable will be adjusted, if necessary.

To ensure fairness and avoid misunderstandings, all communications must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP. Agency is not responsible for and shall not be bound by any representations, statements, or explanations otherwise made by any individual acting or purporting to act on its behalf, other than the Agency representative(s) identified in this RFP. Any communications, whether written or verbal, with any Board Member or Agency staff other than the individual indicated above, prior to award of a contract by the Agency, is strictly prohibited and the applicant may be disqualified from consideration.

## **8. GENERAL PROVISIONS**

Applicant is encouraged to review this RFP carefully in its entirety prior to preparation of its proposal. The Agency reserves the right to verify all information submitted in the proposal.

### **8.1 Amendments to RFP**

The Agency reserves the right to amend or modify any provisions of the RFP by written addendum or issue to all proposers a Notice of Amendment to answer questions for clarification.

### **8.2 No Commitment to Award**

Issuance of this RFP and receipt of proposals does not commit the Agency to award a contract. The Agency expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one applicant concurrently or to decline to enter into negotiations or terminate negotiations with any applicant at any time, to select the proposal(s) most advantageous to the Agency, including awarding more than one contract if desired, or to cancel or withdraw all or part of this RFP at any time.

### **8.3 Amendments to Proposals**

No amendment, addendum or modification will be accepted after the deadline stated herein for receiving proposals. Applicant may modify or amend its proposal only if the Agency receives the amendment prior to the deadline stated herein for receiving proposals. Agency reserves the right to request clarification of information submitted from any one or more of the applicants.

### **8.4 Non-Responsive Proposals**

A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal. Agency reserves the right to waive inconsequential disparities and minor irregularities in a submitted proposal.

### **8.5 Late Proposals**

The Agency will not be responsible for proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the Agency.

### **8.6 Costs for Preparing**

The Agency is not liable and will not compensate any applicant for the cost of preparing or submitting any proposal or otherwise incurred in responding to this RFP. All materials submitted with a proposal shall become the property of the Agency. The Agency will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

#### 8.7 Alternative Proposals

Only one final proposal is to be submitted by each applicant. Multiple proposals will result in rejection of all proposals submitted by the applicant.

#### 8.8 Administrative Review

Applicants may submit a written request for an administrative review under Agency's procurement policies, if applicable, as follows: for a solicitation requirements review within five (5) business days of the RFP release date; and for a disqualification review or proposed applicant selection review within the timeframe specified in the notice of non-responsiveness or notice of non-selection, respectively. Applicants must include the grounds for review and provide sufficient information for the Agency's CEO or designee to make a determination and issue a decision. Agency will respond with a decision in writing within a reasonable time after a request for review is submitted and prior to any applicable due dates. The decision shall be final.

#### 8.9 Public Documents

Once submitted, each proposal becomes the property of Agency and becomes a public record at the conclusion of the selection process. The Agency is not liable for the disclosure of any information contained in an application. Any information that applicants do not wish to disclose to the public must be clearly marked "confidential." A blanket statement of confidentiality or the marking of every page of the proposal as confidential shall not be deemed sufficient notice of exception. Applicants must specifically label only those portions of the application that are confidential in nature and notify the Agency that confidential information is included.

#### 8.10 No Exceptions

Submission of a proposal constitutes acceptance by applicants of the conditions contained in this RFP should applicant be selected.

#### 8.11 Compliance With Local, State, and Federal Law

Applicants must be in compliance with all LACAHSAs fiscal and programmatic requirements and any and all applicable laws, rules, and regulations.

#### 8.12 Conflict of Interest Certification

Consistent with the requirements of Agency, selected applicant(s) will be required to complete the Agency's conflict of interest forms.

#### 8.13 Contract Terms & Conditions

Any applicant awarded a contract shall execute Agency's standard agreement(s), without exception. Selected applicants will be required to obtain and maintain applicable insurance required by Agency.

#### 8.14 Letters of Support

Selected applicants that are not Eligible Jurisdictions will be required to submit a letter of support from an Eligible Jurisdiction, as described in Section 4.1.4. The Agency reserves the right to contact the Eligible Jurisdiction for additional information regarding the letter of support.