

**2014 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
REQUEST FOR PROPOSALS (RFP)
PROPOSED CALENDAR**

	TASK	ESTIMATED DATE OF COMPLETION
1.	Request for authority to release RFP transmitted to City Council and Mayor	Friday, May 30, 2014
2.	Authority to release RFP approved by City Council and Mayor	Tuesday, June 24, 2014
3.	Release of RFP	Tuesday, July 1, 2014
4.	Proposals Submission Deadline	Tuesday, July 29, 2014
5.	Complete review of proposals/release recommendations	Tuesday, August 26, 2014
6.	Complete appeals process, if necessary	Tuesday, September 16, 2014
7.	Transmit funding recommendations to City Council and Mayor	Tuesday, September 30, 2014
8.	City Council and Mayor approval of funding recommendations	Week of October 27, 2014
9.	Release of award letters to proposers	Monday, November 17, 2014
10.	Contract start date	Thursday, January 1, 2015

City of Los Angeles
Housing and Community
Investment Department



Request for Proposals (RFP)

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Release date	Tuesday, July 1, 2014
RFP Submission Deadline	Tuesday, July 29, 2014 Proposals shall be accepted solely by hand-delivery or by courier no later than 4:00 p.m. Any other form of delivery will be rejected.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 th Street, 6th floor Los Angeles, CA 90017
Mandatory Proposers' Conference	Tuesday, July 8, 2014 RSVP by July 3, 2014 via email to: hcidla.planning@lacity.org (Location to be announced)
Request for Technical Assistance Deadline	Tuesday, July 15, 2014 Email: HCIDLA_RFP_IT@lacity.org Fax: (213) 808-8404 All questions and answers will be available to all proposers on the HCIDLA website at http://HCIDLA.lacity.org
Business Inclusion Program (BIP) and Outreach Deadline	Monday, July 14, 2014 (See RFP page 15 Appendix D for outreach instructions)

For more information on the City's business outreach opportunities, visit

www.losangelesworks.org

www.labvn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Information Technology Professional Services**

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City of Los Angeles
Housing and Community
Investment Department



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I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The Los Angeles Housing and Community Investment Department (HCIDLA) administers various programs such as affordable housing, first-time home buyers, housing rehabilitation, the Rent Stabilization Ordinance, Systematic Code Enforcement and other services to ensure safe, decent and affordable housing in the City of Los Angeles.

The HCIDLA Systems Division serves as the Administrative entity for this Request For Proposals (RFP) and seeks vendor(s) for the Information Technology (IT) Professional Services on an as-needed basis for current and future projects. The source(s) of funds for this RFP may include but may not necessarily be limited to Community Development Block Grant, HOME Investment Partnerships Program Fund (HOME), Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program (NSP), Municipal Housing Finance Fund, and Lead Grant Fund. The authorized HCIDLA budget for Fiscal Year 2014-15 is approximately \$2,829,520.

B. OVERVIEW

The HCIDLA's mission is to provide safe and livable neighborhoods through the promotion, development, and preservation of decent and affordable housing.

The HCIDLA also administers the City's Rent Stabilization Ordinance, which protects tenants from excessive rent increases, while at the same time allowing the landlords a reasonable return on their investments. In addition, the HCIDLA oversees the Systematic Code Enforcement Program, which inspects multi-family residences on a systematic basis to prevent the development of dangerous, substandard and/or unsanitary and deficient living conditions.

The HCIDLA Systems Division provides business applications and information technology infrastructure support to the Department to support its mission and ensure uninterrupted systems availability to HCIDLA staff and the public who rely on the systems. There are two main missions critical applications in HCIDLA; 1) The Housing Information Management System (HIMS) is a suite of web applications used to support the Department's Housing Development operations. It manages a housing loan portfolio of about 5,000 loans worth over \$1 billion and track the housing development of hundreds of projects. 2) The Code, Compliance and Rent Information Systems (CCRIS) is also a suite of web applications which supports the Systematic Code Enforcement Program (SCEP) operation and the Rent Stabilization Ordinance (RSO) operation. The CCRIS manages code enforcement inspections of about 750,000 rental units and track the Rent Stabilization cases for 500,000 units in the City of Los Angeles. The system is also responsible for the billing and collections of SCEP and RSO fees worth over \$40 million annually.

Los Angeles Housing and Community Investment Department
Information Technology Professional Services RFP

To achieve the Department's mission, the Systems Division of the HCIDLA intends to select the most qualified vendor(s) to address the systems support and application development needs identified in the Fiscal Year 2014-15.

II. RFP SPECIFICATIONS

A. PURPOSE

The HCIDLA seeks to contract with qualified vendor or vendors to provide IT Professional Services on an as-needed basis for current and future projects.

B. SCOPE OF WORK

During the term of the contract, the contractor(s) may be called upon to identify, select and hire subcontractors to complete a variety of projects, from application enhancement performed by one programmer analyst to application development and implementation performed by a team of information technology professionals.

PROJECTS

The projects identified for FY 2014–15 are the following. Project scopes are subject to change based on the needs of the City:

- a) Code, Compliance and Rent Information System (CCRIS) – Redesign and develop CCRIS 2.0 to replace the existing version of CCRIS. CCRIS 2.0 will replace the existing system with newer technologies and add new business and technology requirements that are not supported by the current system. Some of the new requirements include online services, enhanced user interface and workflow, data transparency, Ellis property tracking, document management, integration with RENT system, and GIS capability.
- b) Billings Information Management Systems (BIMS) – Develop and enhance the following:
 - i. Billing for the Rent Escrow Account Program (REAP)
 - ii. Web payment portal
 - iii. Enhance property ownership database
- c) Housing Information Management System (HIMS) – Provide support and enhancement to the following modules:
 - i. Project Development, loan servicing to enhance data analysis, reporting and online services.
 - ii. Housing Opportunity For Persons with Aids (HOPWA) integration with Homeless Management Information System (HMIS)

TYPES OF SERVICES

Specifically, the types of services to be performed by contract staff include one or more of the following:

1. Design, develop, install, and support computer applications that enhance the efficiency and effectiveness of the HCIDLA operations and ensure the effectiveness of overall systems performance.
2. Design, develop, implement, and maintain workgroup and enterprise databases and data administration and management processes that ensure the availability, integrity and efficient integration of data in applications.
3. Perform business and systems analyses to facilitate and coordinate the development of technology solutions to departmental business and operational requirements and evaluate technology alternatives.
4. Design, develop, install, administer and support stability and efficiency of the more complex control software and network systems; plan, design, implement and configure large multi-segmented local and wide area networks; and manage and optimize control and network system performance and interoperability.
5. Design, develop, implement, and maintain business intelligence systems solutions, including integration with databases and data warehousing.

IT CONTRACTOR POOL CATEGORIES

These job classifications for the types of services listed above are in the following IT Contract Pool Categories:

- Programmer Analyst
- Application Programmer
- Systems Programmer
- Database Architect
- Business Intelligence Specialist
- Geographic Information Specialist

IT Contract Pool Categories Definitions are in Attachment 23. It will list a description of the duties, qualifications, experience levels and specific skill sets required within the IT Contract Pool Categories. Proposers that supply services in these categories may submit a proposal in response to this RFP.

C. ELIGIBLE PROPOSERS

Proposals will be accepted only from potential contractors that:

1. Have a minimum of five (5) years of direct and/or related experience in administering part or all of the services solicited.
2. Can demonstrate expertise in direct placement of qualified personnel in IT professional services.
3. Have a minimum of three (3) years relevant public sector experience.
4. Are qualified to conduct business in the State of California and in good standing with applicable regulatory oversight agencies;
5. If a corporation or limited liability company, the proposer must be in good standing with the California Secretary of State;
6. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
7. Have not been debarred by the federal government, State of California or local government;
8. If the proposer has contracted with the State of California or the City of Los Angeles, it does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented.

D. BUDGET AND SOURCES OF FUNDS

The total annual budget for information technology programmers varies depending on the project and source and availability of funding, subject to approval by the City Council and the Mayor. The budget is tentatively allocated toward all contractors selected through this RFP.

The source(s) of funds for this RFP may include but may not necessarily be limited to Community Development Block Grant, HOME Investment Partnerships Program Fund, Rent Stabilization Trust Fund, Code Enforcement Trust Fund, Neighborhood Stabilization Program, Municipal Housing Finance Fund, and Lead Grant Fund. The total available funding for the period January 1, 2015, through December 31, 2015, is approximately \$2,829,520.

E. CONTRACT TERM

The initial contract shall commence on or about January 1, 2015, for a one-year period with an option to extend for up to two additional one-year terms, subject to the availability of funds, contractor's continuing compliance with applicable Federal, State,

and local government legislation, an evaluation of contractor's performance, and approval by the Mayor and City Council.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	July 1, 2014
Mandatory Proposers' Conference	July 8, 2014
Proposal Submission Deadline	July 29, 2014

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference (Conference) has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. All proposers must attend the conference. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

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 programs, services, and activities. Please contact Mimi Donlin at (213)744-7234 seventy-two (72) hours prior to the date of the conference to ensure proper accommodations.

H. TECHNICAL ASSISTANCE

With the exception of the Mandatory Proposers' conference, all technical assistance questions must be submitted by e-mail to HCIDLA_RFP_IT@lacity.org.

To ensure a fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the HCIDLA website at <http://HCIDLA.lacity.org>. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

I. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposers must submit one (1) original and four (4) complete copies of the proposal, must be hand or courier-delivered in a sealed package by 4:00 p.m. No copies will be made at HCIDLA or by HCIDLA staff. The proposal designated as original must be

marked "ORIGINAL" on the cover letter and must bear the actual "wet" signature of the person(s) authorized to sign the proposal.

In addition, proposers are required to provide a copy of the proposed budget forms in their original formats (Microsoft Word and Excel) on a CD or DVD. The CD or DVD should be labeled with the name of the proposer and the title of the RFP and placed in a sealed envelope with the proposer's name and RFP title written across the front of the envelope attached or affixed inside the front cover of the original proposal.

A cover letter accompanying the proposal package must be addressed to:

Policy and Procurement Unit
Los Angeles Housing and Community Investment
Department
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017

The proposal must be hand delivered or sent by courier in a sealed package by 4:00 p.m. by the submission date identified on the cover page of this RFP. Proposals will be time and date stamped. The person who delivers the proposal package will be issued a "Notice of Receipt of Proposal."

Timely submission of proposals is the sole responsibility of the proposer. Proposers are encouraged to submit proposals well in advance of the proposal due date and time to ensure that proposals receive a date and stamp of 4:00 p.m. or earlier. Please allow sufficient time for traffic, parking, and security checks when entering the building.

Proposals submitted via U.S. Postal Service, fax or e-mail will not be accepted.

Proposals must be date and time stamped by 4:00 p.m. on or before the proposal due date or they will not be accepted for review.

The City reserves the right to extend the submission deadline should this be in the interest of the City.

J. EVALUATION CRITERIA

The HCIDLA will review and score each complete and fully responsive proposal. Proposals shall be evaluated based on the quality of proposer responses to the RFP and reasonableness of the proposer's costs relative to other proposers and in relation to the value as compared to services proposed. A minimum score of 75 is required to be considered for funding. Proposals shall be evaluated based on the following measures:

Area	Description	Points
1	QUALITY AND CAPABILITY Projects implemented and track record	40
2	QUALIFICATIONS OF CONTRACTOR STAFF Experience in administering personnel placement	30
3	BREADTH AND DEPTH OF CONTRACTOR EXPERIENCE Number and size of organizations served	15
4	COSTS Direct and Indirect Costs	15
Total Points		100

All proposals will be reviewed by an evaluation team composed of panelists with particular expertise in the respective application and technical support area. Based on the needs and volume of work for the specific services, one or more proposers with the highest scores may be selected.

The Los Angeles Housing and Community Investment Department will negotiate with the chosen contractor(s) a fixed rate fee schedule based upon both the prices submitted in response to the RFP and the Department's own price analysis.

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with proposers. The Los Angeles Housing and Community Investment Department reserves the right to select more than one contractor.

The lowest cost bidder may not be determined to be the best proposer when all factors are considered.

K. PROPOSAL REVIEW PROCESS

The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, and its competitive standing as compared to all other proposals.

4. At the City's sole discretion, oral interviews may be held with top scoring proposers. The results of the oral review may determine the final funding recommendations.
5. Successful proposers shall be notified in writing about funding recommendations.

L. PROPOSAL APPEAL PROCESS

1. Appeal Rights

The City will notify all proposers of the results of the proposal evaluations and of their right to file an appeal. Proposers may appeal procedural issues only.

2. Letter of Appeals

Appeals shall be hand-delivered to HCIDLA no later than five (5) business days of receiving notification of the results of the RFP. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Rushmore D. Cervantes, Interim General Manager
Los Angeles Housing and Community Investment Department
c/o Planning and Procurement Unit
RFP Appeal – Information Technology Professional Services
1200 W. 7th Street, 9th Floor
Los Angeles, CA 90017

Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted. Written appeals must include the following information:

- a. The name, address and telephone number of the proposer.
- b. The name/title of RFP to which the organization responded.
- c. Detailed statement of the grounds for appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted. All appeals and protests must be submitted within the time limits set forth in the above paragraphs.

3. Review Panel

A panel composed of selected staff will review the appeal for this RFP. The decision of the panel will be HCIDLA's final recommendation.

4. Disclaimer

The City is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Los Angeles City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

III. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS

1. Costs Incurred by Proposers

All costs of proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

2. Best Offer

The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of ninety (90) days from the submission deadline.

3. Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

4. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by telegram at any time prior to the submission deadline.

5. General City Reservations

Submission Deadline - The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

Withdrawal of RFP - The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

Reissue of RFP - If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

Changes to Proposals - The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.

Verification of Proposal Information - The City reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

Pre-award Interview - The City reserves the right to require a pre-award interview and/or site inspection.

Minor Defects - The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

Program Personnel - If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the contractor replace any project personnel.

Rejection of Proposals - The City reserves the right to reject any or all proposals, to waive any minor defects in proposals received; to reject unapproved alternate proposal(s); and reserve the right to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the City reserves the right to:

- Fund all or portions of a proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- Use other sources of funds to fund all or portions of a proposer's proposal;
- Require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- Elect to contract directly with one or more of the identified collaborators;
- Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

7. Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

8. Proprietary Interests of the City

The City reserves the right to retain all submitted, proposals which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be considered public documents, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et seq.) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from

any claim or liability and 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." Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing bidders until allowed by the law.

9. Discount Terms

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement, which meet the discount terms.

10. Collaboration

The City may, at its discretion, require two or more proposers to collaborate as a condition to contract execution.

B. STATEMENTS REQUIRED WITH PROPOSAL

1. Contractor Responsibility Ordinance (CRO) Questionnaire

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers/bidders complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer/bidder being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance, requires each contractor to: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a

finding that the contractor is not in compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance.

All proposers shall submit a completed CRO Questionnaire signed under penalty of perjury with their proposal (see **Attachment 2: City of Los Angeles Responsibility Questionnaire**). If a proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the proposal.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

2. Municipal Lobbying Ordinance CEC Form 50

All proposers must submit a completed Bidder Certification CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance: http://ethics.lacity.org/PDF/laws/law_mlo.pdf. (See **Attachment 3: Bidder Certification CEC Form 50**).

NOTE: Failure to submit this completed CEC Form 50 will result in the proposer being deemed non-responsive and the proposal will be rejected.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

3. Municipal Campaign Finance Ordinance CEC Form 55

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 (provided in **Attachment 4**) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

4. Prohibited Contributors (Underwriters) CEC Form 56

Proposers must complete this form in its entirety and submit to the awarding authority with at the same time the proposal is submitted. Proposals submitted without a completed CEC Form 56 will be deemed nonresponsive. (See **Attachment 5**)

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

5. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Bidders/Proposers shall refer to **Attachment 6** for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the award of a City contract, the value of which exceeds \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Bidders/proposers do not need to submit supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders/proposers shall complete and submit ONLINE, with their proposal, the Equal Benefits Ordinance Affidavit, or Request for Waiver, if applicable.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

6. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. Bidders/proposers shall refer to **Attachment 7** for further information regarding the requirements of the Ordinance.

All bidders/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) residing at www.labavn.org prior to the award of a City contract. Bidders/proposers seeking additional information regarding the

requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)**

7. Non-Discrimination/Equal Employment Practices/Affirmative Action

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

Non-construction 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. All bidders/proposers shall complete and upload the Non-Discrimination/Equal Employment Practices Certification (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to re-submit the document.

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. All bidders/proposers shall complete and upload the City of Los Angeles Affirmative Action Plan (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. Bidders/proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

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

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

Bidders/proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative

Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

All bidders/proposers shall complete and submit ONLINE, with their proposal, the Non-Discrimination, Equal Employment Practices and Affirmative Action Plan (See **Attachment 8: Nondiscrimination, Equal Employment Practices and Affirmative Action Program**).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

8. Proposer Workforce Information/Non-Collusion Statement

Proposers shall submit with their proposal a statement indicating their headquarters address, as well as the percentage of their workforce residing in the City of Los Angeles. Proposer shall also submit a completed Workforce Information/Non-Collusion Statement. (See **Attachment 9: Proposer Workforce Information/Non-Collusion Statement**.)

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

9. Collaborator Agreements

Proposals shall include completed forms from each organization intending to formally collaborate with the proposers (See **Attachment 10: Collaborator Agreements**).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

10. Subcontractors

If a proposer will have subcontractors in the program, a list of the subcontractors must also be submitted with the proposal.

11. LABAVN Certification

All bidders/proposers shall register on the Los Angeles Business Assistance Virtual Network (LABAVN) at the following website: www.labavn.org, and submit the required online documentation (see **Attachment 11: LA Business Assistance Virtual Network Registration Certificate**).

12. Business Inclusion Outreach Program

All bidders/proposers shall comply with the City's Business Inclusion Program requirements, identify sub-contracting opportunities and outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants. Bidder with sub-contractors must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 12: Business Inclusion Outreach Program**. Requirements must be completed on the Business Assistance Virtual Network (BAVN), www.labavn.org.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

13. Iran Contracting Act 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 **Attachment 13:** for Affidavit form).

C. CONTRACT EXECUTION REQUIREMENTS

If recommended for funding, the proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the requirements listed below. **Failure to comply with these requirements will result in non-execution of the contract.** A copy of the City's Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a to-be-negotiated fee-for-performance basis.

1. Insurance Certificates

Contractors may be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution (see **Attachment 14:** Insurance Instructions and Information).

2. Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with

the Secretary of the State. Organizations must be in good standing and authorized to do business in California (see **Attachment 15: Secretary of State documentation**).

3. Corporate Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen. (see **Attachment 16: Corporate Documents**)

4. City Business License Number

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC) call the Office of Finance at (213) 473-5901 and pay the respective business taxes. The address is as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 201 North Main Street, Los Angeles, CA 90012. For more information, visit <http://fiancé.lacity.org> (see **Attachment 17: City Business License Number**).

5. Nonprofit Status Documentation from the Internal Revenue Service (IRS)

Proposers must submit a copy of their notice from the IRS designating the agency as a 501(c)(3) organization or other evidence of its tax exempt status from the IRS, if applicable (see **Attachment 18: Request for Taxpayer Identification Number (W-9 or 501 (c)(3))**).

6. Certifications

Contractor shall provide copies of the following documents to the City:

- a. A Certificate Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549.
- b. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractor shall also file a Disclosure Form, at the end of each calendar quarter during which any event requiring disclosure, or which materially effects the accuracy of the information contained in any previously filed Disclosure Form, occurs
- c. A Certificate Regarding Drug-Free Workplace Requirements, if applicable.

7. Collaboration

The City may, at its discretion, require two or more proposer to collaborate as a condition to contract execution.

8. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure 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). Bidders/Proposers shall refer to **Attachment 19**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

Bidders/Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and Application for Non-Coverage or Exemption are included in the attachment (see **Attachment 20: LWO Statutory Exemptions**).

9. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall be subject to the following:

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

10. Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

This Contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance,

Contractor/Consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of Contractor/Consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of Contractor/Consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of Contractor/Consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor/Consultant under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by City. Any subcontract entered into by the Contractor/Consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor/Consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/Consultant under the terms of this contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110 (see **Attachment 21**: Child Support Obligations).

11. 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 is in excess of \$25,000 and a contract 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). Bidders/proposers shall refer to **Attachment 22**, "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance.

The Anticipated Employment Opportunities Form (FSHO-1) and Subcontractor Information Form (FSHO-2) contained within the attachments shall only be required of the Bidder/Proposer that is selected for award of a contract.

D. CONTRACTOR EVALUATION ORDINANCE

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 work product or service performed the timeliness of performance, the Contractor's compliance with budget requirements, and the expertise of personnel that the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor 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 contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow these instructions and/or information is left out or a particular attachment is not submitted, the proposer may be determined to be ineligible and excluded from the review.

1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the proposer organization who has legal authority to bind the organization in contract with the City must sign the proposal.
2. Proposers must submit one original and five (4) stapled copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. ___."
3. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter must:
 - Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator.
 - Be signed by the person(s) authorized to bind the agency to all commitments made in the proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than **one (1) calendar week** after the proposal submission deadline.
 - Identify the individual or firm, which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.
4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.
5. Narratives are limited to the number of pages indicated and must follow these standards:
 - Font size – 12 points

- Margins – At least 1 inch on all sides
- Line spacing – Single-spaced
- Double-sided, plain white paper

Pages in excess of the stated limits will not be read and will not be considered in scoring.

6. Each page of the proposal, including attachments, must be numbered sequentially at the bottom of the page to indicate Page ___ of ___.
7. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.) so that proposals can be easily converted to contract form.
8. The Proposal Checklist lists all narratives, attachments and certifications that must be included in the proposal. In assembling the completed proposal, please insert the attachments and certifications where they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents (See **Attachment 1**).
9. Answers should be as concise as possible while providing all the information requested.
10. In completing the narratives and attachments, including the fee schedule, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

B. NARRATIVES

Narrative 1 – Quality and Capability (40 points) – limit to 10 pages

Respond to the following questions to describe the quality and capability to provide the services solicited. (You do not need to answer questions individually.) Use concrete language and quantifiable measurements whenever possible.

- a. Summarize the qualifications which make your organization the best qualified to successfully provide the requested IT professional services.
- b. State your methodology and approach to provide IT professional services as well as your competitive strengths as they relate to this RFP.
- c. Describe up to three projects conducted with the public sector during the last three years. Describe the applications including a general description of the application, size of the application, feature-set, complexity, number of end users, number of screens, etc. Include a brief scope of work, project plan, project schedule, and the outcome. Include any fixed price projects if any.

Narrative 2 – Qualifications of Contractor Staff (30 points) – limit to 10 pages

Respond to the following questions to explain the activities you will undertake in and describe the deliverables you will produce in order to address the Scope of Work. (You do not need to answer questions individually.) Use concrete language and quantifiable measurements whenever possible.

- a. Describe your organization's process for acquiring staff experience and credentials that meet the qualifications pertaining to the IT professional staff defined in **Attachment 23**. This includes reviewing staff resumes, capabilities, and track record of successful implementations.
- b. Provide resumes for up to three (3) of the individuals that would be available to work any of the IT Contractor Pool Categories listed in **Attachment 23**.
- c. Include letters of recommendation from public sectors for which your organization has successfully implemented projects within the last three years. Please disclose if your organization (or any of your partners or subcontractors) has been terminated from a project during the past two years. If so, please provide an explanation for the termination as well as a contact at the client organization or agency.

Narrative 3 – Breadth and Depth of Contractor Experience (15 points) – limit to 2 pages

List and indicate the number and size of organizations served pertaining to the public sectors as described in Narrative 1, section c. Please list any additional public organizations served, but no more than ten. Please include two contacts as references for each.

Narrative 4 – Proposed Fee Schedule and Allocation of Costs (15 points) – limit to 3 pages

Prepare a detailed fee schedule identifying costs related to hourly rates in each IT Contract Pool Category for the terms of the Scope of Work; direct (salaries, hourly rates, project fees) and indirect (reimbursements for travel, lodging, per diems) costs. (Note: all indirect costs are subject to compliance with guidelines promulgated by the City Controller.)

In addition, provide a narrative explanation, which describes how your organization is able to submit a fixed price fee schedule based on deliveries and scope of work. For example, if HCIDLA has a need for your firm to perform an application project with a clear scope of work, is your organization able to submit a fixed price proposal and complete the project on time and on schedule?

Narrative 5 – Additional Information (optional) – limit to 2 pages

If certain RFP requirements are not being addressed, explain why. Present any critical information that has not been requested by the RFP.

C. DOCUMENTS TO BE COMPLETED

Proposers must complete and submit all of the attachments and certification forms listed. **Do not assume that any document is not applicable.** Use the Proposal Checklist as a guide.

Attachment 1 lists the documents that must be submitted with Statement of Qualifications. These documents do not count toward the page submission limit. Failure to submit these documents may result in the rejection of the application as non-responsive.

Section III, sub section C. Contract Execution Requirements lists the conditions to the RFP that will be required by all individuals and firms at the time of contract negotiations. **The documents and certifications listed in the section do not have to be completed unless and until a contract is negotiated.**

D. PROPOSAL CHECKLIST

The **Proposal Checklist (Attachment 1)** is to serve as the Table of Contents for your proposal and as guide for all documents, which must be submitted with the RFP. It lists all Narratives, Attachments, and Certifications (if applicable) that must be included as part of the proposal. Do not assume that any document is not applicable. Indicate in the page number column where the information can be found in your proposal. In assembling the complete proposal, please insert the attachments where they are indicated in the Proposal Checklist.

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