Design and Facilitate Stakeholder Meetings and Community Listening Sessions

Request for Proposals (RFP)

Pre-Proposal Conference
Welcome

Thank you for participating.

Due to the COVID-19 ‘Safer-At-Home’ Ordinance, we will be presenting the Pre-Proposal Conference online. The Department of Cannabis Regulation (DCR) hopes that everyone is safe and protecting their health.
Disclaimer

This presentation includes an overview of the Request For Proposals (RFP) and its requirements, but does not fully elaborate on all required elements. Nothing in this presentation supersedes what is stated in the RFP package.

Proposers are responsible for ensuring that their proposal is complete and accurate according to the information contained in the full RFP.
Presentation Content

▪ The Opportunity
  ▪ Minimum Requirements
  ▪ Contract Terms & Conditions

▪ RFP Specifications
  ▪ Scope of Work

▪ Proposal Submission & Review

▪ Compliance Requirements, including BIP

▪ Questions & Answers
The Opportunity

- The Department of Cannabis Regulation (DCR) is seeking to hold Cannabis Stakeholder Meetings and CommunityListening Sessions throughout the City of Los Angeles.

- The meetings and sessions are intended to assist DCR in developing programs and policies to better serve the Community.

- The intention of the RFP is for DCR to identify Proposers with the experience and ability to design and facilitate these vital sessions.
Minimum Requirements

We encourage you to apply if you possess at least two years of experience:

- Designing and Facilitating meetings involving: Community Working Groups, Professional Groups, NGOs, and other Subject Matter Expert Organizations.

- Providing individual and aggregated summaries and synthesized analyses of these type of Meetings and Listening Sessions.
Contract Term

● The City anticipates that the contract will be for a term of one (1) year, with a six (6) month renewal option.

● The Proposer and their Subcontractors must be available for the entire length of the contract.

● The City reserves the right to terminate the contract for any reason upon a 30-day notice.
RFP Specifications
Scope of Work

Sec 1.2- Design Cannabis Stakeholder Meeting Sessions

- In Collaboration with DCR staff and content experts as needed, Proposers must design comprehensive Stakeholder Meetings.
- This includes: Preparing Agendas and Meeting Materials that support Productive Discussion and Decision Making;
- Proposer will Coordinate and Communicate with DCR staff on Outreach Strategies & Implementation Plans.
Scope of Work

Continued

Sec 1.2 - Design Cannabis Stakeholder Meeting Sessions

- Successful Proposer must be prepared to Design and Publicize Meeting Materials in English, Spanish, Chinese, Korean, or other languages to promote interest and participation.
Scope of Work

Sec 1.3 - Facilitate Cannabis Stakeholder Meeting Sessions

Selected Consultant will:

▪ Provide on-site registration and staff to record community stakeholder participation at each Stakeholder meeting, if desired;
▪ Provide security and crowd management, if desired;
▪ Manage Stakeholder Meeting breakout conversations;
▪ Arrange for any special accommodations needed (including ADA accommodations).
Scope of Work

Sec 1.4 - Summarize and Synthesize Stakeholder Meeting Activities

▪ Compile and Analyze the questions received from Public Meetings and Online Submissions throughout the life of the project;

▪ Provide DCR with Raw Data and Notes from all Stakeholder Meetings;

▪ Written Summaries to DCR are required from each meeting reflecting public comment and recommendations.
Scope of Work

Sec 1.5 - Plan Community Listening Sessions

- DCR is expecting the proposer to organize and lead Community Listening Sessions, in identified areas, that maximize participant input and feedback;
- Consult with experts from other cities familiar with public input methodologies regarding adult-use cannabis;
- Site selection for Community Listening Sessions (DCR staff will be responsible for retaining venues);
Scope of Work

Continued

Sec 1.5 - Plan Community Listening Sessions

- Develop PowerPoint presentations that cover the most critical elements needed to inform stakeholders about DCR, Relevant Cannabis Laws, and any other issues DCR wants to highlight;

- Determine Communication Outreach Needs for the Duration of the Contract, ensuring alignment with DCR Citywide Communications;
Scope of Work

Continued

Sec 1.5 - Plan Community Listening Sessions

- Provide Community Listening Sessions on an alternating schedule, during days and evenings, on weekdays and weekends;

- Design materials to publicize Listening Sessions and Collect Public Comments in English, Spanish and other relevant languages through an online portal established by DCR that will be active throughout the contract term.
Scope of Work

Sec. 1.6 - Facilitate Activities for Community Listening Sessions

- Create a user friendly on-site registration process and provide staff to record Community Stakeholder participation at each Listening Session;
- Provide Security and Crowd Management, if requested;
- Take Detailed and Comprehensive Notes at each Listening Session to capture Public Comments.
Scope of Work

*Continued*

Sec. 1.6 - Facilitate Activities for Community Listening Sessions

- Train and Provide a Lead Presenter and an appropriate number of Trained and Skilled Facilitators to manage Break Out Conversations;
- Provide all Meeting Materials and Signage in Languages appropriate for all participants;
Sec. 1.6 - Facilitate Activities for Community Listening Sessions

- Arrange on-site meeting translation equipment and interpretation in languages appropriate to Community Attendees;
- Ensure all Listening Sessions and facilities are ADA Compliant to promote inclusivity and participation;
Scope of Work

Sec 1.7 - Summarize and Synthesize Community Listening Sessions

- Proposer will collect all input from Listening Sessions and other communication channels and provide Information Analysis and Recommendation Reports;
- Supply DCR with Raw Data and Notes as well as Summaries reflecting Public Comments and Recommendations from all Listening Sessions.
Proposal Submission & Review
Proposal Submissions

Due to Mayor Garcetti’s ‘Safer-At-Home’ Ordinance, In lieu of the original submission requirements of:

- one (1) original and four (4) hard copies of your Proposal;
- one (1) redacted hard copy

Proposers will now submit electronically to:

ethan.spalding@lacity.org

- one (1) original digital copy of your Proposal;
- one (1) redacted digital copy

Proposals remain due by 4:00 p.m., Thursday April 23, 2020
Proposal Package - Highlights

- Proposal shall be no more than 20-pages
- 2-page maximum cover letter
- Single-sided, 12-point minimum font
- Total number of pages in the Proposal excludes cover letter, cover page, table of contents, divider pages, resumes, fee schedules
- Submit Proposal in an electronic format (PDF Required)
Proposal Package - continued

Proposal Package Highlights:

- Qualifications and Experience
- Schedules of Costs and Fees
- Financial Capability
- Insurance Requirements
- Conflicts of Interest
Conflicts of Interest

● The Proposer(s) shall disclose and list any financial, business, or other relationships in the cannabis industry that may have an impact on the outcome of any project or services required.

● For further information regarding Conflicts of Interest, refer to the Request for Proposal (RFP)
# Evaluation Criteria

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>POINTS</th>
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</thead>
<tbody>
<tr>
<td>Proposer’s Organization</td>
<td>30</td>
</tr>
<tr>
<td>Proposer’s Experience</td>
<td>50</td>
</tr>
<tr>
<td>Corporate Responsibility</td>
<td>10</td>
</tr>
<tr>
<td>Interview (if total score is 60 – 69 points)</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td>100</td>
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Proposal Review Process

- Evaluation Panel will evaluate each Proposal according to the criteria in the RFP.
- Qualified Consultants may be called in for an interview (if score of proposal is between 60 – 69 points).
- Maximum points in interview will be 10 points
- All Consultants who submitted a Proposal, will be notified of the review results by Email.
Compliance Requirements
Sec 3.0 – Additional Requirements

Proposers are required to:

▪ Register on the Los Angeles Business Assistance Virtual Network (LABAVN)

▪ Perform Business Inclusion Program (BIP) Outreach

▪ Complete all other required Ordinance Agreements and Affidavits as stated in the RFP. All documents are posted on LABAVN.
www.LABAVN.org

- The Los Angeles Business Assistance Virtual Network (LABAVN) hosts opportunities with the City of Los Angeles.
- In order to meet the compliance requirements associated with submitting a proposal, you will need to register your company on LABAVN, where you will:
  - Complete online disclosure forms
  - Conduct Business Inclusion Program (BIP) outreach
- www.LABAVN.org also contains information manuals.
Business Inclusion Program

- The Business Inclusion Program (BIP) is designed to offer contracting opportunities to underrepresented businesses such as:
  - Minority Business Enterprises (MBE)
  - Women Business Enterprises (WBE)
  - Small Business Enterprises (SBE)
  - Emerging Business Enterprises (EBE)
  - Disabled Veteran Business Enterprises (DVBE)
  - Other Business Enterprises (OBE)
Business Inclusion Program

- Proposer(s) must comply with the City’s BIP program by taking all available outreach measures to ensure business enterprises have an equal opportunity to participate in City contracts.
- Failure to submit the BIP Outreach Documentation will render the proposal as Non-Responsive.
- BIP is due April 9, 2020 at 12:00am
## Business Inclusion Program

### Example of Incomplete Summary Sheet

Note: All boxes need to be green for your outreach to be complete.

If you fail to complete your online Summary Sheet, your proposal will be deemed non-responsive.

### IT Support

![View Summary Sheet with only responses](image)

![View this opportunity online](image)

![View all related subcontractors for this opportunity](image)

### BIP Outreach Summary

<table>
<thead>
<tr>
<th>NAICS Work Areas</th>
<th>Minimum Requirements</th>
<th>Number of Certified and Other Firms Contacted Per Work Area</th>
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<tbody>
<tr>
<td></td>
<td>Required</td>
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<tr>
<td>511210 Software Publishers</td>
<td>24</td>
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</tr>
<tr>
<td>518210 Data Processing, Hosting, and Related Services</td>
<td>47</td>
<td>6</td>
</tr>
<tr>
<td>519130 Internet Publishing and Broadcasting and Web Search Portals</td>
<td>27</td>
<td>4</td>
</tr>
</tbody>
</table>

* You have not made the required outreach in one or more specific areas. Roll over the highlighted number for more details on the issue.

In addition to performing the required outreach, a bidder/proposer must also complete their online Summary Sheet. A bidder/proposer’s failure to utilize the BAVPN’s Summary Sheet function will result in their bid proposal being deemed non-responsive.
Business Inclusion Program

Example of Complete Outreach

Note: All boxes are green

IT Support

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In addition to performing the required outreach, a bidder/proposer must also complete their on-line Summary Sheet. A bidder’s/proposer’s failure to utilize the BAVN’s Summary Sheet function will result in their bid/proposal being deemed non-responsive.
Business Inclusion Program

You may view or download copies of the Business Inclusion Program manual at:

- LABAVN - labavn.org
- DCR - cannabis.lacity.org
Questions
Questions & Answers

- Please email your RFP questions to Ethan Spalding at: ethan.spalding@lacity.org.

- Questions and answers from this Pre-Proposal presentation will be posted on the LABAVN website, Monday, April 13, 2020.

- If you have questions specific to LABAVN, you can use the “Ask Chip” feature on the website.
Thank you for your Interest and Good Luck!