

# **A G E N D A**

## **Board of Library Commissioners City of Los Angeles**

**Regular Meeting  
Thursday, June 25, 2020 at 11:00 a.m.  
(Teleconference)**

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) due to concerns over COVID-19, the Board of Library Commissioners will conduct this meeting entirely by teleconference via Zoom. If you wish to join the meeting, please use the following link or dial by phone:

**Join Zoom Meeting:** <https://lapl.zoom.us/j/93319983902>

**Password:** 663697

**or**

**Dial:** 877 853 5257 US Toll-free

833 548 0282 US Toll-free

**ID:** 933 1998 3902

**Password:** 663697

- 1. Roll Call**
- 2. Opening Remarks**
- 3. Approval of the Minutes:**

a. Minutes of the Regular Teleconference Meeting – April 23, 2020

**4. Public Comments (Matters within the Board's Jurisdiction)**

In accordance with Board Policy, a total of 15 minutes shall be allocated for general public comments not to exceed two (2) minutes per speaker. Due to concerns over COVID-19, all Los Angeles Public Library facilities and Board Room are not accessible for on-site public comments. Pursuant to the Governor's Executive Order N-29-20, Public Comments can be submitted in writing to the Board Office via e-mail at [libcommission@lapl.org](mailto:libcommission@lapl.org) or by phone (213) 228-7530 by 4 p.m. on the day before the meeting, or during the meeting by accessing the link provided above.

**5. City Librarian's Comments and Announcements**

**6. City Librarian's Reports**

*(PUBLIC COMMENTS ON AGENDA ITEMS: Each speaker will have two (2) minutes per Agenda item.)*

**Consent Items**

*(Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.)*

- a. Recommendation to approve the General Manager's Expense Account (EXHIBIT "A")  
for Fiscal Year 2020-21.

**Discussion Items**

- b. Recommendation to approve Amendment No. 1 to Contract No. 805 (EXHIBIT "B")  
with Amanda Liv de Hoyos Carlson to provide consultant services to  
develop a framework for staff to participate in developing and  
implementing solutions for safety and security.
- c. Recommendation to approve release of Request for Qualifications (EXHIBIT "C")  
(RFQ) for Immigration Integration and Immigration Assistance  
Consultants
- d. Recommendation to adopt the Library Department Personnel (EXHIBIT "D")  
Resolution for Fiscal Year 2020-21.
- e. Recommendation to approve the Library Department Budget for (EXHIBIT "E")  
Fiscal Year 2020-21 totaling \$205,334,363.

**7. Presentation: Summer Reading Challenge****8. Various Communications: None.****9. Commissioners' Comments, Announcements  
and Review of Matters Pending****10. Adjournment****Next Board Meeting Notice**

The next Regular Meeting of the Board is scheduled for Thursday, **July 9, 2020, at 11:00 a.m.**  
via **Teleconference**.

\*\*\*

**Finalization of Board Actions - Charter Section 245:** In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

**Title II of the American with Disabilities Act:** The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, communication access real-time transcription (CART). To ensure availability, you are advised to make your request at least 72 hours prior to the meeting. For Sign Language Interpreters is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office by email at [libcommission@lapl.org](mailto:libcommission@lapl.org) or by phone at (213) 228-7530.

**Rules of Decorum:** Persons addressing the Commission shall not utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. The Presiding Officer has the authority to issue a warning to a person violating the Rules. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting any person who fails to observe the rules of decorum.

**For more information, contact:** Library Commission Office (213) 228-7530.

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

June 25, 2020

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **GENERAL MANAGER'S EXPENSE ACCOUNT FOR FISCAL YEAR 2020-21**

**RECOMMENDATION:**

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the City Librarian or designee be authorized to receive an advance or be reimbursed for such miscellaneous expenditures as may be necessary in the form of business meals, taxi fares, parking fees, etc. in an amount not to exceed \$3,500 for the period July 1, 2020 to June 30, 2021; and

FURTHER RESOLVED, that said amount be encumbered in the Office and Administrative Expense Account Number 6010 of the Library Fund Number 300.

**FINDINGS:**

1. Each year the City Librarian incurs expenses for business meals, parking fees, and other miscellaneous expenses in connection with Library Department business.
2. This action provides funds for these expenses.
3. This amount is the same as in FY 2019-2020.

Prepared by: Susan Broman, Assistant City Librarian

**BOARD OF LIBRARY  
COMMISSIONERS**

**BÍCH NGOC CAO**  
PRESIDENT  
**KATHRYN EIDMANN**  
VICE-PRESIDENT

**DALE FRANZEN**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

June 25, 2020

**LIBRARY RESOLUTION NO. 2020-XX (C-XX)**

RESOLVED, That the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed \$3,500 for the period of July 1, 2020 through June 30, 2021; and

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

This is a true copy:

---

**Raquel M. Borden**  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

June 25, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL OF AMENDMENT NO. 1 TO CONTRACT NO. 805 WITH AMANDA LIV DE HOYOS CARLSON TO PROVIDE CONSULTANT SERVICES TO DEVELOP A FRAMEWORK FOR STAFF TO PARTICIPATE IN DEVELOPING AND IMPLEMENTING SOLUTIONS FOR SAFETY AND SECURITY**

**A. RECOMMENDATIONS**

That the Board of Library Commissioners:

1. Approve Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, substantially in the form on file, with Amanda Liv de Hoyos Carlson (Contractor), a sole proprietor, to provide professional consultant services to develop a framework for staff at all levels to participate in developing and implementing solutions for LAPL safety and security at the Central Library and branch libraries. The amount payable to Contractor for services during the extended work of the Safety and Security Project as the Library takes steps to implement recommendations outlined in Phase 6 – Implementation of the Agreement shall not exceed \$90 per hour, and for services that require a response to the impact of the COVID-19 virus and adding staff conversations about equity, diversity, and inclusion in relation to safety, the amount payable to Contractor for services shall not exceed \$160 per hour and shall be approved in advance and in writing by the Library. The services provided by Contractor shall not exceed forty (40) hours per week and shall not exceed \$80,000 for the term of Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, for a total not to exceed \$218,200.”
2. Find, in accordance with Charter Sections 371(e)(10) and 1022, as well as Los Angeles Administrative Code Section 10.15(a)(10), that this work can be performed more economically by an independent contractor than by City employees, and that the use of competitive bidding would be impractical due to the temporary nature of these services.
3. Authorize the City Librarian or the City Attorney to make technical changes if needed to the Amendment.
4. Authorize the President of the Board of Library Commissioners to execute the Amendment.

5. Adopt the attached Resolution regarding the Amendment to Supplemental Agreement No. 1 to Contract No. 805 between LAPL and Consultant to continue to provide services.

**B. FINDINGS**

1. On June 14, 2018, the Board of Library Commissioners (Board) approved an Agreement, Contract No. 805, not to exceed one year, and with maximum contract compensation of \$95,000, for Amanda Liv de Hoyos Carlson (Consultant) to provide professional consulting services to increase Library staff participation in organizational decision-making on the development of safety and security guidelines at the branch Libraries and Central Library (Library Resolution No. 2018-31 [C-24]). The scope of work for the Safety and Security Project (Project) included working group planning to determine how different groups and individuals frame the issue of Library safety and security and how they understand their ability to shape Library policy. The scope of work also included engagement design, digital surveys, collaborative design workshops, peer-to-peer interviews and site visits, analysis, reporting, piloting, and best practices research. Contract Number 805 was executed on November 13, 2018, and expired on November 12, 2019.
2. On November 14, 2019, the Board approved Supplemental Agreement No. 1 to Contract Number 805 for a term of one year from the date of execution, and an additional \$43,200 for total compensation not to exceed \$138,200. The term was extended through March 18, 2021. The additional time and funding allowed the Consultant to complete Phases 1-5 of the Project and begin work on Phase 6, which involves taking steps to develop and implement safety and security recommendations proposed by Library staff.
3. The Project recommendations were finalized in November 2019. Some of the recommendations were acted on during the Project. In January 2020, the recommendations were shared with all Library staff. The Board received a presentation about the status of the Project in February 2020. In January and February 2020, the Project transitioned from planning to implementation. New teams were formed in March 2020, and the teams began to move forward with prioritization and implementation of the recommendations.

4. Due to the CORONA-19 virus, the Library closed in March 2020 and staff began to telecommute. At that time, a large number of Library staff became Disaster Service Workers (DSWs). The Project continued during the Safer at Home directive. However, the combination of working remotely and the hours devoted to DSW service caused logistical and technical challenges for the Project which have extended the time to accomplish assignments.
5. During the last three months, the City implemented a hiring freeze. Therefore, the Library was not able to hire the permanent employee to direct the Project. Consequently, the Contractor has continued to provide project management responsibilities which would have been performed by the new staff member. The Library is requesting an exemption to the hiring freeze and intends to fill the position in the next few months. Pursuant to the Agreement, the Contractor will assist in on-boarding this individual who will sustain the work of the Project beyond the term of the Agreement.
6. The impacts of the CORONA-19 virus and the Library's desire to engage staff in conversations around equity, diversity, and inclusion as related to safety demonstrated the need for the Safety and Security Project to respond in real time to the immediate safety and security needs of the Library. Therefore, the Project team members are reconsidering the Project recommendations that were finalized in November 2019 and advocating for appropriate next steps that move the Project forward and address these impacts.
7. As a result of their analysis, the Project staff recommends focusing on responding to the emerging safety concerns presented by COVID-19 and has taken a lead role in planning the reopening of the Library. In addition, they are reviewing the role of security in the Library. These Project priorities require special expertise. LAPL needs the flexibility to provide a thoughtful response to these recommendations. The Contractor, through the Scope of Work identified in Phase 6 – Implementation, will provide subcontractors with the relevant experience. Hourly rates for these services are higher than the Contractor's normal hourly rate.
8. The Contractor has demonstrated the skills and expertise necessary to successfully perform the requested services and meet the expectations of the Library. During the current term of the Agreement, the Consultant has hosted many events and training sessions to assist Library management and staff to identify security issues and develop strategies and recommendations to help resolve these issues.



9. The Library desires the Contractor to continue to the work described in Phase 6 – Implementation of the Project and to provide expert services related to the response to COVID-19 and the Library's desire to engage staff in conversations about equity, diversity, and inclusion in relation to safety.
10. The amount payable to Contractor for services during the term of this Agreement shall not exceed \$90 per hour for the extended the work of the Safety and Security Project as the Library takes steps to implement recommendations outlined in Phase 6 – Implementation of the Agreement.

For services that require a response to the impact of the COVID-19 virus and the addition of staff conversations about equity, diversity, and inclusion in relation to safety, the amount payable to Contract for services during the term of this Agreement shall not exceed \$160 per hour. These services may include presentations, facilitations or support for Library staff. These services will be approved in advance and in writing by the Library.

For the term of this Agreement, the services provided by Contractor shall not exceed forty (40) hours per week and shall not exceed \$80,000 for the term of Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, for a total not to exceed \$218,200.

It is anticipated that Contractor services will be completed by the end of the term of this Amendment.

11. Funds are available in the Library's Various Special Account 9510 to continue this consulting service.

Attachments: Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805 Resolution

Prepared by: Madeleine M. Rackley, Business Manager

Reviewed by: Susan Broman, Assistant City Librarian

**AMENDMENT NO. 1 TO SUPPLEMENTAL AGREEMENT NO. 1  
TO CONTRACT NO. 805  
BETWEEN THE LOS ANGELES PUBLIC LIBRARY  
AND  
AMANDA LIV DE HOYOS CARLSON  
FOR CONSULTANT SERVICES TO DEVELOP A FRAMEWORK FOR STAFF TO  
PARTICIPATE IN DEVELOPING AND IMPLEMENTING SOLUTIONS  
FOR SAFETY AND SECURITY**

**THIS AMENDMENT NO. 1 TO SUPPLEMENTAL AGREEMENT NO. 1** to Contract No. 805 is made and entered into by and between the City of Los Angeles ("City"), a municipal corporation, acting by and through its Board of Library Commissioners (hereinafter referred to as "City", "Board", or "Library"), and Amanda Liv De Hoyos Carlson, a sole proprietor (hereinafter "Contractor") to provide professional consultant services to develop a framework for staff at all levels to participate in developing and implementing solutions for LAPL safety and security at the Central Library and branch libraries.

**WHEREAS**, on November 13, 2018, Library and Contractor entered into Contract No. 805 to provide professional consultant services to develop a framework for staff at all levels to participate in developing solutions for LAPL safety and security at the Central Library and branch libraries for the term of one (1) year. The project is called the Safety and Security Project (Project); and,

**WHEREAS**, on November 14, 2019, Board approved Supplemental Agreement No. 1 to Contract No. 805 to extend the term of the Agreement through March 18, 2021, and to add \$43,200, for a total amount not to exceed \$138,200 during this term; and

**WHEREAS**, the Project recommendations were finalized in November 2019. In January and February 2020, the Project transitioned from planning to implementation. New teams were formed in March 2020, and the teams began to move forward with prioritization and implementation of the recommendations; and

**WHEREAS**, due to the CORONA-19 virus, the Library closed in March 2020 and staff began to telecommute. At that time, a large number of Library staff became Disaster Service Workers (DSWs). The Project continued during the Safer at Home directive. However, the combination of working remotely and the hours devoted to DSW service caused logistical and technical challenges for the Project which have extended the time to accomplish assignments; and

**WHEREAS**, the Library has not been able to hire a permanent employee to direct the Project. Consequently, the Contractor has continued to provide project management responsibilities. Pursuant to the Agreement, the Contractor will assist in on-boarding the new staff member, once hired, who will sustain the work of the Project beyond the term of the Agreement; and

**WHEREAS**, the impacts of the CORONA-19 virus and the Library's interest in engaging staff in conversations around equity, diversity, and inclusion as related to safety demonstrated the need for the Safety and Security Project to respond in real time to the immediate safety and security needs of the Library. Therefore, the Project team members are reconsidering the Project recommendations that were finalized in November 2019 and advocating for appropriate next steps that move the Project forward and address these impacts; and

**WHEREAS**, as a result of their analysis, the Project staff recommends focusing on responding to the emerging safety concerns presented by COVID-19 and has taken a lead role in planning the reopening of the Library. In addition, they are reviewing the role of security in the Library. These Project priorities require special expertise. LAPL needs the flexibility to provide a thoughtful response to these recommendations. The Contractor, through the Scope of Work identified in Phase 6 – Implementation, will provide subcontractors with the relevant experience. Hourly rates for these services are higher than the Contractor's normal hourly rate; and

**WHEREAS**, the Contractor has demonstrated the skills and expertise necessary to successfully perform the requested services and meet the expectations of the Library; and

**WHEREAS**, the Library desires the Contractor to continue to the work described in Phase 6 – Implementation of the Safety and Security Project and to provide expert services related to the response to COVID-19 and the Library's desire to engage staff in conversations around equity, diversity, and inclusion as related to safety and Consultant has agreed to continue to provide professional consultant services for the Project; and

**WHEREAS**, on June 25, 2020, the Board of Library Commissioners found, in accordance with Charter Sections 371(e)(10), and 1022; as well as Los Angeles Administrative Code Section 10.15(a)(10), that the work can be performed more economically by an independent contractor than by City employees, and the use of competitive bidding would be impractical due to the temporary nature of the services; and,

**WHEREAS**, the Library desires to increase the amount payable to Contractor for services during Phase 6 – Implementation of the Safety and Security Project by \$80,000 for a total amount not to exceed \$218,200 during the term of the Agreement; and

**WHEREAS**, it is anticipated that Contractor services will be completed by the end of the term of this Amendment; and

**WHEREAS**, Library has sufficient funds available to compensate Contractor for materials and services provided under this Amendment No. 1 to Supplemental Agreement No. 1, Contract No. 805.

**NOW, THEREFORE**, the Library and Contractor agree that Contract No. 805 be revised as follows:

I. Section 1.0 ("Documents") shall be replaced in its entirety as follows:

"This Agreement shall be composed of the following documents which shall be made a part hereof as though fully set forth herein:

- a. This Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805;
- b. Supplemental Agreement No. 1 to Contract No. 805;
- c. The Agreement;
- d. Standard Provisions for City Contracts (Standard Provisions; Rev. 10/17) [v.3];
- e. Proof of Insurance;
- f. The resume of Contractor."

II. Section 2.0 ("Order of Precedence") shall be replaced in its entirety as follows:

"This Agreement contains the full and complete Agreement between the Parties. No verbal agreement or conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement. Resolution of any conflicting provisions in the documents constituting this Agreement for consultant services in the Los Angeles Public Library shall be resolved by considering the documents according to the following order of precedence:

- a. This Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805;
- b. Supplemental Agreement No. 1 to Contract No. 805;
- c. The Agreement;
- d. Standard Provisions for City Contracts (Standard Provisions; Rev. 10/17) [v.3];
- e. Proof of Insurance;

f. The resume of Contractor.”

III. Section 4.0 (“Scope of Work”) shall be amended to replace Subsection F in its entirety as follows:

“F. PHASE 6 – Implementation

Sustain the work of the Safety and Security Project as the Los Angeles Public Library takes steps to implement recommendations in the following ways:

- Work closely with the Library’s Administrative Team as it evaluates the Safety and Security Project’s recommendations and support the Team in the creation of an initial implementation plan, with an associated calendar/timeline;
- Provide guidance and support on the creation of a job description for a potential hire to lead the Safety and Security Project work;
- Schedule meetings, coordinate all associated logistics, lead presentation, and facilitate meetings on the Project’s results, as necessary;
- Present findings to the Los Angeles Police Department and others as needed;
- Work with the Planning Team to define how it will continue in 2020, taking into account learning from the Project and process. Support LAPL staff in all associated Team coordination, communication, and logistics;
- Provide support and/or counsel for LAPL staff in considering and addressing safety-related topics;
- Assist in defining and implement any process evaluation tools, as necessary;
- On-board individual(s) who will sustain the work of the Project beyond the scope of this Agreement; and
- Provide services that require a safety and security response to the impact of the COVID-19 virus and the Library’s interest in engaging staff in conversations around equity, diversity, and inclusion as related to safety, which may include presentations, facilitations or support for Library staff.”

IV. Section 8 (“Contractor Payment”) shall be amended to insert and third and fourth sentence after the second sentence and before the re-ordered fifth and sixth sentences as follows:

“The amount payable to Contractor for services during the extended work of the Safety and Security Project as the Library takes steps to implement recommendations outlined in Phase 6 – Implementation of the Agreement shall not exceed \$90 per hour, and for services that require a response to the impact of the COVID-19 virus and the Library’s interest in engaging staff in conversations around equity, diversity, and inclusion as related to safety,

the amount payable to Contractor for services shall not exceed \$160 per hour and shall be approved in advance and in writing by the Library. The services provided by Contractor shall not exceed forty (40) hours per week and shall not exceed \$80,000 for the term of Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, for a total not to exceed \$218,200."

Except where expressly modified by this Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, all other terms and conditions included in Contract No. 805 shall remain in full force and effect.

*(SIGNATURE PAGE TO FOLLOW)*

**IN WITNESS THEREOF**, the parties hereto have caused this Amendment to Supplemental Agreement No. 1 to Contract No. 805 to be executed by their respective duly authorized representatives.

By \_\_\_\_\_  
BÍCH NGỌC CAO  
President  
Board of Library Commissioners

By \_\_\_\_\_  
AMANDA LIV DE HOYOS CARLSON

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO FORM:**

**ATTEST:**

MICHAEL N. FEUER, City Attorney

By \_\_\_\_\_  
BASIA JANKOWSKI  
Deputy City Attorney

By \_\_\_\_\_  
RAQUEL BORDEN  
Executive Assistant

Date \_\_\_\_\_

Date \_\_\_\_\_

**ATTEST:**

HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**DALE FRANZEN**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**

CALIFORNIA



**ERIC GARCETTI**

MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

June 25, 2020

**LIBRARY RESOLUTION NO. 2020-XX (C-XX)**

WHEREAS, on November 13, 2018, the Library entered into Contract No. 805 with Amanda Liv de Hoyos Carlson (Contractor) to provide professional consultant services to develop a framework for staff at all levels to participate in developing solutions for LAPL safety and security at the Central Library and branch libraries. The project is called the Safety and Security Project (Project); and

WHEREAS, on November 14, 2019, the Board of Library Commissioners approved Supplemental Agreement No. 1 to Contract No. 805 to extend the term of the Agreement through March 18, 2021, and to add \$43,200, for a total amount not to exceed \$138,200 during this term; and

WHEREAS, the Project recommendations were finalized in November 2019. In January and February 2020, the Project transitioned from planning to implementation. New teams were formed in March 2020, and the teams began to move forward with prioritization and implementation of the recommendations; and

WHEREAS, due to the CORONA-19 virus, the Library closed in March 2020 and staff began to telecommute. At that time, a large number of Library staff became Disaster Service Workers (DSWs). The Project continued during the Safer at Home directive. However, the combination of working remotely and the hours devoted to DSW service caused logistical and technical challenges for the Project which have extended the time to accomplish assignments; and

WHEREAS, the Library has not been able to hire a permanent employee to direct the Project. Consequently, the Contractor has continued to provide project management responsibilities. Pursuant to the Agreement, the Contractor will assist in on-boarding the new staff member, once hired, who will sustain the work of the Project beyond the term of the Agreement; and



WHEREAS, the impacts of the CORONA-19 virus and the Library's interest in engaging staff in conversations around equity, diversity, and inclusion as related to safety demonstrated the need for the Safety and Security Project to respond in real time to the immediate safety and security needs of the Library. Therefore, the Project team members are reconsidering the Project recommendations that were finalized in November 2019 and advocating for appropriate next steps that move the Project forward and address these impacts; and

WHEREAS, as a result of their analysis, the Project staff recommends focusing on responding to the emerging safety concerns presented by COVID-19 and has taken a lead role in planning the reopening of the Library. In addition, they are reviewing the role of security in the Library. These Project priorities require special expertise. LAPL needs the flexibility to provide a thoughtful response to these recommendations. The Contractor, through the Scope of Work identified in Phase 6 – Implementation, will provide subcontractors with the relevant experience. Hourly rates for these services are higher than the Contractor's normal hourly rate; and

WHEREAS, the Contractor has demonstrated the skills and expertise necessary to successfully perform the requested services and meet the expectations of the Library; and

WHEREAS, the Library desires the Contractor to continue to the work described in Phase 6 – Implementation of the Safety and Security Project and to provide expert services related to the response to COVID-19 and the Library's desire to engage staff in conversations around equity, diversity, and inclusion as related to safety, and Consultant has agreed to continue to provide professional consultant services for the Project; and

WHEREAS, the Library desires to increase the amount payable to Contractor for services during Phase 6 – Implementation of the Safety and Security Project by \$80,000 for a total amount not to exceed \$218,200 during the term of the Agreement; and

WHEREAS, it is anticipated that Contractor services will be completed by the end of the term of this Amendment; and

WHEREAS, Library has sufficient funds available to compensate Contractor for materials and services provided under this Amendment No. 1 to Supplemental Agreement No. 1, Contract No. 805:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners approve Amendment No. 1 to Supplemental Agreement No. 1 to Contract No. 805, substantially in the form on file, with Amanda Liv de Hoyos Carlson (Contractor), a sole proprietor; and

FURTHER RESOLVED, that the Board of Library Commissioners find, in accordance with Charter Sections 371(e)(10) and 1022, as well as Los Angeles Administrative Code Section 10.15(a)(10), that this work can be performed more economically by an independent contractor than by City employees, and that the use of competitive bidding would be impractical due to the temporary nature of these services; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian or the City Attorney to make technical changes if needed to the Amendment; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the President of the Board of Library Commissioners to execute the Amendment.

This is a true copy:

---

Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT C**

June 25, 2020

To: Board of Library Commissioners

From: John F. Szabo, City Librarian

Subject: **REQUEST FOR QUALIFICATIONS FOR IMMIGRATION INTEGRATION  
AND IMMIGRATION ASSISTANCE CONSULTANTS**

**RECOMMENDATIONS**

That the Board of Library Commissioners (Board):

1. Authorize the City Librarian, or designee, to release the attached Request for Qualifications (RFQ) for immigration integration and immigration assistance consultants and advertise the RFQ to potential proposers;
2. Determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by independent contractors than by City employees;
3. Agree that proposals must be submitted no later than August 19, 2020 to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071; and
4. Agree that the City Librarian and City Attorney be authorized to make technical changes if needed to the RFQ; and
5. Adopt the attached Resolution regarding the RFQ for Immigration Integration and Immigration Assistance Consultants.

**FINDINGS**

1. As the second largest city in the country, Los Angeles is home to immigrants from more than 140 countries who speak more than 220 languages. Approximately 700,000 Angelenos are eligible for citizenship. The State of California is home to nearly 3.4 million permanent residents, 2.5 million of whom are estimated to be eligible to apply for naturalization.
2. In 2012, the Los Angeles Public Library (LAPL) launched the ground-breaking Path to Citizenship Program, which has helped thousands of people take their first step on the way to U.S. citizenship and active participation in civic life. In 2016, the Library rebranded the Path to Citizenship Program as the New Americans Initiative (New Americans).

3. New Americans provides Angelenos with information on citizenship requirements and test preparation materials and helps determine eligibility for citizenship. In addition, this work is now supported by a suite of services which includes integration efforts such as workforce development, job training, digital literacy, English language learning skills, and small business readiness. Foreign-born Angelenos account for almost half of the workforce in Los Angeles and these workers experience economic insecurity and inequality as the working poor. The Library is well-positioned to provide access points, training, services, and coaching to improve and change the quality of life for New Americans clients.
4. The services offered at LAPL facilities are currently provided by nonprofit organizations. The programs are funded by government grants, and, therefore, the type and frequency of the services offered is limited by the amount of the grant funds and the resources of the nonprofits.
5. To expand the availability and depth of New Americans programs, LAPL desires to create a list of consultants who can be called upon, based on need and funding, to continue to deliver immigration services and provide new immigrant services. The LAPL anticipates that the current grant-funded programs would continue to be offered at Library facilities. The new services would be paid for based on the availability of funds in the Library's budget or from other sources.
6. Therefore, the LAPL seeks proposals from firms (Proposers) to establish a list of qualified immigration assistance consultants to be retained on an as-needed and as-requested basis to perform work related to immigrant integration and immigration assistance services. Based on the amount of work and funding available, consultants on the list will be able to compete for specific immigration assistance projects.
7. The selected immigration integration and assistance consultants will be expected to provide services including, but not limited to, screening an individual's eligibility of all forms of immigration benefits, providing application assistance for citizenship, and providing explanations of immigration options and case procedures. Additional services may include workforce training and apprentice programs, financial coaching and digital literacy training. A list of potential activities, projects and assignments is identified in Section B. Services to be Provided of the RFQ.
8. Proposers must submit their rates for the services included in their response to the RFQ. The LAPL reserves the right to negotiate standard or consistent compensation for the same types of services provided prior to awarding contracts. The LAPL will identify funding for each immigration assistance project.

9. A panel of City staff and subject matter experts will review the proposals. Responses to the RFQ will be evaluated based on overall qualifications and demonstrated experience of the Proposers to perform work related to immigrant integration and immigration assistance as well as fees and expenses. The LAPL may choose to conduct interviews with Proposers which may be included as part of the proposal evaluation process. The evaluation process is described in Section G. Evaluation and Selection Process of the RFQ.
10. Selected consultants will remain on the list for three years and will be selected as-needed on a project-by-project basis. The LAPL may choose to add consultants to the list from time to time during the term of the list through a similar RFQ process. Due to the nature of the services to be provided and available funding, there is no guarantee that any or every consultant on the list will be selected to perform work during the term of the list.
11. The RFQ has been reviewed by the City Attorney and is ready to be released.

Prepared by: Madeleine Ildefonso, New Americans Initiative Project Manager,  
Engagement and Learning

Reviewed by: Eva Mitnick, Division Manager, Engagement and Learning  
Madeleine M. Rackley, Business Manager  
Deirdre Gomez, Senior Management Analyst

Attachments: Request for Qualifications  
Board Resolution

**CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY  
REQUEST FOR QUALIFICATIONS (RFQ)  
No. 44-0XX  
FOR  
IMMIGRATION INTEGRATION  
AND  
IMMIGRATION ASSISTANCE SERVICES**

CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY  
630 W 5<sup>th</sup> Street  
Los Angeles, CA 90071  
Phone: 213.228.7000

Web: <https://www.lapl.org/>  
Email: [amramirez@lapl.org](mailto:amramirez@lapl.org) (Project Manager)  
[dgomez@lapl.org](mailto:dgomez@lapl.org) (Contracts Coordinator)

**REQUEST FOR QUALIFICATIONS NO. 44-0XX**  
**IMMIGRATION INTEGRATION AND IMMIGRATION ASSISTANCE SERVICES**  
**CITY OF LOS ANGELES**  
**LOS ANGELES PUBLIC LIBRARY**

<b>Date RFQ Issued:</b>	June 29, 2020
<b>Title:</b>	RFQ #44-0XX Immigration Integration and Immigration Assistance Services
<b>Description:</b>	The Los Angeles Public Library (LAPL) seeks qualified entities to establish a list of qualified Immigration Integration and Immigration Assistance Services to be retained on an as-needed and as-requested basis to perform work for the LAPL related to immigration integration and immigration assistance services.
<b>LABAVN Website Address:</b>	<a href="http://labavn.org">http://labavn.org</a>
<b>Term:</b>	Three (3) years
<b><u>KEY DATES</u></b>	
<b>Proposal Due:</b>	Wednesday, August 19, 2020 by 2:00 p.m. (PST)
<b>Pre-proposal Conference Date:</b>	Wednesday, July 15, 2020 10:00 a.m. (PST) - <b>ZOOM</b>
<b>Proposal Delivery Address (if mailed):</b>	Los Angeles Public Library Board of Library Commissioners 630 W. Fifth St. Los Angeles, CA 90071 Attn: Raquel Borden, Commission Executive Assistant II
<b>Proposal Delivery Email Address (if emailed):</b>	rborden@lapl.org
<b>Program Manager:</b>	Alicia Ramirez 213.228-7381 amramirez@lapl.org
<b>Contract Administrator:</b>	Deirdre Gomez dgomez@lapl.org

## TABLE OF CONTENTS

- A. SUMMARY
- B. SERVICES TO BE PROVIDED
- C. WORK SCHEDULE
- D. WORKSITE
- E. TERM OF AGREEMENT
- F. QUALIFICATIONS OF PROVIDERS
- G. EVALUATION AND SELECTION PROCESS
- H. PROPOSAL SUBMITTAL AND GENERAL REQUIREMENTS
- I. CHECKLIST FOR IMMIGRATION ASSISTANCE SERVICES
- J. PROPOSAL SUBMITTAL CHECKLIST

### **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
- Attachment 4 Disclosure Ordinance
- Attachment 5 Local Business Preference Program Affidavit Instructions (If Applicable)

### **Exhibits**

- E.1 Declaration of Non-Collusion
- E.2 Contractor Responsibility Ordinance (CRO)
- E.3 CRO Questionnaire
- E.4 CRO Pledge of Compliance
- E.5 Living Wage Ordinance (LWO) (Submit ONLY if seeking exemptions)
- E.6 LWO Employee Information Form
- E.7 LWO Subcontractor Declaration of Compliance
- E.8 LWO Subcontractor Information Form
- E.9 LWO Non-Coverage Exemption Form (if applicable)
- E.9a LWO Small Business Exemption Form (English) (if applicable)
- E.9b LWO Small Business Exemption Form (Spanish) (if applicable)
- E.9c LWO Non-Profit Exemption Application
- E.9d LWO Non-Coverage Determination Application
- E.10 Service Contractor Worker Retention Ordinance (SCWRO)
- E.11 SCWRO Form for Non-Coverage or Exemption (if applicable)
- E.12 Child Support Assignment Orders Ordinance
- E.12a Certificate of Compliance with Child Support Obligations
- E.13 City of Los Angeles Contract History
- E.14 City of Los Angeles Residence Information
- E.15 Bidder Certification CEC Form 50 (Rev. Feb 2014)
- E.16 Bidder Contribution CEC Form 55 (Rev. February 2016)
- E.16a Prohibited Contributors CEC Form 56
- E.17 Insurance Requirements
- E.18 Iran Contracting Act of 2010 Affidavit



**The Los Angeles Public Library**

**Request for Qualifications (RFQ)**

**for**

**Immigration Integration and Immigration Assistance Services**

Request for Qualifications documents are available at:

<http://www.labavn.org>

Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before accessing the RFQ 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, August 19, 2020, 2:00 p.m. (PST)

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, Alicia Ramirez, at [amramirez@lapl.org](mailto:amramirez@lapl.org) or Deirdre Gomez, Contracts Coordinator, at [dgomez@lapl.org](mailto:dgomez@lapl.org).

## A. SUMMARY

The Los Angeles Public Library (LAPL) seeks to establish a list of qualified contractors to be retained on an as-needed and as-requested basis to perform work related to immigration integration (workforce development, small business readiness, civic engagement and Know Your Rights outreach, digital literacy and English as a Second Language (ESL) based learning activities) and immigration assistance services such as eligibility consultation and assistance with filling out various USCIS applications and forms. Based on the amount of work and funding available, contractors on the list will be able to compete for specific immigration assistance and/or immigrant integration projects.

### A.1 Background

As the second largest city in the country, Los Angeles is home to immigrants from more than 140 countries who speak more than 220 languages, according to U.S. Citizenship and Immigration Services (USCIS). A study published by the Center for the Study of Immigrant Integration at the University of Southern California states that approximately 700,000 residents of Los Angeles are eligible for citizenship.

In 2012, LAPL launched the ground-breaking Path to Citizenship Program, which has helped thousands of people take their first step on the way to U.S. citizenship and active participation in civic life. In 2016, the Library rebranded the Path to Citizenship Program as the New Americans Initiative (New Americans) to expand and widen support for immigrants.

Due to changes in the immigration landscape, the work of helping residents become citizens is now best supported by a suite of services which includes integration efforts such as workforce development, job training, digital literacy, English language learning skills, and small business readiness. Foreign-born Angelenos account for almost half of the workforce in Los Angeles and these workers experience economic insecurity and inequality as the working poor. The Library is well-positioned to provide access points, training, services, and coaching to improve and change the quality of life for New Americans clients.

The New Americans Initiative provides specially trained contractors to explain immigration options and procedures to individuals and provide assistance through each step of the naturalization process, including filling out forms, screening for eligibility, and offering referrals. Consultations take place in officially designated LAPL locations throughout the City. In certain locations, contractors may also provide workforce development training such as classes for food handler and food manager, ESL for kitchen workers, Certified Nursing Assistant and other small business/microenterprise readiness workshops (financial coaching, entrepreneurship, microloans, and ESL for sidewalk vendors), asset building clinics and digital literacy instruction.

As part of the New Americans Initiative, LAPL's 73 libraries are identified as local citizenship information centers which offer the following resources:

- New Americans Welcome Stations, which are designated spaces in Libraries with citizenship materials and resources.
- A robust website that directs patrons to appointment making services, Know Your Rights information in multiple languages and a message center phone line for questions or additional assistance.
- A wide range of programs co-sponsored by the Library and held in its community rooms, including citizenship and English language classes, civics instruction to help people prepare for naturalization exams, and assistance in preparing the naturalization application.

The services presently being offered at LAPL facilities are provided by nonprofit organizations. The programs are funded by government grants, and, therefore, the type and frequency of the services offered is limited by the amount of the grant funds and the resources of the nonprofits. To expand the availability of New Americans programs, LAPL desires through this RFQ to create a list of contractors who can be called upon, based on need and available funding, to deliver more immigration services and workforce development training as well as support for asset building and language learning. The LAPL anticipates that the current grant-funded programs would continue to be offered at Library facilities. The new services would be paid for based on the availability of funds in the Library's budget and/or from other sources.

The expanded New Americans Initiative programs will be presented by organizations which have been qualified through a process overseen by the Executive Office of Immigration Review (EOIR) of the United States Department of Justice (DOJ). The EOIR is responsible for adjudicating immigration cases. In addition, the EOIR interprets and administers federal immigration laws. A handbook explaining the recognition process is available online.

One area of expansion will be workforce development programs to support job growth and entrepreneurship among immigrants. Since almost half of the workforce in Los Angeles are immigrants, immigrants will greatly benefit from programs that support training and counseling to find better paying jobs, acquire English language skills, and apply for access to capital. Many nonprofit agencies have demonstrated success in the workforce development space for many years by offering low-cost legal consultations, workforce training, and asset building programs. Vendors would qualify to be placed on the Library's list of prequalified immigration assistance contractors by presenting curriculums for workshops and information about credentialed training related to workforce development and asset building.

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

To be included on the prequalified list of Immigration Integration and Immigration Assistance Services, Proposers providing immigration services must be accredited and recognized by the EOIR. Proposers are expected to provide skills or services including, but not limited to, the following activities, projects and assignments. Proposers who provide services to support immigrant integration must show that they have appropriate curriculum, training and services to conduct workshops, training and provide assistance to library users.

- a. Establish an individual's eligibility for all forms of immigration benefits, including:
  - Deferred Action for Childhood Arrivals (DACA)
  - Asylum
  - U-Visas, which are non-immigrant visas set aside for victims of crimes and their immediate family members who have suffered substantial mental or physical abuse and are willing to assist law enforcement and government officials in the investigation or prosecution of the criminal activity, etc.
- b. Provide application assistance for DACA Renewal, citizenship, or other forms of immigration relief, including fee waiver forms, etc.
- c. Provide an explanation of immigration options and procedures to individuals.
- d. Maintain accurate and thorough records. Ensure that records remain confidential. Provide a place to store records and files.
- e. Collect relevant data for reporting, write reports on findings, and make data-driven recommendations.
- f. Keep statistics and provide reports as requested by the LAPL.
- g. Reach out to community partners, bar associations, and nonprofits to establish referrals for immigration services.
- h. Compile and assess community resources and potential partnerships.
- i. Work with Library staff to plan overall strategy for targeted New Americans Initiative programming.
- j. Provide staff training in basic screening and assistance with the USCIS N-400 Application for Naturalization form.
- k.
- l. Participate in community-based outreach to the immigrant community.
- m. Host citizenship and immigration workshops in Library branches or in the community.

- n. Demonstrate strong computer, writing, and quantitative skills and the ability to perform research.
- o. Attend relevant community and Library meetings.
- p. Be able to provide the services/classes/workshops and translated materials at various branch Library locations. The LAPL will provide a workspace and office equipment. Work will take place at select branch locations at various times during the week, including evenings and weekends.
- q. Provide immigration assistance services in English. Indicate the ability to provide immigration integration and assistance services (or translation) in other languages including Spanish, Chinese, Korean, Bengali and/or Farsi.

#### **C. WORK SCHEDULE**

A work schedule will be developed based on service need, availability of contractor and geographic location. Services may be offered online or on-site.

#### **D. WORK SITES**

As part of the New Americans Initiative, the LAPL's 73 libraries are identified as local New Americans Information Centers. Services may be offered online or on-site.

#### **E. TERM OF AGREEMENT**

Selected contractors will remain on the list for three (3) years. The LAPL may choose to add contractors to the list from time to time during the term of the list through a similar RFQ process. Due to the nature of the services to be provided and available funding, there is no guarantee that any or every contractor on the list will be selected to perform work during the term of the list.

#### **F. QUALIFICATIONS OF PROVIDERS**

All organizations (Proposers) submitting proposals pursuant to this RFQ will be expected to have knowledge of and experience with work related to immigration assistance and must be recognized and accredited by the EOIR for a minimum of two (2) years. The organization's staff must be EOIR-accredited (partial or full). The immigrant integration/workforce development proposals must demonstrate successful outcomes and outputs for one (1) year of workforce development, digital literacy, ESL-based curriculums, job training, and/or workshops. Section B. - Services to be Provided describes the skills and services needed in more detail.

Excellent communications skills are required in order to present information clearly and concisely to participants in the New Americans Initiative.

Proposers must describe their applicable capabilities, qualifications and relevant experience regarding immigration assistance services such as eligibility consultation and potentially assistance with filling out applications using the list of possible services identified in Section B. - Services to be Provided. In addition to

a narrative description of the Proposer's experience, the proposal must include the completed checklist in Section I. - Checklist for Immigration Integration and Immigration Assistance Services.

Proposers must be able to provide immigration assistance services in English. Proposers must indicate the ability to provide immigration assistance and immigrant integration services in other languages including Spanish, Chinese, Korean, Bengali and/or Farsi. Additional language expertise is included in Section I. - Checklist for Immigration Integration and Immigration Assistance Services. Generally, immigration assistance services will be provided orally. Proposers should be willing to take an oral proficiency exam and/or be able to provide documentation of the study and use of language(s) other than English.

Proposers must also demonstrate experience working with government agencies, especially cities, counties, or nonprofit organizations. Proposers must describe how they will maintain accurate and thorough records and ensure that records remain confidential. The proposal should also include where the records and files will be stored.

Proposers may include immigration assistance services that have not been listed in Section B. - Services to be Provided.

## **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 to the City's contract compliance documents. (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 RFQ. 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.

Responses to the RFQ will be evaluated and will either pass or fail the evaluation based on overall qualifications and demonstrated experience of the Proposers to perform work related to immigration assistance services. The LAPL will also evaluate fees and expenses. The review criteria will include proposal quality and responsiveness to the criteria identified in this RFQ; experience and capabilities of assigned staff; Proposer experience and resources; compliance with City policies; and fees and expenses. The LAPL reserves the sole right to judge the contents of all proposals. Proposals, which at the discretion of the LAPL are incomplete and/or do not follow content and format guidelines, may be disqualified without further consideration.

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

Proposers who pass the evaluation will be placed on the qualified list and will be selected as-needed on a project-by-project basis. There is no guarantee that any or all Proposers on the list will be selected to perform work during the term of the list. The LAPL reserves the right in its sole discretion to select the organizations and the nature of their activities, projects, and assignments as deemed appropriate by the LAPL.

Proposers bear the responsibility to ensure that the RFQ responses provide adequate and appropriate information and documentation for the LAPL to evaluate the responses relative to their 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

The selection of contractors will be based upon the following criteria:

PROPOSAL CRITERIA	MEETS PROPOSAL REQUIREMENTS	
	YES NOTES	NO NOTES
Qualifications and experience of the Proposers and key personnel; two (2) years of EOIR recognition; references.		
Demonstrated experience in performing the services required herein; documented ability to perform immigration integration and immigration services (evidence of past performance, financial capability, reports, curriculum, certificates, training manuals).		
City contracting requirements.		
Fees and expenses.		
RECOMMENDATION		

## H. PROPOSAL SUBMITTAL AND GENERAL REQUIREMENTS

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

### 1. Pre-proposal Conference

A pre-proposal conference will be conducted to provide an overview of the RFQ. The purpose of this meeting is to allow each Proposer to review the RFQ with the LIBRARY project team. Attendance at this meeting is not mandatory, but highly recommended for all Proposers. 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). Any questions related to the RFQ will be addressed at the Pre-proposal Conference and subsequently posted on the City's website LABAVN.org.

Participation in the pre-proposal conference will be accomplished by Zoom. Questions may be submitted prior to the meeting to [dgomez@lapl.org](mailto:dgomez@lapl.org) and [mildefonso@lapl.org](mailto:mildefonso@lapl.org).

The Pre-Proposal Conference will be held as follows:

Date/Time: July 15, 2020 at 10:00 A.M. (PST)

You are invited to a Zoom meeting.

When: Jul 15, 2020 10:00 AM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://lapl.zoom.us/joining/register/tJAvcu2qpjooEtGRcDYL0mmu4sNtEc3EMH-c>

After registering, you will receive a confirmation email containing information about joining the meeting. Please mute your computer and telephone microphone when not in use.

Any questions related to the RFQ will be answered in writing and posted online on the City's website LABAVN.org.

### 2. Description of Proposer

The proposal shall include a brief history and description of the organization, the date the organization was established, the location of its headquarters, the number of employees, and website address, if the Proposer is an organization and not a person.



### 3. Submission Requirements

Persons or firms interested in responding to this RFQ 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 RFQ specifications. Proposals should not include unnecessary promotional materials and should be as succinct as possible. The proposer should list only those references that would substantiate his or her experience as it relates to Sections B. and I. of this RFQ. The Library accepts no responsibility for the cost of preparing any proposal.

#### 3.1 Submission Date and Location

The LAPL will only evaluate written submitted proposals with the appropriate signatures.

Proposers are required to submit:

- a. One (1) original proposal with original signatures on all documents requiring a signature.
- b. Four (4) 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 labelled with an appropriate filename.

Each proposal must be enclosed in a sealed package showing the proposal title in the lower left-hand corner. It is recommended that a messenger deliver the proposal to ensure timely delivery. 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

A proposal must be received at the address or email address given above on or before 2:00 p.m. (PST) on Wednesday August 19, 2020. A proposal received after 2:00 p.m. (PST) on August 19, 2020 will not be accepted and will be returned to the proposer unopened.

The formal opening of proposals will take place at that time. The LAPL reserves the right to extend the submission date. Any changes on submission date will be posted on <http://www.labavn.org>.

Proposers are encouraged to submit proposals prior to the due date and time.

**OR**

Electronic submission of one (1) complete file in pdf format can be emailed to [rborden@lapl.org](mailto:rborden@lapl.org) by 2:00 p.m. (PST) on Wednesday, August 19, 2020 (PST).

**PLEASE NOTE:** If you choose to submit your proposal by email, you assume all responsibility regarding the transmission and receipt of your proposal.

Proposers solely are responsible for the timeliness and receipt of their submittals.

It is the responsibility of all proposers to review the LIBRARY'S website for any RFQ 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. A Proposers will not be released due to errors in their proposals.

**3.3 The City's Rights of Rejection and Withdrawal of RFQ**

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

**3.4 In Writing**

All proposals must be submitted in writing and proposers must complete and return all applicable documents including attachments, forms, appendices, 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.

Provide examples of relevant projects completed to demonstrate applicability to LAPL's needs.

### 3.5 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 RFQ 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 immigration assistance skills and experience.

#### a. Accreditation or Recognition Letter

Proposers must submit their accreditation or recognition letter from the EOIR. The letter may be from the Board of Immigration Appeals or the Office of Legal Access Programs.

#### b. Training Manual

If a Proposer indicates that skills to be provided include staff training or leading workshops, the Proposer should submit a sample training manual that the Proposer has used for similar services. If a training manual is not available, the Proposer should explain how they would provide training and workshops.

#### d. Other Documentation

Proposers should include documentation of their immigration assistance experience in terms of volume of cases or screenings, training classes or workshops, especially if the Proposer is an individual. Proposers should also include documentation that would support the Proposer's application.

### 3.8 References and Certificates or Letters of Recommendation

- a. Proposer must include five (5) references for the applicable capabilities, qualifications, and relevant experience cited in Section B. - Services to be Provided above. 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 I. - Checklist for Immigration Integration and Immigration Assistance Services of this RFQ. Proposers should include letters of recommendation from previous sites where the Proposers delivered immigration services.

#### c. Background Checks

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 the name, title, address, email, telephone number, experience, other qualifications, and specific responsibilities of key personnel who may be assigned to provide the services described herein. Organizations must have an immigration attorney on staff and must include the name and contact information for that person.

### 3.10 Proposed Fees and Expenses Schedule

Proposers must provide the hourly rate or the rate to complete fixed-time projects such as training classes or workshops that are typically charged for the services or skills included in the RFQ. Do not provide fees as a sliding scale, percentages, or a range or the proposal will be considered non-responsive.

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

#### 4. General Conditions

##### 4.1 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 RFQ 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 RFQ, to reject any proposal for non-compliance with RFQ 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.

- 4.2 All proposals submitted in response to this RFQ 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 3.3.1 all proposers must supply one 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 to the Contract 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 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 RFQ
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 RFQ Revisions

Any revision, amendment and addendum made to this RFQ will be posted on <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 RFQ 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 Contract Administrator.

4.9 Interpretation and Clarifications

The LAPL will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The LAPL reserves the right to modify requirements on any RFQ if it is in the best interest of the LAPL.

4.10 Cost of RFQ

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 pre-proposal conference or proposal opening, please contact the Contract Administrator 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 RFQ, the proposers will submit requests in writing to:

Madeleine Ildefonso  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071  
E-mail: [AMRamirez@lapl.org](mailto:AMRamirez@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 an Amendment to the RFQ.

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 RFQ 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

##### 6.0 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.

Proposers will submit a signed Declaration of Non-Collusion (Exhibit E.1). No other form will be accepted.

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 proposals.*



## 6.1 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.

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 may result in a proposer being deemed non-responsive.

## 6.2 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 (BAVN) at [www.labavn.org](http://www.labavn.org) (Attachment 3). Proposers are responsible for creating a BAVN profile and completing and submitting the affidavit. 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 BAVN. Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

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

Instructions: All Proposers shall complete and submit the Equal Benefits Ordinance Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) 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.

### 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).

Instructions All Proposers shall complete and submit the FSHO Compliance Affidavit, available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) 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 BAVN. The web form should be completed and submitted online by the time of RFQ submission. Also, submit a copy of the uploaded and signed EBO/FSHO document with each copy of the submitted proposal.

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>

### 6.3 Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City 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) (Exhibit E.5) and 10.36 et seq., Worker Retention Ordinance (WRO) (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), and Non-Coverage Determination Application (Form OCC/LW-29) (Exhibit E.9d). 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, 2020, will increase by \$0.75 per hour for a new living wage rate of \$15.00 per hour 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, 2020, will increase to \$16.50 per hour and \$5.55 per hour, respectively or \$22.05 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, 2020.

6.4 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>.

#### 6.5 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 RFQ 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 RFQ 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>.

#### 6.6 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.

All proposers shall complete and return with their proposals the Certificate of Compliance with Child Support Obligations included in Exhibit E.12a.

#### 6.7 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.

#### 6.8 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.

All proposers will complete and return with their proposals the City of Los Angeles Residence Information Form included in Exhibit E.14.

#### 6.9 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 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 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).

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 and Form 56, Exhibit E.16a.

#### 6.10 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.

#### 6.11 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 RFQ 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](http://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.

#### 6.12 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.

6.13 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 seq. of the Los Angeles Administrative Code. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program (See Attachment 5).

6.14 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).

# **I. CHECKLIST FOR IMMIGRATION INTEGRATION AND IMMIGRATION ASSISTANCE SERVICES**

To be placed on the list of qualified immigration assistance contractors, Proposers must provide the following skills or services. Proposers must include this checklist in their response to the RFQ. For a description of the types of skills or services, please refer to RFQ Section B. - Services to be Provided.

<b>Name of Proposer:</b>	
<b>Skills and Services from RFQ Section B. - Services to be Provided:</b>	<b>Check Here If Proposer Provides the Skills or Services</b>
a. Screen an individual's eligibility	
b. Provide application assistance for immigration relief	
c. Provide an explanation of immigration options	
d. Maintain accurate, thorough and confidential records. Provide a place to store-records and files.	
e. Collect relevant data for reporting, write reports, make recommendations	
f. Reach out to community partners	
g. Compile and assess community resources	
h. Work with library staff to Plan overall strategy	
i. Provide staff training in basic screening	
j. Participate in community-based outreach	
k. Host citizenship workshop and immigrant integration services and training (ex: ESL for microenterprise readiness, Food handler training, etc.)	
l. Demonstrate strong computer, writing, and other skills	
m. Attend relevant community and library meetings	
n. Travel throughout the city to serve at various branches	
o. Ability to provide immigration assistance services in the following languages:	
• English	
• Spanish	
• Chinese	
• Korean	
• Bengali	
• Farsi	
• Other languages:	



## **J. PROPOSAL SUBMITTAL CHECKLIST**

All Proposers are required to review, complete, and submit the following proposal components and compliance documents. 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 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.

Your proposal MUST include the following components and compliance documents listed on the standalone following pages (See Attachment 2):

<b>Section H</b>	<b>FORM/DOCUMENT DESCRIPTION</b>		<b>INITIAL</b>
3.3.5	* Cover Letter	<input type="checkbox"/>	
3.3.7	* Relevant Experience	<input type="checkbox"/>	
3.3.8	* References and Certificates or Letters of Recommendation	<input type="checkbox"/>	
3.3.10	* Proposed Fees and Expenses Schedule	<input type="checkbox"/>	
6.6.0	* Declaration of Non-Collusion - Exhibit E.1	<input type="checkbox"/>	
6.6.1	* Contractor Responsibility Ordinance (CRO) - Exhibit E.2	<input type="checkbox"/>	
6.6.1	* CRO Questionnaire - Exhibit E.3	<input type="checkbox"/>	
6.6.1	* CRO Pledge of Compliance - Exhibit E.4	<input type="checkbox"/>	
6.6.3	* Living Wage Ordinance (LWO) & Wage Rate Chart - Exhibit E.5	<input type="checkbox"/>	
6.6.3	* LWO Employee Information Form - Exhibit E.6	<input type="checkbox"/>	
6.6.3	* LWO Subcontractor Declaration of Compliance - Exhibit E.7	<input type="checkbox"/>	
6.6.3	* LWO Subcontractor Information Form – Exhibit E.8	<input type="checkbox"/>	
6.6.3	* LWO Non-Coverage Exemption Form (if applicable only) - Exhibit E.9	<input type="checkbox"/>	
6.6.3	* LWO Small Business Exemption Form (if applicable only, English) - Exhibit E.9a	<input type="checkbox"/>	
6.6.3	* LWO Small Business Exemption Form (if applicable only, Spanish) - Exhibit E.9b	<input type="checkbox"/>	
6.6.3	* Non-Profit Exemption Application - Exhibit E.9c	<input type="checkbox"/>	
6.6.3	* Non-Coverage Determination Application - Exhibit E.9d	<input type="checkbox"/>	
6.6.3	* Service Contractor Worker Retention Ordinance (SCWRO) - Exhibit E.10	<input type="checkbox"/>	
6.6.3	* SCWRO Form for Non-Coverage or Exemption (if applicable only) - Exhibit E.11	<input type="checkbox"/>	
6.6.6	* Child Support Assignment Orders Ordinance - Exhibit E.12	<input type="checkbox"/>	
6.6.6	* Certificate of Compliance with Child Support Obligations - Exhibit E.12a	<input type="checkbox"/>	
6.6.7	* City of Los Angeles Contract History - Exhibit E.13	<input type="checkbox"/>	
6.6.8	* City of Los Angeles Residence Information - Exhibit E.14	<input type="checkbox"/>	
6.6.9	* Bidder Certification CEC Form 50 - Exhibit E.15	<input type="checkbox"/>	

6.6.9	* Bidder Certification CEC Form 55 - Exhibit E.16	<input type="checkbox"/>	
6.6.9	* Prohibited Contributors CEC Form 56 – Exhibit E.16a	<input type="checkbox"/>	
6.6.10	* Business Tax Registration Certificate	<input type="checkbox"/>	
6.6.5	* <u>Local Business Preference Program Affidavit Instructions (If Applicable)</u> (See Attachment 5)	<input type="checkbox"/>	
6.6.15	* Iran Contracting Act of 2010 Affidavit – Exhibit <input type="checkbox"/> E.18 <b>Note:</b> This requirement is only applicable for contracts estimated at \$1M or more.	<input type="checkbox"/>	
6.6.2	^ <u>Equal Benefits / First Source Hiring Ordinance</u> (See Attachment 3, Section 24(a)(b) for instructions)	<input type="checkbox"/>	
6.6.4	^ Non-Discrimination/Equal Employment/ Affirmative Action Plan	<input type="checkbox"/>	
6.6.5	^ <u>Disclosure Ordinance (Indefinite Application)</u> (See Attachment 4, Section 24(c) for instructions)	<input type="checkbox"/>	
<b>ADDITIONAL DOCUMENTS REQUIRED PRIOR TO CONTRACT EXECUTION</b> <b>Note:</b> The following documents are not required at the proposal submission stage. If a Proposer wishes to supply them, they may do so. No extra points will be provided if Proposer chooses to submit these items with their proposal.			
6.6.11	@ Insurance Requirements - Exhibit E.17		
	@ Secretary of State Documentation Proposer Workforce Information		
	@ Corporate Documents		
	@ City Business License Number		
	@ Request for Taxpayer Identification Number (Form W-9)		

**KEY:**

- \* **Completed and attached with the proposal.**
- # **No submission required at this time unless requesting an exemption, only for Proposer's acknowledgement of understanding the ordinance and/or compliance.**
- ^ **All bidders/proposers must complete and upload the forms marked with an (^) through the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to the deadline for submission.**
- @ **Required after award of Contract.**

**BOARD OF LIBRARY  
COMMISSIONERS**

**BÍCH NGỌC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**DALE FRANZEN**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**

CALIFORNIA



**ERIC GARCETTI**

MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

June 25, 2020

**LIBRARY RESOLUTION NO. 2020-XX (C-XX)**

WHEREAS, the Los Angeles Public Library (LAPL), through the New Americans Initiative, has helped thousands of people take their first step on the path to U.S. citizenship by providing information on citizenship requirements, test preparation materials, assistance in citizenship eligibility requirements and has successfully broadened this work to include as-needed immigration legal services and additional legal assistance; and

WHEREAS, as part of the New Americans Initiative, the City's 73 Libraries are local citizenship information centers which offer various immigration resources; and

WHEREAS, approximately 700,000 residents of Los Angeles are eligible for citizenship and would greatly benefit from additional immigrant integration services like workforce development, small business readiness, civic engagement and Know Your Rights outreach, digital literacy and ESL-based learning activities; and

WHEREAS, the LAPL desires to continue the existing New Americans Initiative services and to include immigrant integration services (workforce development, small business/microenterprise readiness, civic engagement and Know Your Rights outreach, digital literacy and ESL-based learning activities) a list of qualified immigration integration and immigration assistance consultants to be retained on an as-needed and as-required basis to perform work related to immigrant integration, immigration legal services and immigration assistance in Library facilities.

BE IT THEREFORE, RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to release the Request for Qualifications (RFQ) for immigration integration and immigration assistance consultants and advertise the RFQ to potential proposers; and

BE IT FURTHER RESOLVED, that the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by independent contractors than by City employees; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the RFQ.

BE IT FURTHER RESOLVED, that the Board of Library Commissioners agree that proposals must be submitted no later than 2:00 p.m. on Wednesday, August 19, 2020, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

This is a true copy:

---

Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:

**LIBRARY DEPARTMENT  
BOARD REPORT**

**EXHIBIT D**

June 25, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **FISCAL YEAR 2020-2021 PERSONNEL RESOLUTION**

**RECOMMENDATION:**

RESOLVED, that the Board of Library Commissioners adopt the attached Personnel Resolution for the fiscal year 2020-2021.

**FINDINGS:**

1. In accordance with the City Charter Section 511(a), the Library Department is required at the beginning of each fiscal year to prepare for the Board of Library Commissioners' approval, a Personnel Resolution establishing for that fiscal year the Personnel Authority for the Department. This resolution is necessary to enable the Department to have administrative authority to hire all required staff for the aforementioned year.
2. Positions listed in the attached Personnel Resolution represent the maximum position authority for the Library Department for fiscal year 2020-2021. The list does not identify either current vacancies or filled positions for the Department at this time.
3. The FY 2020-2021 adopted Budget includes position authority and funding for 6 new positions: 1 Library Assistant I, 1 Librarian II, 1 Community Program Assistant III, 2 Management Analyst, and 1 Warehouse and Toolroom Worker I. These positions are vital to the Department as we continue to support our initiatives and enhance and expand Library services to the public. The 6 new positions are incorporated in Schedule "A" of the Personnel Resolution.
4. In addition to the new budgeted positions listed in No. 3, the Department added the job classification of Social Worker to the as-needed and substitute authority lists. This classification will allow the Department to provide information, support, referrals and assistance to patrons who have mental health, substance abuse, homelessness and exclusion issues; and will serve as a resource to library employees when interacting with patrons.
5. As-needed positions and substitute positions also have been listed separately. The positions will be used in such a manner as required.
6. Any other required changes to this resolution not previously mentioned will be submitted to the Board as necessary in accordance with established policy for its approval.

Prepared by: Michael Bolokowicz, Personnel Director  
Reviewed by: Susan Broman, Assistant City Librarian

June 25, 2020

LIBRARY RESOLUTION NO. 2020-XX (C-XX)

**PERSONNEL RESOLUTION**

**A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2020-2021.**

**WHEREAS**, this Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for the fiscal year 2020-2021; and

**WHEREAS**, in accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for fiscal year 2020-2021 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Effective July 1, 2020, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached schedule "A" are hereby fixed for such classes of positions and shall be known as the 2020-2021 Library Personnel Resolution.
2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.
3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

**LIBRARY PERSONNEL  
2020/2021 BUDGET**

**SCHEDULE "A"**

<u>No.</u>	<u>Code</u>	<u>Title</u>
190	1111	Messenger Clerk
7	1116	Secretary
2	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1119-1	Accounting Records Supervisor I
1	1119-2	Accounting Records Supervisor II
12	1121-2	Delivery Driver II
2	1121-3	Delivery Driver III
1	1129	Personnel Record Supervisor
5	1140-1	Library Clerical Assistant I
2	1170	Payroll Supervisor
60	1172-1	Library Assistant I
15	1172-2	Library Assistant II
3	1201	Principal Clerk
9	1223	Accounting Clerk
365	1358	Administrative Clerk
3	1368	Senior Administrative Clerk
2	1431-2	Programmer/Analyst II
2	1431-3	Programmer/Analyst III
1	1431-4	Programmer/Analyst IV
1	1431-5	Programmer/Analyst V
5	1455-1	Systems Programmer I
3	1455-2	Systems Programmer II
2	1513	Accountant
1	1523-1	Senior Accountant I
2	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
1	1538	Senior Project Coordinator
5	1539	Management Assistant
1	1555-2	Fiscal Systems Specialist II
1	1593-3	Departmental Chief Accountant III
1	1593-4	Departmental Chief Accountant IV
17	1596	Systems Analyst
4	1597-1	Senior Systems Analyst I
3	1597-2	Senior Systems Analyst II
3	1670-2	Graphic Designer II
2	1670-3	Graphic Designer III
1	1714-1	Personnel Director I
1	1714-3	Personnel Director III
3	1731	Personnel Analyst



## SCHEDULE "A" (Continued)

<u>No.</u>	<u>Code</u>	<u>Title</u>
6	1785-2	Public Relations Specialist II
3	1786	Principal Public Relations Representative
2	1800-1	Public Information Director I
1	1800-2	Public Information Director II
1	1806	Development and Marketing Director
1	1832-1	Warehouse and Toolroom Worker I
1	1832-2	Warehouse and Toolroom Worker II
1	1835-2	Storekeeper II
1	1837	Senior Storekeeper
12	2501-2	Community Program Assistant II
1	2501-3	Community Program Assistant III
12	3112	Maintenance Laborer
4	3141	Gardener Caretaker
2	3143	Senior Gardener
1	3168	Senior Event Attendant
6	3172	Event Attendant
280	6152-2	Librarian II
44	6152-3	Librarian III
104	6153(f)	Senior Librarian
16	6155-1	Principal Librarian I
3	6155-2	Principal Librarian II
4	6157	Division Librarian
2	9167-1	Senior Personnel Analyst I
1	9167-2	Senior Personnel Analyst II
3	9171-1	Senior Management Analyst I
4	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
12	9184	Management Analyst
1	9232	Asst City Librarian
1	9232	Asst City Librarian / Assistant General Manager
1	9235	City Librarian
1	9375	Director of Systems
1	9734-2	Commission Executive Assistant II

**BOARD OF LIBRARY COMMISSIONERS POSITION AUTHORITY**

<u>No.</u>	<u>Code</u>	<u>Title</u>
5	0101-1	Commissioner
-----		

5	Total Positions
=====	

1282	Total Library Positions
=====	

## **SUBSTITUTE POSITIONS**

Substitute Positions--To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
1101	Office Trainee
1101-D	Office Trainee Delivery Driver
1111	Messenger Clerk
1116	Secretary
1117-1	Executive Administrative Assistant I
1117-2	Executive Administrative Assistant II
1117-3	Executive Administrative Assistant III
1119-1	Accounting Records Supervisor I
1119-2	Accounting Records Supervisor II
1121-1	Delivery Driver I
1121-2	Delivery Driver II
1121-3	Delivery Driver III
1124	Delivery Driver Assistant
1129	Personnel Record Supervisor
1140-1	Library Clerical Assistant I
1170	Payroll Supervisor
1172-1	Library Assistant I
1172-2	Library Assistant II
1191	Archivist
1201	Principal Clerk
1223	Accounting Clerk
1253	Chief Clerk
1358	Administrative Clerk
1360	Office Services Assistant
1368	Senior Administrative Clerk
1409-1	Information Systems Manager I
1409-2	Information Systems Manager II
1431-2	Programmer/Analyst II
1431-3	Programmer/Analyst III
1431-4	Programmer/Analyst IV
1431-5	Programmer/Analyst V
1455-1	Systems Programmer I
1455-2	Systems Programmer II
1455-3	Systems Programmer III
1508	Management Aide
1513	Accountant
1523-1	Senior Accountant I
1523-2	Senior Accountant II
1525-1	Principal Accountant I
1525-2	Principal Accountant II

**SUBSTITUTE POSITIONS (Continued)**

Substitute Positions--To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
1538	Senior Project Coordinator
1539	Management Assistant
1555-2	Fiscal Systems Specialist II
1593-1	Departmental Chief Accountant I
1593-2	Departmental Chief Accountant II
1593-3	Departmental Chief Accountant III
1593-4	Departmental Chief Accountant IV
1596	Systems Analyst
1597-1	Senior Systems Analyst I
1597-2	Senior Systems Analyst II
1599	Systems Aide
1670-2	Graphic Designer II
1670-3	Graphic Designer III
1714-1	Personnel Director I
1714-3	Personnel Director III
1731	Personnel Analyst
1785-2	Public Relations Specialist II
1786	Principal Public Relations Representative
1800-1	Public Information Director I
1800-2	Public Information Director II
1806	Development & Marketing Director
1831	Warehouse & Toolroom Assistant
1832-1	Warehouse & Toolroom Worker I
1832-2	Warehouse & Toolroom Worker II
1835-2	Storekeeper II
1837	Senior Storekeeper
1852	Procurement Supervisor
2385-1	Social Worker I
2385-2	Social Worker II
2385-3	Social Worker III
2495	Volunteer Coordinator
2501-2	Community Program Assistant II
2501-3	Community Program Assistant III
3108	Maintenance Assistant
3112	Maintenance Laborer
3113-F	Vocational Worker Warehouse & Toolroom Worker
3113-G	Vocational Worker Gardener Caretaker
3113-M	Vocational Worker Maintenance Laborer
3141	Gardener Caretaker
3142	Assistant Gardener
3143	Senior Gardener

**SUBSTITUTE POSITIONS (Continued)**

Substitute Positions--To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
3168	Senior Event Attendant
3172	Event Attendant
6152-1	Librarian I
6152-2	Librarian II
6152-3	Librarian III
6153(f)	Senior Librarian
6155-1	Principal Librarian I
6155-2	Principal Librarian II
6157	Division Librarian
9167-1	Senior Personnel Analyst I
9167-2	Senior Personnel Analyst II
9171-1	Senior Management Analyst I
9171-2	Senior Management Analyst II
9182	Chief Management Analyst
9184	Management Analyst
9232	Assistant City Librarian
9375	Director of Systems
9734-1	Commission Executive Assistant I
9734-2	Commission Executive Assistant II

## AS-NEEDED POSITIONS

As-Needed Positions - To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
0840-1	Student Librarian I
0840-2	Student Librarian II
0840-3	Student Librarian III
1101	Office Trainee
1101-D	Office Trainee Delivery Driver
1111	Messenger Clerk
1116	Secretary
1117-2	Executive Administrative Assistant II
1119-1	Accounting Records Supervisor I
1119-2	Accounting Records Supervisor II
1121-1	Delivery Driver I
1121-2	Delivery Driver II
1121-3	Delivery Driver III
1124	Delivery Driver Assistant
1129	Personnel Record Supervisor
1140-1	Library Clerical Assistant I
1170	Payroll Supervisor
1172-1	Library Assistant I
1172-2	Library Assistant II
1201	Principal Clerk
1223	Accounting Clerk
1358	Administrative Clerk
1360	Office Services Assistant
1368	Senior Administrative Clerk
1409-1	Information Systems Manager I
1409-2	Information Systems Manager II
1431-2	Programmer/Analyst II
1431-3	Programmer/Analyst III
1431-4	Programmer/Analyst IV
1431-5	Programmer/Analyst V
1455-1	Systems Programmer I
1455-2	Systems Programmer II
1455-3	Systems Programmer III
1502	Student Professional Worker
1513	Accountant
1523-1	Senior Accountant I
1523-2	Senior Accountant II
1525-1	Principal Accountant I
1525-2	Principal Accountant II
1535-1	Administrative Intern I
1535-2	Administrative Intern II
1538	Senior Project Coordinator

**AS-NEEDED POSITIONS (Continued)**

As-Needed Positions -To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
1539	Management Assistant
1593-1	Departmental Chief Accountant I
1593-2	Departmental Chief Accountant II
1593-3	Departmental Chief Accountant III
1593-4	Departmental Chief Accountant IV
1596	Systems Analyst
1597-1	Senior Systems Analyst I
1597-2	Senior Systems Analyst II
1599	Systems Aide
1670-2	Graphic Designer II
1670-3	Graphic Designer III
1714	Personnel Director
1731	Personnel Analyst
1785-2	Public Relations Specialist II
1786	Principal Public Relations Representative
1831	Warehouse and Toolroom Assistant
1832-1	Warehouse and Toolroom Worker I
1832-2	Warehouse and Toolroom Worker II
1835-2	Storekeeper II
1837	Senior Storekeeper
1852	Procurement Supervisor
2385-1	Social Worker I
2385-2	Social Worker II
2385-3	Social Worker III
2495	Volunteer Coordinator
2501-2	Community Program Assistant II
2501-3	Community Program Assistant III
3108	Maintenance Assistant
3112	Maintenance Laborer
3113-F	Vocational Worker Warehouse and Toolroom Worker
3113-G	Vocational Worker Gardener Caretaker
3113-M	Vocational Worker Maintenance Laborer
3141	Gardener Caretaker
3142	Assistant Gardener
3143	Senior Gardener
3168	Sr. Event Attendant
3172	Event Attendant
3583	Truck Operator
6152-1	Librarian I
6152-2	Librarian II
6152-3	Librarian III
6153(f)	Senior Librarian
6155	Principal Librarian

**AS-NEEDED POSITIONS (Continued)**

As-Needed Positions -To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
6157	Division Librarian
9167-1	Senior Personnel Analyst I
9167-2	Senior Personnel Analyst II
9171-1	Senior Management Analyst I
9171-2	Senior Management Analyst II
9182	Chief Management Analyst
9184	Management Analyst
9375	Director of Systems
9734-1	Commission Executive Assistant I
9734-2	Commission Executive Assistant II



**NOTES**

- f. Twenty-four (24) positions when regularly assigned to perform duties as Senior Librarian in charge of a Regional Branch, in charge of the Catalog or Acquisitions Departments, Adult Literacy Section, in charge of a Central Library Subject Department, Access Services, Photo Collection, and Digitization and Special Collections shall receive salary at the second premium level rate above the appropriate step rate of the salary range prescribed for the class.

When a vacancy exists in any class of position, upon approval of the City Librarian, a greater number of persons than specified in this resolution may be employed in lieu thereof in another class of position having the same salary schedule or range, or lower, than that for the vacant position; provided further, that at no time shall the total number of persons employed in all classes exceed the total number of persons authorized in this resolution.

**ADVANCE OVERTIME AUTHORITY**

Paid overtime is authorized for the following classes of positions not to exceed the quantity and the hours per week per position indicated:

<u>Class Code</u>	<u>Class Title</u>	<u>Quantity</u>	<u>Hours Per Week Per Position</u>
1116	Secretary	2	8
1117-2	Exec Admin Assistant II	1	8
1117-3	Exec Admin Assistant III	1	8
1119-1	Acct Records Supervisor I	1	8
1121-2	Delivery Driver II	4	8
1121-3	Delivery Driver III	1	8
1129	Personnel Records Supervisor	1	8
1170	Payroll Supervisor	2	8
1172-1	Library Assistant I	5	8
1172-2	Library Assistant II	3	8
1201	Principal Clerk	1	8
1223	Accounting Clerk	7	8
1358	Administrative Clerk	30	8
1368	Senior Administrative Clerk	1	8
1513	Accountant	1	8
1523-2	Senior Accountant II	1	8
1525-2	Principal Accountant II	1	8
1539	Management Assistant	2	8
1596	System Analyst	17	8
1731	Personnel Analyst	2	8
1785-2	Public Relations Specialist II	2	8
1786	Principal Public Relations Rep	1	8
1832-2	Warehouse and Toolroom Worker II	1	8
1835-2	Storekeeper II	1	8
1837	Senior Storekeeper	1	8
3168	Senior Event Attendant	1	8
3172	Event Attendant	5	8
6152-2	Librarian II	20	8
6152-3	Librarian III	5	8
6153	Senior Librarian	20	8
9167-1	Senior Personnel Analyst I	1	8
9171-1	Senior Management Analyst I	2	8
9184	Management Analyst	4	8
6155-1	Principal Librarian I	3	8

Overtime may be worked in excess of the above quantities and hours in response to emergencies, upon approval of the City Librarian and availability of funds.

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT E**

June 25, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **ADOPTION OF FISCAL YEAR 2020-21 BUDGET**

**RECOMMENDATIONS**

That the Board of Library Commissioners:

1. Adopt the Library Department's operating budget for Fiscal Year (FY) 2020-21 in the amount of \$205,334,363, as approved by the Mayor; and
2. Appropriate \$278,817 of non-designated funds in the Library budget to the Contractual Services Account 3040 for Central Library Alterations and Improvements; and
3. Appropriate \$75,001 of non-designated funds in the Contractual Services Account 3040 for Central Library Alterations and Improvements; and
4. Adopt the attached Resolution regarding the Library Department's FY 2020-21 Budget in the amount of \$205,334,363, as approved by the Mayor.

**FINDINGS**

1. The total operating Library Department Budget for FY 2020-21, as approved by the Mayor, is \$205,334,363. The Library's Charter-mandated appropriation increased by \$13,403,277 in FY 2020-21 from the previous fiscal year.
2. The proposed Library Budget for FY 2020-21, as submitted to the City Council, is comprised of \$205,334,363 in revenue and \$205,055,546 in expenditures, resulting in \$278,817 of undesignated funds. Library staff requests that this unappropriated amount be appropriated to Contractual Services Account 3040 for Central Library Alterations and Improvements.
3. The proposed Library Budget for FY 2020-21, as submitted to the City Council, is comprised of a total of \$79,799,897 in appropriations and \$79,724,896 in expenditures in the Various Special Account 9510 for related costs, resulting in \$75,001 of undesignated funds. Library staff requests that this unappropriated amount be appropriated to Contractual Services Account 3040 for Central Library Alterations and Improvements.

4. The budget for library materials has increased by \$1 million from \$16,242,375 to \$17,242,375. Thus, the materials expenditures per capita will increase from \$3.36 to \$3.61.
5. The adopted budget includes funds for critical initiatives, increased print and electronic materials, robust and innovative technology, and increased opportunities for civic engagement. The adopted budget will also advance the Library's key priorities, including:
  - a. Support the Library Strategic Plan's six goals, including outreach and promotion to enhance public awareness of the Library's services and programs.
  - b. Strengthen and enhance the Library's growing information technology (IT) infrastructure, and provide new IT equipment for the benefit of Library patrons.
  - c. Add funds for alterations and improvements at branch library locations, including replacement of air conditioning units to provide more dependable cooling for the public during periods of extreme heat.
  - d. Continue the implementation of the Library's public relations and marketing plan.
6. The adopted budget includes an additional six (6) positions to enhance operational and administrative support for international and digital collections, engagement and learning, security and emergency preparedness, contract administration and purchasing, and warehouse operations.
7. The attached Adopted Library Budget itemizes the direct and indirect costs, which comprise the related costs. The total related costs for FY 2020-21 is \$79,724,896 and represents 38.86% of the total Library budget.

#### Attachments

Prepared by: Madeleine M. Rackley, Business Manager  
Robert Morales, Senior Management Analyst II (Retired)

Reviewed by: Susan Broman, Assistant City Librarian

**LIBRARY DEPARTMENT**  
**Proposed Budget - Financial Summary**

	Adopted Budget 2018-19	Adopted Budget 2019-20	FY 2020-21 Adjustments	Adopted Budget 2020-21
<b>APPROPRIATIONS</b>				
Mayor-Council Appropriation (Measure L).....	\$ 178,533,355	\$ 191,531,086	\$ 13,403,277	\$ 204,934,363
Total Appropriations.....	\$ 178,533,355	\$ 191,531,086	\$ 13,403,277	\$ 204,934,363
<b>OTHER REVENUE</b>				
Fines and Fees.....	\$ 1,500,000	\$ 500,000	\$ (500,000)	\$ --
Other Receipts.....	400,000	400,000	--	400,000
Unspent Prior Year Funds from UUFB.....	2,500,000	2,000,000	(2,000,000)	-
Total Other Revenue.....	\$ 4,400,000	\$ 2,900,000	\$ (2,500,000)	\$ 400,000
<b>Total Revenue.....</b>	<b>\$ 182,933,355</b>	<b>\$ 194,431,086</b>	<b>\$ 10,903,277</b>	<b>\$ 205,334,363</b>
	Adopted Budget 2018-19	Adopted Budget 2019-20	FY 2020-21 Adjustments	Adopted Budget 2020-21
<b>EXPENDITURES</b>				
<b>SALARIES</b>				
General.....	\$ 74,596,482	\$ 80,168,446	\$ (87,563)	\$ 80,080,883
As Needed.....	3,146,682	3,396,682	639,341	4,036,023
Overtime.....	85,423	135,423	18,000	153,423
Total Salaries.....	\$ 77,828,587	\$ 83,700,551	\$ 569,778	\$ 84,270,329
<b>EXPENSE</b>				
Office Equipment .....	\$ 30,462	\$ 30,462	\$ --	\$ 30,462
Printing and Binding.....	572,000	372,000	--	372,000
Contractual Services.....	8,890,108	10,184,434	5,775,359	15,959,793
Transportation .....	97,463	97,463	--	97,463
Library Book Repairs.....	77,796	77,796	(77,796)	-
Office and Administrative .....	5,219,525	4,642,737	2,267,921	6,910,658
Operating Supplies.....	264,265	370,486	230,900	601,386
Total Expense.....	\$ 15,151,619	\$ 15,775,378	\$ 8,196,384	\$ 23,971,762
<b>EQUIPMENT</b>				
Furniture, Office and Technical Eqpt.....	\$ 1,384,743	\$ --	\$ --	\$ --
Transportation Equipment.....	\$ --	\$ --	\$ 50,000	\$ 50,000
Other Operating Equipment.....	-	82,000	(82,000)	-
Total Equipment.....	\$ 1,384,743	\$ 82,000	\$ (32,000)	\$ 50,000
<b>SPECIAL</b>				
Library Materials.....	\$ 15,296,029	\$ 16,242,375	\$ 1,000,000	\$ 17,242,375
Direct and Indirect Related Costs.....	73,272,377	78,630,782	1,169,115	79,799,897
Total Special.....	\$ 88,568,406	\$ 94,873,157	\$ 2,169,115	\$ 97,042,272
<b>Total Library.....</b>	<b>\$ 182,933,355</b>	<b>\$ 194,431,086</b>	<b>\$ 10,903,277</b>	<b>\$ 205,334,363</b>

The proposed budget included \$205,334,363 for Revenue and \$205,055,546 for Expenditures. This results in \$278,817 in non-designated funds. The Library requests to increase the Contractual Services Account 3040 by an additional \$278,817 to balance the adopted budget.

**LOS ANGELES PUBLIC LIBRARY  
FY 2020-21 PROPOSED BUDGET  
ADJUSTMENTS TO RELATED COSTS**

Account 9510 / Various Special	FY 2019-20 Adopted	Adjustments	FY 2020-21 Adopted
<b><u>Indirect Costs (CAP 42)<sup>1</sup></u></b>			
Employee Retirement	\$ -	\$ 22,494,720	\$ 22,494,720
Fringe Benefits	42,591,010	(23,098,187)	19,492,823
Central Services	10,339,794	854,126	11,193,920
Reconciliation (FY 2018-19 Reimbursement)	(1,452,149)	1,281,707	(170,442)
<b>Sub-Total:</b>	<b>\$ 51,478,655</b> 65.53%	<b>\$ 1,532,366</b>	<b>\$ 53,011,021</b> 66.43%
<b><u>Direct Costs</u></b>			
Water	\$ 457,000	\$ -	\$ 457,000
Electricity	4,423,000	-	4,423,000
Natural Gas	239,224	-	239,224
Custodial / GSD	4,900,302	1,123,500	6,023,802
Parking Lot Operations / GSD	266,817	-	266,817
Parking Lot Sweeping / GSD	63,183	-	63,183
Mail / GSD	30,000	-	30,000
Building Maintenance / GSD	4,111,584	8,000	4,119,584
Fleet / GSD	220,000	-	220,000
Fuel / GSD	49,417	-	49,417
Security Services / LAPD <sup>2</sup>	8,954,348	1,575,001	10,529,349
Refuse Collection / PW Sanitation	110,000	-	110,000
CAO / GO Bond Administration Fees	25,000	-	25,000
MICLA (AV/AT)	2,971,500	(2,971,500)	-
City Sidewalk Repair Program (Willits Act)	-	210,000	210,000
ITA / Human Resources Payroll Project	238,251	(238,251)	-
City Reimbursement Credit Card Fees	17,500	5,000	22,500
<b>Sub-Total:</b>	<b>\$ 27,077,126</b> 34.47%	<b>\$ (288,250)</b>	<b>\$ 26,788,876</b> 33.57%
<b>TOTAL ACCOUNT 9510 / VARIOUS SPECIAL<sup>3</sup>:</b>	<b>\$ 78,555,781</b>	<b>\$ 1,244,116</b>	<b>\$ 79,799,897</b>

1. In FY 2020-21, Employee Retirement has been separated from Fringe Benefits.

2. The proposed budget included an increase of \$1.5 million for Security Services / LAPD. An additional \$75,001 appropriation is requested.

3. The proposed budget included \$75,001 of unappropriated funds. The Related Costs appropriations for the proposed budget totals \$79,724,896. The line item funds for the account totals \$79,799,897. This results in \$75,001 of non-designated funds.

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT  
**KATHRYN EIDMANN**  
VICE-PRESIDENT

**DALE FRANZEN**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
PUBLIC LIBRARY**  
ADMINISTRATIVE OFFICES

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

June 25, 2020

**LIBRARY RESOLUTION NO. 2020-XX (C-XX)**

WHEREAS, the Los Angeles City Charter provides that the Board of Library Commissioners shall control, appropriate, and expend all Library Funds for the purposes of the Department; and

WHEREAS, the Board of Library Commissioners approved the Library Department Proposed Budget for Fiscal Year 2020-21 on December 12, 2019, in the amount of \$205,334,363 (Library Resolution Number 2019-52 [C-40]); and

WHEREAS, staff recommends the adoption of the Library Department Budget for Fiscal Year 2020-21 as approved by the Mayor; and

WHEREAS, staff recommends the appropriation of non-designated funds in the amount of \$278,817 included in the Fiscal Year 2020-21 Adopted Budget to Contractual Services Account 3040 for Central Library Alterations and Improvements; and

WHEREAS, staff recommends the appropriation of non-designated funds in the amount of \$75,001 included in the Fiscal Year 2020-21 Adopted Budget to Contractual Serviced Account 3040 for Central Library Alterations and Improvements; and

THEREFORE, RESOLVED, that the Board of Library Commissioners hereby adopts and certifies the Adopted Library Department Budget for Fiscal Year 2020-21 in the amount of \$205,334,363, as approved by the Mayor; and

FURTHER RESOLVED, that the Board of Library Commissioners hereby approves the appropriation of \$278,817 of non-designated funds included in the Fiscal Year 2020-21 Adopted Budget to the Contractual Services Account Central Library Alterations and Improvements, Fund 300, Department 44, Account 3040; and

FURTHER RESOLVED, that the Board of Library Commissioners hereby approves the appropriation of \$75,001 of non-designated funds included in the Fiscal Year 2020-21 Adopted Budget to the Contractual Services Account Central Library Alterations and Improvements, Fund 300, Department 44, Account 3040.

This is a true copy:

---

Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT: