

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

**REQUEST FOR PROPOSALS  
RFP NO. 44-\_\_\_\_\_**

**FOR**

**E-RATE CONSULTANT SERVICES**

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

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

**CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY  
REQUEST FOR PROPOSALS (RFP)  
E-RATE CONSULTANT SERVICES**

**DATE RFP ISSUED:** \_\_\_\_\_ **2022**

**TITLE:** RFP No. 44-\_\_\_\_\_  
E-Rate Consultant Services

**DESCRIPTION:** THE LOS ANGELES PUBLIC LIBRARY (LAPL) IS SEEKING a qualified and experienced organization to provide consulting services for the E-Rate program on an as-needed and as-requested 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 Library and our patrons. We welcome and encourage submissions from a wide range of participants.

**ELIGIBILITY TO APPLY:** A minimum of three (3) years paid experience in providing E-Rate consulting services to large school or library systems **and** must be a member of the E-Rate Management Professionals Association (E-MPA).

**WEBSITE ADDRESS:** <http://www.rampla.org>  
Proposers must register at the Regional Alliance Marketplace for Procurement (RAMP) website ([www.rampla.org](http://www.rampla.org)) before they can access the Request for Proposals (RFP) and updates.

**PLEASE NOTE: PROPOSERS MUST BOOKMARK THE OPPORTUNITY ON RAMP (IN THE UPPER LEFT CORNER OF THE OPPORTUNITY) TO RECEIVE UPDATES OF ADDENDA AND QUESTION & ANSWER POSTINGS.**

**Proposers should review the RAMP FAQ section at:**  
<https://bit.ly/RAMPfaqs>

**TERM:** One (1) year with four (4) one-year options to renew at the discretion of the City Librarian or designee.

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

Mandatory Pre-Proposal  
Conference:

**DATE at 10:00 a.m.**

Virtual Conference via Zoom

**RSVP by DATE, 5:00 p.m.**

Details available on Section E.1 of this RFP

Proposal Due:

**Wednesday, DATE at 5:00 p.m.**

All revisions will be posted as an addendum on  
[www.rampla.org](http://www.rampla.org)

Submission E-mail Address:

[LAPLBidSubmissions@lapl.org](mailto:LAPLBidSubmissions@lapl.org)

Project Manager:

Alex Mui, Director of Systems

RFP Administrator:

Deirdre Gomez

Email: [dgomez@lapl.org](mailto:dgomez@lapl.org)

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## **ATTACHMENTS**

A.	Standard Provisions for City Contracts (Rev. 10/21 [v.4])
B.	Sample Contract for E-Rate Consultant Services
C.	Electronic Signature Policy (03/20)

## **EXHIBITS**

(All Exhibits will be found on [www.rampla.org](http://www.rampla.org))

E.1	Declaration of Non-Collusion Affidavit ( <u>must be notarized</u> )
E.2a	Contractor Responsibility Ordinance (CRO) Questionnaire
E.2b	CRO Pledge of Compliance
E.3	Certification Regarding Compliance with the Americans with Disabilities Act Form
E.4	Certification of Compliance with Child Support Obligations Form
E.5	City of Los Angeles Contract History Form
E.6	City of Los Angeles Residence Information Form
E.7	Municipal Lobbying Ordinance – Bidder Certification CEC Form 50
E.8	Restrictions on Campaign Contributions and Fundraising in City Ethics – Prohibited Contributors – Bidders CEC Form 55
E.9	Iran Contracting Act of 2010 Affidavit
E.10	Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) Sample Affidavit – On-Line Submission
E.11	Disclosure Ordinances Sample Affidavit – On-Line Submission
E.12	Business Inclusion Program (BIP) Walkthrough Manual
E.13a	Local Business Preference Program (LBPP)
E.13b	LBPP Certification Information
E.14a	Living Wage Ordinance (LWO) Employee Information Form (Form LW-6)
E.14b	LWO Subcontractor Information Form (Form LW-18)
E.14c	LWO Exemption Application (Form LW-10)
E.14d	LWO Small Business Exemption Application (Form LW-26)
E.14e	LWO 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28)
E.14f	LWO Non-Coverage Determination Application (Form OCC/LW-29)
E.15	Insurance Requirements and Instructions ( <i>Information only at this time – Not required for submission of proposal</i> )

## **A. PURPOSE OF REQUEST FOR PROPOSALS**

### **1. Introduction**

The Los Angeles Public Library (LAPL) is issuing this Request for Proposals (RFP) to enter into a contract with a qualified and experienced entity to provide consulting services on the E-Rate program administered by the Federal Communications Commission (FCC).

### **2. About the Library**

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, over 15 million people visit our libraries and participate in over 2,000 programs, borrowing over 15 million items from the collections of print, downloadable books, music, films and other items. Annual visits to our website exceed 22 million.

Through its Central Library and 72 branch libraries and website ([www.lapl.org](http://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.

### **3. Program Overview**

The Library's Information Technology (IT) Section provides technology support for the Library and Library patrons, which includes: systems development; cyber security; infrastructure and network administration and maintenance; hardware and software purchases, installation and maintenance; communications; data storage and recovery; and, electronic access to Library resources.

The Scope of Work provided in Section B of this RFP consists of items such as: the E-Rate application process, develop and administrate the Request for Proposals process for E-Rate projects, the E-Rate application submission process, compliance with the E-Rate program, preparation and presentation of funding summaries, quarterly review meetings, and provide training and consultation to Library staff.

## **B. SCOPE OF WORK**

The Proposer selected through this RFP process must be able to provide consulting services to meet the needs of the Library and successfully obtain federal funding for E-Rate related projects. Proposers must have a minimum of three (3) years paid experience in providing E-Rate consulting services to large school or library systems **and** must be a member of the E-Rate Management Professionals Association (E-MPA). The following are services that the selected Contractor shall be expected to perform:

### **1. Primary Point of Contact for all E-Rate Communications**

- a. Prepare and process the Letter of Agency (LOA) to be an authorized communicator for the Library.
- b. Act as Library's main point of contact with Universal Service Administrative Company (USAC).
- c. Act as Library's main point of contact with USAC, vendors and other parties involved in the E-Rate process.

## **2. Emergency Connectivity Fund Support**

- a. Assist the Library with unmet needs narrative and supporting documentation for Emergency Connectivity Fund (ECF) program.
- b. Review lists and quotes of device, equipment and services in support of reimbursement requests.
- c. Provide templates for asset and service registries that align with the Federal Communications Commission (FCC) ECF documentation requirements.
- d. Submit ECF Form 471, Form 472, Form 500, and other forms as-needed.
- e. Respond to ECF Program Integrity Assurance (PIA) review questions.
- f. Respond to all reviews and audit requests.
- g. File and submit USAC and FCC appeals.
- h. Review completed asset and service registry by the end of the applicable funding period.
- i. Collect and anonymize data on Library who received devices, equipment, and services, as applicable.
- j. Collect and review invoices, bills, and other documents needed as required to comply with FCC ten (10) year documentation requirements.
- k. Retain all ECF records on a document management system (DMS) approved by the Library.

## **3. Application and Forms Submission**

- a. Form Submissions: Prepare and file ECF Forms 470, 471, 486, 500 to the USAC Schools and Libraries Division (SLD) required for funding and on- going matters.
- b. Form Submissions: Prepare and file Forms 472 (Billed Entity Applicant Reimbursement Form [BEAR]) and/or vendor specific discount forms (i.e. Data Gathering Form, Existing Services List, etc.) for Category One and Category Two services as needed.
- c. Review and Submit Item 21 Attachments: work with vendors to verify information needed for Item 21 Attachments for services requested on Form 470.
- d. Documentation Retention: Per FCC Documentation Retention Policies, house all required documents in a DMS.
- e. Program Integrity Assurance (PIA) Review Support: Act as primary contact to USAC during the PIA review process and will work with LAPL and selected vendors to coordinate all responses for submission along with supporting documentation.

- f. ETF will confirm receipt of PIA Review inquiries immediately and will make every effort to prepare a response for review with System within three (3) days of receipt. For issues requiring more time, ETF will communicate that request to the reviewer and through E-Rate Productivity Center (EPC) system.

#### **4. Application Review Support**

- a. Program Integrity Assurance (PIA) Review Support: Act as primary contact to USAC during the PIA review process and will work with Library and selected vendors to coordinate all responses for submission along with supporting documentation.
- b. Support for Other Reviews: Payment Quality Assurance (PQA): Children's Internet Protection Act (CIPA) Reviews; Selective Review Information Request (SRIR); Invoice Reviews as needed.
- c. ETF will confirm receipt of Review inquiries immediately and will make every effort to prepare a response for review with System within three (3) days of receipt. For issues requiring more time, ETF will communicate that request to the reviewer and through the EPC system.
- d. Review communications with USAC and Vendor are stored per FCC Documentation Retention Policies, house all required documents in a DMS.

#### **5. Request for Proposals (RFP) Development**

- a. Meet with Library staff to review annual E-Rate Eligible Services List and funding needs for Internal Category One and Category Two funding requests as needed. An application submission timeline and strategy will be developed including use of Master Contracts.
- b. Review City, State of California and E-Rate competitive bidding requirements. Requirements such as vendor technology certifications, insurance, prevailing wage, bond, and others will be incorporated into final RFP document.
- c. Develop/Review list of services needed for Category One service requests including Internet Access (dark or lit fiber), Wide Area Network (WAN) dark or lit fiber, Hosted Firewall, and other services as needed.
- d. Develop and Review list of Internal Connections equipment, managed services, and maintenance services needed for Category Two service requests.
- e. Review and Revise existing E-Rate Project RFP based on needs as determined by the Library's goals and needs. Separate RFPs and documents will be created for Category One and Category Two Services. These documents will be used to communicate needs to E-Rate vendors during the competitive bidding process.

## **6. Competitive Bidding and RFP Support**

- a. E-Rate Project RFP Posting: Contractor will post the approved E-Rate Project RFP on the all necessary and required sites, including any E-Rate EPC portal and any City sites. The E-Rate Project RFP will be posted in parallel to the submission of the Form 470 and will be the opening of the Competitive Bidding Window. All questions and answers received during the Competitive Bidding Window will be posted on USAC's EPC system so that all vendors receive the same information.
- b. Bid Evaluation and Competitive Bidding Matrix: A comprehensive competitive bidding matrix and summary for each service requested will be delivered to the Library for scoring based on the evaluation criteria listed in the E-Rate Project RFP along with all vendor proposals received. See attached samples. ETF will review and support the library through the selection process. All vendor scoring and selections will be made by the Library at the appropriate time and upon a written request.
- c. Vendor Walkthroughs: The Contractor will have a staff member present at scheduled vendor site visits during the competitive bidding process to provide bid overview, answer vendor questions, and document process.
- d. Vendor Contracting Process: The Contractor will collect and review contracts, board approvals, Item21 Attachments, and supporting documentation for selected vendors to ensure compliancy with E- Rate rules. All contracts must be signed after a minimum 28-day Competitive Bidding Window and prior to filing the Form 471.

## **7. Funding Award Support**

- a. Funding Verification: Review all funding commitments to verify alignment with original funding requests with PIA review adjustments.
- b. Form Filings: Prepare Receipt of Service Confirmation and Children's Internet Protection Act Certification (Form 486) for certification by Library.
- c. Discount Activation and Reimbursement: Prepare/submit necessary documentation to ensure E-Rate discounts or reimbursements.
- d. Verify California Teleconnect Fund (CTF) discounts on all eligible E-Rate services.
- e. Service Certification: Prepare and submit the Service Certification form.
- f. Verify Applicant Payments: Gather proof of payment for all E-Rate funded services.

## **8. Audit and Appeals Support**

- a. Preparation and submission of USAC and/or FCC appeals as-needed.
- b. Preparation and representation of Selective Review Information Request (SRIR), Beneficiary Contributor Audit Program (BCAP) remand requests and FCC and/or USAC remand requests.



## **9. E-Rate Program Compliance Services**

- a. Submit Service Provider Identification Number (SPIN) changes as-needed.
- b. Submit equipment substitution change request as-needed.
- c. Submit Invoice Deadline Extension Requests (IDER) as-needed.
- d. Submit Implementation Deadline Extension Request (ImDER) as-needed.
- e. All Forms and communications with vendors, USAC, and/or FCC will be stored per FCC Documentation Retention Policies, on the Contractor's DMS.
- f. Provide paper or electronic copies of all E-Rate documentation annually to the Library.

## **10. On-Going Communications**

- a. Preparation of documentation, reports and presentations for Board meetings, Executive Manager meetings, and other special meetings as deemed necessary by the Library.
- b. As members of the E-Rate Management Professionals Association (E-MPA) and Schools, Health & Libraries Broadband Coalition (SHLB), the Contractor will keep LAPL informed of any FCC, USAC, and/or SLD policies that will impact its Library.
- c. The Contractor will review and monitor funding awards, payments, and USAC notices on an on-going basis. The following reports will be provided to the Library:
  1. Pending Funding Awards (Monthly)
  2. Documentation Retention Report (Monthly)
  3. Outstanding Issues (Monthly)
  4. Funding Disbursements (Quarterly)
  5. Contract, Invoice, service Delivery Deadlines Report (Quarterly)

## **11. Digital Tools**

Establish an email address for the Library which will be specific for the E-Rate program (Ex: [laplerate@CompanyName.com](mailto:laplerate@CompanyName.com)). Copies of all vendor correspondences will be stored on the Contractor's DMS.

## **12. E-Rate Documentation Management**

The Federal Communications Commission (FCC) requires that program participants retain all documents necessary to demonstrate compliance with the statute and FCC rules regarding the application for, receipt, and delivery of services receiving schools and libraries discounts. Schools, libraries, and service providers are subject to both random audits and to other audits (or investigations) to examine an entity's compliance with the statute and the FCC's rules initiated at the discretion of the FCC, USAC, or another authorized governmental oversight body.

On July 11, 2014, the FCC adopted the E-Rate Modernization Order, extending the document retention period to ten (10) years after the latter of the last day of the

applicable funding year or the service delivery deadline for the funding request.

The Contractor will use its own DMS to manage Library's E-Rate records and ensure that the Library remains compliant with program rules:

- a. The Contractor's Account Manager will be responsible for uploading, managing, and retrieving documentation received during all phases of the application process, including files required from the competitive bidding process and data received from the Library, vendors, and USAC. Documentation will be uploaded within one (1) week of receipt.
- b. The Contractor's Account Manager will prepare reports monthly and, upon request, documents stored for Library staff. Reports will indicate: name of documents, native format, origination source, date uploaded into system and by whom, and applicable FCC and/or USAC category to which the document aligns.
- c. Access to documentation stored in the Contractor's DMS will be made available to Library staff upon request. The Contractor will have a staff member be responsible for providing the Library with training and technical support to access Contractor's DMS.
- d. Contractor shall provide an electronic copy of Contractor's DMS to the Library to maintain Library's documentation. Such copy shall be provided within the first six (6) months of the contract execution and shall be updated by Contractor every ninety (90) days after that.

## **C. CONTENTS OF THE SUBMITTED PROPOSAL**

Proposers interested in providing services described in this RFP are requested to provide the following items in the submitted proposal to found responsive to this RFP:

### **1. Cover Letter**

Each proposal must contain a cover letter limited to one (1) page. The cover letter must include the name, title, address, telephone number and email address of the person or persons 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 and Proposing Party to all commitments made in the proposal.

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.

### **2. Executive Summary**

Each proposal should be accompanied by an executive summary not exceeding three (3) pages which summarizes key points of the proposal and provides a brief history and description of the organization, the date the organization was established, the location of its headquarters, the number of employees and the website address.

**3. Proposer Capabilities, Qualifications and Relevant Experience**

Proposers must describe their applicable capabilities, qualifications and relevant experience regarding providing E-Rate consulting services and proof of E-MPA membership

**4. Proposed Fee Schedule and Expense**

Proposers must provide the hourly rate, project-based rate, or combination rate that will be charged for the skills or services included in the response to this RFP. Do not provide fees as a sliding scale, percentage, or a range. Failure to follow these guidelines may result in the submitted proposal being found non-responsive to this RFP.

If additional non-salary expenses are required to perform the services described herein, provide a list of such anticipated costs or types of costs. LAPL will not provide reimbursement for transportation or lodging expenses to firms unless LAPL specifically requests that staff outside the area be in the Los Angeles area to perform duties in accordance with the services provided. LAPL reserves the right to conduct additional negotiations regarding compensation, as appropriate, prior to awarding contracts.

**5. References / Letters of Recommendation**

Proposers must include five (5) references for the applicable capabilities cited in Section B ("Scope of Work") and relevant qualifications and experience cited in Section C.3 ("Proposer Capabilities, Qualifications and Relevant Experience"). For each reference, please list the name, position/title, organization name, jurisdiction, address, phone number and email address; and, describe the nature of the project and the length of the engagement.

**6. Key Personnel**

Provide the name, title, description of experience, other qualifications and specific responsibilities of key personnel who may be assigned to provide the services as described in this RFP.

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

Failure to complete and include the required compliance documents in the submitted proposals as stated in the instructions for Items 1 through 14 below may result in a submitted proposal being deemed non-responsive to the RFP.

**1. Declaration of Non-Collusion Affidavit**

In accordance with Section 10.15(d) of the Los Angeles Administrative Code, each proposal must include an 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, and that the proposer has not sought by collusion to secure for themselves an advantage over any other proposer.

Instructions: Proposers shall complete a signed and **notarized** "Declaration of Non-Collusion" Affidavit (Exhibit E.1) and include with the submitted proposal. No other form will be accepted.

**2. Contractor Responsibility Ordinance (CRO)**

Proposers are advised that any contract awarded pursuant to this proposal process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). This requires that a determination be made by the City, via the CRO Questionnaire, that prospective contractors are responsible and capable of fully performing the requested work before a contract is awarded.

Proposers may refer to PSC-31 (“Contractor Responsibility Ordinance”) of Attachment A (“Standard Provisions for City Contracts [Rev. 10/21] [v.4]”) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration website for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions: All Proposers shall complete and include both the Contractor Responsibility Ordinance Questionnaire (Exhibit E.2a) and the Pledge of Compliance Form (Exhibit E.2b) with the submitted proposal.

**3. Certification Regarding Compliance with the Americans with Disabilities Act (ADA) Form**

The City requires that all contractors and subcontractors that perform work for the City shall comply with all requirements of the Americans with Disabilities Act (ADA), a Federal civil rights law designed to ensure equal access, full inclusion and participation for people with disabilities or impairments. In addition, the State of California has its own disability rights law, codes, and regulations.

Under both Federal and State laws, people with disabilities or impairments are entitled to full and equal access to places of public accommodation, transportation carriers, lodging places, recreation and amusement facilities, and other business establishments where the general public is invited.

Proposers may refer to Section PSC-30 (“Access and Accommodations”) of Attachment A (“Standard Provisions for City Contracts [Rev 10/21] [V.4]”) of this RFP for additional information.

Instructions: All Proposers shall complete and include the Certification Regarding Compliance with the Americans with Disabilities Act Form (Exhibit E.3) with the submitted proposal.

**4. Certification of Compliance with Child Support Obligations Form**

In accordance with Los Angeles Administrative Code Section 10.10 et seq., contractors and subcontractors performing work for the City must comply with all reporting requirements and wage and earning assignment orders and acknowledge the City’s practice of cooperation with the enforcement efforts to collect legally mandated child support.

Proposers may refer to Section PSC-27 (“Child Support Assignment Orders”) of Attachment A (“Standard Provisions for City Contracts [Rev 10.21] [V.4]”) of this RFP for additional information.

Instructions: All Proposers shall complete and include the Certification of Compliance with Child Support Obligations Form (Exhibit E.4) with the submitted proposal.

**5. City of Los Angeles Contract History Form**

On July 21, 1998, the Los Angeles City Council passed a resolution 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. 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 include the City of Los Angeles Contract History Form (Exhibit E.5) with the submitted proposal.

**6. City of Los Angeles Residence Information Form**

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.

On January 7, 1992, the Los Angeles City Council 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 include the City of Los Angeles Residence Information Form (Exhibit E.6) with the submitted proposal.

**7. Municipal Lobbying Ordinance**

The City's Municipal Lobbying Ordinance No. 169916 requires certain individuals and entities to register with the City Ethics Commission and requires public disclosure of certain lobbying activities, including money received and spent.

Additionally, for all construction contracts, public leases, or licenses of any value and duration; goods or service contracts with a value greater than \$25,000 and a term of at least three (3) months, each bidder or proposer must submit with its bid or proposal a certification, on a form (CEC Form 50) prescribed 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 qualifies as a lobbying entity. A copy of CEC Form 50 may be found at the following website: <https://ethics.lacity.org/forms/>

Instructions: All Proposers shall complete and include the Bidder Certification CEC Form 50 (Exhibit E.7) with the submitted proposal.

Note: Should Proposer use an electronic signature for Form CEC Form 50, the document must be signed via a software that is accepted by the City and/or the Library (i.e., DocuSign, Adobe) (See Attachment C of this RFP, "Electronic Signature Policy [03/20]").

**8. Restrictions on Campaign Contributions and Fundraising in City Ethics**

Los Angeles City Charter Section 470(c)(12) prohibits proposers of contracts projected to be worth \$100,000 or more and that require City Council approval from making campaign contributions to any elected City official, candidate for elected City office, or City Committee controlled by an elected City official or candidate. Contributions are prohibited throughout the bid and proposal process and the resulting contract.

Proposers and their principals must register with the City Ethics Commission. To do so, each proposer must submit with its bid a certification, on a form (CEC Form 55) prescribed by the City Ethics Commission. By doing so, the Proposer acknowledges and agrees to comply with the requirements and prohibitions established in the Los Angeles City Charter.

In addition, any subcontractor who is projected to perform at least \$100,000 worth of work on the contract is required to adhere to the same requirements. Said subcontractors and their principals must be notified by the proposer of the City Charter requirements and prohibitions and said subcontractors and their principals must be included on Schedule B of CEC Form 55. A copy of CEC Form 55 may be found at the following website:

<https://ethics.lacity.org/forms/>

Proposers may refer to PSC-37 ("Restrictions on Campaign Contributions and Fundraising in City Ethics") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information.

Instructions: All Proposers shall complete and include the Prohibited Contributors – Bidders CEC Form 55 (Exhibit E.8) with the submitted proposal.

Note: Should Proposer use an electronic signature for Form CEC Form 50, the document must be signed via a software that is accepted by the City and/or the Library (i.e., DocuSign, Adobe) (See Attachment C of this RFP, "Electronic Signature Policy [03/20]").

#### **9. 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.9).

Proposers may refer to PSC-36 ("Iran Contracting Act") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information. Proposers may also visit the State of California Department of General Services, Office of Policies, Procedures and Legislation (OPPL) website for additional information and forms regarding this matter: [www.dgs.ca.gov/pd/Resources/PDLegislation.aspx](http://www.dgs.ca.gov/pd/Resources/PDLegislation.aspx)

Instructions: All Proposers shall complete and include the Iran Contracting Act of 2010 Affidavit (Exhibit E.9) with the submitted proposal only IF the proposal for goods and/or services is estimated at \$1,000,000 or more.

#### **10. Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) (On-Line Submission)**

##### Equal Benefits Ordinance (EBO)

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

All proposers shall complete and submit an affidavit onto the Regional Alliance Marketplace for Procurement (RAMP) website at [www.rampla.org](http://www.rampla.org), which shall be valid for

a period of three years from the date it is first uploaded. 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 may refer to PSC-26 ("Mandatory Provisions Pertaining to Non-Discrimination in Employment") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration website for additional information, forms and documents:

<https://bca.lacity.org/ordinances>

First Source Hiring Ordinance (FSHO)

Proposers are advised that any contract awarded under this RFP process shall be subject to the applicable provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All proposers shall complete and submit an affidavit onto the Regional Alliance Marketplace for Procurement (RAMP) website at [www.rampla.org](http://www.rampla.org), which shall be valid for a period of three years from the date it is first uploaded. 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 First Source Hiring Ordinance Affidavit.

Proposers may refer to PSC-34 ("First Source Hiring Ordinance") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions:

All Proposers shall complete and upload the combined Equal Benefits Ordinance (EBO / First Source Hiring Ordinance (FSHO) Affidavit available on RAMP prior to submission of the submitted proposal. Exhibit E.10 is a sample affidavit. The RAMP website may be found at: [www.rampla.org](http://www.rampla.org)

**11. Disclosure Ordinances Affidavit (On-Line Submission)**

All proposers are advised that any contract awarded under this RFP process shall be subject to the applicable provisions of both the Slavery Disclosure Ordinance (SDO) (Los Angeles Administrative Code Section 10.41) and the Disclosure of Border Wall Contracting Ordinance (DBWCO) (Los Angeles Administrative Code Section 10.50)

Proposers may refer to PSC-33 ("Slavery Disclosure Ordinance") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions: All Proposers shall complete and upload the Disclosure Ordinance Affidavit available on RAMP prior to submission of the submitted proposal. Exhibit E.11 is a sample affidavit. The RAMP website may be found at: [www.rampla.org](http://www.rampla.org)



## **12. Business Inclusion Program (BIP) Requirements**

***Unless otherwise stated in this RFP or by an addendum to this RFP, the Business Inclusion Program Mandatory Outreach must be performed by the Proposer through the RAMP website.***

In accordance with Mayor's Executive Directive No. 14, the Business Inclusion Program (BIP) requires all respondents for a Request for Bids (RFB), Request for Proposals (RFP), and Request for Qualifications (RFQ), to perform subcontractor outreach to all available 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) firms who could perform a portion of the scope of work required in the RFB/RFP/RFQ.

Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers may refer to the Business Inclusion Program Walkthrough Manual (Exhibit E.12) of this RFP for additional information and instructions.

Proposers may refer to PSC-32 ("Business Inclusion Program") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/BIS-program-description>. Information on BIP may be found on the following website: [www.rampla.org/s/support](http://www.rampla.org/s/support).

**A Proposer's failure to attend the Mandatory Pre-Proposal Conference and complete the BIP Outreach Process may result in the proposal being deemed non-responsive to this RFP.**

Instructions: All Proposers shall perform the mandatory online BIP outreach as instructed in Exhibit E-12. The BIP outreach must be performed using RAMP located at [www.rampla.org](http://www.rampla.org). Upon completion of the BIP outreach, Proposers shall include the BIP Summary Sheet with the submitted proposal.

## **13. Local Business Preference Program**

This RFP is subject to the policies and requirements established by Ordinance No. 187121 and Section 10.25, 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). The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. Proposers should be fully informed of this program. To be eligible for participation of this program, Proposers are required to submit an affidavit on the RAMP website: [www.rampla.org](http://www.rampla.org)

Proposers may refer to Exhibit E.13a and Exhibit E.13b of this RFP for additional information. Proposers may also refer to PSC-35 ("Local Business Preference Ordinance") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information.



Instructions: Eligible Proposers for the LBPP shall complete and upload the LBPP affidavit available on RAMP located at [www.rampla.org](http://www.rampla.org) prior to the RFP submission due date. Additionally, if applying for eligibility in the LBPP, print a copy of the completed LBPP affidavit and include it with the submitted proposal.

**14. Living Wage Ordinance (LWO) and Worker Retention Ordinance (WRO)**

Unless approved for an exemption by the Department of Public Works Bureau of Contract Administration, contractors with 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., Worker Retention Ordinance (WRO).

***It is the responsibility of all Proposers and Contractors to understand their responsibilities and obligations under the LWO and WRO.***

Proposers may visit the Department of Public Works Bureau of Contract Administration for additional information, exemption forms and information, and other applicable forms and documents: <https://bca.lacity.org/ordinances>

Proposers may also refer to PSC-28 ("Living Wage Ordinance") and PSC-29 ("Service Contractor Worker Retention Ordinance") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information.

Instructions: All Proposers shall complete and include the Employee Information Form LW-6 (Exhibit E.14a) and the Subcontractor Information Form LW-18 (Exhibit E.14b) with the submitted proposal.

LWO Exemption:

Proposers who believe that they meet the qualifications for exemption shall complete and submit the appropriate application form with the submitted proposal.

Exemption Application Forms are as follows:

- (a) Exemption Application (Form LW-10) (Exhibit E.14c);
- (b) Small Business Exemption Application (Form LW-26) (Exhibit E.14d);
- (c) 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) (Exhibit E.14e);
- (d) Non-Coverage Determination Application (Form OCC/LW-29) (Exhibit E.14f).

**THE PROPOSAL(S) AWARDED A CONTRACT BY THE BOARD OF LIBRARY COMMISSIONERS WILL BE REQUIRED TO COMPLY WITH THE FOLLOWING REQUIREMENTS FOR ITEMS 15 THROUGH 17 BELOW DURING THE TERM OF ANY CONTRACT.**

**15. 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 the selected contractor(s) own cost and expense, the selected contractor(s) and any 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.15.

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 the City Administrative Office, Risk Management through the City's internet site, [www.kwikcomply.org](http://www.kwikcomply.org) that uses the standard insurance industry form. No work may be performed pursuant to the proposed contract resulting from this RFP until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

Proposers may refer to PSC-23 ("Insurance") and PSC-Exhibit 1 ("Insurance Contractual Requirements") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information.

Instructions: No submission is required at this time. All Proposers awarded a contract by the Board of Library Commissioner must submit the required insurance prior to the execution of a contract.

**16. Business Tax Registration Certificate (BTRC)**

In accordance with the City of Los Angeles Municipal Code Section 21.03, persons engaged in any business within the City of Los Angeles are required to register and pay required taxes. All individuals or entities conducting business activities within the City of Los Angeles are required to apply for and obtain a Business Tax Registration Certificate (BTRC) from the Office of Finance.

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 to the City 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.

Proposers may refer to PSC-15 ("Current Los Angeles City Business Tax Registration Certificate Required") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information. Proposers may find additional information and forms at the following Office of Finance website: <https://finance.lacity.org>

Instructions: No submission is required at this time. All Proposers awarded a contract by the Board of Library Commissioners must provide a BTRC prior to the execution of a contract.

**17. 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) per calendar year. The Contractor is required to furnish the Library with their social security number or Federal Employer Identification Number for the sole purpose stated in this paragraph.

Instructions: No submission is required at this time. All Proposers awarded a contract by the Board of Library Commissioners must provide an IRS Federal Employer ID Number or social security number prior to the execution of a contract.

**THE PROPOSAL(S) AWARDED A CONTRACT BY THE BOARD OF LIBRARY COMMISSIONERS WILL BE REQUIRED TO COMPLY WITH THE FOLLOWING REQUIREMENTS FOR ITEMS 18 THROUGH 21 BELOW DURING THE TERM OF ANY CONTRACT.**

**18. 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 several 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 an opportunity 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 contracts.

Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions: *No Submission Required.*

**19. COVID-19 Vaccination Requirement Ordinance No. 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 their 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.

Proposers may refer to PSC-44 ("COVID-19") of Attachment A ("Standard Provisions for City Contracts [Rev. 10/21] [v.4]") of this RFP for additional information.

Instructions: *No Submission Required.*

**20. Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance No. 184653**

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. The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees: 1) are prohibited from seeking a job applicant's criminal history information until after the job offer is made; 2) must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and 3) 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.

Proposers may refer to PSC-38 (“Contractors’ Use of Criminal History for Consideration of Employment Applications”) of Attachment A (“Standard Provisions for City Contracts [Rev. 10/21] [v.4]”) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents:

<https://bca.lacity.org/ordinances>

Instructions: *No Submission Required.*

**21. 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 for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Section 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 for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Section 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 these provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. A copy of the subcontract shall be made available to the Bureau of Contract Administration, Office of Contract Compliance upon request.

Proposers may refer to PSC-26 (“Mandatory Provisions Pertaining to Non-Discrimination in Employment”) of Attachment A (“Standard Provisions for City Contracts [Rev. 10/21] [v.4]”) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents:

<https://bca.lacity.org/ordinances>

Instructions: *No Submission Required.*

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**Proposers are strongly advised to read Attachment A (“Standard Provisions for City Contracts [Rev. 10/21] [v.4]”) and Attachment B (“Sample Agreement”) of this RFP to understand other terms and conditions of an agreement with the Library.**

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## **E. PROPOSAL SUBMISSION AND REQUIREMENTS**

Proposals shall be based only on the material contained in the RFP, Mandatory 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.12 of this RFP).**

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](mailto: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.rampla.org](http://www.rampla.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.rampla.org](http://www.rampla.org), by 4:00 p.m. to [dgomez@lapl.org](mailto:dgomez@lapl.org) and will be posted on [www.rampla.org](http://www.rampla.org).

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

When: **DATE at 10:00 a.m.**

Required registration in advance for this meeting by **DATE, 5:00 p.m.**

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

Topic: **RFP 44-0XX** for E-Rate Consultant Services  
Mandatory Pre-Proposal Conference

Time: **DATE 10:00 AM** Pacific Time (US and Canada)

Please RSVP by **DATE 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 RFP must be submitted electronically and shared with the Library through Google Drive as follows:

## 2.1 Electronic Submission

- a. Proposers shall create or use their own Gmail Account Google Drive to submit their proposals.
- b. All documents must be in one Portable Document Format (PDF) file with Optical Character Recognition (OCR).
- c. Proposers shall upload the proposal document to their Google Drive.
- d. Proposers shall ensure the name of the proposal document is: “RFP 44-XX for an ILS Consultant – VENDOR NAME”
- e. Proposers shall share the Google Drive proposal document with the following Library Emails:
  - [laplbids submissions@lapl.org](mailto:laplbids submissions@lapl.org)
  - [mlemus@lapl.org](mailto:mlemus@lapl.org)
  - [cathy.serrano@lapl.org](mailto:cathy.serrano@lapl.org)
- f. Do not password protect the submitted proposal document.
- g. The submitted proposal must include all items as stated in Section H (“Proposer Checklist”) of this RFP.
- h. The sections within the proposal document shall be in the order as listed in Section H (“Proposer Checklist”) of this RFP.
- i. Documents requiring signatures shall conform to the “Electronic Signature Policy [03/20]” as stated in Attachment C of this RFP.
- j. Proposals must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proposers are solely responsible for ensuring that electronic submissions are not corrupted. The Library may reject proposals that are compressed, cannot be opened, or that contain viruses, malware, or corrupted attachments
- k. Library staff shall provide a notice of receipt within two business days of receipt of the electronically submitted proposal. It is highly recommended that Proposers contact the RFP Administrator listed in Section G.11 of this RFP if a receipt is not received within two business days.
- l. Proposers are solely responsible for ensuring that their proposals have been received before the deadline as electronic transmissions are inherently unreliable. Proposers bear all risks associated with the electronic transmission of their proposal, including delays, system failures, and other technical issues.



## 2.2 Proposal Due Date / Time

- a. The Library reserves the right to revise the submission due date. Any revisions to the due date or time shall be posted on RAMP located at: [www.rampla.org](http://www.rampla.org)
- b. Proposers are encouraged to submit proposals prior to the due date and time.

Proposal Due Date: **DATE**

Proposal Due Time: **TIME**

## 2.3 Submission Responsiveness

- a. Failure to meet the requirements set for in this RFP may be cause for rejection of the proposal by the Library.
- b. The Library reserves the right to find a submitted proposal non-responsive if the Library is unable to determine which documents constitute a complete and appropriate response to the RFP.
- c. The Library reserves the right to seek clarification from a Proposer to determine responsiveness. It is ultimately up to the Board of Library Commissioners to determine if a submitted proposal is responsive to the requirements of the RFP.
- d. Proposals should not include unnecessary promotional material and should be as succinct as possible.
- e. Proposers should only list those references that would substantiate their experience as it relates to Sections B (“Scope of Work”) and C (“Contents of the Submitted Proposal”) of this RFP.

## 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 reject any and all proposals and to withdraw this RFP at any time.

**6. Proposal Format**

Proposals shall be based only on the material contained in this RFP, responses based on questions from the Mandatory Pre-Proposal Conference, 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 item 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 further assess 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 to be recommended to the Board of Library Commissioners for consideration of an award.



<b>Evaluation Criteria</b>	<b>Meets RFP Requirements</b>
Cover Letter	Pass / Fail
Executive Summary	10
Proposer Capabilities, Qualifications and Relevant Experience	40
Proposed Fee Schedule and Expenses	25
References / Letters of Recommendations	15
Key Personnel	10
<b>Maximum Points – Total</b>	<b>100</b>

#### **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 and 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 California Public Records 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 ("Proposal Submission Requirements"), 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 therefore."

### **3. RFP Revisions**

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

### **4. Transfers, Joint Ventures and Use of Subcontractors**

Proposers 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 the proposal by the LAPL or the Proposer. This type of correction or amendment will only be allowed for errors in typing or transposition. All changes must be coordinated in writing with authorization by and made by the RFP Administrator identified in section G.11 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 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 Administrator at least five (5) working days prior to the scheduled event.

**11. Contact for Information / RFP Administrator**

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.rampla.org](http://www.rampla.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](mailto:dgomez@lapl.org)

LAPL shall be the sole judge of whether 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.rampla.org](http://www.rampla.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 as Attachment A of this RFP.

**H. PROPOSER CHECKLIST**

Proposers are to complete and submit a copy of this Proposer Checklist with the submitted proposal, which must contain the following items to be found responsive to this RFP:

Section	Form / Document Description	Exhibit No.	Initial
RFP C.1	Cover Letter	--	
RFP C.2	Executive Summary	--	
RFP C.3	Proposer Capabilities, Qualifications and Relevant Experience	--	
RFP C.4	Proposed Fee Schedule and Expenses	--	
RFP C.5	References / Letters of Recommendation	--	
RFP C.6	Key Personnel	--	
RFP D.1	Declaration of Non-Collusion Affidavit ( <u>Must be Notarized</u> )	Exhibit E.1	
RFP D.2	Contractor Responsibility Ordinance (CRO) Questionnaire	Exhibit E.2a	
RFP D.2	CRO Pledge of Compliance	Exhibit E.2b	
RFP D.3	Certification Regarding Compliance with the Americans with Disabilities Act (ADA) Form	Exhibit E.3	
RFP D.4	Certification of Compliance with Child Support Obligations Form	Exhibit E.4	
RFP D.5	City of Los Angeles Contract History Form	Exhibit E.5	
RFP D.6	City of Los Angeles Residence Information Form	Exhibit E.6	
RFP D.7	Bidder Certification CEC Form 50	Exhibit E.7	
RFP D.8	Prohibited Contributors – Bidders CEC Form 55	Exhibit E.8	
RFP D.9	Iran Contracting Act of 2010 Affidavit (If Applicable)	Exhibit E.9	
RFP D.10	Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) – On-Line Submission	Exhibit E.10	
RFP D.11	Disclosure Ordinances – On-Line Submission	Exhibit E.11	
RFP D.12	Business Inclusion Program (BIP) Walkthrough Manual	Exhibit E.12	
RFP D.13	Local Business Preference Program	Exhibit E.13a	
RFP D.13	Local Business Preference Program (LBPP) Certification Information (If Applicable)	Exhibit E.13b	

RFP D.14	Living Wage Ordinance (LWO) Employee Information (Form LW-6)	Exhibit E.14a	
RFP D.14	LWO Subcontractor Information (Form LW-18)	Exhibit E.14b	
RFP D.14	LWO Exemption Application (Form LW-10) – If applying for exemption	Exhibit E.14c	
RFP D.14	LWO Small Business Exemption Application (Form LW-26) – If applying for exemption	Exhibit E.14d	
RFP D.14	LWO 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) – If applying for exemption	Exhibit E.14e	
RFP D.14	LWO Non-Coverage Determination Application (Form OCC/LW29) – If applying for exemption	Exhibit E.14f	