AGENDA
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
THURSDAY, MARCH 9, 2017

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-lapl/board-library-commissioners. Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk and provided at the Board Meeting.

1. Roll Call

2. Approval of Minutes: Regular Meeting – February 23, 2017

3. Public Comments (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 Library Development Impact Mitigation Fees from Casden WLA, LLC, in the amount of $312,970 for the Casden Sepulveda Project (EXHIBIT “A”)

   b. Recommendation to approve agreement with Micronaut to provide Exhibition Coordinator Services for the Los Angeles Public Library (EXHIBIT “B”)

   c. Recommendation to approve release of Request for Qualifications (RFQ) for immigration assistance contractors (EXHIBIT “C”)
6. Various Communications: None

7. Commissioners’ Comments, Announcements and Review of Matters Pending

8. Adjournment

**NEXT BOARD MEETING NOTICE**

The next Regular Meeting of the Board is scheduled for Thursday, **March 23, 2017** at the Central Library, 630 W. 5th Street, Los Angeles, CA 90071, 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 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. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For additional information, please contact the Board Office at (213) 228-7530.

**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.

---

Posted 3/6/17

**For more information, contact:** Library Commission Office (213) 228-7530
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

March 9, 2017

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF MITIGATION FEES FOR CASDEN SEPULVEDA PROJECT DEVELOPMENT AT 11122-11150 PICO BLVD AND 2431-2441 S. SEPULVEDA BLVD.

RECOMMENDATIONS:

1. That the Board of Library Commissioners accept the amount of $312,970.00 for the payment of the Library Development Impact Mitigation Fee, a condition of approval imposed by the City of Los Angeles Planning Department for the Casden Sepulveda Project located at 11122-11150 Pico Boulevard and 2431-2441 South Sepulveda Boulevard.

2. That the amount of $312,970.00 be deposited into Library Trust Fund 831, Account 335, to acquire books, technology and library materials and to pay for library programs for West Los Angeles Regional Branch.

3. That a letter be sent to Vince Bertoni, Director of City Planning, with a copy to Casden West LA, LLC for property located 11122-11150 Pico Boulevard and 2431-2441 South Sepulveda Boulevard, confirming acceptance of the payment.

FINDINGS:

1. Casden West LA, LLC is planning to construct a mixed use project which consist of 593 residential and affordable senior housing, supermarket/grocery and retail spaces.

2. As part of the conditions imposed by the Los Angeles City Planning Department, for this project, the developer is required to pay a Library Development Impact Mitigation Fee of $200 per capita based upon the projected 593 residential units with 1565 occupants.

3. West Los Angeles Regional Branch Library will serve the proposed project.

Prepared by: Eloisa Sarao. Assistant Business Manager

Reviewed by: Kris Morita, Assistant General Manager
March 9, 2016

LIBRARY RESOLUTION NO. 2017 – XXXX

RESOLVED, that the Board of Library Commissioners approve the acceptance of funds in the amount of $312,970.00 from the Casden West LA, LLC as payment of the Library Development Mitigation Fee for the Casden Sepulveda Project located at 11122-11150 Pico Boulevard and 2431-2441 South Sepulveda Boulevard.

FURTHER RESOLVED, that the funds will be used to acquire books, technology equipment and devices, and other library materials and programs for West Los Angeles Regional Branch.

FURTHER RESOLVED, that the funds be deposited into Library Trust Fund 831, Account No. 335.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:
AYES:
NOES:
ABSENT:
TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: REQUEST TO APPROVE THE SELECTION OF SAM MELLON AND CLAUDIA BOHN-SPECTOR, A PARTNERSHIP DBA MICRONAUT FOR THE EXHIBITION COORDINATORS SERVICES

A. RECOMMENDATIONS:

1. The Board of Library Commissioners award a contract, substantially in the form attached, to Sam Mellon and Claudia Bohn-Spector, a Partnership dba Micronaut (Micronaut) to provide Exhibition Coordinator Services for the Los Angeles Public Library.

2. Authorize the City Librarian and City Attorney to make technical changes to the Agreement.

3. Authorize the President of the Board of Library Commissioners to execute the Agreement.

4. Adopt the attached Resolution regarding the Agreement between Los Angeles Public Library (LAPL) and Micronaut.

B. FINDINGS:

1. The Board of Library Commissioners approved the issuance of a Request for Proposals (RFP) on July 28, 2016, for exhibition coordinator services to manage, coordinate, and plan exhibitions at the Central Library and other library facilities. The RFP was released and made public on July 28, 2016. A pre-proposal conference was held on August 23, 2016. Representatives from five (5) firms attended the conference. The due date for the RFP was October 25, 2016.

2. In the RFP and at the pre-proposal conference it was stressed to all parties that they must register on Los Angeles Business Assistance Virtual Network (BAVN) at www.labavn.org. This is a free service provided by the City of Los Angeles and the Mayor’s Office of Economic and Business Policy. Of particular importance is the Business Inclusion Program Outreach Process (BIP). It is the mandatory policy of the City of Los Angeles to provide Minority-owned Business Enterprises, Woman-owned Business Enterprises, Small Business Enterprises, Disabled Veteran
Business Enterprises, Emerging Business Enterprises and all Other Business Enterprises an equal opportunity to participate in the performance of City contracts. The website determines the number of contacts required based on available sub-contractors, and it tracks and records compliance with the Mayor's Executive Directive No.14 issued on January 12, 2011, which requires that BIP outreach be performed by each bidder/proposer.

3. The RFP was posted and advertised on the following websites: City's www.labavn.org, the LAPL Website, Daily Journal and Facebook. The library conducted extensive outreach to raise awareness of the RFP, including notifications to the Getty Center, Hammer Museum, Annenberg Space for Photography, Natural History Museum, MOCA, LACMA, Huntington Library, Norton Simon Museum and the American Alliance of Museums.

4. On October 25, 2016 the following three (3) firms submitted proposals: Eric Qvale, an individual; Ann Marshall and Lori Jacobsen, a partnership DBA HOW Exhibits; and, Sam Mellon and Claudia Bohn-Spector, a partnership DBA Micronaut.

The proposals were reviewed to ensure compliance with the submittal requirements specified in the RFP. All three proposals were found to be compliant.

5. To evaluate the proposals as outlined in the RFP, the library convened an evaluation committee comprised of Kren Malone, Division Librarian / Director of Central Library; Jene Brown, Principal Librarian / Exhibition Services; and, Robert Morales, Business Office.

The evaluation committee thoroughly reviewed each of the three (3) proposals and was impressed by the thoroughness and experience that characterized each firm's response to the RFP. Committee members met and interviewed representatives from each firm to clarify the content of the proposal and address any ambiguities. The proposers were evaluated based on: Qualifications; Proposed Fees; and References.

While the committee was impressed with the strength of the three (3) proposals, the committee was especially impressed by the overall experience and understanding of the Micronaut proposal. The firm's experience and qualifications that led the committee to unanimously recommend Micronaut include:

- Sam Mellon - Over 9 years of experience as a Preparation and Exhibition Specialist with the Los Angeles County Museum of Art;
• over 14 experience as a Senior Executive at Curatorial Assistance on exhibition operations, design, project management, crating and transporting materials, and installation of art work;

• Claudia Bohn-Spector – PhD in Art History; organized numerous exhibitions (e.g., Kohn Gallery, Armory Center for the Arts, Huntington Library); author of audio guides for museums;

• Familiarity and demonstrated expertise in the exhibition field; experience in engaging viewers and making exhibits for public consumption through related symposiums, audio tours, and working with docents and institution staff; and

• Micronaut is an eight year partnership with a distinct blend of talent, skills and experience to generate creative, innovative, cost-effective and implementable exhibitions for the Los Angeles Public Library.

6. On March 2, 2017, the City notified all proposers of the contract award recommendation. The RFP provides a 7 (seven) day period for protests.

7. The library recommends awarding the contract for exhibition coordinator services for the Los Angeles Public Library to Sam Mellon and Claudia Bohn-Spector, a Partnership DBA Micronaut.

Attachments

Prepared by: Robert Morales, Business Office
Reviewed by: Kris Morita, Assistant General Manager
LIBRARY RESOLUTION NO. 2017-XX (C-XX)

WHEREAS, On July 28, 2016, the Library issued a Request for Proposals (RFP) to solicit proposals for Exhibition Coordinator Services for the Los Angeles Public Library; and

WHEREAS, Staff has reviewed and evaluated the three (3) proposals submitted on October 25, 2016, in response to the RFP and recommends that the Board of Library Commissioners award a contract to Sam Mellon and Claudia Bohn-Spector, a Partnership dba Micronaut to provide Exhibition Coordinator Services for the Los Angeles Public Library; and

THEREFORE, RESOLVED, That the Board of Library Commissioners award a contract to Sam Mellon and Claudia Bohn-Spector, a Partnership dba Micronaut, for the exhibition coordinator services for the Los Angeles Public Library; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes to the agreement prior to execution; and

FURTHER RESOLVED, That the President of the Board of Library Commissioners is authorized to execute the contract.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT
AGREEMENT BETWEEN
THE LOS ANGELES PUBLIC LIBRARY
AND
SAM MELLON AND CLAUDIA BOHN-SPECTOR
A PARTNERSHIP DBA MICRONAUT
FOR EXHIBITION COORDINATOR SERVICES

This Agreement is entered into by and between the City of Los Angeles, a municipal corporation, acting by and through its Board of Library Commissioners (hereinafter "City" or "Library"), and Sam Mellon and Claudia Bohn—Spector, a Partnership dba Micronaut (hereinafter "Vendor"). Library and Vendor may be referred to herein individually as a "Party" or collectively the as "Parties".

WHEREAS, the Library seeks an agreement for professional exhibit coordinator services at the Central Library and branch library facilities on an as needed basis; and,

WHEREAS, the Library requires the services of a Vendor to provide professional services to meet the exhibition needs of the Library; and,

WHEREAS, on July 28, 2016 the Board of Library Commissioners approved the issuance of a Request for Proposals for Exhibition Coordinator Services; and,

WHEREAS, after Vendor submitted a response to the Request for Proposal (RFP) on October 25, 2016, said response is attached hereto as Exhibit B and incorporated herein by reference as though fully set forth herein; and,

WHEREAS, the Vendor’s exhibition coordinator services are professional, expert and technical services to be used by the Library; and,

WHEREAS, it is more economical and feasible for the Vendor to perform such services for the Library; and,

WHEREAS, City desires to have Vendor, under contract to provide exhibition coordinator services; and,

WHEREAS, funds are available to compensate Vendor for materials and services in accordance with this Agreement; and,

NOW, THEREFORE, in consideration of the promises, and of the mutual covenants and agreements herein contained, the Parties hereto agree as follows:
1.0 DOCUMENTS

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

A. This Agreement.

B. The Request for Proposal for Exhibition Coordinator Services issued on July 28, 2016, is attached hereto and incorporated herein by reference hereinafter as (Exhibit A).

C. Vendor's response to the Request for Proposal for Exhibition Coordinator Services and the completed attachments thereto as submitted in response to the Request for Proposal issued by the Library (Exhibit B).

D. Standard Provisions for City Contracts (Rev. 03/09) is attached hereto and incorporated herein by reference hereinafter as (Exhibit C).

E. Evidence of Insurance is attached hereto and incorporated herein by reference hereinafter as (Exhibit D).

All of which are on file in the office of the Board of Library Commissioners, and each of the Parties hereto agree to carry out and fully perform each and all of the provisions of said documents which are required of it to be performed.

2.0 ORDER OF PRECEDENCE

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 Exhibition Coordinator Services for the Los Angeles Public Library shall be resolved by considering the documents according to the following order of precedence:

A. The Agreement.

B. The Request for Proposal for Exhibition Coordinator Services issued on July 28, 2016 (Exhibit A).

C. Vendor's response to the Request for Proposal for Exhibition Coordinator Services (Exhibit B).

D. Standard Provisions for City Contracts (Rev. 03/09) (Exhibit C).

E. Evidence of Insurance (Exhibit D).
3.0 **VENDOR'S RESPONSIBILITIES**

3.1. **DELIVERABLES**
Vendor will provide services to the Library as detailed in Vendor's response (Exhibit B) to the Request for Proposals for Exhibition Coordinator Services (Exhibit A).

3.2. **SCOPE OF WORK**
Vendor will provide the Scope of Work as proposed in Vendor's response (Exhibit B) to the Request for Proposals for Exhibition Coordinator Services (Exhibit A).

4.0 **INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The insurance and indemnification requirements of this Agreement are as provided in the Request for Proposals for Exhibition Coordinator Services (Exhibit A). Proof of Insurance shall be as required in Exhibit D of this Agreement, and as applicable and required by the Standard Provisions for City Contracts (Rev. 03/09) (Exhibit C).

5.0 **LIBRARY'S PERFORMANCE**

The Library will request exhibition coordinator services as needed in accordance with this Agreement. There is no minimum amount of materials or services guaranteed in this Agreement.

6.0 **TERM OF AGREEMENT**

The term of this Agreement shall be for three (3) years. The initial term shall begin upon date of execution of this Agreement.

7.0 **PAYMENT**

The amount payable to Vendor for materials and services during the term of this Agreement shall be as proposed in the Vendor's response to the Request for Proposal (Exhibit B) at a rate of no more than Fifty Six Dollars ($56.00) per hour.

The Library's obligation to make payments under this Agreement shall be limited to the current appropriation(s) for this Agreement. If the Library appropriates additional funds for this Agreement, the Library's payment obligations shall be expanded to the extent of such appropriation(s), subject to the terms and conditions of the Agreement. No amount of work or payment is guaranteed. The amount of materials and services to be acquired from the Vendor annually will not exceed $100,000.00 per fiscal year (July 1 – June 30).
8.0 BILLING AND INVOICES

A. Vendor shall submit itemized invoices to the Library, indicating therein the services performed for which payment is requested. Payment of all invoices shall be subject to review and approval of Library management, which shall not be unreasonably withheld. Payment shall be for services as detailed in Vendor's response to the Request for Proposals for Exhibition Coordinator Services (Exhibit B).

B. To ensure that services provided under personal services contracts are measured against services as detailed in this Agreement, the Controller of the City of Los Angeles has developed a policy requiring that specific supporting documentation be submitted with invoices. Vendor is required to submit invoices that conform to City Standards and include, at a minimum, the following information:

i. Name and Address of Vendor.
ii. Name and Address of City Department being billed (Library Department).
iii. Date of invoice and period covered.
iv. Agreement Number or Authority Number.
v. Description of completed task(s) and amount due for task(s), including:
   a. Name of personnel working on task.
   b. Hours spent on tasks and time sheet supporting charges (if applicable).
   c. Rate per hour and total amount due.
   d. Signature of duly authorized officer.
   e. All invoices shall be submitted on Vendor's letterhead, contain Vendor's official logo, or other unique and identifying information such as the name and address of Vendor. Evidence that tasks have been completed, in the form of a report or other material shall be attached to all invoices. Invoices shall be submitted to the City by Vendor within thirty (30) days of service or monthly. Invoices are considered completed when appropriate documentation or services provided are signed off as satisfactory by the Library Project Manager listed in Section 14. If invoice is insufficient or unsatisfactory, the City contract manager shall inform Vendor of any defect within ten (10) business days of receipt of the invoice from Vendor, and Vendor shall have five (5) business days to provide a corrected invoice to the City. Invoices shall be paid by the City no later than sixty (60) days after receipt by the City.
   f. Invoices and supporting documentation shall be prepared at the sole expense and responsibility of Vendor. The City will not compensate Vendor for costs incurred in invoice preparation. The City may request, in writing, changes to the content and format of
the invoice and supporting documentation at any time. The City reserves the right to request additional supporting documentation to substantiate costs at any time.

Invoices shall be submitted:

Los Angeles Public Library  
Attention: Business Office  
630 W. 5th Street  
Los Angeles, CA 90071

Failure to adhere to these procedures may result in nonpayment or non-approval of demands, pursuant to Charter Section 262(a), which requires the Controller to inspect the quality, quantity, and condition of services, labor, materials, supplies, or equipment received by any City office or department, and approves demands before they are drawn on the Treasury.

9.0 TERMINATION

Notwithstanding the provisions of Section 6.0 of this Agreement, either Party may terminate this Agreement on sixty (60) days written notice to the other Party. In the event of termination, Vendor shall be paid for work completed under this Agreement through the effective date of termination.

10.0 NON-EXCLUSIVE AGREEMENT

Nothing in this Agreement shall be construed to mean that Vendor providing services to Los Angeles Public Library shall be the exclusive provider of such services. The Library retains the right to engage the services of and purchase materials from other vendors during the term of this Agreement.

11.0 OWNERSHIP

A. All documents and records (hereinafter collectively referred to as "documents") provided by the City to Vendor shall remain the property of the City and must be returned to the City upon termination of this Agreement or at the request of the City.

B. The provisions of this article survive termination of this Agreement.

12.0 DISCLOSURE INFORMATION

A. All documents and information provided to Vendor by the City are confidential. All materials are to be considered confidential. Vendor agrees not to provide documents or materials, nor disclose their content or any information therein, either orally or in writing, to any other person or entity, except as authorized by
the City or as required by law. Vendor shall immediately notify City Representative identified in Section 14 below of any attempt by a third party to obtain access to documents or materials.

B. The provisions of this section survive termination of this Agreement.

13.0 AMBIGUITY

Any ambiguity in this Agreement shall not be interpreted against any one Party by virtue of that Party being drafter of the Agreement.

14.0 CONTRACT REPRESENTATIVES

The following representative individuals and addresses shall serve as the place to which notices and other correspondence between the Parties shall be sent. The Library and NAME OF ORGANIZATION shall notify, in writing, the other Party of any changes in the following information within thirty (30) days of such change.

A. VENDOR’S REPRESENTATIVE

Name: Sam Mellon
Title: Partner
Party: Micronaut
Address: P.O. Box 412092, Los Angeles CA 90041

Telephone: (323) 529-7527
Fax: N/A
Email: sammellon@gmail.com

B. CITY’S REPRESENTATIVE

Name: Madeleine M. Rackley
Title: Library Business Manager
Party: City of Los Angeles, Los Angeles Public Library
Address: 630 W. 5th Street
          Los Angeles, CA 90071

Telephone: (213) 228-7465
Fax: (213) 228-7449
Email: mrackley@lapl.org

Formal notices to the Library, demands and communications shall be provided to the Library’s Representative with copies to the Library’s Project Manager:

Name: Jene Brown
Title: Principal Librarian  
Address: 630 W. 5th Street  
          Los Angeles, CA 90071  

Telephone: (213) 228-7599  
Fax: (213) 228-7019  
Email: jbrown@lapl.org  

Formal notices to Vendor, demands and communications shall be provided to the Vendor's Representative with copies to the Vendor's Project Manager:

Name: Sam Mellon  
Title: Partner  
Party: Micronaut  
Address: P.O. Box 412092, Los Angeles CA 90041  

Telephone: (323) 529-7527  
Fax: N/A  
Email: sammellow@gmail.com  

Formal notices, demands and communications required hereunder by either Party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and shall be deemed communicated five (5) business days after mailing.
IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

By ____________________________
BICH NGOC CAO
President
Board of Library Commissioners

By ____________________________
Sam Mellón, Partner
DBA Micronaut

Date ____________________________

By ____________________________
Claudia Bohn-Spector, Partner
DBA Micronaut

Date ____________________________

APPROVED AS TO FORM:

MICHAEL N. FEUER, City Attorney

By ____________________________
ARLETTA MARIA BRIMSEY
Deputy City Attorney

By ____________________________
RAQUEL BORDEN
Executive Assistant

Date ____________________________

ATTEST:

HOLLY L. WOLCOTT, City Clerk

By: ____________________________

Date: ____________________________
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

March 9, 2017

To: Board of Library Commissioners
From: John F. Szabo, City Librarian
Subject: REQUEST FOR QUALIFICATIONS FOR IMMIGRATION ASSISTANCE CONTRACTORS

A. RECOMMENDATIONS

1. That the Board of Library Commissioners (Board):
   a. Authorize the City Librarian, or designee, to release the Request for Qualifications (RFQ) for immigration assistance contractors and advertise the RFQ to potential proposers;
   b. Determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by independent contractors than by City employees;
   c. Agree that proposals must be submitted no later than 1:00 PM on Thursday, May 4, 2017, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071; and
   d. Adopt the attached Resolution regarding the RFQ for immigration assistance contractors.

B. 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, according to U.S. Citizenship and Immigration Services. 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.

2. In 2012, the Los Angeles Public Library (LAPL) launched the groundbreaking 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. The Program was targeted primarily to Lawful Permanent Residents (LPRs) and focused largely on citizenship test preparation through workshops. Since 2012,
the Path to Citizenship Program has held more than 2,800 classes and events serving more than 35,000 patrons.

3. However, during the last several years, the immigration landscape has evolved significantly and the Library has experienced increased demand for a broader scope of programs and services. Therefore, in 2016, the Library launched the New Americans Initiative (New Americans) to expand and widen support for immigrants.

4. In addition to the immigration services currently being offered, New Americans will provide specially trained contractors who will 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 will take place in officially designated LAPL locations throughout the City. The LAPL is the first and currently the only library system to have acquired the necessary recognition and training from the U.S. Department of Justice to conduct this work in municipal locations.

5. The LAPL desires to create a list of contractors who can be called upon, based on need and funding, to deliver specialized immigration 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 by the LAPL based on the availability of funds in the Library’s budget and/or from other sources. The initial not-to-exceed amount provided for this program is $210,000 annually for a total of $630,000 for the term of the program.

6. The LAPL, therefore, seeks proposals from organizations (Proposers) to establish a list of qualified immigration assistance contractors to be retained on an as-needed and as-requested basis to perform work related to immigration assistance services such as eligibility consultation and potentially assistance with filling out applications. Based on the amount of work and funding available, contractors on the list will be able to compete for specific immigration assistance projects.

7. The selected immigration assistance contractors will be expected to provide services including, but not limited to, screening an individual’s eligibility for all forms of immigration benefits, providing application assistance for citizenship, and providing explanations of immigration options and case procedures. A complete list of potential activities, projects and assignments are identified in the RFQ Section A.4. Scope of Work. The contractors will not provide individual legal services.

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.
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 immigration assistance services 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 D of the RFQ.

10. Selected contractors 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 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 every contractor on the list will be selected to perform work during the term of the list.

11. The RFQ has been reviewed by the Office of the City Attorney as to form.

Prepared by: Madeleine M. Rackley, Business Manager

Reviewed by: Kristina Morita, Assistant General Manager
LIBRARY RESOLUTION NO. 2017-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, and assistance in citizenship eligibility requirements; 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, 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; and

WHEREAS, the LAPL desires to establish a list of qualified immigration assistance contractors to be retained on an as-needed and as-required basis to perform work related to immigration assistance services 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 assistance contractors 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

BE IT FURTHER RESOLVED, that the Board of Library Commissioners agree that proposals must be submitted no later than 1:00 PM on Thursday, May 4, 2017, 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:
CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY

REQUEST FOR QUALIFICATIONS
RFQ No. xx-xxx

For

IMMIGRATION ASSISTANCE CONTRACTORS
# REQUEST FOR QUALIFICATIONS

**Immigration Assistance Contractors**

**CITY OF LOS ANGELES**

**LOS ANGELES PUBLIC LIBRARY**

<table>
<thead>
<tr>
<th>Date Request for Qualifications (RFQ) Issued:</th>
<th>March 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>RFQ #xx-xxx Immigration Assistance Contractors</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>The Los Angeles Public Library (LAPL) seeks qualified contractors to establish a list of qualified immigration assistance contractors to be retained on an as-needed and as-requested basis to perform work for the LAPL related to immigration assistance services such as eligibility consultation and potentially assistance with filling out applications.</td>
</tr>
<tr>
<td><strong>Website Address:</strong></td>
<td><a href="http://labavn.org">http://labavn.org</a></td>
</tr>
<tr>
<td></td>
<td>Proposers must register on the Los Angeles Business Assistance Virtual Network (LABAVN) before they can access the RFQ and updates. <strong>The Business Inclusion Program (BIP) outreach must be completed 15 days prior to the RFQ due date.</strong> See the exact date for this RFQ on the LABAVN website.</td>
</tr>
<tr>
<td><strong>Term:</strong></td>
<td>Three years</td>
</tr>
<tr>
<td><strong>Key Dates:</strong></td>
<td></td>
</tr>
<tr>
<td>Proposal Due:</td>
<td>Thursday, May 4, 2017 at 1:00 PM</td>
</tr>
<tr>
<td>Mandatory Pre-proposal Conference Date:</td>
<td>Thursday, April 6, 2017 at 1:00 PM</td>
</tr>
<tr>
<td>BIP Outreach Due Date:</td>
<td>Thursday, April 20, 2017</td>
</tr>
<tr>
<td>Proposal Delivery Address:</td>
<td>Los Angeles Public Library Board of Library Commissioners 630 W. Fifth St. Los Angeles, Ca 90071</td>
</tr>
<tr>
<td>Contract Administrator:</td>
<td>Alicia Moguel (213) 228-7381 <a href="mailto:AMoguel@lapl.org">AMoguel@lapl.org</a></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

A. PURPOSE OF REQUEST FOR QUALIFICATIONS ................................................. 4
B. CONTENTS OF THE PROPOSAL ........................................................................ 7
C. PROPOSAL SUBMISSION AND REQUIREMENTS ........................................... 16
D. BASIS OF EVALUATION .................................................................................. 18
E. GENERAL CONDITIONS .................................................................................. 20
F. CHECKLIST FOR IMMIGRATION ASSISTANCE SERVICES ...................... 24
G. PROPOSER CHECKLIST .................................................................................. 25

**EXHIBIT A**  Standard Provisions for City Contracts (Rev. 3/09)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E.1</td>
<td>Declaration of Non-Collusion</td>
</tr>
<tr>
<td>E.2</td>
<td>Contractor Responsibility Ordinance (CRO)</td>
</tr>
<tr>
<td>E.3</td>
<td>Contractor Responsibility Ordinance Questionnaire</td>
</tr>
<tr>
<td>E.4</td>
<td>Contractor Responsibility ordinance Pledge of Compliance</td>
</tr>
<tr>
<td>E.5</td>
<td>Living Wage Ordinance (LWO) and Amendments</td>
</tr>
<tr>
<td>E.6</td>
<td>LWO Employee Information</td>
</tr>
<tr>
<td>E.7</td>
<td>LWO Subcontractor Declaration of Compliance</td>
</tr>
<tr>
<td>E.8</td>
<td>LWO Subcontractor Information Form</td>
</tr>
<tr>
<td>E.9</td>
<td>LWO Non-Coverage Exemption Application (if applicable)</td>
</tr>
<tr>
<td>E.10</td>
<td>Service Contractor Worker Retention Ordinance (SCWRO) and Amendments</td>
</tr>
<tr>
<td>E.11</td>
<td>SCWRO Application for Non-Coverage or Exemption (if applicable)</td>
</tr>
<tr>
<td>E.12</td>
<td>Child Support Assignment Orders Ordinance</td>
</tr>
<tr>
<td>E.12a</td>
<td>Child Support Certification of Compliance</td>
</tr>
<tr>
<td>E.13</td>
<td>City of Los Angeles Contract History</td>
</tr>
<tr>
<td>E.14</td>
<td>City of Los Angeles Residence Information</td>
</tr>
<tr>
<td>E.15</td>
<td>Bidder Certification CEC Form 50 (Rev. Feb 2014)</td>
</tr>
<tr>
<td>E.16</td>
<td>Bidder Contribution CEC Form 55 (Rev. October 2013)</td>
</tr>
<tr>
<td>E.16a</td>
<td>Prohibited Contributors CEC Form 56</td>
</tr>
<tr>
<td>E.17</td>
<td>Insurance Requirements</td>
</tr>
<tr>
<td>E.18</td>
<td>BIP Outreach Process</td>
</tr>
<tr>
<td>E.19</td>
<td>Local Business Preference Program</td>
</tr>
<tr>
<td>E.20</td>
<td>Form DE542</td>
</tr>
<tr>
<td>E.21</td>
<td>First Source Hiring Ordinance</td>
</tr>
<tr>
<td>E.21a</td>
<td>First Source Hiring Rules and Regulations to Implement</td>
</tr>
</tbody>
</table>
A. PURPOSE OF REQUEST FOR QUALIFICATIONS

1. Introduction

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 assistance services such as eligibility consultation and potentially assistance with filling out applications. Based on the amount of work and funding available, contractors on the list will be able to compete for specific immigration assistance projects.

Selected contractors will remain on the list for three 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 every contractor on the list will be selected to perform work during the term of the list.

2. 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. Since then, the immigration landscape has evolved significantly and the Library has experienced increased demand for a broader scope of programs and services. In 2016, the Library rebranded the Path to Citizenship Program as the New Americans Initiative (New Americans).

However, during the last several years, the immigration landscape has evolved significantly and the Library has experienced increased demand for a broader scope of programs and services. Therefore, in 2016, the Library launched the New Americans Initiative (New Americans) to expand and widen support for immigrants.

In addition to the immigration services currently being offered, New Americans will provide specially trained contractors who will 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 will take place in officially designated LAPL locations throughout the City. The LAPL is the first and currently the only library
system to have acquired the necessary recognition and training from the U.S. Department of Justice to conduct this work in municipal locations.

As part of the New Americans Initiative, the City’s 73 Libraries are local citizenship information centers which offer the following resources:

- Personnel who have been trained in the naturalization process and in the use of federal immigration resources.

- Citizenship Corners, which are designated spaces in Libraries with citizenship materials and resources.

- A list of trusted local service providers available for referrals.

- 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 grants 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 funding, to deliver more immigration 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 and/or from other sources. Contractors shall not provide individual legal services as part of the program services.

The expanded New Americans programs would 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.

3. Proposers

All persons and organizations submitting proposals pursuant to this RFQ (Proposers) must be recognized and accredited by the EOIR for a minimum of two (2) years.
4. Scope of Work

To be included on the prequalified list of contractors, Proposers 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.

a. Establish an individual's eligibility for all forms of immigration benefits, including:
   - Deferred Action for Childhood Arrivals (DACA).
   - Deferred Action for Parents of Americans and Lawful Permanent Residents, sometimes called Deferred Action for Parental Accountability (DAPA).
   - 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, 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. Participate in community-based outreach to the immigrant community.

l. Host citizenship and immigration workshops in Library branches or in the community.

m. Demonstrate strong computer, writing, and quantitative skills and the ability to perform research.

n. Attend relevant community and Library meetings.

o. Be able to provide the services 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.

p. Provide immigration assistance services in English. Indicate the ability to provide immigration assistance services in other languages including Spanish, Chinese, Korean, Bengali and/or Farsi.

B. CONTENTS OF THE PROPOSAL

Please provide all of the requested information.

1. Cover Letter

Each proposal must contain a cover letter limited to one (1) page. The cover letter must include the name, title, address, telephone number, and email address of the person or persons authorized to represent the organization regarding all matters related to the 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.

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 not a person.

3. Proposer Capabilities, Qualifications and Relevant Experience

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 the Scope of Work in Section A.4. In addition to a
narrative description of the Proposer's experience, the proposal must include the completed checklist in RFQ Section F.

Proposers must have been recognized by the EOIR for a minimum of two (2) years. The organization's staff must be an EOIR-accredited (partial or full) representative with a minimum of two (2) years of experience. Volunteer experience should be included if it is relevant.

Proposers must be able to provide immigration assistance services in English. Proposers must indicate the ability to provide immigration assistance services in other languages including Spanish, Chinese, Korean, Bengali and/or Farsi. Additional language expertise is included in Section F. Checklist for 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 the Scope of Work. Proposers will not provide individual legal services.

4. 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.

5. References

Proposer must include five (5) references for the applicable capabilities, qualifications and relevant experience cited in Section B.3. 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.
6. Background Checks

Selected Proposers must be willing to go through a background check, which may include fingerprinting and inquiries to licensing agencies or bias.

7. 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.

8. Supporting Documents and Examples of Prior Work

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.

c. Certificates or Letters of Recommendation
   Proposers should include letters of recommendation from previous sites where the Proposers delivered immigration services.

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 of documentation that would support the Proposer’s application.

9. Mandatory City Contract Requirements and Compliance Documents

To be considered responsive to this RFQ, Proposers must submit completed responses for the City’s contracting requirements and compliance documents.

a. 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 (Exhibit E.1). No other form will be accepted.

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

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

c. Equal Benefits Ordinance
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 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 valid for a period of twelve (12) months 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 www.bca.lacity.org.

d. **Living Wage Ordinance and Service Contractor Worker Retention Ordinance**

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

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

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal the proposer Application for Non-Coverage or Exemption (Form OCC/LW-10, Exhibit E.9), the Non-Profit/One Person Contractor Certification of Exemption Form (Form OCC-LW/13, Exhibit E.9a), or the Small Business Exemption Application (Form OCC/LW-26A, Exhibit E.9b), and the SCWRO Application for Non Coverage or Exemption (Form OCC/SCWRO-1, Exhibit E.11).

As of July 1, 2016, Contractor Employers shall pay employees a wage of no less than $11.27 per hour with health benefits of $4.91 per hour or $16.18 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).

e. **Non-Discrimination/Equal Employment/Affirmative Action Plan**

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

Non-construction contracts 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.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful 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 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 valid for a period of twelve (12) months from the date it is first uploaded onto the City’s BAVN.


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

All Proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles Business Assistance Virtual Network (BAVN) at www.labavn.org prior to award of City contract.

Proposers seeking additional information regarding the requirements of the Slavery Discovery Ordinance may visit the Bureau of Contract Administration’s website at http://bca.lacity.org.

g. Child Support Obligations Compliance Form
The City of Los Angeles has adopted an Ordinance, see 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 Certification of Compliance with Child Support Obligations included in Exhibit 12a.

h. 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 ten (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.

i. 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 headquarters 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 Exhibit E.14.

j. City Ethics Certification and Contributions
Any proposer or 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, 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 or proposer acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualified as a lobbying entity under the Ordinance.

The exemptions contained in Los Angeles Administrative Code Section 10.4.4 shall not apply to this subsection.

Bidders or 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 or proposers, twelve (12) months after the contract is signed. The bidder's or 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 bidders to identify their principals, their subcontractors performing $100,000 or more in work on the contract, and the principals of those subcontractors. Bidders or 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. Bidders or proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or http://ethics.lacity.org.

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.

k. 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 BTRCs or Business Tax Exemption Numbers.

Accordingly, a firm’s current BTRC or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment.

The Proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the BTRC or Business Tax Exemption Number.

l. 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 RFQ 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 Exhibit E.17. Proposer shall purchase policies of general liability and worker’s compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed with City Administrative Office, Risk Management through the City’s internet site, 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.
m. Business Inclusion Program (BIP) Requirements
This is a mandatory outreach which must be performed on-line on LABAVN. It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in City contracts. Equal opportunity will be determined by the proposer’s BIP outreach documentation, as described in Exhibit E.18, the Business Inclusion Program, of this RFQ. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to Exhibit E.18, Business Inclusion Program of this RFQ for additional information and instructions. The BIP outreach must be performed using the Business Assistance Virtual Network (www.labavn.org).
A Proposer’s failure to utilize and complete their BIP Outreach as described in Exhibit E.18 may result in the 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.

n. 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 fourteen (14) calendar days to respond. The City will use the final City evaluation and any response from the Contractor to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

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

p. 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.20.

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

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

C. PROPOSAL SUBMISSION AND REQUIREMENTS

1. In Writing

The LAPL will only evaluate written and signed proposals. The LAPL will not accept a telegraphic, fax or telephone proposal. Proposers are required to submit one (1) original RFQ signed in ink and four (4) hard copies of the original of the RFQ response. In addition, Proposers are required to submit an electronic copy of the original RFQ on a flash drive. See Section E.2. regarding the inclusion of one (1) unbound copy of the proposal with any intellectual property items redacted according to the California Public Records Act.

Each proposal must be enclosed in a sealed package showing the proposal title in the lower left-hand comer. 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 West Fifth Street
Los Angeles, CA 90071

2. Responsibility for Timely Submission of Proposal

Proposals must be received at the Security Desk on the first floor of the address given above in Section C.1. on or before 1:00 PM on May 4, 2017. Proposals received after 1:00 PM on May 4, 2017, will not be accepted and shall be returned to the Proposer unopened. Timely submission of proposals is the sole responsibility of the Proposers.

The formal announcement of proposals will take place on May 5, 2017. The LAPL reserves the right to extend the submission date. Any changes to the submission date will be posted on www.labavn.org.

3. 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.

4. 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.

5. Mandatory Pre-proposal Conference

A mandatory pre-proposal conference will be held to receive questions from prospective Proposers regarding this RFQ. The conference has been scheduled for April 6, 2017, at 1:00 PM at the LAPL Central Library, 630 West Fifth Street, Los Angeles, CA 90071.

Attendance at the mandatory pre-proposal conference and sign-in on the attendance roster is required to satisfy requirements about the City’s Business Inclusion Plan submittal (Attachment 1, E.18). Any questions related to the RFQ will be addressed at the mandatory pre-proposal conference.
6. Proposal Format

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.

D. BASIS OF EVALUATION

1. Qualifications of Immigration Assistance Contractors

Proposers selected to be included on the list of contractors will be expected to have knowledge of and experience with work related to immigration assistance such as eligibility consultation and potentially assistance with filling out applications and must be recognized and accredited by the EOIR for a minimum of two (2) years. The Scope of Work in Section A.4. 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.

2. 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.

3. Evaluation Process

A panel of City 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 every Proposer 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.

4. Evaluation Criteria

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

<table>
<thead>
<tr>
<th>PROPOSAL CRITERIA</th>
<th>MEETS PROPOSAL REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications and experience of the Proposers and key personnel; demonstrated experience in performing the services required herein including two (2) years of EOIR recognition. References.</td>
<td>YES NOTES</td>
</tr>
<tr>
<td>Documented ability to perform (evidence of past performance, financial capability, City Contracting Requirements).</td>
<td>NO NOTES</td>
</tr>
<tr>
<td>Fees and expenses.</td>
<td></td>
</tr>
<tr>
<td>RECOMMENDATION</td>
<td></td>
</tr>
</tbody>
</table>

Page 19
5. Appeals Process

The LAPL will notify all Proposers of the recommendations of the evaluation panel. Any protest to a proposal award(s) must be submitted in writing to the 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 the contract award recommendation. Proposers may appeal procedural issues only.

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

- Name, address, and telephone number of the protesting party.
- Name and number of this RFQ.
- 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, Assistant General Manager  
Los Angeles Public Library  
630 W. Fifth Street  
Los Angeles, CA 90071

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

E. GENERAL CONDITIONS

1. 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.
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.

2. Public Records Act

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 CPRA that provides an exemption from disclosure for each item that the Proposer claims is not subject to disclosure under the CPRA. 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 proposal copies listed in Section C.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.”

3. RFP Revisions

Any revision, amendment and addendum made to this RFQ will be posted on www.labavn.org.
4. Transfers, Joint Ventures and Use of Subcontractors

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

5. Information Requested and Not Furnished

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

6. Alternatives

Proposers shall not change any wording in the 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.

7. Proposal Errors

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

The LAPL reserves the right to make corrections or amendments due to errors identified in proposal by the LAPL or the proposer. This type of correction or amendment will only be allowed for errors and typing or transposition. All changes must be coordinated in writing with authorization by and made by the Contract Administrator identified in section E.11.

8. Interpretation and Clarifications

The LAPL will consider prospective recommendations or suggestions regarding any requirements before the mandatory pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator identified in RFQ Section E.11. The LAPL reserves the right to modify requirements on any RFQ if it is in the best interest of the LAPL.
9. Cost of RFQ

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

10. Americans with Disabilities Act

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

11. Contact for Information

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

Alicia Moguel  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071  
E-mail: AMoguel@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 www.labavn.org as an Amendment to the RFQ.

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

12. Standard Provisions for City Contracts (Rev. 3/09)

All contracts entered into as a result of this RFP are subject to the Standard Provisions for City Contracts (Rev. 3/09) which are included in Attachment 1.
F. CHECKLIST FOR 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 A.4. Scope of Work.

<table>
<thead>
<tr>
<th>Skills and Services from RFQ Section A.4. Scope of Work</th>
<th>Check Here If Proposer Provides the Skills or Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Screen an individual’s eligibility</td>
<td></td>
</tr>
<tr>
<td>b. Provide application assistance for immigration relief</td>
<td></td>
</tr>
<tr>
<td>c. Provide an explanation of immigration options</td>
<td></td>
</tr>
<tr>
<td>d. Maintain accurate, thorough and confidential records. Provide a place to store records and files.</td>
<td></td>
</tr>
<tr>
<td>e. Collect relevant data for reporting, write reports, make recommendations</td>
<td></td>
</tr>
<tr>
<td>f. Reach out to community partners</td>
<td></td>
</tr>
<tr>
<td>g. Compile and assess community resources</td>
<td></td>
</tr>
<tr>
<td>h. Work with library staff to Plan overall strategy</td>
<td></td>
</tr>
<tr>
<td>i. Provide staff training in basic screening</td>
<td></td>
</tr>
<tr>
<td>j. Participate in community-based outreach</td>
<td></td>
</tr>
<tr>
<td>k. Host citizenship and immigration workshops</td>
<td></td>
</tr>
<tr>
<td>l. Demonstrate strong computer, writing, and other skills</td>
<td></td>
</tr>
<tr>
<td>m. Attend Relevant Community and Library Meetings</td>
<td></td>
</tr>
<tr>
<td>n. Travel throughout the city to serve at various branches</td>
<td></td>
</tr>
<tr>
<td>o. Ability to provide immigration assistance services in the following languages:</td>
<td></td>
</tr>
<tr>
<td>• English</td>
<td></td>
</tr>
<tr>
<td>• Spanish</td>
<td></td>
</tr>
<tr>
<td>• Chinese</td>
<td></td>
</tr>
<tr>
<td>• Korean</td>
<td></td>
</tr>
<tr>
<td>• Bengali</td>
<td></td>
</tr>
<tr>
<td>• Farsi</td>
<td></td>
</tr>
<tr>
<td>• Other languages:</td>
<td></td>
</tr>
</tbody>
</table>
G. 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>FORM/DOCUMENT DESCRIPTION</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ B.1</td>
<td>* Cover Letter</td>
<td></td>
</tr>
<tr>
<td>RFQ B.2</td>
<td>* Description of Proposer</td>
<td></td>
</tr>
<tr>
<td>RFQ B.3</td>
<td>* Proposer Capabilities, Qualifications and Relevant Experience</td>
<td></td>
</tr>
<tr>
<td>RFQ B.4</td>
<td>* Key Personnel</td>
<td></td>
</tr>
<tr>
<td>RFQ B.5</td>
<td>* References</td>
<td></td>
</tr>
<tr>
<td>RFQ B.6</td>
<td>* Proposed Fees and Expenses Schedule</td>
<td></td>
</tr>
<tr>
<td>RFQ B.7</td>
<td>* Mandatory City Contract Requirements and Compliance Documents</td>
<td></td>
</tr>
<tr>
<td>RFQ F.</td>
<td>* Checklist for Immigration Assistance Services</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.1</td>
<td>* Declaration of Non-Collusion</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.2</td>
<td>* Contractor Responsibility Ordinance (CRO)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.3</td>
<td>* CRO Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.4</td>
<td>* CRO, Pledge of Compliance</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.5</td>
<td>* Living Wage Ordinance (LWO) and Amendments</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.6</td>
<td>* LWO Employee Information Form</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.7</td>
<td>* LWO Subcontractor Declaration of Compliance</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.8</td>
<td>* LWO Subcontractor Information Form</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.9</td>
<td>* LWO Non-Coverage Exemption Application Form (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.9a</td>
<td>* LWO Non-Profit/One Person Exemption Form (if applicable only)</td>
<td></td>
</tr>
<tr>
<td>Exhibit</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.9b</td>
<td>* LWO Small Business Exemption Form (if applicable only, English)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.9c</td>
<td>* LWO Small Business Exemption Form (if applicable only, Spanish)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.10</td>
<td>* Service Contractor Worker Retention Ordinance (SCWRO) and Amendments</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.11</td>
<td>* SCWRO Application for Non-Coverage or Exemption Form OCC/SCWRO-1 (if applicable only)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.12 and E.12a</td>
<td>Child Support Assignment Ordinance * Child Support Certification of Compliance</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.13</td>
<td>* City of Los Angeles Contract History</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.14</td>
<td>* City of Los Angeles Residence Information</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.15</td>
<td>* Bidder Certification CEC Form 50 (Rev 2/14)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.16</td>
<td>* Bidder Certification CED Form 55 (Rev 10/13)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.16a</td>
<td>* Prohibited Contributors CEC Form 56 (Underwriter – If Applicable)</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.17</td>
<td>Insurance Instructions and Requirements</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.17a</td>
<td>Workers Comp Ins Req - Waiver</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.18</td>
<td>* Business Inclusion Program (BIP) Outreach Process</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.19</td>
<td>* Local Business Preference Program</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.20</td>
<td>* Iran Contracting Act of 2010 Affidavit</td>
<td></td>
</tr>
<tr>
<td>RFQ B.7.c</td>
<td>^ Equal Benefits Ordinance</td>
<td></td>
</tr>
<tr>
<td>RFQ B.7.f</td>
<td>^ Slavery Disclosure Ordinance</td>
<td></td>
</tr>
<tr>
<td>RFQ B.7.k</td>
<td>* Business Tax Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>RFQ B.7.q</td>
<td>^ First Source Hiring</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.21</td>
<td>^ First Source Hiring</td>
<td></td>
</tr>
<tr>
<td>Exhibit E.21a</td>
<td>^ First Source Hiring</td>
<td></td>
</tr>
<tr>
<td>Attachment 1</td>
<td>* Standard Provisions of City Contracts (Rev. 3/09)</td>
<td></td>
</tr>
</tbody>
</table>
KEY:

*  Completed and submit with proposal in response to the RFP.

#  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 prior to the deadline for submission.

@  Required after award of Contract.
MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS

March 9, 2017

SUBJECT

There are no pending items.

SCHEDULED FOR
BOARD MEETING

COMMISSIONERS’ OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles Board
Mai Lassiter, Board Member
Kathryn Eidmann, Board Member

Media Marketing Ad Hoc Committee
Bich Ngoc Cao, President
Mai Lassiter, Board Member

Board Policies & Procedures Committee
Chair: Vacant
Member: Vacant