

**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY**

**REQUEST FOR PROPOSALS
RFP NO. 44-027**

FOR

EXHIBITION COORDINATOR SERVICES

CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY
630 W 5th Street
Los Angeles, CA 90071

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**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY
REQUEST FOR PROPOSALS (RFP)**

EXHIBITION COORDINATOR SERVICES

DATE RFP ISSUED: **JANUARY 14, 2022**

TITLE: RFP No. 44-027 / Exhibition Coordinator Services

DESCRIPTION: THE LOS ANGELES PUBLIC LIBRARY (LAPL) IS SEEKING A qualified consultant to provide professional exhibition coordinator services at the Central Library and the branch library facilities on an as-needed basis. The LAPL is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the LAPL and our patrons. We welcome and encourage Request for Proposal submissions from a wide range of participants.

ELIGIBILITY TO APPLY: A minimum of three (3) years paid experience in exhibit coordination, curating and/or organizing exhibits is required.

WEBSITE ADDRESS: <http://www.labavn.org>
Proposers must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the Request for Proposals (RFP) and updates. **Business Inclusion Program (BIP) Outreach must be completed fifteen (15) days prior to the RFP Due Date. See the exact date for this RFP on the LABAVN website.** PLEASE NOTE: PROPOSERS MUST BOOKMARK THE OPPORTUNITY ON LABAVN (IN THE UPPER LEFT CORNER OF THE OPPORTUNITY) TO RECEIVE UPDATES OF ADDENDA AND QUESTION & ANSWER POSTINGS.

TERM: Five (5) years

KEY DATES AND SUBMISSION: All times listed in this RFP are Pacific Standard time (PST)

Mandatory Pre-Proposal Conference: **Wednesday, March 16, 2022 at 10:00 a.m.**
Virtual Conference via Zoom

RSVP by Monday, March 14, 2022, 5:00 p.m.
Details available on Section E.2 in the RFP

Proposal Due: **Wednesday, April 27, 2022 at 5:00 p.m.**

Submission e-mail address: exhibition_coordinator_2021@lapl.org

Project Manager: Ani Boyadjian
Email: aboyadjian@lapl.org

Contract Administrator: Deirdre Gomez
Email: dgomez@lapl.org

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B.	Sample Contract for Exhibition Coordinator Services
C.	Electronic Signature Policy 0320
D.	Proposed Fees and Expenses Schedule

EXHIBITS

(All Exhibits will be found on www.LABAVN.org)

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A. PURPOSE OF REQUEST FOR PROPOSALS

1. Introduction and Background

The Los Angeles Public Library is issuing this Request for Proposals (RFP) to select a qualified individual or company to provide professional Exhibition Coordinator services for the Central Library and branch library facilities on an as-needed basis.

Our libraries are vibrant community centers with programs that turn young children into life-long readers, inspire teens to set career goals, and help adults enrich their lives. Annually, more than 15 million people visit our libraries and participate in more than 2,000 programs, borrowing more than 15 million items from the collections of print, downloadable books, music, films and other items. During the pandemic when our libraries were shuttered, we provided services via our Library-To-Go service and held nearly 6,000 virtual programs with nearly 80,000 attendees. Annual visits to our website exceed 22 million.

Through its Central Library and 72 branch libraries and website (www.lapl.org), LAPL provides free and easy access to information, ideas, books and technology that enrich, empower and connect every individual in our City's diverse communities.

2. Exhibition Program Overview

Exhibitions at the Central Library and branch libraries support the mission of the Los Angeles Public Library by promoting educational opportunities for residents and visitors. In addition, exhibitions also advance the LAPL as a cultural center in the community.

The Central Library is located at 630 W. Fifth Street, Los Angeles, CA 90071 and contains three (3) galleries that host various exhibits throughout the year.

The Getty Gallery is the largest of the three galleries at 3,200 square feet. It is comprised of 375 linear feet of wall space in a spacious high-ceilinged setting.

The Annenberg Gallery exhibition space is a 1,200 square foot exhibition area adjacent to the Getty Gallery on the 2nd floor, with one door near the Getty Gallery entrance and the other by the Library's majestic Rotunda.

The First Floor Galleries total 100 linear feet of wall space and are nine feet in total height. They are comprised of two (2) identically sized areas located on either side of the hallway connecting the first floor of the building with the Tom Bradley wing.

In-House Display Cases and Online Exhibits

These exhibits vary in size and content so as to target a particular interest of a large audience. These exhibits may also be located at the Central Library and any of the 72 branch libraries located throughout the City of Los Angeles.

The City Librarian enters into agreements with entities that provide exhibitions for the gallery spaces, display cases and online exhibits at the Center Library and at the 72 branch libraries. The selected Exhibition Coordinator will be involved in all aspects of the process to ensure successful exhibitions.

B. SCOPE OF WORK

The selected Exhibit Coordinator must be able to provide the following services.

1. Project Management

- a. Act as primary liaison and facilitator between the LAPL staff, the exhibition organizer and public programs.
- b. Identify and solicit potential exhibitions in accordance with established organizational and marketing goals.
- c. Schedule, plan, manage and organize exhibitions.
- d. Review and offer professional advice regarding exhibition proposals submitted to the LAPL.
- e. Compile exhibition budgets in conjunction with Library staff.
- f. Organize and/or coordinate all aspects of the exhibit including vendor contact, staff requests, security and sign requests.
- g. Review and assist LAPL staff in the maintenance and updating of the master calendar for exhibits.

2. Curate or Co-curate Exhibitions from the LAPL's Collections

- a. Coordinate with LAPL staff for all exhibits involving the LAPL's collections.

3. Exhibition Component Fabrication, Production and Installation

- a. Coordinate all production processes for exhibition spaces.
- b. Work with vendors and the City of Los Angeles, Department of General Services (GSD) to fabricate exhibition systems and hardware for the galleries.
- c. Coordinate any environment controls such as lighting and temperature with building management personnel.
- d. Secure, arrange, install and maintain all exhibits.
- e. Provide services related to preparation, design, framing and hanging of exhibitions, including supervision of the preparatory staff.
- f. Create didactics, craft wall text and other exhibition language to accurately and informatively describe items within exhibitions. Didactics for exhibited objects/items will include, but not be limited to: a title/description of the artwork, the artist's name, the artwork's name, the year the artwork was finished, dimensions and format, and materials used. LAPL staff shall have final approval of all descriptive language prior to exhibition installation.

4. Art Handling and Collection Management

- a. Provide expert art handling and collection management.
- b. Act as registrar in setting up and maintaining condition reports for all artwork and artifacts on receipt and dispersal.
- c. Work with Library staff and GSD for art storage, climate control and light levels.
- d. Implement and maintain collection/exhibit object records.
- e. Package and transport art work and/or contracting with appropriate vendors to perform these services.
- f. Arrange for insuring and transporting objects and exhibitions.
- g. Arrange for necessary restoration of works.
- h. Contact collectors and professional groups to obtain use of art work for exhibitions.

5. Enhancement of Exhibition Visibility

- a. Work with LAPL Public Relations staff to increase public awareness of exhibitions.
- b. Work with Public Relations on collateral materials.
- c. Develop public programming in collaboration with LAPL staff around exhibitions for different age levels.
- d. Develop guided tours of exhibitions.

6. Special Projects

- a. Create and coordinate a docent training program.
- b. Create a docent manual for Getty Gallery.
- c. Prepare an orientation manual for Central Library docents with special inserts for exhibitions.

7. Additional Duties

The Exhibition Coordinator will ensure that a complete proposal from individuals, other organizations, cultural heritage institutions or traveling exhibitions includes: an item list with insurance values; an adequate amount of visuals for staff to obtain an understanding of the exhibit; meaningful text and captions; any necessary environmental controls; rental and shipping costs; funding and sponsorship opportunities; and, handling, packing, shipping, insurance and applicable security requirements.

8. Work Schedule

The selected Exhibition Coordinator will work the hours that meet the demands of the exhibition(s). It is expected that an average of between 20 to 50 hours per week will be required for performance of services under the prospective agreement. However, there is no guarantee of the number of hours that will be required. Flexibility with time is a must for the successful proposer. The exact days and hours of the Exhibition Coordinator's work schedule will depend on the schedule of exhibitions at the LAPL facilities that require the Exhibition Coordinator's services.

9. Work Site

The selected Exhibition Coordinator will be provided work space on an as-needed basis in the Central Library facility at 630 W. Fifth Street, Los Angeles, CA, 90071, to perform the requested duties and ensure successful exhibitions.

10. Term of Agreement

The term of this Agreement shall be for five (5) years.

C. CONTENTS OF THE SUBMITTED PROPOSAL

Individuals or firms interested in providing the services described in the Introduction and Scope of Work sections of this RFP are requested to submit the following:

1. Cover Letter and Executive Summary

Each proposal should be accompanied by a cover letter and an executive summary not exceeding three (3) pages combined which summarizes key points of the proposal and must include the title, address and telephone, email and contact information of the person or persons who will be authorized to represent the organization regarding all matters related to the RFP and any subsequent contract(s) awarded. This letter must be signed

by the person or persons authorized to bind the Proposer to all commitments made in the submitted proposal.

2. Proposer Qualifications and Experience

A minimum of three (3) years paid experience in exhibition coordination, curating and/or organizing exhibits is required. Provide a resume of exhibits, locations and dates, along with a detailed explanation of the work involved for the three (3) years of qualifying experience. This part of the proposal shall include the consultant's statement of qualifications, experience and any additional information to demonstrate proficiency in the following areas of expertise:

- a. Knowledge of the proper handling, security and collection management of rare and/or expensive artwork;
- b. Experience in the production, fabrication and installation of exhibits;
- c. Experience in project management including deadlines, budget and logistics in exhibit coordination;
- d. Relevant education; and,
- e. Contacts within the community to obtain ideas and potential exhibits to curate for LAPL.

3. Proposed Fees and Expenses

Proposers must include a list of fees to meet the requirements in the Scope of Work. The fees must be stated as hourly, project-based, or a combination thereof. (See Attachment D). LAPL will pay for all expenses directly to the vendor(s) providing the necessary items and/or services for each individual exhibit. All such items and/or services must be approved in writing by LAPL staff prior to assuming any financial responsibility.

If additional non-salary expenses are required to perform the services described herein, provide a list of such anticipated costs or types of costs (e.g. mileage, supplies).

4. References / Letters of Recommendation

- a. Proposers must include five (5) references for the applicable capabilities, qualifications, and relevant experience cited in Section B. – Scope of Work above and Section C.2 Proposer Qualifications and Experience. For each reference, please list the name, position/title, organization name, jurisdiction, address, phone number and email address. For each reference, describe the nature of the project and the length of the engagement.
- b. A list and detailed description of at least five successful programs within the last two years is to be provided that resemble the work described in Section B. – Scope of Work and Section C.2. Proposer Qualifications and Experience and should include letters of recommendation from previous sites where the Proposers delivered Exhibition Coordinator services. The five successful programs and letters of recommendation may include the five (5) references listed in Section C.4.a.
- c. Selected Proposers must be willing to go through a background check, which may include fingerprinting and inquiries to applicable licensing agencies.

5. Key Personnel

Provide a list of names, addresses and phone numbers of the personnel the Proposer would use as a back-up to provide Exhibition Coordinator services to LAPL if the

Proposer is not able to work an event, should a contract be awarded. The Contractor must provide the LAPL Program Manager or designee a 14-day notice if they are not able to work an event. LAPL must review qualifications of back-up personnel and must give prior written approval to use the back-up personnel to provide services at an event.

6. **Authorized Signatures**

Proposals must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one proposer or one legal entity. The proposal must identify the responsible entity.

D. **MANDATORY CITY SUBMITTAL REQUIREMENTS AND COMPLIANCE DOCUMENTS**

Failure to return the requested supporting documents may result in a Proposer being deemed non-responsive. Documents the Proposer deems not applicable must be submitted with the title "Not Applicable."

1. **Declaration of Non-Collusion**

Each proposal must have attached thereto the affidavit of the Proposer that such proposal is genuine, and not a sham or collusion, or made in the interest or on behalf of any person, firm, or corporation not herein named; and that the Proposer has not directly or indirectly induced or solicited any other Proposer to submit a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal.

Instructions: Proposers shall submit a signed and **notarized** Declaration of Non-Collusion (Exhibit E.1). No other form will be accepted. *Submit signed and notarized document in the submitted proposal.*

2. **Contractor Responsibility Ordinance**

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Proposers shall refer to Exhibit E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the CRO.

Instructions: All Proposers shall complete and return, with their submitted proposal, the Responsibility Questionnaire (Exhibit E.3) and Pledge of Compliance to the Ordinance (Exhibit E.4). Failure to return the completed questionnaire may result in a Proposer being deemed non-responsive. *Submit signed document (provide signatures in the **two** (2) locations within the document) in the submitted proposal.*

3. **Equal Benefits Ordinance (On-Line Submission)**

Proposers are advised that any contract awarded under this procurement process shall be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

The affidavit shall be valid for a period of three years from the date it is first uploaded onto the City's LABAVN. Proposers do not need to submit supporting documentation with their

bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Instructions: All Proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (LABAVN) residing at www.labavn.org, prior to the award of a City contract that exceeds \$25,000. *Additionally, submit a copy of the uploaded and signed EBO document with the submitted proposal.*

4. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to "Living Wage Ordinance" (Exhibit E.5) and Service Contractor Worker Retention Ordinance (Exhibit E.10) for further information regarding the requirements of the Ordinances.

These forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at <https://bca.lacity.org>.

Proposers who intend to subcontract any of their services must submit the LWO Subcontractor Information Form (Exhibit E.8) and the LWO Subcontractor Declaration of Compliance to Living Wage (Exhibit E.7). The LWO Employee Information Form (Exhibit E.6) will be required of the successful proposer prior to execution of the contract.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal the LWO Application for LWO Non-Coverage Exemption (Form OCC/LW-10, Exhibit E.9), the LWO Non-Profit/One Person Contractor Certification of Exemption Form (Form OCC-LW13, Exhibit E.9a), or the Small Business Exemption Application (Form OCC/LW-26A, Exhibit E.9b English or E.9c Spanish), and the SCWRO City Financial Assistance Recipient (CFAR) Application for Non-Coverage or Exemption (if applicable) (Form OCC/SCWRO-1, Exhibit E.11).

At this time, the living wage rates, effective July 1, 2021, have not increased and will remain at the prior living wage rate of \$15.00 with health benefits of \$1.25 per hour, or \$16.25 per hour if health benefits are not provided. For "Airport Employees," the living wage and health benefits hourly rates, effective July 1, 2021, will increase to \$17.00 per hour and \$5.67 per hour, respectively or \$22.67 per hour if health benefits are not provided. These increases are applicable to service contractors, lessees, licensees, City financial assistance recipients, and their subcontractors that are subject to the Living

Wage Ordinance. Additionally, subject contractors, lessees, licensees and City financial assistance recipients are required to notify their subcontractors, if any, of the wage rate adjustments, and to ensure that the increases are provided to their affected employees beginning July 1, 2021. Living wage rates for employees are subject to future increases.

Instructions: *No submission is required **unless** an exemption will be requested for the Living Wage Ordinance (Exhibit E.9 or E.9a or E.9b or E.9c). Submit signed documents in the submitted proposal.*

5. Non-Discrimination / Equal Employment / Affirmative Action Plan

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. By affixing its signature on a contract that is subject to the Equal Employment Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Bidders/Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

Instructions: *No submission is required at this time.*

6. Disclosure Ordinances Affidavit (On-Line Submission)

Unless otherwise exempt by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code and the DBWCO, Section 10.50 of the Los Angeles Administrative Code. You must register on LABAVN (www.labavn.org) to access the updated Disclosure Ordinances Affidavit web form. The web form can be found by clicking on the "Profiles" tab. Scroll to the "Company Profile" section and click on "Compliance Documents". The web form should be completed and submitted by the time of RFP submission. The web form will be verified by the Bureau of Contract Administration (BCA) only if your company

is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and DBWCO Disclosure Ordinances may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Instructions: All Proposers shall complete and upload the Disclosure Ordinance Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (LABAVN) residing at www.labavn.org (Exhibit E.24) prior to submission of the submitted proposal. *Additionally, submit a copy of the uploaded and signed Disclosure Ordinance document with the submitted proposal.*

7. Certification of Compliance with Child Support Obligations

The City of Los Angeles has adopted The Child Support Assignment Orders Ordinance (Exhibit E.12) requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support.

Instructions: All Proposers shall complete and return, with their submitted proposal, the Certification of Compliance with Child Support Obligations form (Exhibit E.12a). *Submit a signed copy of the document with the submitted proposal.*

8. City Contracts Held Within the Past Ten Years

The Los Angeles City Council passed a resolution on July 21, 1998, requiring that all proposed contractors supply in their proposal a list of all City of Los Angeles contracts held by the Proposer or any affiliated entity during the preceding ten (10) years. Contractors shall complete the City of Los Angeles Contract History (Exhibit E.13). If the Proposer has held no City of Los Angeles contracts during the preceding ten (10) years, this must be stated on the form.

Instructions: All Proposers shall complete and return, with their submitted proposal, the City Contracts Held Within the Past Ten Years form (Exhibit E.13). *Submit a signed copy of the document with the submitted proposal.*

9. City of Los Angeles Residence Information

The Los Angeles City Council, in consideration of the importance of preserving and enhancing the economic base and well-being of the City, encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires proposers to state their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

Instructions: All Proposers shall complete and return, with their submitted proposal, the City of Los Angeles Residence Information Form (Exhibit E.14). *Submit a signed copy of the document with the submitted proposal.*

10. City Ethics Certification and Contributions

CEC Form 50 (Exhibit E.15) requires that any proposer for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a

completed CEC Form 50 as proscribed by the City Ethics Commission, that the proposer acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualified as a lobbying entity under the Ordinance.

The exemptions contained in Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection. Proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful proposers, twelve (12) months after the contract is signed. The proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

CEC Form 55 (Exhibit E.16) requires proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed non-responsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or <http://ethics.lacity.org>.

Instructions: All Proposers shall complete and return with their proposals the City Ethics Commission's Bidder Certification and Contributions Form 50, Exhibit E.15 and Form 55, (Exhibit E.16). *Please note that Ethics Forms 50 and 55 must be signed via a software that is accepted by the Ethics Commission, i.e. DocuSign, Adobe* (See Attachment C, Electronic Signature Policy 0320).

11. Business Tax Registration Certificate

In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate (BTRC) is required of persons engaged in business activity within the City.

The Office of Finance's Tax and Permits Division has sole authority in determining a firm's tax requirements and in issuing BTRCs or Business Tax Exemption Numbers. Accordingly, a firm's current BTRC or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment. The Proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that, should a contract be awarded, no invoice will be processed for payment without inclusion of the BTRC or Business Tax Exemption Number.

Instructions: *All proposers shall submit a copy of their Business Tax Registration Certificate with each copy of the submitted proposal.*

12. City's Insurance Requirements

The selected contractor(s) shall not commence work under any contract with the City until all insurance required under this section of this RFP has been obtained and approved by the City.

At selected contractor(s) own cost and expense, the selector contractor(s) and each of its subcontractors shall procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Exhibit E.17. Proposer shall purchase policies of general liability and worker's compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed with City Administrative Office, Risk Management through the City's internet site, www.kwikcomply.org that uses the standard insurance industry form. No work may be done pursuant to the proposed contract resulting from this RFP until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

Instructions: *No submission is required at this time.*

13. Business Inclusion Program (BIP) Requirements

This is a mandatory outreach which must be performed on-line on LABAVN.

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in City contracts. Equal opportunity will be determined by the proposer's BIP outreach documentation, as described in Exhibit E.18, the Business Inclusion Program, of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to Exhibit E.18, Business Inclusion Program of this RFP for additional information and instructions. The BIP outreach must be performed using the Business Assistance Virtual Network (www.labavn.org). **A Proposer's failure to attend the Mandatory Pre-proposal Conference and complete the BIP Outreach may result in the proposal being deemed non-responsive to this RFP.**

For assistance on how to use LABAVN go to:

<http://bca.lacity.org> > contracting resources > LABAVN BIP Outreach Helpful Hints.

14. Contractor Evaluation Program

At the end of the contract, the City will conduct an evaluation of the selected Contractor's performance. The City may also conduct evaluations of the selected Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. Any Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation and any response from the Contractor to evaluate proposals and to conduct reference checks when awarding other

personal services contracts.

Instructions: *No submission is required at this time.*

15. Local Business Preference Program (If Applicable)

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles Mayor's Office, Ordinance No. 181910, Article 21, Sections 10.47, et seq. of the Los Angeles Administrative Code. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program. (Exhibit E.19).

Instructions: *No submission is required at this time.*

16. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit" (Exhibit E.20).

Instructions: *No submission is required at this time.*

17. First Source Hiring Ordinance and Rules and Regulations Implementing the First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to the First Source Hiring Ordinance (Exhibit E.21) and Rules and Regulations (E.21a) for further information regarding the requirements of the FSHO.

All Proposers shall complete and upload the First Source Hiring Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (LABAVN) at www.labavn.org prior to award of a City contract. The First Source Hiring Ordinance Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto the City's LABAVN. Proposers seeking additional information regarding the requirements of the FSHO may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

Instructions: All Proposers shall complete and upload the First Source Hiring Ordinance Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (LABAVN) residing at www.labavn.org prior to submission of the submitted proposal. *Additionally, submit a copy of the uploaded and signed FSHO document with the submitted proposal.*

18. COVID-19 Vaccination Requirement (Ordinance 187134)

Effective October 20, 2021, any new contract executed by the City shall include a clause requiring employees of the contractor and/or persons working on behalf who interact with City employees, are assigned to work on City property for the provision of services, and/or come into contact with the public during the course of work on behalf of the City to be fully vaccinated. (Exhibit E.22).

Instructions: *No submission is required at this time.*

19. Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance

Any contract awarded pursuant to this RFP will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, Section 10.48 of the Los Angeles Administrative Code (Exhibit E.23). The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after the job offer is made; must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Bidders/Proposers seeking additional information regarding the requirements of the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance may visit the Bureau of Contract Administration's website at bca.lacity.org.

Instructions: *No submission is required at this time.*

20. IRS Federal Employer Identification Number

The Internal Revenue Service (IRS) requires the Library to report all payments to an independent consultant or business whenever payments exceed six hundred dollars (\$600.00) annually. The Exhibition Coordinator is required to furnish Library with his or her social security number or Federal Employer Identification Number for the sole purpose stated in this paragraph.

Instructions: *No submission is required at this time.*

E. PROPOSAL SUBMISSION AND REQUIREMENTS

Proposals shall be based only on the material contained in the RFP, pre-proposal conference responses, amendments, addenda, and other materials published by the LAPL relating to the RFP. Proposers shall disregard any previous draft materials and oral representations that may have been obtained by the proposer. Proposals shall be submitted in accordance with the requirements of this RFP, including any addenda.

1. Mandatory Pre-Proposal Conference

A Mandatory Pre-Proposal Conference will be conducted to provide an overview of the RFP. To obtain the greatest benefit of the meeting, Proposers are strongly encouraged to attend with their direct supervisory personnel/critical project team members (in lieu of business development or sales personnel). **Attendance at the Mandatory Pre-proposal Conference and Sign-in on the attendance roster is required to satisfy**

requirements of the City's Business Inclusion Plan submittal (see Exhibit E.18).

Participation in the Mandatory Pre-proposal Conference will be accomplished by Zoom. Questions may be submitted prior to the conference to Deirdre Gomez at dgomez@lapl.org. Any questions related to the RFP received prior to the Mandatory Pre-Proposal Conference will be addressed during the Conference. They will later be posted online on the City's website www.labavn.org. Additional questions received after the conference must be submitted 14 days prior to the due date of the proposal submission, as listed on www.labavn.org, by 4:00 p.m. to dgomez@lapl.org and will be posted on www.labavn.org.

The Mandatory Pre-Proposal Conference will be held as follows:

When: Wednesday, March 16, 2022 at 10:00 a.m.

Required registration in advance for this meeting by Monday, March 14, 2022, 5:00 p.m:

Google Form: <https://forms.gle/2AuXfaA24B9VERgi8>

Topic: RFP 44-027 Exhibition Coordinator Mandatory Pre-proposal Conference

Time: March 16, 2022 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://lapl.zoom.us/j/85413526134?pwd=a1ZsNC9COGtmQkpBMjgyNzdXWXF0QT09>

Meeting ID: 854 1352 6134

Passcode: 107415

Join by SIP

85413526134@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

149.137.68.253 (Mexico)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

207.226.132.110 (Japan Tokyo)

149.137.24.110 (Japan Osaka)

Meeting ID: 854 1352 6134

Passcode: 107415

Please RSVP by **Monday March 14, 2022, 5:00 p.m.** and fill out the Google form, link provided above, providing the name of attendee, position, company, address, phone number, and email address. After registering, you will receive a confirmation email containing information about joining the meeting.

2. Submission Requirements

Proposals in response to this Request for Proposals (RFP) must submit via email to exhibition_coordinator_2021@lapl.org with any passwords provided for password protected documents.

The email subject of the RFP response should be as follows: **RFP 44-027 Exhibition Coordinator “*proposer’s company name*”** by **April 27, 2022 by 5:00 p.m.** Failure to submit the proposal by the deadline will result in disqualification. All documents must be in portable document format (PDF) with optical character recognition (OCR) enabled. Specifications of the documents to be submitted are outlined in Section C. Contents of the Submitted Proposal of this document.

Persons or firms interested in responding to this RFP will submit a proposal in accordance with the format provided below. Failure to meet this requirement may be cause for rejection of the proposal as non-responsive. The proposal must cover all of the RFP specifications. Proposals should not include unnecessary promotional materials and should be as succinct as possible. The proposer should list only those references that would substantiate his or her experience as it relates to Sections B, C, and F of this RFP. LAPL accepts no responsibility for the cost of preparing any proposal.

The LAPL will only evaluate submitted proposals with the appropriate signatures. Please note, signatures sent by email shall be deemed original signatures as designated by the City (See Attachment C, Electronic Signature Policy 0320).

The LAPL reserves the right to extend the submission date. Any changes on the submission date will be posted on <http://www.labavn.org>.

Proposers must submit proposals via email through the Proposer **Google Drive**.

The following are requirements: Proposers must follow for the respective submission method selected for their proposal to be deemed responsive:

2.1 Proposal Submission Requirements

The Google Drive submission must include the Proposal and all relevant attachments and exhibits in **pdf** format as described above.

Bidder instructions to send their RFP bid:

- a. RFP bidders must send their Proposal using their own Google Drive.
- b. On the Proposer’s Google Drive, create a new folder and name it "RFP 44-027 for Exhibition Coordinator Proposal - <Vendor’s Name>."

- c. Place the Proposal to the RFP and all the required documents into this shared folder, "RFP 44-027 for Exhibition Coordinator Proposal - <Vendor's Name>" and share it with exhibition_coordinator_2021@lapl.org.
- d. When a shared Proposal is received by LAPL and the Proposal has been downloaded from the shared folder exhibition_coordinator_2021@lapl.org, LAPL will reply with a returned email confirming receipt of RFP.
- e. Proposers shall include reference to "*RFP 44-027 Exhibition Coordinator - <Vendor's Name>*" in the subject line of their email and adhere to the following additional requirements:
 - i. Proposers should submit the Proposal package in a single Google Drive submission.
 - ii. Proposals submitted via Google Drive must be sent from one email address, which must be consistent with an email address provided by the Proposer in reference to Section C.1 - Cover Letter. The LAPL reserves the right to seek clarification or reject the Proposal as non-responsive if the LAPL is unable to determine what documents constitute the complete Proposal.
 - iii. Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proposers submitting Proposals via Google Drive are solely responsible for ensuring that any submissions are not corrupted. The LAPL may reject Proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments.
- f. The Proposer bears all risk associated with delivering its Proposal via Google Drive, including but not limited to delays in transmission between the Proposer's computer and the City of Los Angeles email system.
- g. Proposers who submit Proposals via the Proposer's own Google Drive Requirements will be sent a "Notice of Receipt of Response" email within the next business day it was submitted to confirm the receipt of the electronic copy of the response according to the timestamp of the email as received by exhibition_coordinator_2021@lapl.org.
- h. While the LAPL may allow for a Google Drive submission of Proposals, the Proposer acknowledges that email transmissions are inherently unreliable. The Proposer is solely responsible for ensuring that its completed Google Drive Submission of its Proposal has been received before the deadline.

It is the responsibility of all Proposers to check the www.labavn.org website for any RFP revisions or answers to questions prior to submitting a Proposal in order to ensure their Proposal is complete and responsive.

Proposers are encouraged to submit proposals prior to the due date and time. Proposals received after the due date and time will not be accepted.

The Los Angeles Public Library reserves the right to extend the submission due date. Any changes to the submission due date will be posted as an addendum to this RFP at www.labavn.org.

3. Responsibility for Timely Submission of Proposal

Proposers are solely responsible for ensuring that the LAPL receives a complete Proposal, including all attachments, before the deadline.

4. Withdrawal by Proposer

A Proposer may withdraw its proposal provided that the request is in writing, signed by an authorized representative, and is received by the LAPL prior to the proposal deadline date. After proposals have been opened, the proposals shall be subject to acceptance by the City for a period of ninety (90) days. Except as previously stated, no Proposer may withdraw its proposal, except with the written consent of the LAPL. At the sole discretion of the LAPL, a Proposer cannot withdraw their proposal due to errors in their proposals.

5. The City's Rights of Rejection and Withdrawal of RFP

The LAPL reserves the right to at any time reject any and all proposals and to withdraw this RFP.

6. Proposal Format

Proposals shall be based only on the material contained in this RFP, pre-proposal conference responses, amendments, addenda, and other material published by the LAPL relating to this RFP.

Proposers shall disregard any previous draft materials and oral representations which may have been obtained by the Proposer. Proposals shall be submitted in accordance with the requirements of this RFP, including any addenda.

F. EVALUATION AND SELECTION PROCESS

1. Proposal Responsiveness

To be considered responsive to this solicitation, Proposers must submit completed responses to all items requested in this RFP, including completed responses to the City's mandatory City contract compliance documents. Proposers are encouraged to utilize and submit the Proposer Checklist provided in Section H of this RFP. Failure to include satisfactory responses to each proposal items may result in the rejection of such proposals as non-responsive.

2. Proposal Evaluation

A panel of City staff and subject-matter experts will evaluate the proposals as described in this RFP. Proposals deemed non-responsive will be disqualified and will not be evaluated. The review panel may request additional information to clarify a submitted proposal. The LAPL also reserves the right to waive any informality in a proposal when to do so would be to the advantage of the City and its taxpayers.

The review criteria will include: proposal quality and responsiveness to the criteria identified in this RFP; experience and capabilities of assigned staff; Proposer experience and resources; compliance with City policies; and fees and expenses. The LAPL reserves the sole right to judge the contents of all proposals. Proposals, which at the discretion of the LAPL are incomplete and/or do not follow content and format guidelines, may be disqualified without further consideration.

To assess further the strengths and capabilities of a Proposer, the LAPL, at its sole discretion, may choose to conduct interviews and request oral presentations to provide additional information regarding qualifications. Such interviews may be reviewed and included as part of the proposal evaluation process.

Proposers bear the responsibility to ensure that the RFP responses provide adequate and appropriate information and documentation for the LAPL to evaluate the responses relative to Proposer capabilities, strength of individuals performing project tasks, and proposed fees and expenses. Lack of adequate information and documentation may result in the proposal failing the evaluation criteria and being disqualified.

3. **Evaluation Criteria**

A selection committee comprised of LAPL and other appropriate personnel will evaluate each proposal and the following criteria will be used in evaluating proposals and selecting the successful proposer.

Evaluation Criteria	Max Points Possible
Qualifications (best response meeting the needs of the LAPL in response to the Scope of Work; past performance; capabilities of the firm/individual to perform the work; demonstrated ability to meet time and budget requirements)	40
Proposed Fees	40
References	20
Maximum Points - Total	100

4. **Appeal Process**

The LAPL will notify all Proposers of the recommendations of the evaluation panel. Any protest to a proposal award(s) must be submitted in writing to the RFP Administrator at the address shown below by certified mail or personal delivery within seven (7) calendar days of the mailing date of the notice of the contract award recommendation. Proposers may appeal procedural issues only.

The procedure and time limits set forth in this section are mandatory and are the Proposers' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

- Name, address, and telephone number of the protesting party.
- Name and number of this RFP.
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents; and, reference to the specific portion of the documents that form the basis of the protest.
- Request for a ruling from LAPL.
- Statement as to the form of relief requested.

Protest and attached documentation must be sent to the following address:

Madeleine M. Rackley, Business Manager
Los Angeles Public Library
630 West Fifth Street
Los Angeles, CA 90071

The LAPL may hold a hearing within five (5) working days after receiving the protest, unless waived by the Proposer. The City Librarian, or designee, shall make a final determination with respect to the protest and shall award or reject the contract accordingly. The decision of the City Librarian, or designee, shall be final.

G. GENERAL CONDITIONS

1. Acceptance and Disposition of Proposals

The LAPL reserves the right to reject all proposals. Failure of the Proposer to submit the above-required documents with their proposal may render the proposal non-responsive and result in its rejection.

It is the intent of the LAPL to award a contract or contracts in a form approved by the City Attorney. The RFP and the Proposer's proposal, or any part thereof, may be incorporated into and made part of the contract. The LAPL reserves the right to further negotiate the terms and conditions of the contract. The LAPL reserves the right to withdraw this RFP, to reject any proposal for non-compliance with RFP provisions, or not to award a contract at any time due to unforeseen circumstances or if it is determined to be in the best interest of LAPL.

2. Public Record Act

All proposals submitted in response to this RFP shall become the property of the LAPL and will be a matter of public record, subject to the State of California Public Records Act (California Code Sections 6250 et seq.). Proposers must identify in writing all copyrighted material, trade secrets, or other proprietary information that the Proposers' claim are exempt from disclosure under the California Public Records Act (CPRA). Any Proposer claiming such exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the Proposer claims is not subject to disclosure under the Act. Please note that the wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the LAPL as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested emailed copy noted in Section E.2.1, all Proposers must supply one (1) complete duplicate copy of its proposal with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA.

Any Proposer claiming such exemption must also state in the proposal the following: "The Proposer agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor."

3. RFP Revisions

Any revision, amendment and addendum made to this RFP will be posted at www.labavn.org.

4. Transfers, Joint Ventures and Use of Subcontractors

Proposer shall not, without written consent of LAPL assign, hypothecate, or mortgage any terms in a contract with the City or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of LAPL shall render a contract null and void. Each and all conditions herein contained to be performed by Proposer shall be binding on any consented transferee thereof.

5. Information Requested and Not Furnished

The information requested and the manner of submission are essential to permit prompt evaluation of all proposals. Accordingly, the LAPL reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

6. Alternatives

Proposers shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal's documents. Alternatives that do not substantially meet the LAPL's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

7. Proposal Errors

Proposer is liable for all errors or omissions incurred by Proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.

The LAPL reserves the right to make corrections or amendments due to errors identified in proposal by the LAPL or the Proposer. This type of correction or amendment will only be allowed for errors and typing or transposition. All changes must be coordinated in writing with authorization by and made by the RFP Contract Administrator identified in section G.10 of this RFP.

8. Interpretation and Clarifications

The LAPL will consider prospective recommendations or suggestions regarding any requirements before the Mandatory Pre-proposal Conference. All recommendations or suggestions must be in writing and submitted to the RFP Contract Administrator identified in Section G.11 of this RFP. The LAPL reserves the right to modify requirements on any RFP if it is in the best interest of the LAPL.

9. Cost of Proposal Preparation

The LAPL is not responsible for any costs incurred by the proposer for preparing and submitting proposals in response to this RFP.

10. Americans with Disabilities Act

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposal, programs, services and activities. If an individual with a disability requires accommodations to attend a Mandatory Pre-proposal Conference or proposal opening, please contact the RFP Contract Administrator at least five (5) working days prior to the scheduled event.

11. Contact for Information

For answers to questions relating to the content of this RFP, the Proposers must submit questions 14 days prior to the due date of the proposal submission, as listed on www.labavn.org, by 5:00 p.m. via email to:

Deirdre Gomez
Los Angeles Public Library
630 West Fifth Street
Los Angeles, CA 90071
E-mail: dgomez@lapl.org

LAPL shall be the sole judge of whether or not a response is required for any question. All questions submitted in writing by a Proposer and answers provided by LAPL will be posted on www.labavn.org as an Amendment to the RFP. Any oral communication between a Proposer and a City employee is not binding on LAPL or the City of Los Angeles.



















12. Standard Provisions for City Contracts

All contracts entered into as a result of this RFP are subject to the Standard Provisions for City Contracts (Rev. 10/21 [v.4]) which is included in this RFP as Attachment A.

H. PROPOSER CHECKLIST

The proposal package should contain the following items.

~THIS CHECKLIST / TABLE OF CONTENTS MUST BE INCLUDED WITH YOUR SUBMISSION~

Section	FORM/DOCUMENT DESCRIPTION		INITIAL S	Bid Page No.
RFP C.1	*Cover Letter and Executive Summary			
RFP C.2	*Proposer Qualifications and Experience			
RFP C.3 Attachment D	*Proposed Fee and Expenses			
RFP C.4.a&b	*References / Letters of Recommendation			
RFP C.5	*Key Personnel			
RFP C.6	*Authorized Signatures			
Exhibit E.1	*Declaration of Non-Collusion			
Exhibit E.3	*CRO Questionnaire			
Exhibit E.4	*CRO Pledge of Compliance			
Exhibit E.6	◆LWO Employee Information			
Exhibit E.7	◆LWO Subcontractor Declaration of Compliance			
Exhibit E.8	◆LWO Subcontractor Information Form			
Exhibit E.9	◆LWO Non-Coverage Exemption Application			
Exhibit E.9a	◆LWO Non-Profit/One Person Contractor Certification of Exemption Form			
Exhibit E.9b	◆Small Business Exemption Application (English)			
Exhibit E.9c	◆Small Business Exemption Application (Spanish)			
Exhibit E.10	◆Service Contractor Worker Retention Ordinance (SCWRO)			
Exhibit E.11	◆SCWRO Application for Non-Coverage or Exemption			

Section	FORM/DOCUMENT DESCRIPTION		INITIALS	Bid Page No.
Exhibit E.12a	*Certification of Compliance with Child Support Obligations	—		
Exhibit E.13	*City of Los Angeles Contract History	—		
Exhibit E.14	*City of Los Angeles Residence Information	—		
Exhibit E.15	*Bidder Certification CEC Form 50 (Rev 2/14)	—		
Exhibit E.16	*Bidder Certification CEC Form 55 (Rev 10/13)	—		
Exhibit E.17	--Insurance Requirements	—		
Exhibit E.18	*Business Inclusion Program (BIP) Outreach Process Once Outreach has been completed, provide a copy of the Summary Sheet printout from LABAVN	—		
RFP D.3	^Equal Benefits Ordinance	—		
RFP D.5	^ Non-Discrimination/Equal Employment/ Affirmative Action Plan	—		
RFP D.6 Exhibit E.24	^ Disclosure Ordinances	—		
RFP D.11	* Business Tax Registration Certificate	—		
RFP D.17 Exhibit E.21& E.21a	^ First Source Hiring Ordinance	—		
RFP D.20	-- IRS Federal Employer Identification Number	—		

Exhibits E.2, E.5, E.19, E.20, E.22 and E.23 are included in the Table of Contents for informational purposes. No submission is required.

KEY:* Complete and submit with proposal in response to this RFP.

- ^ All bidders/proposers must complete and upload the forms marked with an (^) through the City of Los Angeles Business Assistance Virtual Network (BAVN) at www.labavn.org **prior** to the deadline for submission and submit a copy with the proposal in response to this RFP.
- ◆ No submission is required unless an exemption will be requested.
- No submission is required at this time. Item will be required of the selected contractor should a contract be awarded.