

Certificate of Preference Program Personal Services Contract

December 7, 2021



Request for Proposals

- **Released in December 2020**
- **Consultant to locate and provide current contact information for individuals displaced by SFRA action**
- **Low-income households may be eligible for a preference in affordable housing developments**

Scope of Work and Background

- **Locate as many as individuals as possible who may not be aware they are eligible for a COP certificate**
- **5,893 households were displaced; approximately 12,188 individuals**
- **Seeking to improve current contact information for individuals who were displaced**
- **Keane hired in 2009 to locate these individuals**

Keane Work and Results

- **2009: Keane Organization, Inc. completed a survey for the SFRA**
 - Scanned and created digital records of the Site Occupancy Records
 - Confirmed if original COP holders were still living
 - Conducted an electronic and manual search for last known address
- **2010: Keane's results**
 - Newly identified heads-of-households = 1,033
 - Newly identified household members who had been minor children at time of displacement = 287
 - Deceased = 1,259
 - Displaced Persons for whom contact information was not found = 9,992

RFP and Contractor Selection

- **December 3, 2020: Request For Proposals**
- **February 18, 2021: eight complete proposals**
- **May 20, 2021: Addendum #2 clarifying use of Keane's results**
- **June 18, 2021: five updated responses and two teams withdrew**
- **The three teams most responsive were interviewed**

Interview Process

- **August 24, 2021 - three teams were interviewed.**
 - **Diamond Technology, Inc.**
 - **Lynx Insights and Investigations, Inc. with New Community Leadership Foundation**
 - **Ewald & Wasserman**
- **Scoring criteria included:**
 - **Experience**
 - **scope of work**
 - **Budget**
 - **Reporting and compliance with OCII's policies**

Recommended Contractor

- **Lynx and NCLF scored highest by interview panel (88.7 points)**
- **Lynx Investigations will complete the data search for household members**
- **NCLF and Alise Vincent Consulting**
 - **train young people from the Western Addition and Bayview to connect with people and confirm contact information**

Term and Scope of Work

- **Term: 9 months beginning on January 3, 2022**
- **Scope of Services:**
 - **Bulk Database Search**
 - **Media Creation**
 - **Train Investigators**
 - **Contact Potential Displacees**
 - **Prepare Report for OCII**
 - **Presentation to OCII Commission**

Budget

- **Anticipated budget: \$199,621**
- **Contingency amount of additional \$29,949 if any follow-up items required**
- **Not to exceed total: \$229,570**

Small Business Enterprise Program Compliance

- **Lynx Insights and Investigations, Inc., has submitted all the paperwork to be certified as an SBE with the State**
- **Lynx has complied with OCII's purchasing and contracting policies by hiring SBE subcontractors**

Personal Services Contract
Lynx Insights and Investigations, Inc.

Questions / Comments

*You are watching a Live meeting of the
Commission on Community
Investment and Infrastructure*

PUBLIC COMMENT CALL-IN:

Dial: 1(415) 655-0001 **Access Code:** 2492 620 4134

Press #, then press # again

- Press *3 to submit your request to speak
- Wait for your line to be unmuted
- You will have 3 minutes to provide a comment