

A G E N D A

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, MARCH 14, 2013

**CENTRAL LIBRARY
BOARD ROOM, 4th FLOOR
630 W. 5TH STREET
LOS ANGELES, CA 90071**

TIME: 11:00 A.M.

AGENDA: In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related to the items at the Central Library's Information Desk or via the Internet at: http://www.lapl.org/about/blc_docs.html.

RULES OF DECORUM: Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor 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. 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 place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

- 1. ROLL CALL**
- 2. MINUTES FOR APPROVAL: 2/14/13**
- 3. PUBLIC COMMENTS ON MATTERS
WITHIN THE BOARD'S JURISDICTION**

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

- 4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS**
- 5. CITY LIBRARIAN'S REPORTS**

CONSENT CALENDAR

(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 ACCEPT THE FOLLOWING GIFTS: (EXHIBIT "A")
 - \$1,246.82 FROM THE PANORAMA CITY FRIENDS OF THE LIBRARY TO THE PANORAMA CITY BRANCH LIBRARY (VALUE OF THREE CHAIRS)
 - \$1,127.57 FROM THE FRIENDS OF THE PLATT BRANCH LIBRARY TO THE PLATT BRANCH LIBRARY (VALUE OF SHELVING)

- \$5,448.89 FROM THE FRIENDS OF THE PLATT BRANCH LIBRARY TO THE PLATT BRANCH LIBRARY (VALUE OF NINE PAPERBACK RACKS AND CD DISPLAY CASE)
- b. RECOMMENDATION TO ACCEPT LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT AWARD OF \$4,900 FOR THE CREATION OF THE "HELPING THE HELPERS: FACILITATING NONPROFIT CONVERSATION" PROJECT (EXHIBIT "B")
- c. RECOMMENDATION TO APPROVE REQUEST FOR PROPOSALS (RFP) FOR SPECIAL EVENTS COORDINATOR FOR THE LOS ANGELES PUBLIC LIBRARY (EXHIBIT "C")

BOARD DISCUSSION

- d. PRESENTATION: LAPL PHOTO COLLECTION
- 6. VARIOUS COMMUNICATIONS: NONE
- 7. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING
- 8. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **MARCH 28, 2013**, AT THE **SAN PEDRO REGIONAL BRANCH LIBRARY**, 931 S. GAFFEY STREET, SAN PEDRO, CA 90731, CONVENING AT **11:00 A.M.**

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.

PARKING: Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at www.lapl.org.

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.

POSTED – 3/11/2013

FOR INFORMATION CONTACT: LIBRARY COMMISSION OFFICE (213) 228-7530

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

March 14, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **ACCEPTANCE OF GIFT FROM PANORAMA CITY FRIENDS OF THE
LIBRARY**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of shelving valued at \$1,246.82 received from Panorama City Friends of the Library for the Panorama City Branch Library, be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Panorama City Friends of the Library, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. This gift of shelving valued at \$1,246.82 will be used to organize and store children's craft program materials at the Panorama City Branch Library.
2. A letter of thanks should be sent to:

Ms. Jan Brown, President
Panorama City Friends of the Library
14345 Roscoe Blvd.
Panorama City, CA 91402


Prepared by: Emily Fate, East Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

March 14, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE PLATT BRANCH LIBRARY**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of three chairs valued at \$1,127.57 received from The Friends of the Platt Branch Library for the Platt Branch Library, be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of the Platt Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. This is a gift of three chairs to replace the broken chairs at the circulation desk at the Platt Branch Library.
2. A letter of thanks should be sent to:

Annie Haas, President
Friends of the Platt Branch Library
23600 Victory Blvd..
Woodland Hills, CA 91376


Prepared by: Ruth E. Seid, West Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

March 14, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE PLATT BRANCH LIBRARY**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of nine paperback racks and one CD display case valued at \$5,448.89 received from the Friends of the Platt Branch Library for the Platt Branch Library, be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Platt Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. This gift of nine paperback racks and one CD display case valued at \$5,448.89 will supplement the existing paperback racks and display cases at the Platt Branch Library.
2. A letter of thanks should be sent to:

Annie Haas, President
Friends of the Platt Branch Library
23600 Victory Blvd.
Woodland Hills, CA 91376


Prepared by: Ruth E. Seid, West Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

March 14, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF LIBRARY SERVICES AND TECHNOLOGY ACT
(LSTA) GRANT FOR THE "HELPING THE HELPERS: FACILITATING
NONPROFIT CONVERSATION" PROJECT**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That the Board of Library Commissioners approve acceptance of the Library Services and Technology Act (LSTA) grant award for \$4,900 for the creation of the "Helping the Helpers: Facilitating Nonprofit Conversation" Project; and

FURTHER RESOLVED, That the funds be deposited to Fund 419 Account 293.

FINDINGS:

1. The Library received notification that we have been awarded a Library Services and Technology Act (LSTA) grant for "Helping the Helpers: Facilitating Nonprofit Conversation." The LSTA grants are Federal grants given through the California State Library as part of the Eureka! Leadership program. These grants are for programs that provide targeted services to diverse populations. California's LSTA goals include developing public and private partnerships and creating information and community connections.
2. The "Helping the Helpers" project will seek to work with and play a larger role in the area's nonprofit community by being a resource for information and a place to meet and exchange ideas. The goal of the project is to reach out to nonprofit organizations and assist them to connect with other profits and leverage their limited resources and synchronize services.
3. Funds requested in this grant are for a six-month period, 2/1/13 to 8/31/13. Grant payments are expected at the end of March 2013.


Prepared by: Emily Fate, East Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LIBRARY DEPARTMENT
BOARD REPORT**

March 14, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **REQUEST FOR PROPOSALS FOR A SPECIAL EVENTS
COORDINATOR**

RECOMMENDATIONS:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Request for Proposals (RFP) for a Special Events Coordinator be approved, advertised and distributed to potential proposers; and

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 an independent contractor; and

FURTHER RESOLVED, That the proposals be opened at 10:00 a.m. on Monday, April 29, 2013, in the office of the Board of Library Commissioners located at 630 West Fifth Street, Los Angeles, CA 90071.

FINDINGS:

1. The use of library facilities for large-scale public and private events requires the services of a Special Events Coordinator because the coordination requirements for such events are specialized and cannot be performed by existing Library staff.
2. The term of this agreement is for three years.
3. Funds are budgeted and available for this agreement in the Library Department's Contractual Services Account.
4. The Library performed a Charter Section 1022 Cost Benefit Analysis in March 2013 and has determined that the services required in the RFP are more economically performed by an independent contractor than city employees.
5. The RFP has been forwarded to the City Attorney's Office for review as to form.

Prepared by: Eloisa Sarao
Asst. Business Manager

Reviewed by: Kyle Millager
Business Manager

RFP NO. 44-003, SPECIAL EVENTS COORDINATOR, LAPL

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

Request for Proposals

For

SPECIAL EVENTS COORDINATOR

REQUEST FOR PROPOSALS
Special Events Coordinator
CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY (LAPL)

DATE RFP Issued: March 15, 2013

Title: RFP #44-004
Special Events Coordinator

Description: The Los Angeles Public Library (LAPL) is issuing a Request for Proposals (RFP) to select a qualified individual or company to provide professional and technical consulting services to coordinate large-scale special events in Central Library and branch library facilities

Website Address: <http://www.labavn.org>
Proposer must register on this website (Los Angeles Business Assistance Virtual Network) before they can access the RFP and updates.

Contract Term: Three years

Key Dates:

Business Inclusion
Program Outreach (BIP) Must be submitted through <http://www.labavn.org>
15 calendar days prior to the Proposal due date

Proposal Due Date: Monday, April 29, 2013, 10:00 a.m.

Proposal Delivery
Address: Los Angeles Public Library, Central Library
Board of Library Commissioners Office, 4th Floor
630 W. 5th St., Los Angeles, CA 90071

Mandatory Pre-proposal
Conference: Friday, March 22, 2013 at 10:00 a.m.
Central Library Board Room
630 W. 5th Street, Los Angeles, CA 90071
(RSVP to Eloisa Sarao, esarao@lapl.org)

Contract Administrator: Eloisa Sarao
E-mail address: esarao@lapl.org
Telephone: 213-228-7463

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ATTACHMENT 1 Standard Provisions for City Contracts

APPENDICES

- E.1 Declaration of Non-Collusion
- E.2 Contractor Responsibility Ordinance (CRO)
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The Los Angeles Public Library

Invites responses to a Request for Proposals

For

A SPECIAL EVENTS COORDINATOR

Request for Proposals are available at:

<http://www.labavn.org>

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

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

Monday, April 29, 2013, 10:00 a.m.

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

In the performance of any contract awarded, the proposer shall 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 call Eloisa Sarao at (213) 228-7463.

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

**REQUEST FOR PROPOSALS
SPECIAL EVENTS COORDINATOR**

A. SUMMARY

The Los Angeles Public Library (LAPL) is issuing a Request for Proposals (RFP) to select a qualified individual or company to provide professional and technical consulting services to develop organize and manage all events from contract to hands-on execution for a wide range of events. These events range from intimate receptions to large-scale special events in Central Library and branch library facilities. The Central Library and branch libraries have meeting rooms and other facilities available for public and private use. The services of a qualified consultant will be provided under a personal services contract with the Library beginning approximately October 2013 or later.

B. SERVICES TO BE PROVIDED

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

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

contact, staff requests, and sign requests.

- g. Schedule events on the Library's master calendar.
- h. Prepare and modify events Client's request as needed.
- i. Develop detailed event timelines with consideration for the Library's planning window.
- j. Submit applications and acquire any/all city permits
- k. Serve as liaison between Library staff and Client.
- l. Communicate event set-up and strike expectations with Library staff (i.e., Event Attendants, Custodial, Security, Maintenance, Audiovisual etc.) required for event. Ensure correct signage for all events is prepared and posted in a timely manner.
- m. Provide on-site coordination (days, evenings, weekends), including set up and strike time, ensuring Library policies regarding the use of the facility are met and Library facilities are protected from damage.
- n. Create and maintain Client files. Track event finances including check requests, invoicing and annual reporting
- o. Participate in monthly calendar meetings with Library Management, Security, Custodial, Audiovisual, Public Relations and other relevant personnel to plan upcoming events and evaluate past events.

2. Public Relations/Marketing Function

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

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

3. Administrative Tasks

- a. Prepare and distribute all event related documents for each event to Library staff and Client.
- b. Assess needs, determine costs for event: Security, Custodial, Audiovisual, facility coordination services, etc.; Prepare permit outlining library personnel fees, send proposed agreement to Client.
- c. Obtain and track insurance documentation from Client and vendors prior to event. Work with City Administrative Office, Risk Managers to obtain required insurance for an event and approval.
- d. Obtain executed agreement, collect all rental and staff fees from Client prior to event.
- e. Post event, follow up with Library staff regarding any additional overtime required for which Client is responsible.
- f. Verify and submit Library staff time records to the Business Office.
- g. Recommend and establish new procedures and forms required for meetings and special events held at Central Library and branch library facilities as approved by the Library Administration.
- h. Maintain accurate event files for past and pending events. Prepare reports and statistics as required by Library.
- i. Assist in the development, issuance and maintenance of master calendar of events and computer database.

C. WORK SCHEDULE

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

It is mandatory that the Special Events Coordinator be available to work the following events:

- < Children's Special Events
- < Teen Festival and Activities
- < Annual Library Foundation Dinner

From time to time, there may be other mandatory events that will require the Special Events Coordinator to be on-site.

D. WORKSITE

Library will provide Coordinator workspace, landline telephone, pager, and computer and office supplies for the performance of the services to be provided under this Agreement.

E. TERM OF AGREEMENT

The term of this Agreement shall be for three years.

F. QUALIFICATIONS OF COORDINATOR

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

1. Minimum of five years of paid experience in scheduling and coordinating large-scale special events (over 200 attendees).
2. Ability to anticipate project needs, prioritize work, meet deadlines without supervision. Manage multiple projects and work assignments
3. Possess scheduling, budgeting, organizational and logistic skills.
4. Knowledge of the technical and legal requirements of a special event (i.e., catering, audiovisual, sound, electrical, and permitting requirements), as they relate to the physical and technical limitations of the event site, permits and insurance required by various agencies (i.e. Fire Department).
5. Have access to a broad network of professionals capable of providing services in support of events (e.g., catering), as may be required by Coordinator or Client.
6. Manage complex communications among numerous service providers efficiently.
7. Ability to gather information, analyze data and develop relevant concise

recommendations or alternatives within relatively short time frames, in writing if necessary.

8. Management and coordination skills to organize events (several taking place simultaneously), schedules, staff, equipment, security, maintenance, and procurement of insurance and other documentation.
9. Broad understanding of facility and events management and ability to respond to diverse Client needs.
10. Strong negotiating skills and judgment to reach agreement with prospective Clients regarding their event requirements while safeguarding library facility from damage and event participants from injury.
11. Ability to establish and maintain organized files and records.
12. Working knowledge of computer, i.e., email, Word, Excel and Filemaker Pro.
13. Excellent interpersonal skills and team player attitude.
14. Knowledge of current menu planning, food presentation, and banquet services.

G. EVALUATION AND SELECTION PROCESS

Evaluation Factors

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

	Maximum Points
Proposed Fees – best overall value to the City	45
Experience and past performance of the proposer	35
Responsiveness of proposal	20
	100

H. PROPOSAL SUBMITTAL AND REQUIREMENTS

1. Mandatory Pre-proposal Conference

A mandatory pre-proposal conference will be held to receive questions from prospective proposers regarding this Request for Proposals (RFP).

This conference has been scheduled for March 22, 2013, at 10:00 a.m. at the LAPL's Central Library Board Room, 630 W. 5th St., Los Angeles, CA 90071.

1.1 Purpose of Pre-Proposal Conference

Attendance at the Pre-Proposal Conference and Sign-in on the attendance roster is required to satisfy requirements of the City's Business Inclusion Plan submittal (see Exhibit E.18). Any questions related to the RFP will be addressed at the Pre-proposal Conference.

2. Proposal Format

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

3. Submission Requirements

Persons or firms interested in responding to this RFP shall submit a proposal in accordance with the format provided below. Failure to meet this requirement will be cause for rejection of the proposal as non-responsive. Proposal must cover all of the RFP specifications. Proposals should not include any 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 F of this RFP. The City accepts no responsibility for the cost of preparing any proposal.

3.1. Submission Date and Location

LAPL will evaluate only written and signed proposals. LAPL will not accept a telegraphic or telephonic proposal. Proposers are required to submit **one original RFP signed in ink and four hard copies of the RFP response along with an electronic version on a flash drive**. 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 shall be addressed as follows:

Board of Library Commissioners
Los Angeles Public Library
630 W. 5th Street
Los Angeles, CA 90071

A proposal must be received at the address given above on or before 10:00 a.m. on Monday, April 29, 2013. A proposal received after 10:00 a.m. on April 29, 2013 will not be accepted and shall 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>.

3.2. In Writing

All proposals must be submitted in writing and proposers shall complete and return all applicable documents including forms, appendices, and any technical and/or illustrative literature. The City may deem a proposer non-responsive if the proposer fails to provide all required documentation and copies.

3.3. Cover Letter

Each proposal must include a cover letter limited to one page. The cover letter must include the title, address and telephone number of the person or persons who will be authorized to represent the proposer.

3.4. 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.

3.5 References

A list and detailed description of at least five successfully completed programs within the last two years with dates of completion is to be provided that resemble the work described in Sections B and F of this RFP. List the name, title, address and

phone number of a contact person for each project listed.

3.6 Fee Schedule and Expenses

Provide the hourly rate you will charge.

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

3.7 Selection Process

Following an initial screening of the proposals received and upon investigation of the references listed, the Library staff will compile a short list of candidates. These candidates may be called in for oral interviews. From this process, a candidate with the best qualifications will be selected.

3.8. Social Security Number

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

4. General Conditions

4.1. Declaration of Non-Collusion

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

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

4.2. Acceptance and Disposition of Proposals

The City of Los Angeles 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.

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles 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 City as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested copies under Section 3.1 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."

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

4.3. Proposal Protest

The City 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 part originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

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

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

Kris Morita, Asst. General Manager
Los Angeles Public Library
630 W. 5th Street
Los Angeles, CA 90071

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

4.4. RFP Revisions

Any revision, amendment and addendum made to this RFP 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 City or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of LAPL shall render a contract null and void. Each and all

conditions herein contained to be performed by Proposer shall be binding on any consented transferee thereof.

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 City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

4.7. Alternatives

The proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal's documents. Alternatives that do not substantially meet the City'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 proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.

The City reserves the right to make corrections or amendments due to errors identified in proposal by the City 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 City 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 City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

4.10. Cost of RFP

The City 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 working days prior to the scheduled event.

4.12. Proposers Contact for Information

For answers to questions relating to the content of this RFP, the proposers shall submit requests in writing to:

Eloisa Sarao
Asst. Business Manager
Los Angeles Public Library
630 West 5th Street
Los Angeles, CA 90071
E-mail: esarao@lapl.org

LAPL shall 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 <http://www.labavn.org> as an Amendment to the RFP.

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

5. Standard Provisions for City Contracts

All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Rev2_3-09, see Attachment 1).

6. Supporting Documents Required By the City of Los Angeles

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 Appendix E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

All proposers shall complete and return, with their proposal, the Responsibility Questionnaire included in Appendix E.3 and Pledge of Compliance to the Ordinance, Appendix E.4. Failure to return the completed questionnaire may result in a proposer being deemed non-responsive.

6.2. Equal Benefits Ordinance

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 10.8.2.1, Equal Benefits Ordinance (EBO).

All bidders/proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract valued at \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Bidders/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. Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at www.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 that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to "Living Wage Ordinance" (Appendix E.5) and "Service Contractor Worker Retention Ordinance" (Appendix E.10) for further information regarding the requirements of the Ordinances.

Proposers who intend to subcontract any of their services must submit the Subcontractor Information Form (Appendix E.8) and the Subcontractor Declaration of Compliance to Living Wage

(Appendix E.7).

The LWO Employee Information Form (Appendix E.6) will be required of any successful proposer. Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal the proposer Application for Non-Coverage or Exemption. The List of Statutory Exemptions and the Applications for Non-Coverage or Exemption are included in Appendix E.9 for LWO and Appendix E.11 for SCWRO.

As of July 1, 2012, Contractor Employers shall pay employees a wage of no less than \$10.70 per hour with health benefits of \$1.25 per hour or \$11.95 per hour without health benefits. Such rates shall continue to be adjusted annually to correspond with adjustments to retirement benefits paid to members of the City Employment Retirement System (CERS).

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

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.

Non-construction services to or for the City 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. All bidders/proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Certification (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org at the time it registers on BAVN but no later than the time when an individual Bid/Proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN and verified by the Office of Contract Compliance (OCC) do not need to resubmit.

Non-construction services to or for the City for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload, the City of Los Angeles Affirmative Action Plan (four (4) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org at the time it registers on BAVN, but no later than the time when an

individual Bid/Proposal is submitted. Bidders/Proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto the City's BAVN.

Bidders/Proposers with current OCC approval for their Affirmative Action Plan do not need to re-submit unless the approval is 30 days or less from expiration.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be effective for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN.

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 website at <http://bca.lacity.org>.

6.5. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

Proposers shall complete the ordinance and affidavit form on BAVN.

6.6. Child Support Obligations Compliance Form

The City of Los Angeles has adopted an ordinance, see Appendix 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 Certification of Compliance with Child Support Obligations included in Appendix 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 Appendix E.13. If the proposer has held no City of Los Angeles contracts during the preceding 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 shall complete and return with their proposals the City of Los Angeles Residence Information Form included in Appendix E.14.

6.9 City Ethics Certification and Contributions

Any proposer for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a completed 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 10.4.4 shall not apply to this subsection.

Proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, twelve (12) months after the contract is signed. The proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising. CEC Form 55 requires Proposers to identify their principals, their

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

All proposers shall complete and return with their proposals the City Ethics Commission's Bidder Certification and Contributions Form 50, Appendix E.15 and Form 55, Appendix E.16.

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

At proposer's own cost and expense, Proposer and each of its subcontractors shall procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Appendix E.17. Proposer shall purchase policies of general liability and worker's compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed

with City Administrative Office, Risk Management through the City's internet site, <http://track4la.lacity.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. Business Inclusion Program (BIP) Requirements

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

For assistance on how to use BAVN go to: <http://bca.ci.la.ca.us/index.cfm> > contracting resources > BAVN BIP Outreach Helpful Hints.

6.13. 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.

6.14. Local Business Preference Program

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. Proposers should be fully informed of this program. (see Appendix E.19).

6.15. Independent Contractor Reporting Requirements

Upon execution of the contract with an independent contractor, LAPL must file Form DE 542 (Appendix E.20) immediately to the State of California Equal Employment Development (EDD).

I. PROPOSER CHECKLIST

The proposal package should contain the following items. Additional forms may be required, as described in the Appendices, if proposer is applying for any exemptions or waivers or utilizes subcontractors as described in the Appendices.

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
H.3.3	★ Cover Letter	<input type="checkbox"/>	
H.3.5	★ List of References	<input type="checkbox"/>	
H.3.6	★ Fee Schedule and Expenses	<input type="checkbox"/>	
H.3.8	★ Social Security Number	<input type="checkbox"/>	
Appendix E.1	★ Declaration of Non-Collusion	<input type="checkbox"/>	
Appendix E.3	★ CRO Questionnaire	<input type="checkbox"/>	
Appendix E.4	★ CRO, Pledge of Compliance	<input type="checkbox"/>	
Appendix E.6	★ LWO Employee Information Form	<input type="checkbox"/>	

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
Appendix E.7	★ LWO Subcontractor Declaration of Compliance	<input type="checkbox"/>	
Appendix E.8	★ LWO Subcontractor Information Form	<input type="checkbox"/>	
Appendix E.9	* LWO Non-Coverage Exemption Form (if applicable only)	<input type="checkbox"/>	
Appendix E.11	* SCWRO Application for Non-Coverage or Exemption (if applicable only)	<input type="checkbox"/>	
Appendix E.12a	★ Child Support Certification of Compliance	<input type="checkbox"/>	
Appendix E.13	★ City of Los Angeles Contract History	<input type="checkbox"/>	
Appendix E.14	★ City of Los Angeles Residence Information	<input type="checkbox"/>	
Appendix E.15	★ Bidder Certification Form 50	<input type="checkbox"/>	
Appendix E.16	★ Bidder Certification Form 55	<input type="checkbox"/>	
Appendix E.20	★ Form DE 542	<input type="checkbox"/>	
6.10	★ Business Tax Registration Certificate Copy	<input type="checkbox"/>	
6.2	◆ Equal Benefits Ordinance	<input type="checkbox"/>	
6.4	◆ Non-Discrimination/Equal Employment/Affirmative Action Plan	<input type="checkbox"/>	
6.5	◆ Slavery Disclosure Ordinance	<input type="checkbox"/>	
6.12	◆ Business Inclusion Program	<input type="checkbox"/>	

KEY:

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

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
MARCH 14, 2013**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STRATEGIC PLAN DEVELOPMENT DISCUSSIONS	MONTHLY
2. REPORT ON THE IN-KIND FINANCIAL SUPPORT THE LIBRARY DEPARTMENT PROVIDES TO THE LIBRARY FOUNDATION OF LOS ANGELES (WIEDER-8/9/12)	TO BE DETERMINED

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT MARSHA HIRANO-NAKANISHI
- COMMISSIONER TYREE WIEDER

Board Policies

- PRESIDENT MARSHA HIRANO-NAKANISHI