

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 10, 2026

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: **APPROVE A REQUEST FOR PROPOSALS FOR A SPECIAL EVENTS
COORDINATOR FOR THE LOS ANGELES PUBLIC LIBRARY**

A. RECOMMENDATION:

That the Board of Library Commissioners:

1. Approve the release of a Request for Proposals (RFP) for a Special Events Coordinator, substantially in the form attached, at the Los Angeles Public Library and authorize the City Librarian, or designee, to advertise and distribute the RFP to potential proposers.
2. Determine, in accordance with the Los Angeles City Charter Section 1022, that it is more feasible that these services be performed by an independent contractor than by City employees.
3. Authorize the City Librarian and City Attorney to make technical changes if needed to the RFP.
4. Adopt the attached Resolution regarding the release of the RFP.

B. FINDINGS:

1. The Los Angeles Public Library (LAPL) desires to issue an RFP to select a qualified Special Events Coordinator to provide professional services to coordinate special events.
2. The term of the agreement with the select Special Events Coordinator would be three years.
3. Funds in the amount are available for the proposed contract in the Library's Contractual Services Account.
4. This RFP has been reviewed by the Office of the City Attorney as to form.

Attachments: RFP 44-046 Special Events Coordinator
Prepared by: Karcy Bowles, Senior Project Coordinator
Reviewed by: Claudia Aguilar, Co-Acting Business Manager
Heather Smith, Co-Acting Business Manager
Susan Broman, Assistant City Librarian

LIBRARY RESOLUTION NO. 2026-XX(C-XX)

WHEREAS, the Library requires the professional and technical services of a qualified entity to coordinate special events;

WHEREAS, Library staff developed a Request for Proposals (RFP) to solicit proposals from qualified entities to enter into an agreement to provide the necessary special event coordination services;

WHEREAS, on September 10, 2026, the Board of Library Commissioners (Board) approved the release of an RFP to solicit proposals from qualified entities to provide special event coordination services; and,

WHEREAS, the term of the proposed contract resulting from the RFP process will be three years.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the release of the RFP for a Special Events Coordinator; and,

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the agreement.

This is a true copy:

Lynda Achi
Secretary to the Board
Adopted by the following votes:

AYES:
NOES:
ABSENT:

**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY
REQUEST FOR PROPOSALS**

RFP NO. 44-046

FOR

Special Events Coordinator

**Date Issued: [mm/dd/yyyy]
Proposal Due: [mm/dd/yyyy]**

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

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

**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY
REQUEST FOR PROPOSAL (RFP)**

Special Events Coordinator

TITLE: RFP No. 44-046
Special Events Coordinator

DESCRIPTION: THE LOS ANGELES PUBLIC LIBRARY (LAPL or Library) is seeking to enter into a contract with a qualified entity to manage special events.

The Library is committed to providing an inclusive and robust outreach process for disadvantaged, marginalized, and local businesses and individuals. Our goal is to create a diverse pool of candidates to provide services and support to the Library and our patrons. We welcome and encourage submissions from a wide range of participants.

ELIGIBILITY TO APPLY: A minimum of five years of experience providing the type of professional and technical services requested in this RFP.

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

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

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

The RFP will be available on the Library's website at <https://www.lapl.org/business-opportunities> under the Employment and Business Opportunities page.

TERM: The term of the proposed contract will be for three years and shall be subject to earlier termination by the Library

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

Mandatory
Pre-Proposal Conference: **[Day], [mm/dd/yyyy], at [XX:XX a.m.]**
Virtual Conference via Zoom

RSVP by: [Day], [mm/dd/yyyy], at [XX:XX p.m.]
Details available on Section E.1 of this RFP

Proposal Due: **[Day], [mm/dd/yyyy], at [XX:XX p.m.]**
All revisions will be posted as an addendum on
www.rampla.org

Submission E-mail Address: laplbids submissions@lapl.org

Project Manager: Cynthia Smith, Chief Management Analyst
Facilities

RFP Administrator: Deirdre Gomez
Email: dgomez@lapl.org

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ATTACHMENTS

- A. Standard Provisions for City Contracts (Rev. 5/26 [v.1])
- B. Sample Contract
- C. Electronic Signature Policy 03/20

EXHIBITS

(All Exhibits will be found on www.rampla.org)

- E.1 Declaration of Non-Collusion Affidavit (must be notarized)
- E.2a Contractor Responsibility Ordinance (CRO) Questionnaire
- E.2b CRO Pledge of Compliance
- E.3 Certification Regarding Compliance with the Americans with Disabilities Act Form
- E.4 Certification of Compliance with Child Support Obligations Form
- E.5 City of Los Angeles Contract History Form
- E.6 City of Los Angeles Residence Information Form
- E.7 Municipal Lobbying Ordinance – Bidder Certification CEC Form 50
- E.8 Restrictions on Campaign Contributions and Fundraising in City Elections – Prohibited Contributors – Bidders CEC Form 55
- E.9 Iran Contracting Act of 2010 Affidavit
- E.10 Equal Benefits Ordinance (EBO) and/ First Source Hiring Ordinance (FSHO) Sample Affidavit – Online Submission
- E.11 Disclosure Ordinances Sample Affidavit – Online Submission
- E.12 Business Inclusion Program (BIP) Walkthrough Manual
- E.13a Local Business Preference Program (LBPP)
- E.13b LBPP Certification Information
- E.14a Living Wage Ordinance (LWO) Employee Information Form (Form LW-6)
- E.14b LWO Subcontractor Information Form (Form LW-18)
- E.14c LWO Exemption Application (Form LW-10)
- E.14d LWO Small Business Exemption Application (Form LW-26)
- E.14e LWO 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28)
- E.14f LWO Non-Coverage Determination Application (Form OCC/LW-29)
- E.15 Insurance Requirements and Instructions (*For information only at this time – Not required for submission of proposal*)
- E.16 Request for Taxpayer Identification Number and Certification (IRS Form W-9)
- E.17 Report of Independent Contractor(s) (Form DE 542) - Sample
- E.18 Non-Resident Withholding Allocation Worksheet (Form 587) – Sample
- E.19 Non-Resident Withholding Waiver Request (Form 588) – Sample
- E.20 Non-Resident Reduced Withholding Request (Form 589) – Sample
- E.21 Withholding Exemption Certificate (Form 590) – Sample

A. SUMMARY OF THE REQUEST FOR PROPOSALS

The Los Angeles Public Library (LAPL or Library) is issuing this Request for Proposals (RFP) to enter into a contract with a qualified entity to provide special event coordination services to plan, direct, coordinate, produce, and manage special events. The Central Library and its 72 branch libraries have meeting rooms and other facilities available for internal and rental use which are used for special events and require coordination services. The Library hosts approximately 300 events per year at the Central Library, organized by Library staff. Of those events, approximately twenty (20) would require the Special Events Coordinator (SEC) involvement. The SEC will be required to support Library events that need catering, floral arrangements, and/or furniture rentals. The SEC's role in Library-led events will generally be limited to obtaining quotes from vendors based on the Library staff requests, creating floor plans, and informing the required staff of their roles and responsibilities for each event. There may occasionally be smaller events at branch libraries for which the SEC will provide support and occasional off-site Library-led events for which SEC services may be utilized.

About the Library

The Library provides free and easy access to information, ideas, books, and technology to enrich and empower the lives of all the City's residents and their diverse communities. The Library serves the largest and most diverse population (almost 4 million residents) in the country through its Central Library and 72 branch libraries, website (www.lapl.org), electronic resources, programs, and initiatives. The Library is governed by a five-person Board of Library Commissioners that sets policies and controls Library funding. The following is the Library's Mission Statement:

"We connect Angelenos to ideas, inspiration, and each other."

About the Special Events Coordinator

The Special Events Coordinator (SEC) will be directed by the Library's Facilities Office, which oversees event spaces, usage, rentals, and enforces fire codes. The primary event spaces are Meeting Rooms A and B, the Rotunda, the Taper Auditorium, the Special Collections Reading Room, the Atrium, and the outdoor Thornton and Children's Courtyards. Working closely with the Facilities Office, the SEC will be the lead point of contact for inquiries regarding catered events, including, but not limited, to weddings, galas, and other full-service events. The SEC will work on both internal Library-led events and external events for private parties/renters. The Library will always be the SEC's principal client. While working with private party renters, the SEC will be expected to uphold excellent customer service as a representative of the Library with the aim of meeting the needs of rental clients, while putting the needs and expectations of the Library first.

The primary role of the SEC will be to work with outside parties who wish to rent Library venues. The SEC will be the primary point of contact for individuals and organizations that would like to rent event space at Central Library. There are approximately thirty (30) private party rental events each fiscal year, ranging from small gatherings of ten (10) guests to larger events utilizing multiple spaces with up to two hundred and fifty (250) guests. For all private events, the SEC will be required to be on-site throughout the entire event, including load-in and strike times. The SEC, upon pre-approval, may make purchases on behalf of the Library.

B. SERVICES TO BE PROVIDED

Scope of Work

The Special Events Coordinator will be expected to perform the following (clients may include Library staff, City staff, private parties, corporations, non-profits, or any other entity requesting use of Library facilities):

1. Coordination

- a. Serve as liaison among Library staff, Client, Client's vendors, and contractors.
- b. Input scheduled and tentative events on the Library's master event calendar (FileMaker Pro). LAPL facilities reservations are on a first-come, first-served basis.
- c. Conduct facility walk-throughs and tours with prospective clients.
- d. Coordinate appointments to meet with potential Clients, conduct site inspections of the facility, identify coordination issues and determine if/how the Library facility can serve Client needs.
- e. Be familiar with, and communicate to necessary parties, Library and City facility and patron policies (including but not limited to those pertaining to space limitations, fire safety, food and alcohol handling, health codes, building safety, equipment and facility safety).
- f. Ensure Library facilities are protected from damage resulting from the use of equipment and supplies (including but not limited to, musical instruments, balloons, tripods, step and repeats, furniture, signage, decorations, and AV equipment) and assess the scope of an event and any materials, equipment, and activities associated to determine if they pose a risk to patrons, guests, or the facilities prior to approval.
- g. Identify requests that are out of the ordinary for which additional, or non-standard, reviews or approvals may be needed and communicate with the Facilities Office to determine how best to handle the situation.
- h. Build and develop excellent client relationships to encourage return business and positive word of mouth, client satisfaction, and potential for positive publicity and new business.
- i. Provide clear communication and responses, via phone, email, and in-person to all event inquiries from outside organizations and internal City staff regarding use of Library space for meetings and special events.
- j. Research and assist clients, as requested, in the selection of the most cost-efficient vendors and contractors to provide the appropriate level of service for their event(s) (e.g., catering, equipment rental, lighting, disc jockey, etc.).
- k. For Library-led events, ensure only approved vendors are used for services.
- l. Develop detailed event timelines, with consideration for the Library's operational hours and other scheduled events and programs.

- m. Identify event staffing needs and generate requests for in-house coordinating services (i.e. docent tours, security officers, building maintenance, custodial services, event attendants, audio visual services, sign requests, freight and parking arrangements, etc.).
- n. Create event proposals, menus, customized budgets, and invoices upon request.
- o. Develop and distribute event requests to Library personnel and other agencies involved; provide continuous follow-through communication. Schedule and attend all event planning meetings to determine costs, purpose, attendance, service needs, equipment needs, and all other activities to ensure a successful event.
- p. Prepare and modify events upon Clients' requests, within reason.
- q. Submit applications for, and acquire approved, applicable City permits (including, but not limited to, Los Angeles Fire Department).
- r. Coordinate the approval of event plans with Los Angeles Fire Department (LAFD).
- s. Communicate event set-up and strike expectations (e.g., establish and designate responsible parties to remove decorations, signage, tables, chairs, etc., from location) with all involved parties (including, but not limited, to Library staff, private clients, vendors, and contractors).
- t. Ensure correct event signage is prepared, posted, and removed in a timely manner.
- u. Provide on-site coordination from set-up through completion of strike (days, evenings, weekends).
- v. Conduct post-event site inspection and communicate any concerns, damages, or cleaning issues to appropriate personnel within 48 hours of the event conclusion.
- w. Create and maintain Client files. Track event payments and fees including check requests, invoicing and annual reporting.
- x. Participate in monthly calendar meetings, and other meetings as requested by the Library, with Library Management, Security, Custodial, Audiovisual, Building Engineer, Event Attendants, and other relevant personnel to plan upcoming events, coordinate and communicate personnel and service needs, review requests, receive any necessary approvals, and debrief/evaluate past events.

2. Administrative Tasks

- a. Utilize and be familiar with Google Suite, Microsoft Office, creating simple direction signage and PDFs, general office equipment, and virtual meeting software services.
- b. Comply with, attend, and complete any necessary City training including, but not limited to, Cybersecurity training.
- c. Respond to inquiries within two (2) business days.

- d. Prepare and distribute all event-related documents for each event to Library staff and Client in a timely manner.
- e. Track hours spent on a per-event/project basis and submit detailed invoices to the Library's Facilities Office.
- f. Track number of event walk throughs, number of events worked on and hours spent per event, number of attendees at events, event checklists, and event costs to provide reports to the Facilities Office on a twice-yearly basis (or when special requests are made for data).
- g. Assess needs and determine costs for events, including costs for security, custodial, setup, and facility coordination services. Connect Client with the Audiovisual team regarding total costs for their services. Prepare Library permit forms outlining library personnel fees and send the proposed agreement to Client.
- h. Instruct the Client, vendors, and contractors to submit required insurance for approval to the City of Los Angeles website www.KwikComply.org prior to an event. When necessary, and in coordination with the Facilities Office, work with the Office of the City Administrative Officer and the designated Library risk manager liaison to obtain information about insurance requirements for an event/vendor.
- i. Draft invoices for review and delivery by the Facilities Office and inform clients of how they will receive invoices and their payment options.
- j. Inform Client that any unexpected billable hours (i.e., security, facility coordinator, etc.) necessitated by real-time event needs will be charged and billed on a post-event invoice.
- k. Recommend new procedures and/or forms to the Facilities Office as needed.
- l. Maintain accurate files for past and pending events, and prepare reports and statistics as requested by the Library.
- m. Assist in the development, issuance, and maintenance of a master calendar of events and database.
- n. Communicate with the Library's Facilities Office regarding special events, updates, and questions via email.
- o. Provide detailed event information to all relevant parties (including, but not limited to Security, Building Manager, Facilities Office, Custodial, Event Attendants, etc.) at least two (2) weeks prior to event load-in.
- p. Maintain the Central Library Service Providers list with information pertaining to service providers ranging from furniture rental providers and catering companies to DJ and photobooth providers. Maintenance of the list requires tracking contact information, types of services provided, and verifying that vendors meet the requirements to work for the city which includes, but is not limited to, maintaining

minimum insurance and Workers Comp coverage and a valid Business Tax Registration Certificate (BTRC), if required.

- q. Create inventory of LAPL-owned inventory and track LAPL-owned inventory of supplies and materials for events, such as linens, centerpieces, as needed.

Qualifications of Provider

1. A minimum of five years of paid experience in scheduling and coordinating large-scale special events (more than 200 attendees).
2. Ability to anticipate project needs, prioritize work, meet deadlines, and manage multiple projects and work assignments without supervision.
3. Ability to handle scheduling, budgeting, organization, and logistics for special events.
4. Knowledge of the technical and legal requirements of a special event (i.e., catering, audiovisual, sound, electrical, and permitting requirements), as they relate to the physical and technical limitations of the event site, permits and insurance required by various agencies (i.e. Fire Department).
5. Have access to a broad network of professionals capable of providing services in support of events, such as catering.
6. Manage complex communications among numerous service providers efficiently.
7. Ability to gather information, analyze data, and develop relevant concise recommendations or alternatives within relatively short time frames, and in writing if necessary.
8. Possess management and coordination skills to successfully and efficiently coordinate plans for multiple events with overlapping planning timelines ensuring that scheduling, staffing, equipment, and service needs are addressed on schedule and all documentation, approvals, permits, etc. are secured in advance.
9. Ability to lift and carry equipment (such as tables, chairs, etc.) weighing up to 30 pounds.

Worksite

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

Work Schedule

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

C. CONTENTS OF THE PROPOSAL

The following items are to be included in the proposal:

1. Cover Letter

Proposers shall provide a cover letter introducing the proposing entity signed by the person or persons authorized to bind the proposer to all commitments made in the proposal. The cover letter should also include the title, address, telephone number, email address, and other contact information of the person or persons authorized to represent the proposing entity.

If a proposing entity is a consortium, joint venture, partnership, or team, its proposal must establish that all contractual responsibility rests solely with one proposer or legal entity.

The cover letter should identify the name of the contract signatories and provide the email address and title of the individuals who are authorized to bind your company in a contract. The City recognizes two approved signature methods: 1) Two signatures: One of the Chairperson of the Board of Directors, President or Vice-President, and one of the Secretary, Chief Financial Officer or Assistant Treasurer; or 2) One signature of a Corporate-designated individual together with a properly attested resolution of the Board of Directors authorizing the individual to sign.

2. Executive Summary

Proposers shall provide an executive summary that summarizes key points of the proposal and provides a detailed description of the organization, not to exceed three pages.

3. Proposer's Qualifications and Experience

Proposers must have a minimum of five years of experience providing the type of professional and technical services as requested in this RFP. As part of their submission, proposers should provide examples of how they demonstrated each of the qualifications listed in the Qualifications of Provider section above, as well as details of any other relevant experience, skills, and/or knowledge that demonstrates their ability to provide the services requested.

4. References and Letters of Recommendation

Proposers must include three references and three letters of recommendation from events handled within the last three years for the Library to verify the minimum experience requirement. For each reference:

- a. For each reference, list the organization name, contact name, position/title, address, telephone number, and email address. Describe the nature of the work relationship and include dates.
- b. Provide three letters of recommendation from organizations in which services have been provided. The three organizations may be the same as stated above in Section C.4(a) of this RFP.

5. Statement Attesting to Ability to provide all services listed in the Scope of Work

Proposers must provide a statement attesting to their ability to provide all services listed in the scope of work and to meet the description of services to be provided and qualifications as they are listed in Section B of this document.

6. Proposed Fees and Expenses

Proposers should outline their proposed hourly rate and any other fees or expenses necessary to provide the services outlined in this RFP.

Note 1: Costs included in any executed contract will be final and may only be revised through an amendment prepared and requested by Library staff, with approvals required by the City Librarian, the Board of Library Commissioners, the City Council, and the Office of the City Attorney.

NOTICE

Failure of the proposer to submit the above-required documents with their proposal, to provide all of the information required by the RFP, or to furnish direct and complete answers to RFP prompts may render the proposal non-responsive and may result in its rejection (See Section G.1 of this RFP for additional information).

D. MANDATORY CITY REQUIREMENTS AND COMPLIANCE DOCUMENTS

Proposals must include the completed compliance documents required by Items 1 through 14, else the proposal may be deemed non-responsive.

1. Declaration of Non-Collusion Affidavit

In accordance with Section 10.15(d) of the Los Angeles Administrative Code, each proposal must include an affidavit by the proposer that (i) 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; (ii) the proposer has not directly or indirectly induced or solicited any other proposer to submit a sham proposal or directly or indirectly induced or solicited any other person, firm, or corporation to refrain from submitting a proposal; and (iii) the proposer has not sought by collusion to secure for themselves an advantage over any other proposer.

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

2. Contractor Responsibility Ordinance (CRO)

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

Proposers may refer to PSC-31 (“Contractor Responsibility Ordinance”) of Attachment A (“Standard Provisions for City Contracts [Rev. 5/26 [v.1]”) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration website for additional information, forms and documents: <https://bca.lacity.org/ordinances>

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

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

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

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

Proposers may refer to Section PSC-30 ("Access and Accommodations") of Attachment A ("Standard Provisions for City Contracts [Rev. 5/26 [v.1]]") of this RFP for additional information.

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

4. Certification of Compliance with Child Support Obligations Form

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

Proposers may refer to Section PSC-27 ("Child Support Assignment Orders") of Attachment A ("Standard Provisions for City Contracts [Rev 5/26] [v.1]") of this RFP for additional information.

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

5. City of Los Angeles Contract History Form

On July 21, 1998, the Los Angeles City Council passed a resolution requiring that all proposed contractors supply in their proposal a list of all City of Los Angeles contracts held by the proposer, or any affiliated entity, during the preceding ten years. If the proposer has held no City of Los Angeles contracts during the preceding ten years, this must be stated on the form.

Instructions: Proposers shall complete and include the City of Los Angeles Contract History Form (Exhibit E.5) with the proposal.

6. City of Los Angeles Residence Information Form

The Los Angeles City Council, in consideration of the importance of preserving and enhancing the economic base and well-being of the City, encourages businesses to locate to or remain within the City of Los Angeles.

To that end, on January 7, 1992, the Los Angeles City Council adopted a motion that requires proposers to state their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

Instructions: Proposers shall complete and include the City of Los Angeles Residence Information Form (Exhibit E.6) with the proposal.

7. Municipal Lobbying Ordinance

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

Additionally, for construction contracts, public leases, or licenses of any value and duration; and goods or services contracts with a value greater than \$25,000 and a term of at least three months, each proposer must submit with its proposal a certification, on a form prescribed by the City Ethics Commission (CEC Form 50), that the proposer acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance, if the proposer qualifies as a lobbying entity.

A copy of CEC Form 50 may be found at the following website:

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

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

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

8. Restrictions on Campaign Contributions and Fundraising in City Elections

Under Los Angeles City Charter Section 470(c)(12), proposers for contracts projected to be worth \$100,000 or more and that require City Council approval may not make campaign contributions to any elected City official, candidate for elected City office, or City Committee controlled by an elected City official or candidate. Contributions are prohibited throughout the proposal process and through the resulting contract.

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

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

A copy of CEC Form 55 may be found at the following website:

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

Proposers may refer to PSC-37 ("Restrictions on Campaign Contributions and Fundraising in City Elections") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information.

Instructions: Proposers that meet the criteria stated above shall complete and include the Prohibited Contributors – Bidders CEC Form 55 (Exhibit E.8) with the proposal.

Note: Should proposer use an electronic signature for CEC Form 55, the document must be signed via software that is accepted by the City and the Library (i.e., DocuSign or Adobe) (See Attachment C of this RFP, “Electronic Signature Policy [03/20]”).

9. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, proposers submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for \$1 million or more of goods and services are required to complete, sign, and submit the “Iran Contracting Act of 2010” Compliance Affidavit (Exhibit E.9).

Proposers may refer to PSC-36 (“Iran Contracting Act”) of Attachment A (“Standard Provisions for City Contracts (Rev. 5/26 [v.1])”) of this RFP for additional information. Proposers may also visit the State of California Department of General Services, Office of Policies, Procedures and Legislation (OPPL) website for additional information and forms regarding this matter: www.dgs.ca.gov/pd/Resources/PDLegislation.aspx

Instructions: Proposers shall complete and include the Iran Contracting Act of 2010 Affidavit (Exhibit E.9) with the proposal **only if** the proposal is for \$1 million or more of goods and services.

10. Equal Benefits Ordinance (EBO) and/ First Source Hiring Ordinance (FSHO) (Online Submission)

Equal Benefits Ordinance (EBO)

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

Proposers shall complete and submit the combined Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) Affidavit onto the City of Los Angeles’ Regional Alliance Marketplace for Procurement (RAMP) website at www.rampla.org, which shall be valid for a period of three years from the date it is first uploaded. Proposers do not need to submit supporting documentation with their proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers may refer to PSC-26 (“Mandatory Provisions Pertaining to Non-Discrimination in Employment”) of Attachment A (“Standard Provisions for City Contracts (Rev. 5/26 [v.1])”) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration website for additional information, forms and documents:

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

First Source Hiring Ordinance (FSHO)

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

Proposers shall complete and submit the combined Equal Benefits Ordinance / First Source Hiring Ordinance (FSHO) Affidavit onto the RAMP website at www.rampla.org, which shall be valid for a period of three years from the date it is first uploaded. Proposers do not need to submit supporting documentation with their proposals. However, the City may request supporting documentation to verify information provided on the First Source Hiring Ordinance Affidavit.

Proposers may refer to PSC-34 ("First Source Hiring Ordinance") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

Instructions:

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

11. Disclosure Ordinances Affidavit (On-Line Submission)

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

Proposers may refer to PSC-33 ("Slavery Disclosure Ordinance") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents: <https://bca.lacity.org/ordinances>

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

12. Business Inclusion Program Requirements WAIVER TO BE REQUESTED

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

In accordance with the Mayor's Executive Directive No. 14, the Business Inclusion Program (BIP) requires proposers to perform subcontractor outreach to all available Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and all Other Business Enterprises (OBE) that could perform a portion of the scope of work required in the RFP/RFQ.

Proposers may refer to the Business Inclusion Program Walkthrough Manual (Exhibit E.12) of this RFP for additional information and instructions.

Proposers may also refer to PSC-32 ("Business Inclusion Program") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional

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

Information on BIP may be also found on the following website: www.rampla.org/s/support.

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

Instructions: Proposers shall perform the mandatory online BIP outreach using RAMP located at www.rampla.org. Upon completion of the BIP outreach, proposers shall include the BIP Summary Sheet with the proposal.

13. Local Business Preference Program

This RFP is subject to the policies and requirements established by Ordinance No. 187121 and Los Angeles Administrative Code Section 10.25, et seq. The Local Business Preference Program (LBPP) aims to increase opportunities for local businesses and, encourage local businesses to locate and operate in Los Angeles County (County). To be eligible for participation in this program, proposers must submit a LBPP affidavit on the RAMP website: www.rampla.org

Proposers may refer to Exhibit E.13a and Exhibit E.13b of this RFP for additional information. Proposers may also refer to PSC-35 ("Local Business Preference Ordinance") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information.

Instructions: Proposers who wish to apply for a Local Business Preference shall complete the LBPP affidavit available on RAMP (www.rampla.org), and upload it to RAMP prior to the proposal due date, as well as include a copy of the completed affidavit with the proposal.

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

Unless approved for an exemption by the Department of Public Works Bureau of Contract Administration, contractors shall comply with the provisions of the Living Wage Ordinance (LWO) (Los Angeles Administrative Code Section 10.37 et seq.) and Worker Retention Ordinance (WRO) (Los Angeles Administrative Code Section 10.36 et seq.).

It is the responsibility of proposers and contractors to understand their responsibilities and obligations under the LWO and WRO.

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

Proposers may also refer to PSC-28 ("Living Wage Ordinance") and PSC-29 ("Service Contractor Worker Retention Ordinance") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information.

Instructions: No submission required at this time. Proposers shall review the Employee Information Form LW-6 (Exhibit E.14a) and the Subcontractor Information Form LW-18

(Exhibit E.14b). The selected Contractor(s) will be required to submit these forms to the Library.

LWO Exemption:

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

Exemption Application Forms:

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

If applying for an exemption, Respondents MUST complete and submit the appropriate exemption form(s) and submit form(s) with their response. If no exemptions are claimed, a form is not required to be submitted with the response.

PROPOSERS AWARDED A CONTRACT BY THE BOARD OF LIBRARY COMMISSIONERS WILL BE REQUIRED TO COMPLY WITH ITEMS 15 THROUGH 27 DURING THE TERM OF THE CONTRACT.

15. City's Insurance Requirements

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

At its own expense, the selected contractor(s) and any of its subcontractors shall procure and maintain at least the minimum insurance required by Exhibit E.15 for the term of the contract, including any extensions.

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 website, www.kwikcomply.org. No work may be performed pursuant to the proposed contract resulting from this RFP until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

Proposers may refer to PSC-23 ("Insurance") and PSC-Exhibit 1 ("Insurance Contractual Requirements") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information.

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

16. Business Tax Registration Certificate (BTRC)

In accordance with the City of Los Angeles Municipal Code Section 21.03, persons and entities engaged in business with the City of Los Angeles are required to register and pay required taxes and apply for and obtain a Business Tax Registration Certificate (BTRC)

from the Office of Finance.

The Office of Finance's Tax and Permits Division has sole authority in determining a firm's tax requirements and in issuing a BTRC or Business Tax Exemption Number. Accordingly, a firm's current BTRC or Business Tax Exemption Number must be clearly shown on all invoices submitted to the City for payment. The proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that, should a contract be awarded, no invoice will be processed for payment without inclusion of the BTRC or Business Tax Exemption Number.

Proposers may refer to PSC-15 ("Current Los Angeles City Business Tax Registration Certificate Required") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information. Proposers may find additional information and forms at the following Office of Finance website: <https://finance.lacity.org>

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

17. Federal Employer Identification Number

The Internal Revenue Service (IRS) requires the Library to report all payments to an independent consultant or business whenever payments exceed \$600 per calendar year.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit an IRS Form W-9 (Exhibit E.16) to provide a Federal Employer ID number or Social Security number prior to the execution of a contract.

18. Contractor Evaluation Program

At the end of the contract, the City will conduct an evaluation of the selected contractor's performance. The City may also conduct evaluations of the selected contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on several criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. Any contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final evaluation and allowed an opportunity to respond. The City will use the final evaluation and any response from the contractor to evaluate proposals and to conduct reference checks when awarding other contracts.

Proposers may also visit the Bureau of Contract Administration for additional information: https://bca.lacity.org/uploads/cpeo/CPEO_CPEO.PDF

Instructions: *No Submission Required.*

19. Contractors' Use of Criminal History for Consideration of Employment Applications (Ordinance No. 184653)

Any contract awarded pursuant to this RFP will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Los Angeles Administrative Code Section 10.48). The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees: 1) are prohibited from seeking a job

applicant's criminal history information until after the job offer is made; 2) must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and, 3) cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Proposers may refer to PSC-38 ("Contractors' Use of Criminal History for Consideration of Employment Applications") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents:

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

Instructions: *No Submission Required.*

20. 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 the Non-Discrimination Clause (Los Angeles Administrative Code Section 10.8.2).

Proposers awarded contracts for which the consideration is \$1,000 or more shall comply with the provisions of the Equal Employment Practices Provisions (Los Angeles Administrative Code Sections 10.8.3). By affixing its signature on a contract that is subject to the Equal Employment Practices Provisions, the contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

Proposers awarded contracts for which the consideration is \$25,000 or more shall comply with the provisions of the Affirmative Action Program Provisions (Los Angeles Administrative Code Section 10.8.4). By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include these provisions in all subcontracts awarded for work to be performed under the contract and shall impose the same obligations on the contractors. A copy of the subcontract shall be made available to the Bureau of Contract Administration, Office of Contract Compliance upon request.

Proposers may refer to PSC-26 ("Mandatory Provisions Pertaining to Non-Discrimination in Employment") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information. Proposers may also visit the Bureau of Contract Administration for additional information, forms and documents:

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

Instructions: *No Submission Required.*

21. Contractor Data Reporting

Proposers are advised that any contract awarded pursuant to this competitive process shall be subject to Executive Directive 35.

If a proposer is selected and awarded a contract, and if the contractor is a for-profit company or corporation, then the contractor shall, within 30 days of the effective date of

the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to the City via the RAMP website or via another method specified by City: The annual revenue of contractor and any subcontractor, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the contractor shall further request that any subcontractor input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by the City.

Proposers may refer to PSC-45 ("Contractor Data Reporting") of Attachment A ("Standard Provisions for City Contracts (Rev. 5/26 [v.1])) of this RFP for additional information.

Instructions: *No Submission Required.*

22. Report of Independent Contractor(s)

Any business that is required to file a federal form 1099-MISC for service performed by an independent contractor must submit this document (Form DE 542). It is the responsibility of the contractor to read the instructions at edd.ca.gov and provide the correct form.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit Report of Independent Contractor(s) (Form DE 542), if applicable. A sample of the form is provided (Exhibit E.17).

23. Non-Resident Withholding Allocation Worksheet

This document (Form 587) is used to determine if withholding is required by the selected contractor and the amount of California source income is subject to withholding. Withholding is not required if the selected contractor is a resident or has a permanent place of business in California. It is the responsibility of the contractor to read the instructions at ftb.ca.gov and submit the correct form.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit the Non-Resident Withholding Allocation Worksheet (Form 587), if applicable. A sample of the form is provided (Exhibit E.18).

24. Non-Resident Withholding Waiver Request

This document (Form 588) is used to request a waiver from withholding on payments of California source income to non-resident payees. It is the responsibility of the contractor to read the instructions at ftb.ca.gov and submit the correct form.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit the Non-Resident Withholding Waiver Request (Form 588), if applicable. A sample of the form is provided (Exhibit E.19).

25. Non-Resident Reduced Withholding Request

This document (Form 589) is used to request a reduced withholding on payments of California source income to non-resident payees. It is the responsibility of the contractor to read the instructions at ftb.ca.gov and submit the correct form.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit the Non-Resident Reduced Withholding Request (Form 589), if applicable. A sample of the form is provided (Exhibit E.20).

26. Withholding Exemption Certificate

This document (Form 590) is required if income or franchise tax on payments of California source income is made to nonresidents of California. It is the responsibility of the contractor to read the instructions at ftb.ca.gov and provide the correct form.

Instructions: No submission is required at this time. Proposers awarded a contract by the Board of Library Commissioners must complete and submit the Withholding Exemption Certificate (Form 590), if applicable, and provide an IRS tax exemption letter. A sample of the form is provided (Exhibit E.21).

Proposers are strongly advised to read Attachment A (Standard Provisions for City Contracts (Rev. 5/26 [v.1])) and Attachment B (“Sample Contract”) of this RFP to understand the terms and conditions of a contract with the Library.

E. PROPOSAL SUBMISSION AND REQUIREMENTS

Proposals shall be submitted in accordance with the requirements of this RFP.

1. Mandatory Pre-Proposal Conference

A Mandatory Pre-Proposal Conference will be conducted to provide an overview of the RFP. To obtain the greatest benefit from the meeting, proposers are strongly encouraged to attend with their direct supervisory personnel/critical project team members (in lieu of business development or sales personnel).

At the Library’s discretion, participation in the Mandatory Pre-Proposal Conference may be accomplished by Zoom. Questions may be submitted prior to the conference via this Google [Form](#). Any questions related to the RFP received prior to the Mandatory Pre-Proposal Conference will be addressed during the conference. The questions and answers later be posted online on the City’s website www.rampla.org. Additional questions received after the conference must be submitted 14 days prior to the due date of the proposal, as listed on www.rampla.org, by 11:59 p.m. via the same Google Form listed above (<https://forms.gle/we2xbammyZ4mFNKU9>). Questions and answers will be posted on www.rampla.org.

Mandatory Pre-Proposal Conference will be held as follows:

Registration in advance is required for this meeting.

Topic: RFP 44-046 for the Special Events Coordinator
Mandatory Pre-Proposal Conference

When: **[Day], [Month] [Date], XXXX, at XX:XX am**

To RSVP: To RSVP, submit a response to [this form](#).

Please RSVP by **[Day], [Month] [Date], XXXX, at XX:XX pm.** by completing the Google form at the link provided above. After you RSVP, you will receive a confirmation email containing information about joining the meeting.

2. Submission Requirements

Proposals must be submitted electronically and shared with the Library through Google Drive as follows:

2.1 Electronic Submission

- a. Proposers shall create a Google Account or use their pre-existing Google Account to submit their proposals.
- b. All documents must be in a single Portable Document Format (PDF) file that has been converted into a searchable file using Optical Character Recognition.
- c. Proposers shall upload the proposal document to their Google Drive.
- d. Proposers shall share the Google Drive proposal document with the following Library email addresses:
 - laplbids submissions@lapl.org
 - dgomez@lapl.org
 - contracts@lapl.org
 - kbowles@lapl.org
 - claudia.aguilar@lapl.org
 - lily.phaneuf@lapl.org
 - ethomsen@lapl.org
- e. Do not password protect the proposal document.
- f. The proposal must include all items stated in Section H ("Proposer Checklist") of this RFP.
- g. The sections within the proposal document shall be in the order as listed in Section H ("Proposer Checklist") of this RFP.
- h. Documents requiring signatures shall conform to the "Electronic Signature Policy [03/20]" as stated in Attachment C of this RFP.
- i. Proposers are responsible for ensuring that their proposal document is not compressed, does not contain a virus or malware, is not corrupted, and is able to be opened. The Library may reject proposals that do not meet these requirements.
- j. Library staff shall provide a notice of receipt within two business days of receipt of the electronically-submitted proposal. It is highly recommended that

proposers contact the RFP Administrator listed in Section G.11 of this RFP if a receipt is not received within two business days.

- k. Proposers are solely responsible for ensuring that their proposals have been received before the deadline as electronic transmissions are inherently unreliable. Proposers bear all risks associated with the electronic transmission of their proposal, including delays, system failures, and other technical issues.

2.2 Proposal Due Date / Time

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

Proposal Due Date: [Day], [Month] [Date], XXXX

Proposal Due Time: XX:XX p.m.

2.3 Submission Responsiveness

- a. Failure to meet the requirements of this RFP may be cause for disqualification of the proposal.
- b. The Library reserves the right to deem a proposal non-responsive if the Library is unable to determine which documents constitute a complete and appropriate response to the RFP.
- c. The Library reserves the right to seek clarification from a proposer to determine responsiveness.
- d. Proposals should not include unnecessary promotional material and should be as succinct as possible.

3. **Responsibility for Timely Submission of Proposal**

Proposers are solely responsible for ensuring that the Library receives a complete proposal, including all attachments, before the deadline.

4. **Acceptance of Terms and Conditions**

Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein, including the Standard Provisions for City Contracts (Attachment A). All or portions of this RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if a contract is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award.

5. **Withdrawal by Proposer**

A proposer may withdraw its proposal provided that the request is in writing, signed by an authorized representative, and received by the Library prior to the proposal deadline date. Once submitted, proposals shall be subject to acceptance by the City for a period of ninety

days. Except as previously stated, no proposer may withdraw its proposal, except with the written consent of the Library.

6. The City's Right to Reject Proposals and Withdraw the RFP

The Library reserves the right to reject any and all proposals. Notwithstanding any other provisions of this RFP, the Library also reserves the right to withdraw this RFP at any time without prior notice.

7. Scope of Content

Proposals shall be based only on material contained in the RFP, responses to timely questions submitted by proposers, any addenda thereto, and other materials published by the Library relating to the RFP. Proposers shall disregard any previous draft materials and oral representations that may have been obtained by the proposer.

F. EVALUATION AND SELECTION PROCESS

1. Proposal Responsiveness

To be considered responsive to this solicitation, proposers must submit completed responses to all items requested in this RFP, including completion and submission of the City's mandatory compliance documents. An incomplete or missing response may result in the rejection of the proposal. Proposals which, at the discretion of the Library, are incomplete, non-responsive, or non-compliant with content or format requirements may be disqualified without further consideration, and will not be evaluated by the evaluation panel.

The Library reserves the right to conduct investigations with respect to the qualifications of each proposer and any information contained in its proposal.

2. Proposal Evaluation

A panel of City staff and subject-matter experts ("evaluation panel") will evaluate the proposals based on the evaluation criteria noted below. The evaluation panel may, at its sole discretion, request additional information, conduct interviews, and solicit presentations. Following any such requests, interviews, and oral presentations, the panel will score proposals in each criterion and rank the proposals accordingly.

3. Evaluation Criteria

The evaluation panel's determinations and recommendations will serve as a basis for a report from the City Librarian to the Board of Library Commissioners, recommending that those proposals that meet the requirements of this RFP will be selected for the award of a contract.

Evaluation Criteria	Max Points
Signed Cover Letter	Pass/Fail
Executive Summary	Pass/Fail
Proposer's Qualifications and Experience	40
References and Letters of Recommendations	20

Statement Attesting to Ability to provide all services listed in the Scope of Work	10
Proposed Fees and Expenses	30

4. **Award**

The Library will notify all proposers of the determinations of the evaluation panel, including its contract award recommendation. The evaluation panel's determinations and recommendation will serve as a basis for a report from the City Librarian to the Board of Library Commissioners, recommending the proposals meeting the criteria set forth in this RFP to be selected for the award of the contract. The Board of Library Commissioners will consider the City Librarian's recommendation during a public Board meeting and may accept or reject the recommendation in making its decision as to the proposer selections, if any, stating publicly the reasons for its action.

G. **GENERAL CONDITIONS**

1. **Acceptance and Disposition of Proposals**

The Library reserves the right to reject any and all proposals. The Library also reserves the right to waive any minor administrative irregularities contained in any proposal, when to do so would be in the best interest of the City and pursuant to Los Angeles City Charter Section 371 (c): **"The City shall reserve the right to reject any and all bids or proposals and to waive any informality in the bid or proposal when to do so would be to the advantage of the City."**

Failure of the proposer to submit the above-required documents with their proposal, to provide all of the information required by the RFP, or to furnish direct and complete answers to RFP prompts may render the proposal non-responsive and may result in its rejection.

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

2. **Public Records Act**

All proposals submitted in response to this RFP shall become the property of the Library and will be a matter of public record, subject to the State of California Public Records Act (CPRA) (California Government Code Sections 6250 et seq.). If the proposer claims any information in the proposal to be exempt from disclosure under the CPRA, the proposer must do the following:

- A. Identify in writing all copyrighted material, trade secrets, and other proprietary information that the proposer claims to be exempt from disclosure under the 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. Failure to include this identifying information shall be deemed a waiver of any exemption claim.

Exempt information must be specifically identified. Mere use of headers, footers, or other labels bearing designations such as “confidential,” “proprietary,” or “trade secret” on all or nearly all of a proposal is not acceptable and shall be deemed a waiver of any exemption claim as to the designated material.

- B. By submitting a response to this RFP, the proposer agrees to be bound by the following language:

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 suits, claims, and causes of action brought against the City for its refusal to disclose to a requestor information that is or that the proposer claims to be copyrighted, a trade secret(s), or otherwise protected from disclosure.

Proposer’s obligations under this provision include, but are not limited to, all attorney’s fees (both in house and outside counsel), costs of litigation incurred by the City and its attorneys (including all actual costs incurred by the City, not merely those costs recoverable by a prevailing party, and including costs of experts and consultants), as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes of action brought against the City, through and including any appellate proceedings. Proposer’s obligations to the City under this indemnification provision shall be due and payable on a monthly, on-going basis within thirty days after each submission to proposer of the City’s invoices for all fees and costs incurred by the City, as well as all damages or liability of any nature.

- C. Be prepared to submit a second copy of the proposal in which all information claimed to be exempt from disclosure has been redacted.

3. RFP Revisions

Any revision made to this RFP will be posted as an addendum to the RFP at www.rampla.org.

4. Transfers, Joint Ventures, and Use of Subcontractors

Proposers shall not, without written consent of the Library, 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 the Library 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. Alternatives

Proposers shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal’s documents. Alternatives that do not substantially meet the Library’s requirements cannot be considered. Proposals offered subject to conditions or limitations may be rejected as non-responsive.

6. 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 Library reserves the right to make corrections or amendments due to errors identified in a proposal by the Library or the proposer. This type of correction or amendment may only be allowed for errors in typing or transposition. All changes must be coordinated in writing with and authorized by the RFP Administrator identified in Section G.11 of this RFP.

7. Interpretation and Clarifications

The Library will consider prospective recommendations or suggestions regarding any requirements before the Mandatory Pre-Proposal Conference. All recommendations or suggestions must be in writing and submitted to the RFP Administrator identified in Section G.11 of this RFP. The Library reserves the right to modify requirements of any RFP if it is in the best interest of the Library.

8. Protest of RFP, Bidding Process, or Proposed Award

Should a proposer object on any ground to any provision or legal requirement set forth in the RFP, or any addendum to the RFP, the proposer must submit a protest within seven calendar days after the RFP or addendum is issued.

Protests based on alleged apparent improprieties in a bid process shall be submitted before bid opening or the closing date for receipt of proposals.

Protests of procedural and technical issues must be submitted within seven calendar days of the transmission of the e-mailed notice of the contract award recommendation.

At a minimum, the protest must include a written document with the following information:

- Name, address, and telephone number of the protesting party.
- Title and number of this RFP.
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents, reference to the specific portion(s) of the documents that form the basis of the protest, and a description of resulting prejudice to the protester.
- Request for a ruling from the Library and statement of the form of relief requested.

The protest and attached documentation must be submitted to the following address by **certified mail or personal delivery**:

Claudia Aguilar, Acting Business Manager
Los Angeles Public Library
630 West Fifth Street
Los Angeles, CA 90071

The Board of Library Commissioners, or its designee, shall make a final determination with respect to the protest and, if applicable, shall award or reject the contract accordingly. The decision of the Board, or designee, shall be final.

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 by filing a Government Code claim or through other legal proceedings.

9. Cost of Proposal Preparation

The Library is not responsible for any costs incurred by the proposer for preparing and submitting proposals in response to this RFP.

10. Americans with Disabilities Act

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposal, programs, services and activities. If an individual with a disability requires accommodations to attend a Pre-Proposal Conference, please contact the RFP Administrator identified in Section G.11 of this RFP at least five working days prior to the scheduled event.

11. Contact for Information / RFP Administrator

For answers to questions relating to the content of this RFP, proposers must submit written questions via this [Google Form](https://forms.gle/we2xbammyZ4mFNKU9) (<https://forms.gle/we2xbammyZ4mFNKU9>), at least 14 days prior to the due date and time of the proposal, as listed on www.rampla.org.

The Library shall be the sole judge of whether a response is required for any question. Questions and answers will be posted on www.rampla.org as an addendum to the RFP. Any oral communication between a proposer and a City employee is not binding on the Library or the City of Los Angeles.

Note that this section does not concern protests, which must be submitted pursuant to the requirements and deadlines of Section G.8 of this RFP.

12. Standard Provisions for City Contracts

All contracts entered into as a result of this RFP are subject to the Standard Provisions for City Contracts (Rev. 5/26 [v.1]) which are included as Attachment A of this RFP.

H. PROPOSER CHECKLIST- COMPLETED CHECKLIST IS REQUIRED WITH SUBMISSION.

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

Section	Form / Document Description	Exhibit No.	Initials
RFP C.1	Cover Letter – Signed	--	
RFP C.2	Executive Summary	--	
RFP C.3	Proposer's Qualifications and Experience	--	
RFP C.4	References and Letters of Recommendation	--	
RFP C.5	Statement Attesting to Ability to provide all services listed in the Scope of Work	--	
RFP C.6	Proposed Fees and Expenses	--	
RFP D.1	Declaration of Non-Collusion Affidavit (<u>Must be Notarized</u>)	Exhibit E.1	
RFP D.2	Contractor Responsibility Ordinance (CRO) Questionnaire	Exhibit E.2a	
RFP D.2	CRO Pledge of Compliance	Exhibit E.2b	
RFP D.3	Certification Regarding Compliance with the Americans with Disabilities Act (ADA) Form	Exhibit E.3	
RFP D.4	Certification of Compliance with Child Support Obligations Form	Exhibit E.4	
RFP D.5	City of Los Angeles Contract History Form	Exhibit E.5	
RFP D.6	City of Los Angeles Residence Information Form	Exhibit E.6	
RFP D.7	Bidder Certification CEC Form 50	Exhibit E.7	
RFP D.8	Prohibited Contributors – Bidders CEC Form 55	Exhibit E.8	
RFP D.9	Iran Contracting Act of 2010 Affidavit	Exhibit E.9	
RFP D.10	Equal Benefits Ordinance (EBO) and/ First Source Hiring Ordinance (FSHO) – Online Submission	Exhibit E.10	
RFP D.11	Disclosure Ordinances – Online Submission	Exhibit E.11	
RFP D.12	Business Inclusion Program (BIP) Walkthrough Manual	Exhibit E.12	
RFP D.13a	Local Business Preference Program - Info Only, do not submit with proposal.	Exhibit E.13a	

Section	Form / Document Description	Exhibit No.	Initials
RFP D.13b	Local Business Preference Program (LBPP) Certification Information (If Applicable and application has been submitted on LARAMP, note with initials.)	Exhibit E.13b	
RFP D.14	Living Wage Ordinance (LWO) Employee Information (Form LW-6) (No submission required at this time)	Exhibit E.14a	
RFP D.14	LWO Subcontractor Information (Form LW-18) (No submission required at this time)	Exhibit E.14b	
RFP D.14	LWO Exemption Application (Form LW-10) – If applying for exemption	Exhibit E.14c	
RFP D.14	LWO Small Business Exemption Application (Form LW-26) – If applying for exemption	Exhibit E.14d	
RFP D.14	LWO 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28) – If applying for exemption	Exhibit E.14e	
RFP D.14	LWO Non-Coverage Determination Application (Form OCC/LW29) – If applying for exemption	Exhibit E.14f	