

LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY (“LACAHS” or the “Agency”)

ADDENDUM NO. 1

To Multi-Year Evaluation of RenterAid Program and Affordable Housing Supply Database Project RFP

Original RFP Release Date:	July 22, 2026
Addendum Issuance Date:	August 13, 2026
Addendum Change:	Page Limit Count
RFP Sections Amended:	Section 2: Proposal Guidelines and Requirements
Proposal Deadline:	Unchanged – September 2, 2026, by 5:00pm Pacific Time, unless separately amended by the Agency.

1. Purpose of This Addendum

Pursuant to RFP Section 5.1 (Amendments to RFP), the Los Angeles County Affordable Housing Solutions Agency (“LACAHS” or the “Agency”) issues this Addendum No. 1 to the Multi-Year Evaluation of RenterAid Program and Affordable Housing Supply Database Project RFP, released July 22, 2026 (the “RFP”). This Addendum updates the "Proposal Guidelines and Requirements" section, with changes included in red below.

2. Revised Proposal Guidelines and Requirements

Organizations interested in serving as the independent evaluator for the RenterAid program or the contractor for the Affordable Housing Supply Database project must submit a complete proposal in accordance with the requirements outlined below. Each proposal must be no more than five (5) pages in length, excluding required attachments (e.g., **cover letter**, CVs, budget, **budget narrative**, references, **conflict of interest disclosures**). Applicants may apply to either or both projects. A separate proposal must be submitted for each project.

The Agency intends this to be a streamlined, competitive process. Proposals should be clear, concise, and directly responsive to the core evaluation priorities. Excessive or extraneous materials will not be reviewed.

2.1 Proposal Format

Proposals must be organized in the order presented below and use clear section headers. **Proposal text must be in 11-point font or larger.**

2.2 Cover letter (Maximum 1 page, Not Included in Page Limit)

The cover letter must include:

- Applicant organization name, contact information, and authorized signatory
- Brief summary of the proposed approach for RenterAid evaluation or the Affordable Housing Supply Database project, as applicable
- Identification of key personnel and roles
- Statement of interest and alignment with the goals of the RenterAid evaluation or the Affordable Housing Supply Database project, as applicable

2.3 Technical Proposal (Maximum 3 pages, Included in Page Limit) - RenterAid Evaluation Applicants Only

The technical proposal should concisely demonstrate the applicant's understanding of the RenterAid program and present a clear, feasible, and rigorous evaluation approach.

a. Approach and Research Design

Applicants must describe:

- Overall evaluation framework, including both developmental/formative and impact evaluation phases
- Proposed study design (e.g., RCT, quasi-experimental approach, mixed methods), including identification strategy and comparison groups
- Key outcomes of interest (primary and secondary), including housing stability measures
- Approach to addressing known design constraints (e.g., self-selection of jurisdictions, phased rollout)
- Anticipated limitations and strategies to mitigate threats to validity

b. Data and Methods

Applicants must describe:

- Proposed data sources (e.g., administrative data, program data, external datasets)
- Data collection strategy, including any primary data collection

- Analytic methods (quantitative and qualitative, as applicable)
- Approach to tracking outcomes over time (minimum 3-month- to 4-year follow-up)
- If proposing an RCT, plans to submit a pre-analysis plan

c. Implementation and System Analysis

Applicants must describe:

- Approach to assessing program implementation, access, and system performance (e.g., Is it reaching the intended audience?)
- Strategy for analyzing how households enter and move through the system (e.g., portal, triage, service pathways)
- Plan for identifying variation across providers, jurisdictions, and population

d. Equity and Subgroup Analysis

Applicants must describe:

- Approach to assessing equitable access and outcomes
- Planned subgroup analyses (e.g., by income level, household type, geography, or other priority populations)
- How equity considerations will be incorporated into design, analysis, and interpretation

e. Use of Findings

Applicants must describe:

- Approach to producing actionable findings for policy and program decision-making
- Strategy for delivering interim insights during the developmental phase
- Plans for communicating findings to technical and non-technical audiences, including practice audiences as well as peer-reviewed journals

2.4 Technical Proposal (Maximum 3 pages, Included in Page Limit) - Affordable Housing Supply Database Project Applicants Only

The technical proposal should concisely demonstrate the applicant's understanding of the Affordable Housing Supply Database project and present a clear, feasible, and rigorous design of the database, trend analysis, and impact tracker.

a. Approach and Research Design

Applicants must describe:

- Overall project approach
- Approach to completing the data set, database, impact analysis, and public-facing tool
- Research design and approach to trend analysis and report
- Approach to addressing known project constraints

b. Data and Methods

Applicants must describe:

- Proposed data sources (e.g., U.S. Department of Housing and Urban Development data or U.S. Census Bureau ACS Data)
- Data collection strategy, including any primary data collection
- Analytic methods (quantitative and qualitative, as applicable)
- Engagement methods

c. Equity Analysis

Applicants must describe:

- Approach to incorporating equity in the database design and assessing equity in the trend analysis and impact tracker
- Planned subgroup analyses (e.g., by income level, household type, geography, or other priority populations)
- How equity considerations and geographic variations will be incorporated into overall project design, analysis, and report recommendations

d. Use of Trend Analysis Report, Database, and Impact Tracker

Applicants must describe:

- Approach to producing actionable findings for policy and PPO program decision-making
- Approach to producing user-friendly database summary and reporting features
- Strategy for delivering interim insights during the developmental phase
- Plans for communicating findings to technical and non-technical audiences, including public audiences as well as peer-reviewed journals

2.5 Work Plan and Timeline (Maximum 1 page, Included in Page Limit)

Applicants must provide a clear work plan and timeline for the full project period, including:

- Major phases
- Key activities, milestones, and deliverables
- Estimated sequencing of work (e.g., in months or phases, rather than fixed calendar dates)
- Approach to aligning deliverables with Agency decision-making needs

2.6 Staffing Plan (Maximum 1 page, Included in Page Limit)

Applicants must provide:

- List of key personnel and roles (including research scientist/project manager)
- Summary of relevant experience and qualifications
- Estimated level of effort or time commitment for each key staff member
- Residency of team members, articulating if the team member is located in Los Angeles County, a bordering county, or the State of California
- Description of any subcontractors or partners and their roles

2.7 Required Attachments (Not Included in Page Limit)

Applicants must include the following attachments:

- CVs or resumes for all key personnel
- Detailed budget and budget narrative (see Section 2.8)
- References (minimum of three) (see Section 2.9)
- Conflict of interest disclosure (see Section 2.10)

2.8 Budget and Budget Narrative (Not Included in Page Limit)

A detailed budget and budget narrative must be included. The budget should reflect the full evaluation or project period and clearly specify all major cost components. The accompanying narrative must explain key assumptions and justify proposed expenditures.

Applicants must submit a detailed budget covering the full evaluation or project period as formatted in ATTACHMENT 1 – Budget Template. The budget must:

- Clearly identify all major cost categories (e.g., personnel, data acquisition, technology costs, travel, indirect costs)
- Include separate detail for any subcontractors or partners
- Align with the proposed scope of work and timeline

The accompanying budget narrative must explain key assumptions, staffing levels, and cost drivers.

2.9 References (Not Included in Page Limit)

Applicants must 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 and title:
- Name and address of government/organization:
- Telephone number:
- Email address:
- Description of contract/ relationship:

The Agency reserves the right to contact each of the references provided for additional information regarding applicant's qualifications.

2.10 Conflict of Interest Disclosure (Not Included in Page Limit)

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 2. An applicant's failure to submit these forms with their application may disqualify the application from further consideration.