

April 9, 2024

Honorable Mayor and City Council  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to Adopt Specifications No. RFP CM-23-318 and award a contract to ORALE of Long Beach, CA; United Cambodian Community of Long Beach, CA; Filipino Migrant Center of Long Beach, CA; and Al Otro Lado, of Los Angeles, CA, to implement the Long Beach Justice Fund (LBJF) Program and provide legal services, outreach, education, and make program referrals, in an annual aggregate amount not to exceed \$800,000, for a period of one year, with the option to renew for two additional one-year periods, at the discretion of the City Manager; and authorize the City Manager, or designee, to execute all documents necessary to enter into the contracts, including any necessary subsequent amendments. (Citywide)

**DISCUSSION**

**Long Beach Recovery Act**

On March 16, 2021, the City Council adopted the Long Beach Recovery Act (LB Recovery Act), becoming one of the first major cities to approve COVID-19 recovery programs made possible through the federal American Rescue Plan Act (ARPA) and other federal and state funding sources. Additional funding adjustments to the LB Recovery Act have been made and have been brought to the City Council as needed. Additional information about the LB Recovery Act is available at [www.longbeach.gov/recovery](http://www.longbeach.gov/recovery). As part of the LB Recovery Act, under the Healthy and Safe Community category, approximately \$700,000 has been allocated for the Long Beach Justice Fund (LBJF) programs as part of the LB Recovery Act to address legal hardships experienced by immigrant and refugee residents. Additionally, \$1.5 million of General Fund one-time funds were allocated for this program.

**Long Beach Justice Fund (LBJF)**

City Council approval is requested to enter into contracts with four vendors to implement the Long Beach Justice Fund (LBJF) Program and provide legal services, outreach, education, and make program referrals. The awarded Legal Services Provider (LSP), Al Otro Lado, will assist with affirmative applications including but not limited to U Visas, T Visas, and Violence Against Women Act (VAWA) petitions and appellate representation. The awarded Community Connection Service Providers (Community Connectors), ORALE, United Cambodian Community, and Filipino Migrant Center, will work cooperatively with the LSP to provide outreach and education in the community on the LBJF as well as linkages to comprehensive support services.

The LBJF provides free legal representation for low-income immigrants who live and work in Long Beach and are at risk of deportation, protecting the rights of its immigrant and refugee residents who form a vital part of the community. Since its inception, the LBJF has represented community members in removal proceedings, and through these expanded services, individuals eligible for deportation relief will have access to legal support while navigating affirmative relief processes, filing Ninth Circuit appeals, and motions to reopen.

The annual aggregate contract amount for these services will not exceed \$800,000, which is a part of the adopted Fiscal Year 24 Budget and will be initially allocated as follows in the first year to support the implementation of additional legal services as part of the LBJF.

<b>ORALE</b>	\$122,500
<b>United Cambodian Community</b>	\$75,000
<b>Filipino Migrant Center</b>	\$122,500
<b>Al Otro Lado</b>	\$480,000

The above-allocated annual amounts may vary if the options to renew are exercised based on need, funding availability, and Program demands.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on October 21, 2023, and 214 potential proposers specializing in legal services and community-based services were notified of the RFP opportunity. Of those potential proposers, 76 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the 6th floor of City Hall, and the Division's website at [www.longbeachbuys.buyspeed.com](http://www.longbeachbuys.buyspeed.com). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 39 local business groups. There were eight proposals received on December 12, 2023. Of those eight proposers, three were Minority-owned Business Enterprises (MBEs), three were Women-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), and three were Long Beach vendors (Local).

The selection committee determined that ORALE of Long Beach, CA (Local); United Cambodian Community of Long Beach, CA (Local); Filipino Migrant Center of Long Beach, CA (Local); and Al Otro Lado (none) were the most qualified vendors to provide the services.

These organizations were chosen because of the conformance of their proposals with the RFP, the services proposed to expand the existing LBJF Program during the funding timeline, the reasonableness of cost providing those services, and their experience and expertise in conducting their operations in reaching the intended audiences prioritized in the RFP.

### **Local Business Outreach**

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Long Beach Buys platform to download RFP specifications. Through outreach for the Long Beach Justice Fund, 168 Long Beach vendors were notified to submit bids, of which 29

downloaded and eight submitted bids. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Marsha Yasuda on March 22, 2024, and Purchasing Agent Michelle Wilson and Recovery Budget Officer Dee Okam on March 25, 2024.

### TIMING CONSIDERATIONS

City Council action to adopt Specification No. RFP CM-23-318 and award contracts is requested on April 9, 2024, to ensure the contracts are in place expeditiously and can be administered before the conclusion of the Long Beach Recovery Act.

### EQUITY LENS

The City has incorporated the Equity Toolkit in this recommendation, as requested by the City Council on April 21, 2020. The services derived from this contract were completed in accordance with procurement procedures.

The establishment of the Long Beach Justice Fund follows the 2018 adoption of the Long Beach Values Act, which establishes procedures specifying limits for requesting, collecting, maintaining, and disclosing sensitive information, assisting with the enforcement of federal immigration law, and protecting sensitive information beyond citizenship and immigration status. The Long Beach Justice Fund promotes due process by expanding access to legal services for immigrants facing or at risk of deportation.

### FISCAL IMPACT

The Long Beach Recovery Act has identified \$700,000 for the Long Beach Justice Fund program. The total annual aggregate amount of the Long Beach Justice Fund contracts will not exceed \$800,000 and will be funded through the Long Beach Justice Fund program of the LB Recovery Act and by one-time general fund resources allocated for this program. Sufficient funding for these contracts is currently budgeted in the General Fund Group in the City Manager Department. For administration efficiency and for reporting and auditing purposes, the funding source from the LB Recovery Act funds for these programs is the General Fund based on funds made available as a result of the City's approach to using the majority of federal APRA funds to maintain existing City services in compliance with the U.S. Department of Treasury's Final Rule, thereby freeing up General Fund monies for the LB Recovery Act programs.

This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. Approval of this recommendation is anticipated to result in a positive impact on local jobs.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'T. B. Modica', written in a cursive style.

Thomas B. Modica  
City Manager