

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

August 26, 2021

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVE A REQUEST FOR PROPOSALS FOR A SPECIAL EVENTS  
COORDINATOR FOR THE LOS ANGELES PUBLIC LIBRARY**

**RECOMMENDATIONS**

That the Board of Library Commissioners:

1. Approve the release of a Request for Proposals (RFP) for a Special Events Coordinator at the Los Angeles Public Library and authorize the City Librarian, or designee, to advertise and distribute the RFP to potential proposers;
2. Require the proposals to be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee;
3. Determine, in accordance with the Los Angeles City Charter Section 1022, that it is more economical that these services be performed by an independent contractor than by City employees; and
4. Adopt the attached Resolution regarding the release of the RFP, the proposal submission, and Los Angeles City Charter Section 1022.

**FINDINGS**

1. The Los Angeles Public Library (LAPL) desires to issue an RFP to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop, organize and manage a wide range of events from the initial contracting to hands-on execution of the events. These events range from intimate receptions to large-scale special events in Central Library and branch library facilities. The Central Library and branch libraries have meeting rooms and other facilities available for public and private use.
2. The term of the agreement with the Special Events Coordinator would be three years.

3. Funds are available for the proposed contract in the Library's Contractual Services Account.
4. This RFP has been reviewed by the Office of the City Attorney as to form.

Prepared by: Eloisa Sarao, Director of Facilities & Event Management  
Reviewed by: Susan Broman, Assistant City Librarian

## **RESOLUTION**

August 26, 2021

### LIBRARY RESOLUTION NO. 2021-XX (C-XX)

WHEREAS, The Los Angeles Public Library (LAPL) desires to issue a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop, organize and manage a wide range of events from the initial contracting to hands-on execution of the events; and

WHEREAS, These events range from intimate receptions to large-scale special events in Central Library and branch library facilities; and

WHEREAS, The Central Library and branch libraries have meeting rooms and other facilities available for public and private use; and

WHEREAS, The term of the agreement with the Special Events Coordinator would be three years:

THEREFORE RESOLVED, That the Board of Library Commissioners authorizes the City Librarian, or designee, to release the Request for Proposals (RFP) for a Special Events Coordinator and to advertise and distribute the RFP to potential proposers; and

FURTHER RESOLVED, That the Board of Library Commissioners determines, in accordance with Los Angeles City Charter Section 1022, that it is more economical that the services be performed by an independent contractor than by City employees; and

FURTHER RESOLVED, That the proposals be submitted to the Office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time selected by the City Librarian, or designee.

This is a true copy:

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Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

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

**Request for Proposals**

**For**

**SPECIAL EVENTS COORDINATOR**

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

Phone: 213.228.7090

Web: <https://www.lapl.org/>

Email: [esarao@lapl.org](mailto:esarao@lapl.org) (Project Manager)  
[agranger@lapl.org](mailto:agranger@lapl.org) (Asst. Project Manager)

**REQUEST FOR PROPOSALS**  
**SPECIAL EVENTS COORDINATOR**  
**CITY OF LOS ANGELES**  
**LOS ANGELES PUBLIC LIBRARY (LAPL)**

**DATE RFP Issued:** **August 31, 2021**

**Title:** RFP # 44-025  
Special Events Coordinator

**Description:** The Los Angeles Public Library (LAPL) is issuing a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to coordinate a wide range of events in Central Library and branch library facilities.

**LABAVN Website Address:** <http://www.labavn.org>  
Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates. The 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 YOU MUST BOOKMARK THE OPPORTUNITY IN THE UPPER LEFT CORNER TO RECEIVE UPDATES OF ADDENDA AND QUESTION & ANSWER POSTINGS.**

**Term:** Three years

**Key Dates:**

Proposal Due: **November 17, 2021, 2:00p.m.**

Proposal Delivery Address: Los Angeles Public Library  
Board of Library Commissioners Office, 4th Floor  
630 W. Fifth St., Los Angeles, CA 90071  
Attn: Raquel Borden, Commission Executive Assistant II

Mandatory Pre-proposal Conference: **September 22, 2021 at 9:00 a.m.**  
Virtual Conference via ZOOM

**RSVP by September 15, 2021, 4:00 p.m.**  
Details available on section H.2 in the RFP

Project Manager:

Eloisa Sarao  
[esarao@lapl.org](mailto:esarao@lapl.org)

Asst. Project Manager:

Aurial Granger  
[agranger@lapl.org](mailto:agranger@lapl.org)

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### **Attachments**

Attachment 1	Standard Provisions for City Contracts (Rev. 10/17 [v.3])
Attachment 2	Proposal Submittal Checklist
Attachment 3	Equal Benefits Ordinance / First Source Hiring Ordinance Instructions
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Attachment 5	Local Business Preference Program Affidavit Instructions
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### **Exhibits**

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**The Los Angeles Public Library**

Invites responses to a Request for Proposals

for

**A SPECIAL EVENTS COORDINATOR**

**Request for Proposals documents are available at:**

<http://www.labavn.org>

Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before accessing the RFP and updates.

Responses will be submitted in accordance with the proposal documents. All proposals will be filed with the Board of Library Commissioners Administrative Offices on or before

**Wednesday, November 17, 2021, 2:00 p.m.**

The Los Angeles Public Library reserves the right to reject any and all responses.

In the performance of any contract awarded, the proposer will not discriminate in employment practices against any employee or applicant for employment because of race, religion, national origin, sex, age, or physical handicap.

If you have any questions, please email the Project Manager, Eloisa Sarao, at [esarao@lapl.org](mailto:esarao@lapl.org) or Auriel Granger, Asst. Project Manager at [agranger@lapl.org](mailto:agranger@lapl.org).

## **A. SUMMARY**

The Los Angeles Public Library (Library) is issuing a Request for Proposals (RFP) to select a qualified Special Events Coordinator—an individual or company to provide professional and technical consulting services to develop organize and manage all events from contract to hands-on execution for a wide range of events. These events range from intimate receptions to large-scale special events in Central Library and branch library facilities. The Special Event Coordinator will work with individuals and organizations (Clients). The Central Library and branch libraries have meeting rooms and other facilities available for public and private use. The services of a qualified Special Events Coordinator will be provided under a personal services contract with the Library beginning approximately in early 2022.

## **B. SERVICES TO BE PROVIDED**

The Special Events Coordinator will be expected to perform the following:

### **1. Coordination**

- a. Research and develop event concept. Oversee and design the logistics and management of all event elements.
- b. Identify staffing needs and generate all requests for in-house coordinating services (i.e. docent tours, security officers, building maintenance, custodial services, event attendants, audio visual services, sign requests, freight and parking arrangements, etc.). Develop and distribute event requests to Library personnel and other agencies involved; provide continuous follow through communication. Schedule and attend pre and post event meetings.
- c. Research and assist Client in selection of the most cost-efficient vendors and contractors to provide quality service.
- d. Conduct site inspections with Client and Client's contractors who wish to use the Library facilities. Communicate Library policy requirements to Client and Client's vendors.
- e. Create event proposals, menus, customized budgets, and invoices for the Client.
- f. Organize/coordinate all aspects of the event including vendor contact, staff requests, and sign requests.
- g. Input scheduled and tentative events on the Library's master event calendar.



- h. Prepare and modify events upon Clients' requests.
- i. Develop detailed event timelines with consideration for the Library's hours when open to the public and other scheduled events and programs.
- j. Submit applications and acquire any/all City permits.
- k. Coordinate the approval of event plans with Los Angeles Fire Department (LAFD).
- l. Serve as liaison among Library staff, Client, Client's vendors, and contractors.
- m. Communicate event set-up and strike expectations with Library staff, such as Event Attendants, Custodial, Security, Maintenance, and Audiovisual that are required for event. Ensure correct signage for the event is prepared and posted in a timely manner.
- n. Provide on-site coordination (days, evenings, weekends), including set up and strike time, ensure that Library policies governing the use of the facility are complied with and Library facilities are protected from damage.
- o. Create and maintain Client files. Track event payments and fees including check requests, invoicing and annual reporting.
- p. Participate in monthly calendar meetings with Library Management, Security, Custodial, Audiovisual, Public Relations and other relevant personnel to plan upcoming events and evaluate past events.

## 2. Public Relations/Marketing Function

- a. Respond to corporate, non-profit, weddings and all event inquiries from outside organizations via phone/email regarding use of Library space for meetings and special events.
- b. Respond to Library staff inquiries about Library-sponsored events. Assist with event concept and implementation.
- c. Coordinate appointments to meet with potential Clients, conduct site inspections of the facility, identify coordination issues and determine how best the Library facility can serve Client needs.
- d. Build and develop excellent client relationships to help ensure return business and positive word of mouth resulting in publicity and new business.

- e. Promote Library as an event site and solicit new business via networking events and industry events.

### 3. Administrative Tasks

- a. Prepare and distribute all event-related documents for each event to Library staff and Client.
- b. Assess needs and determine costs for events, including costs for security, custodial, audiovisual, and facility coordination services. Prepare Library permit forms outlining library personnel fees and send the proposed agreement to Client.
- c. Instruct the Client, vendors, and contractors to submit required insurance for approval to the City of Los Angeles website [www.kwikcomply.org](http://www.kwikcomply.org) prior to event. Work with the Office of the City Administrative Officer and their risk managers to obtain required insurance requirement for an event.
- d. Obtain executed agreement and collect all rental and staff fees from Client prior to event.
- e. Conduct post event follow up with Library staff regarding any additional overtime required for which Client is responsible.
- f. Recommend and establish new procedures and forms required for meetings and special events held at the Central Library and branch library facilities.
- g. Maintain accurate event files for past and pending events, and prepare reports and statistics as requested by the Library.
- h. Assist in the development, issuance, and maintenance of a master calendar of events and database.

### C. WORK SCHEDULE

The Special Events Coordinator will work the hours that best meet the demands of the meetings or special events as they are scheduled by the Library to assure the success of the event. It is expected that between 20 to 50 hours per week will be required for the performance of services under this Agreement, depending upon the event schedule. This position requires flexibility with time, so that the Special Events Coordinator is available when events are scheduled at the Library. The exact days and hours of the Coordinator's work schedule will depend on the schedule of special events at Library facilities requiring the Coordinator's services.

From time to time, there may be mandatory events that will require the Special

Events Coordinator to remain on-site.

**D. WORKSITE**

The Library will provide Coordinator workspace, landline telephone, two-way radio/walkie-talkie, a computer and office supplies for the performance of the services to be provided.

**E. TERM OF AGREEMENT**

The term of this Agreement shall be for three years.

**F. QUALIFICATIONS OF COORDINATOR**

A contract will be awarded to an individual, individuals, or a firm with the strongest qualifications in the following areas of expertise:

1. A minimum of five years of paid experience in scheduling and coordinating large-scale special events (more than 200 attendees).
2. Ability to anticipate project needs, prioritize work, meet deadlines without supervision. Manage multiple projects and work assignments
3. Possess scheduling, budgeting, organizational and logistic skills.
4. Knowledge of the technical and legal requirements of a special event (i.e., catering, audiovisual, sound, electrical, and permitting requirements), as they relate to the physical and technical limitations of the event site, permits and insurance required by various agencies (i.e. Fire Department).
5. Have access to a broad network of professionals capable of providing services in support of events, such as catering, which may be required by the Library or Client.
6. Manage complex communications among numerous service providers efficiently.
7. Ability to gather information, analyze data, and develop relevant concise recommendations or alternatives within relatively short time frames, and in writing if necessary.
8. Management and coordination skills to organize events simultaneously, schedules, staff, equipment, security, maintenance, and procurement of insurance and other documentation.
9. Broad understanding of facility and events management and ability to respond to diverse Client needs.

10. Strong negotiating skills and judgment to reach agreement with prospective Clients regarding their event requirements while safeguarding library facility from damage and event participants from injury.
11. Ability to establish and maintain organized files and records.
12. Working knowledge of computer applications such as email, Microsoft Word and Excel.
13. Excellent interpersonal skills and team-player attitude.
14. Knowledge of current menu planning, food presentation, and banquet services.

## **G. EVALUATION AND SELECTION PROCESS**

### **1. Proposal Responsiveness Criteria**

To be considered responsive to this solicitation, Proposers must submit completed responses to all items requested, including completed responses in compliance with Standard Provisions for City Contracts (Rev. 10/17 [v.3]) (See Attachment 1.). Failure to include satisfactory responses to these items may result in the rejection of such proposals as non-responsive.

### **2. Evaluation Process**

A panel of LAPL 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 following criteria will be used in evaluating proposals and selecting the successful proposer. Evaluation of submitted proposals will be based on the following factors and the points available for each factor:

	Maximum Points
Proposed Fees	45
Experience and past performance of the proposer	40
Responsiveness of proposal	15
	100

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## H. PROPOSAL SUBMITTAL AND GENERAL REQUIREMENTS

1. 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.

2. Mandatory Pre-proposal Conference

A Mandatory Pre-proposal Conference will be conducted to provide an overview of the RFP. The purpose of this meeting is to allow each Proposer to review the RFP with the LAPL project team. To obtain the greatest benefit of the meeting, Proposers are strongly encouraged to send 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.19).

Participation in the Mandatory Pre-proposal Conference will be accomplished by Zoom. Questions may be submitted prior to the meeting to Auriel Granger, [agranger@lapl.org](mailto:agranger@lapl.org). Any questions related to the RFP will be addressed at the Mandatory Pre-proposal Conference and subsequently posted online on the City's website [www.labavn.org](http://www.labavn.org) below "Documents - Additional Documents" in the RFP No. 44-025 for Special Event Coordinator opportunity. Additional questions must be submitted by Wednesday, November 3, 2021, 4:00 p.m. to [agranger@lapl.org](mailto:agranger@lapl.org) and will be posted on [www.labavn.org](http://www.labavn.org).

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

**When: September 22, 2021 10:00 AM Pacific Time (US and Canada)**

**Register in advance for this meeting:**

**Information for registration in advance for this meeting will be posted shortly.**

Topic: RFP Special Event Coordinator

Time: Sep 22, 2021 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://lapl.zoom.us/j/81897136850?pwd=ZzA5ME9UdzlCYTIDbUdVVTM5YkVadz09>

Meeting ID: 818 9713 6850  
Passcode: 977972  
One tap mobile  
+16699006833,,81897136850# US (San Jose)  
+12532158782,,81897136850# US (Tacoma)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington DC)  
877 853 5257 US Toll-free  
888 475 4499 US Toll-free  
833 548 0276 US Toll-free  
833 548 0282 US Toll-free

Meeting ID: 818 9713 6850  
Find your local number: <https://lapl.zoom.us/j/kpAAeQNiL>

Please RSVP by Wednesday, September 15, 2021, 4:00 p.m. and fill out the Google form, 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.

Any questions related to the RFP will be answered in writing and posted online on the City's website <https://www.labavn.org>.

### 3. Submission Requirements

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 Section B. and F. of this RFP. LAPL accepts no responsibility for the cost of preparing any proposal.

The LAPL will only evaluate written submitted proposals with the appropriate signatures. Please note, Facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by the City) and sent by email shall be deemed original signatures. 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 6)

A proposal must be postmarked or emailed documenting the date/time-stamped ensuring due date requirements and addressed as directed in Section H.3.1 - Proposal Submission Requirements.

The formal opening and review of proposals will not occur any sooner than seven (7) days past the due date, Wednesday, November 17, 2021.

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 may elect to submit postmarked packages containing physical copies of their proposal via **United States Postal Services (USPS)** or via email through the Proposer **Google Drive**.

The following are requirements Proposers must follow for each of these methods for their proposal to be deemed responsive:

### 3.1 Proposal Submission Requirements

3.1.1 Submissions via **USPS** must be postmarked on or before Wednesday, November 17, 2021.

Proposers are required to submit:

- a. One (1) original proposal with original signatures on all documents requiring a signature.
- b. Three (3) copies of the proposal with signature copies on all documents requiring a signature.
- c. One (1) unbound copy of the proposal with signature copies on all documents requiring a signature.
- d. One (1) flash drive containing the entire proposal in electronic format (PDF). More than one (1) file is acceptable, but all files must be clearly labeled with an appropriate filename.

Each proposal must be enclosed in a sealed package showing "RFP 44-025 for Special Event Coordinator Response from <Vendor Name>" in the lower left-hand corner. The proposal should be addressed as follows:

Board of Library Commissioners  
Los Angeles Public Library

630 W. Fifth Street  
Los Angeles, CA 90071  
Attn: Raquel Borden

- 3.1.2 Submissions via the Proposer's own **Google Drive** must be emailed on or before Wednesday, November 17, 2021 by 2:00 p.m. (PST).

In lieu of submitting physical copies of their response, Proposers may submit their response via Google Drive to [Special\\_Event\\_Coordinator@lapl.org](mailto:Special_Event_Coordinator@lapl.org) by 2:00 p.m. (PST) on Wednesday, November 17, 2021, to be considered responsive. The Google Drive submission must include the Proposal and all relevant attachments and exhibits in **PDF** format.

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 44-025 for Special Event Coordinator Proposal - <Vendor's Name>."
- c. Place the Proposal to the RFP and all the required documents into this shared folder, "RFP 44-025 for Special Event Coordinator - <Vendor's Name>" and share it with [Special\\_Event\\_Coordinator@lapl.org](mailto:Special_Event_Coordinator@lapl.org).
- d. When a shared Proposal is received by LAPL and the Proposal has been downloaded from the shared folder [Special\\_Event\\_Coordinator@lapl.org](mailto:Special_Event_Coordinator@lapl.org), LAPL will reply with a returned email confirming receipt of RFP. The formal opening and review of proposals will not occur any sooner than seven (7) days past the due date, Wednesday, November 17, 2021.
- e. Proposers shall include reference to *"RFP 44-025 for Special Event Coordinator Proposal - <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 H.3.3.5 - Cover Letter. The LAPL reserves the right to seek clarification or reject the Proposal as nonresponsive 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 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 [Special\\_Event\\_Coordinator@lapl.org](mailto:Special_Event_Coordinator@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.

The Proposer is strongly advised to submit physical copies of their Proposal Package per Section H.3.1.1, if:

- i. The Proposer's Google Drives submission is rejected by the City of Los Angeles email system, or
- ii. The Proposer does not receive a response email from the LAPL confirming receipt of the Google Drive Submission within the same day the Google Drive submission was sent by the Proposer.

Proposers are solely responsible for ensuring that, regardless of submission method selected, that the LAPL receives a **complete** Proposal, including all attachments, before the deadline.

It is the responsibility of all Proposers to check the [www.labavn.org](http://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.

### 3.2 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, Proposers cannot withdraw their proposal due to errors in their proposals.

### 3.3 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.

### 3.4. In Writing

All proposals must be submitted in writing as described in Section H.3.1 and Proposers must complete and return all applicable documents including attachments, forms, exhibits, and any technical and/or illustrative literature. The LAPL may deem a Proposer non-responsive if the Proposer fails to provide all required documentation and copies.

### 3.5. Cover Letter

Each proposal must include a cover letter limited to one page. The cover letter 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 proposal

### 3.6. 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.

### 3.7. Relevant Experience

Proposers must submit relevant supporting documentation to demonstrate their skills and experience.

A list and detailed description of at least five successfully completed events within the last two years with dates of completion is to be provided that resemble the work described in Sections B. and F. of this RFP. Please list the name, his/her position, organization, address, phone number, and email address of entity for which services were provided.

### 3.8. References / Letters of Recommendation / Background Checks

- a. Proposer must include five (5) references for the applicable capabilities, qualifications, and relevant experience cited in Sections B. - Services to be Provided above and Section F. Qualifications of Special Event Coordinator. 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. - Services to be Provided and Section F. Qualifications of Special Event Coordinator and should include letters of recommendation from previous sites where the Proposers delivered audiovisual consulting services. The five successful programs and letters of recommendation may include the five (5) references listed in Section H.3.8.a.
- c. Selected Proposers must be willing to go through a background check, which may include fingerprinting and inquiries to licensing agencies.

### 3.9. Key Personnel

Provide a list of names, addresses and phone numbers of the personnel the Proposer would use as a back-up to provide special event coordinator services to LAPL if the Proposer is not able to

work an event. The contractor must provide the Director of Facilities and Events Management 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 approval to use them to provide services at an event.

#### 3.10. Fee Schedule and Expenses

Provide the hourly rate you will charge. (See Attachment 7)

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).

#### 3.11. Social Security Numbers

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 Special Event 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.

### 4. General Conditions

4.1 To be considered responsive to this RFP, Proposers must submit completed responses for the following City's' contracting requirements and compliance documents:

#### 4.2 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 Contractor'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.

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 copies under Section H.3.1, all Proposers must supply one (1) unbound, 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."

#### 4.3 Proposal Protest

The LAPL will notify all Proposers of the contract award recommendation. Any protest to a proposal award(s) must be submitted in writing at the address shown below, by certified mail or personal delivery, within seven (7) calendar days of the mailing date of the notice of 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 will 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:

1. Name, address, and telephone number of the protesting party

2. Name and number of this RFP
3. Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest.
4. Request for a ruling from LAPL
5. Statement as to the form of relief requested

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

John Szabo, City Librarian  
Los Angeles Public Library  
630 W. Fifth Street  
Los Angeles, CA 90071

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

#### 4.4 RFP Revisions

Any revision, amendment and addendum made to this RFP will be posted on http: [www.labavn.org](http://www.labavn.org).

#### 4.5 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 LAPL 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.

#### 4.6 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.

#### 4.7 Alternatives

The Proposer 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.

#### 4.8 Proposal Errors

Proposer is liable for all errors or omissions incurred by the 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 the 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 Project Manager.

#### 4.9 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 Project Manager. The LAPL reserves the right to modify requirements on any RFP if it is in the best interest of the LAPL.

#### 4.10 Cost of RFP

The LAPL is not responsible for any costs incurred by Proposer while submitting proposals.

#### 4.11 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 Project Manager at least five (5) working days prior to the scheduled event.

#### 4.12 Proposers Contact for Information

For answers to questions relating to the content of this RFP, the Proposers must submit requests by November 3, 2021, 4:00 p.m. in writing via email to:

Aurial Granger, Management Analyst  
Facilities and Events Management  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071  
E-mail: [agranger@lapl.org](mailto:agranger@lapl.org)

LAPL will be the sole judge of whether or not an answer is required. All questions submitted in writing by a Proposer and answers provided by LAPL will be posted on LABAVN.org as a Questions and Answer document to the RFP.

Any oral communication between a Proposer and a LAPL employee is not binding on LAPL or the City of Los Angeles.

5. Standard Provisions for City Contracts (Rev 10/17) [v.3]

All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Rev 10/17) [v.3] (See Attachment 1).

6. Supporting Documents Required By the City of Los Angeles

Failure to return the requested supporting documents may result in a Proposer being deemed non-responsive. Documents the Proposer deem Non-Applicable must submit the form and title it “Non-Applicable.”

6.1 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.

**Instruction:** Proposers shall submit a signed and **notarized** Declaration of Non-Collusion (Exhibit E.1). No other form will be accepted. *Submit original signed and notarized document in the submitted proposal marked “Original” and copies of signed and notarized document in remaining submitted USPS postmarked proposals or in the one (1) .pdf proposal copy emailed.*



## 6.2 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 Ordinance.

Instruction: All Proposers will complete and return, with their proposal, the CRO Questionnaire included in Exhibit E.3 and CRO Pledge of Compliance, Exhibit E.4. Failure to return the completed questionnaire and Pledge of Compliance to the Ordinance may result in a Proposer being deemed non-responsive. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted USPS postmarked proposals or in the one (1) pdf proposal copy emailed.*

## 6.3 Equal Benefits Ordinance/First Source Hiring Ordinance

The contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Contractor is required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the City of Los Angeles' Business Assistance Virtual Network (LABAVN) at [www.labavn.org](http://www.labavn.org) (See Attachment 3). Proposers are responsible for creating a LABAVN profile and completing and submitting the affidavit once logged on. See below for additional details about the EBO and the FSHO.

### Equal Benefits Ordinance

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>.

Instruction: 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](http://www.labavn.org), prior to the award of a City contract that exceeds \$25,000. *Also, submit a copy of the uploaded and signed EBO/FSHO document with each copy of the submitted proposal or emailed proposal.*

#### First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts used 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 Sections 10.44, et seq., First Source Hiring Ordinance (FSHO).

Instruction: All Proposers shall complete and upload the FSHO Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (LABAVN) residing at [www.labavn.org](http://www.labavn.org). The affidavit shall be valid for a period of three years from the date it is first uploaded onto the City's LABAVN. The web form should be completed and submitted online by the time of RFP submission. *Also, submit a copy of the uploaded and signed EBO/FSHO document with each copy of the USPS postmarked submitted proposal or the one (1) pdf proposal copy emailed.*

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

#### 6.4 Living Wage Ordinance/Wage Rate Chart 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 and that involve an expenditure 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 Wage Rate Chart (Exhibit E.5) and 10.36 et seq., Service Contract Worker Retention Ordinance (SCWRO) (Exhibit E.10). Bidders/Proposers who believe that they meet the qualifications for one of the exemptions shall apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10) (Exhibit E.9), Small Business Exemption Application (Form LW-26) (Exhibit E.9a English, Exhibit

E.9b Spanish), 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) (Exhibit E.9c), Non-Coverage Determination Application (Form OCC/LW-29) (Exhibit E.9d) and SCWRO Form for Non-Coverage or Exemption (Exhibit E.11).

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

The LWO Employee Information Form (Exhibit E.6) will be required of any successful Proposer.

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 (Exhibit E.7).

The living wage rates, effective July 1, 2021, will not increase 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.

***Instruction:** 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 Non-Profit Exemption Application E.9c. Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted USPS postmarked proposals or in the one (1) **pdf** proposal copy emailed.*

#### 6.5 Non-Discrimination/Equal Employment/Affirmative Action Plan

Nondiscrimination, Equal Employment Practices and Affirmative Action Program (Non-Construction and Construction) Bidders/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>.

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

#### 6.6 Disclosure Ordinance Affidavit (Online 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](http://www.labavn.org)) (See Attachment 4) 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>.

**Instruction:** 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](http://www.labavn.org) prior to submission of the submitted proposal. *Also, submit a copy of the uploaded and signed EBO/FSHO document with each copy of the USPS postmarked submitted proposal or the one (1) pdf proposal copy emailed.*

#### 6.7 Child Support Obligations

The City of Los Angeles has adopted an ordinance, see 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.

**Instruction:** All Proposers shall complete and return with their proposals the Certificate of Compliance with Child Support Obligations included in Exhibit E.12a. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted USPS postmarked proposals or in the one (1) pdf proposal copy emailed.*

#### 6.8 City Contracts Held Within the Past Ten Years

The Los Angeles City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal a list of all City of Los Angeles contracts held by the Proposer or any affiliated entity during the preceding 10 years. The City of Los Angeles Contract History is attached as 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.

**Instruction:** All Proposers shall complete and return, with their submitted proposal, the City Contracts Held Within the Past Ten Years form included in Exhibit E.13. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted USPS postmarked proposals or in the one (1) pdf proposal copy emailed.*

#### 6.9 Los Angeles Residence Information

The 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 headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

Instruction: All Proposers will complete and return with their proposals the City of Los Angeles Residence Information Form included in Exhibit E.14. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted USPS postmarked proposals or in the one (1) pdf proposal copy emailed.*

#### 6.10 City Ethics Certification and Contributions

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, will submit with the bid a certification, on a completed Bidder Certification CEC Form 50, Exhibit E.15, as proscribed by the City Ethics Commission, that the bidder 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 do not apply to this subsection.

Bidders 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 bidders, 12 months after the contract is signed. The bidder'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 bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders 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 will be deemed non-responsive. Bidders 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 [ethics.lacity.org](http://ethics.lacity.org).

Instruction: 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. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted USPS postmarked proposals or in the one (1) pdf proposal copy emailed. If emailed, 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).*

#### 6.11 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, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption numbers.

Accordingly, a firm's current Business Tax Registration Certificate 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 no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

Instruction: All Proposers shall submit a copy of their Business Tax Registration Certificate with each copy of the submitted USPS postmarked proposals or in the one (1) pdf proposal copy emailed.

#### 6.12 City's Insurance Requirements

The Proposer will 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 will procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Exhibit E.17. Proposer will 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 the City Administrative Office, Risk Management through the City's internet site,



www.kwikcomply.org that uses the standard insurance industry form, the ACORD 25 Certificate of Liability Insurance in electronic format.

No work may be done pursuant to this contract until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

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

#### 6.13 Business Inclusion Program (BIP) Requirements

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 Citywide RFP – LABAVN BIP (Exhibit E.19), 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 LABAVN BIP Walkthrough (Exhibit E.19a), Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network (www.labavn.org). **A proposer's failure to utilize and complete their BIP Outreach as described in Exhibit E.19, and E.19a may result in their proposal being deemed non-responsive.**

For assistance on how to use LABAVN go to:

<http://bca.ci.la.ca.us/index.cfm> > contracting resources > LABAVN BIP Outreach Helpful Hints.

#### 6.14 Contractor Evaluation Program

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the 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. A Contractor who receives a “Marginal” or “Unsatisfactory” rating will be provided with a copy of the final City evaluation and allowed 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.

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

6.15 Local Business Preference Program (If Applicable)

Mandatory Local Business Preference Program for us on City-Funded contracts greater than \$150,000.00. This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor’s Office, Ordinance No. 181910, Article 21, Sections 10.47, et esq. 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 (See Attachment 5).

6.16 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” (See Exhibit E.18).

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

6.17 Fair Chance Initiative for Hiring Ordinance

City Contractors and subcontractors with 10 or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant’s criminal history information until a job offer is made and from withdrawing a job offer unless the employer performs an assessment of the applicant’s criminal history and the duties of the position (Contractors and subcontractors must also

comply with State requirements regarding the use of criminal history information in the job application process). Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. Additional information and forms may be found at the Department of Public Works, Bureau of Contract Administration website at <http://bca.lacity.org>. (Exhibit E.20)

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

## **I. PROPOSAL SUBMITTAL CHECKLIST**

All Proposers are required to review, complete, and submit the aforementioned proposal components and compliance documents listed in the RFP and in Attachment 2 - Proposal Submittal Checklist. Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

Additional information regarding some compliance documents may be available at the Mandatory Pre-Proposal Conference, on a City website, and/or by email with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. The Department reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.