

CITY OF LOS ANGELES

TASK ORDER SOLICITATION ACCOUNTING ASSISTANCE - L.A. REPAIR PARTICIPATORY BUDGETING PILOT PROGRAM

INTRODUCTION

The City of Los Angeles (City) seeks to engage the services of a qualified firm to perform monthly audits and reports verifying expenditures for up to 20 nonprofit organizations granted City funding.

The selected contractor must possess knowledge and experience in financial services, certified public accounting, or bookkeeping. Experience with monitoring and assessing compliance with use of public funds and thorough understanding of general ledgers, payroll registers, and labor distribution reports is also desired.

For the purpose of this Task Order Solicitation the following applies:

OBJECTIVE & SCOPE

The City of Los Angeles Civil, Human Rights and Equity Department (LA Civil Rights) is seeking a partner (Contractor) to monitor and audit expenditures for 501(c)(3) nonprofits awarded City funding as part of the Los Angeles Reforms for Equity and Public Acknowledgment of Institutional Racism (L.A. REPAIR) Participatory Budgeting Pilot Program. The program, launched in 2022, allows up to 20 community-selected organizations (grantees) to administer and provide services aligned with community needs in nine neighborhoods, known as REPAIR Zones. Grantees have 12 months to complete L.A. REPAIR programming and expend Grant Funds.

Each month, Contractor will be expected to review receipts, invoices, and payroll documentation submitted by each grantee to assess compliance with City regulations and approved budgets. Contractor will communicate monthly findings and corrective actions to grantees and LA Civil Rights, and provide a per grantee monthly report of audit results. Additionally, per grantee, Contractor will confirm the meeting of expenditure quotas pertaining to grant disbursement. Finally, Contractor will submit a year-end analysis report for each grantee comparing its incurred L.A. REPAIR expenditures to expenditures proposed with grantee's contract award.

LA Civil Rights anticipates all L.A. REPAIR service projects to be concluded, all Grant Funds to be expended, and all financial reporting to be submitted by May 15, 2027.

The Contractor will be expected to:

- Provide delivery of technical assistance to City funded-grantees as described herein;
- Regularly communicate with LA Civil Rights and grantees to ensure successful auditing and corrective measures are taken; and
- Conduct audits and reporting to account for expenditures consistent with City regulations and those approved by LA Civil Rights.

GENERAL APPROACH & DELIVERABLES

The Contractor will provide the following deliverables:

1. Monthly Auditing, which shall include monitoring of participant expenditures, receipt and evaluation of supporting documentation, and reporting to LA Civil Rights proper expenditure, inconsistencies, or suspected fraud;
2. Monthly Reconciled Expenditure Reports, which per grantee shall report Contractor's audit's findings with documentation, verify and confirm grantees' expenditures covered by the L.A. REPAIR Grant Funds, and report grantees' progress expending Grant Funds on approved line items;
3. Issuance of corrective actions as needed to ensure timely submission of grantees' Monthly Financial Reports and supporting documentation; and
4. Year-End Analysis Reports, which will compare each grantee's proposed expenditures with actual expenditures incurred based on data collected in Contractor's monthly audits.

ESTIMATED TIMEFRAME

The project is time sensitive and should commence as soon as possible. Estimated milestones are projected as follows:

Execute Task Order and issue Notice to Proceed	January 7, 2026
Meet with Selected Contractor and Begin Onboarding	February 2, 2026
Begin Expense / Receipt Collection	March 1, 2026
First Batch of 12 Monthly Reconciled Audit Reports Due	April 1, 2026
Final Batch of 12 Monthly Reconciled Audit Reports Due	March 31, 2027
Grantees' Year-End Analysis Reports Due	May 15, 2027

These are estimated timeframes. If a qualified contractor has an interest in the project, but feels it cannot meet the desired timeframe based upon scheduling issues related to scope or other factors, please provide an alternative schedule. Timing will be considered along with other evaluation factors, such as proposed work plan, contractor expertise, and cost, in selecting a firm to conduct the feasibility analysis and implementation plan.

PROJECT BUDGET

The City shall pay Contractor an amount not to exceed \$208,862.93 for the complete and satisfactory performance of the tasks outlined in the "General Approach and Deliverables"

section. Contractor shall bill LA Civil Rights for completion of three monthly deliverables per grantee for the 12-month term of grantees' L.A. REPAIR programming, and upon furnishment and verification of required documentation by LA Civil Rights. Any changes must be approved by LA Civil Rights.

Contractor's invoices and City payment shall reflect completed deliverables and services rendered for individual grantees during their respective 12-month periods of program delivery. The commencement of said periods is dependent on the commencement of grantees' individual Professional Services Agreements, as well as the subsequent disbursement of their Grant Funds. Contractor shall only render services for grantees which possess effective City Agreements and have received Grant Funds, and may therefore be required to render services to fewer grantees at the outset of its contracted work period. As remaining grantees are onboarded, Contractor shall commence work consistent with the TOS and progressively add grantees to its invoices. Nevertheless, each grantee is obligated to fulfill a continuous 12-month programming term for L.A. REPAIR, throughout which Contractor will complete the three deliverables for each.

Billable costs and City payment are subject to change based on the execution date of the Task Order Solicitation Agreement, Contractor's performance, the termination provisions of the Master Service Agreement, and availability of City budgeted funds.

Contractor's monthly invoices shall request payment, demonstrate its completion of each specific deliverable per grantee, and be consistent with the TOS.

TASK ORDER PROPOSALS

Consulting firms with current Master Agreements with the Controller's Office are invited to submit a brief proposal indicating their interest in this project. It should include:

1. Background, experience, and qualifications of the firm, including specific expertise of the staff and subcontracted subject matter experts, if any, to be assigned. Include descriptions of the roles specific staff will play to execute the deliverables in this TOS. All consultant staff must certify that they have no conflicts of interest with the City of Los Angeles, and will abide by all non-disclosure and confidentiality agreements made with designated City officials, relative to the work product of this project;
2. Proposal of how Contractor, with its staff, tools, and processes, will conduct monthly audits, report audit findings, offer as-needed corrective actions, delivery of Year-End Analysis Reports;
3. Confirmation that the firm can work with LA Civil Rights for the duration of the estimated timeframe, fulfilling monthly deliverables; and

4. Proposed fee schedule, documenting how Contractor will submit deliverable-based invoices, based on two monthly deliverables per grantee, one as-needed deliverable, and provision of one Year-End Analysis Report per grantee. Proposed fee schedule total shall not exceed \$208,862.93.

EVALUATION CRITERIA

Contractor shall provide a response to this TOS that allows the City to evaluate its response based on the following criteria:

Evaluation Category	Maximum Points
<p><u>Technical Qualifications & Key Personnel</u></p> <ul style="list-style-type: none"> ● Firm’s experience specific to the TOS is provided; ● Project team, or key staff, is identified, demonstrating experience, competency, and capability to complete work specific to the TOS; ● An organizational chart of the project team, articulating roles and responsibilities specific to the TOS is provided; ● Firm demonstrates cultural competency to work with small, grassroots organizations who serve marginalized communities; and ● Firm demonstrates how it can adapt in case organizational change and interruptions occur. 	20
<p><u>Accounting Assistance Plan</u></p> <ul style="list-style-type: none"> ● Firm demonstrates its capability to communicate with LA Civil Rights both on a regular basis and as-needed; ● Firm demonstrates its capability to clearly communicate corrective actions to small- and large-scale nonprofit organizations; ● Firm demonstrates potential application of its auditing and reporting tools, systems, and / or processes to fulfill the deliverables and goals of the TOS; ● Firm demonstrates potential application of its auditing and reporting tools, systems, or processes to confirm that: <ul style="list-style-type: none"> ○ Expenditure amounts correspond with grantees’ approved budgets; ○ Specific expenditures correspond to approved categories and are within spending limits delineated by line items within each budget category; and ○ Expenditures which do not meet expectations are identified; ● Firm demonstrates its capability to report findings and discrepancies; 	50

<ul style="list-style-type: none"> • Firm demonstrates its capability to fulfill the monthly deliverables described in the TOS; and • Firm demonstrates its capability to analyze grantee spending, comparing proposed expenditures to actual costs incurred for those same expenditures. 	
<p><u>Cost Effectiveness and Fee-Schedule</u></p> <ul style="list-style-type: none"> • Cost will be evaluated quantitatively compared to all responses received; • Firm demonstrates that its monthly billing is solely based on deliverables completed; • Firm demonstrates that it will request payment based on the monthly completion deliverables listed in the “General Approach & Deliverables” section; and • Firm demonstrates its capability to separate and assign costs for individual deliverables per grantee. 	30
TOTAL	100

SUBMITTAL DEADLINE & CONTACT INFORMATION

Response Due: No later than [Monday, January 26, 2026, at 12 p.m.](#) Responses received after the deadline will be deemed non-responsive and will be disqualified.

Email Proposal To:

Francia Bent, LA Civil Rights - Finance, Accounting, and Budget Unit
francia.bent@lacity.org

Nicole Osborn, Controller’s Office - Management Services Division
nicole.osborn@lacity.org