Information Technology Division

Port Website Support Services

REQUEST FOR PROPOSALS

March 2, 2017
March 2, 2017

Prospective Consultants:

SUBJECT: REQUEST FOR PROPOSALS FOR PORT WEBSITE SUPPORT SERVICES

The City of Los Angeles Harbor Department (Harbor Department) invites the submittal of proposals from qualified firms to provide on-demand website support services. These services shall commence after a contract is approved by the Board of Harbor Commissioners.

Instructions and forms to be used in preparing the proposals are found in the information included in the Request for Proposals (RFP).

The schedule for this RFP will be as follows:

<table>
<thead>
<tr>
<th>Request for Proposals Published</th>
<th>Thursday, March 2, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions Due</td>
<td>Wednesday, March 8, 2017 by 3pm</td>
</tr>
<tr>
<td>Responses Posted</td>
<td>Wednesday, March 22, 2017</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Wednesday, April 5, 2017 by 3pm</td>
</tr>
</tbody>
</table>

If your firm cannot agree to the requirements exactly as set forth in this RFP, please do not submit a proposal.

For questions regarding this RFP, please contact Susana Eldridge by email at Seldridge@portla.org. Questions must be submitted by Wednesday, March 8, 2017 by 3pm. Responses will be posted on the Harbor Department’s website at http://www.portoflosangeles.org/business/RFP_proposals.asp on Wednesday, April 5, 2017. It is the responsibility of any proposers to review the Port’s website for any RFP revisions or answers to questions prior to submitting a proposal in order to ensure their proposal is complete and responsive.

In addition to providing information requested in this RFP, it should be noted that there are administrative documents that must be submitted with the proposal. Please refer to the Business Enterprise Programs and Contract Administrative Requirements section of this RFP. In order for your proposal to be deemed responsive, these documents MUST be included with your proposal.

Prior to being awarded a contract with the Harbor Department, all consultants and subconsultants must be registered on the City’s Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network (LABAVN), at http://www.labavn.org.

Sincerely,

Susana Eldridge

TRICIA J. CAREY
Director, Contracts and Purchasing Division
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1. INTRODUCTION

1.1 Brief Overview of the Project

The Information Technology Division (ITD) is soliciting proposals from qualified consultants to provide support services for the Port of Los Angeles’ Websites.

The duration of the contract awarded as a result of this RFP is expected to be five years from the date of execution of the contract.

1.2 The Port of Los Angeles

The Port of Los Angeles, Southern California’s gateway to international commerce, is located in San Pedro Bay, 20 miles south of downtown Los Angeles. This thriving seaport not only sustains its competitive edge with record-setting cargo operations, but is also known for its groundbreaking environmental initiatives, progressive security measures and diverse recreational and educational facilities.

The Port of Los Angeles encompasses 7500 acres, covers 43 miles of waterfront and features 24 cargo terminals, including container, dry and liquid bulk, breakbulk, warehouse and automobile facilities. Combined, these terminals handle approximately 175 million metric revenue tons of cargo annually. In 2016, the Port moved 8.8 million TEUs, maintaining its rank as the number one container port in the United States.

The Port of Los Angeles has a strong commitment to developing innovative strategic and sustainable operations that benefit the economy and the quality of life for the region and the nation it serves. As the leading seaport in North America in terms of shipping container volume and cargo value, the Port generates 954,000 regional jobs and $35 billion in annual wages and tax revenues. A proprietary department of the City of Los Angeles, the Port is self-supporting and does not receive taxpayer dollars.

1.3 The Information Technology Division

The Information Technology Division (ITD) is organized into several sections, which include, but are not limited to, the following responsibilities:

- IT Infrastructure – provides service desk, user support services, servers, data storage, messaging, and computer operations.

- Enterprise Applications and Databases – oversees and provides support for billing, financial, payroll, SharePoint, and other Port applications and databases.
• Port Police Technology and Systems - manages the selection, implementation and support of Port Police communications, radio and applications technologies.

• IT Security and Networks – oversees and enforces the infrastructure security standards and policies; manages the network; and administers telecommunications services.

2. PROJECT DESCRIPTION

2.1 Project Goals and Objectives

ITD is looking to partner with a firm that can provide on-demand technical and creative support services for the Harbor Department’s internet websites including, but not limited to, www.portoflosangeles.org and mobile applications. These websites and mobile applications provide a means for the Harbor Department to communicate important information about its business and community outreach efforts to a wide range of interested parties on a 24/7 basis.

Business and community outreach efforts include information concerning open bids, facility specifications, environmental initiatives, local activities, Board of Harbor Commissioners (Board) actions, meetings, and operations of the Harbor Department, and other business opportunities. Past work has included projects such as the school boat tour program, web and print banners, and the Harbor Department’s annual holiday eCard. Current and upcoming projects include mobile phone applications, the interactive eNewsletter: LAtitude, the International Association of Ports’ Tall Ships Festival website, LA Fleet week, Environment Sustainable Progress, and the LA Waterfront website.

Harbor Department Divisions are responsible for the content and appearance of their websites and mobile applications. The various Divisions provide leadership and approve the look, feel, navigation, and content of the sites. The Divisions also author the work requests for support services. ITD is responsible for the technical aspects of the websites and mobile applications.

2.2 Current System Overview

Harbor Department websites are currently hosted by a vendor. The hosting environment is configured with, but not limited to, the following platform and technologies:

- Servers:
  - Windows Web Server, Windows Server 2012R2
    - Web Server: IIS 8.5
    - Web Technologies: PHP, Classic ASP, ASP.NET
    - Database: MySQL, Microsoft Access
  - Linux Web Server, RedHat Enterprise Linux 7.2
    - Web Server: Apache
    - Web Technologies: PHP
    - Database: MySQL
• Current supported websites:
  o Port of Los Angeles http://www.portoflosangeles.org
  o LAtitude http://www.portoflosangeles.org/latitude
  o LA Fleet Week http://www.lafleetweek.com
  o LA MLET C http://www.lamletc.org
  o LA Port History http://www.laporthistory.org
  o LA Trade Connect http://www.latradeconnect.org
  o LA Waterfront http://www.lawaterfront.org
  o Tall Ships Festival http://www.tallshipsfestivalla.com
  o Port of Los Angeles Boat Tours https://www.portoflosangeles.org/boat_tours2
    and https://www.portoflosangeles.org/boat_tours3
  o Sustainable Progress https://www.portoflosangeles.org/environment/progress/

Deployment of completed solutions to this environment will be performed by ITD using detailed instructions supplied by the selected firm. The selected firm may be required to perform this activity under ITD's direction as needed.

2.3 Project Scope of Work

The following items will be part of the scope of work for this project:

1. Provide design, development, and maintenance support for the Harbor Department's websites and mobile applications. Support includes, but is not limited to: web server setup, upgrade, maintenance, configuration, security setup and monitoring, and management; web statistics; static and dynamic content posting; web content management technology; flash banner ads; interactive web modules; newsletter templates; email alerts; calendar scheduler; video/motion loops; live event updates; and video streaming.

2. Provide complete website production, including, but not limited to:
   - Art direction: overall look and feel design, brand-focused graphic package;
   - Design and production work: art work development, photo retouch, and layout/typography;
   - Flash animation;
   - Programming;
   - Database design and development; and
   - Mobile application design and development.

3. Coordinate acquisition of photos, music, media files and images as needed.

4. Perform video and motion graphic production, including concept and storyboard development, motion graphic design and production, 3D modeling and animation, compositing, video compression, and sound design.

5. Develop and maintain interfaces to websites.
6. Develop/implement a content management system for the Divisions to manage the contents of the web pages as needed.

7. Web pages shall comply with the Americans with Disabilities Act (ADA) Standards for Accessible Design regulation.

8. Web pages shall be browser independent.

9. Web page displays shall be mobile responsive.

10. Provide solution to search thru all our Websites and contents.

11. Website technologies shall comply with ITD approved development and security standards.

12. Attend strategy, creative and production meetings either onsite or via web session as needed.

13. Provide detailed and clear technical documentation to facilitate future modification by ITD or other authorized personnel. Documentation may vary in size and scope, depending upon the complexity of the solutions. Documentation includes: site maps; data models; list of technologies and/or programming languages used; detailed description of solutions; description of file structures; security requirements; source code with embedded comments; art; images; videos; description of any special processing; deployment plans; backup requirements; content management procedures; site maintenance procedures; and any other documents, diagrams, or flowcharts that are necessary or that will aid ITD in managing the websites and mobile applications.

14. Provide administrative access to servers at the OS level, databases and Web Services.

15. Perform deployment activities including walk-throughs, question and answer sessions, check-in process (a procedure defined by ITD) of all source material, and training sessions.

16. Provide web hosting services, which includes but not limited to backup with 14 days retention policy, transaction and security monitoring and dashboard analytic of all the web traffics. Guarantee uptime should be 99.99.

17. Perform other miscellaneous and related tasks.

The selected firm will work directly with ITD to receive work requests and deliver completed solutions. It is anticipated that the majority of development work will be performed offsite. Each work request will require a quote to be submitted to and approved by ITD, prior to beginning the work in order to guarantee payment. The selected firm must send back a quote within 48 hours after receiving work request. Work performed without the consent of ITD may be subject to non-payment. ITD will have the authority to approve, reject, or request the removal of any member from the selected firm’s project team.
Delivery of completed solutions to ITD must include ample turnover documentation. This documentation may vary in size and scope, depending upon the complexity of the solutions. Documentation includes: site maps; data models; list of technologies and/or programming languages used; detailed description of solutions; description of file structures; security requirements; source code with embedded comments; art; images; videos; description of any special processing; deployment plans; backup requirements; content management procedures; site maintenance procedures; and any other documents, diagrams, or flowcharts that are necessary or that will aid ITD in managing the websites and mobile applications.

A soft copy of the required turnover documentation and a walk-through of the completed solution must be presented to ITD prior to making the solution available to various Harbor Department Divisions. All material, including, but not limited to files, documentation, source code, templates, images, videos, art, photos, design elements, etc. used in the design and implementation of the websites and mobile applications will become the property of the Harbor Department and stored onsite under ITD control.

In addition, any technologies not currently being used on the Port’s websites must be compatible with Harbor Department infrastructure and approved by ITD. Harbor Department websites were developed using ASP, PHP, WordPress, Flash, and SQL Server. The mobile devices that are being used at the Harbor Department include Apple iPhone, iPad, and Microsoft Surface. Other approved technologies are HTML5, Microsoft .NET framework, C# and Silverlight.

3. PROPOSAL REQUIREMENTS

3.1 Proposal Submission

One (1) original with six (6) copies and one (1) digital copy via (USB) of your proposal must be submitted on or before 3:00 p.m. on Wednesday, April 5, 2017 to:

By Hand/Mail Delivery: Contracts and Purchasing Division
ATTN: Tricia Carey
REF: Port Website Support Services
500 Pier ‘A’ Street
Wilmington, CA 90744

Electronically transmitted proposals will not be considered.

All proposals will be date stamped as the Harbor Department receives them. The proposal opening will not be open to the public.

Proposers solely are responsible for the timeliness of their submittals. As such, proposers are cautioned to budget adequate time to ensure that their proposals are delivered at the location designated at or before the deadline set forth above. Proposers are cautioned that matters including, but not limited to, traffic congestion, security measures and/or events in or around the Harbor Department, may lengthen the amount of time necessary to deliver the proposal, whether the proposal is submitted in person or by
By submitting a proposal, proposers certify that such proposal constitutes their full and complete written response to the RFP and evidences their acknowledgement that additional written material outside of such proposal shall not be considered by the City in connection with this RFP, unless the City provides a written request that they submit additional written materials. Absent such written request, proposers are instructed to not submit to the City written or other materials outside of the proposal, either in a subsequent interview or otherwise.

3.2 Evaluation Process and Selection Criteria

All proposals meeting the requirements of this RFP shall be reviewed and rated by a Department evaluation committee according to the following criteria: 1) firm qualifications, experience, and references; 2) project organization, personnel, and staffing; 3) project approach and engagement management; 4) rates, fees, and budget control; and 5) clarity and comprehensiveness of the proposal. See Exhibit E.

Selected proposers may be contacted to arrange in-person interviews with the evaluation committee. The evaluation committee will make the final recommendation for selecting the consultant. All recommendations are subject to the approval of the Chief Information Officer, the Executive Director of the Harbor Department, and the Board of Harbor Commissioners.

Proposers are advised that all documentation submitted in response to this RFP will become available to the public as a public record and may be released without further notification. Any information that the proposer considers confidential should not be submitted with the proposal.

The right to reject any and all proposals shall, in every case, be reserved, as shall the right to waive any informality in the proposal when to do so would be to the advantage of the City.

3.3 Proposal Content

The following items shall be included in your proposal:

1. Cover Transmittal Letter

Provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

2. Firm Qualifications, Experience and References

Provide a narrative describing the firm’s qualifications to perform the project work, including past (relevant) experience, references, and information regarding your firm’s experience involving the size and level of complexity of the proposed project. Qualifications and experience for proposed subconsultants should also be included.
Provide number of total employees and number of line-of-business employees.
Provide location of headquarters and working field offices.
Include at least three client references. Client references should include the following information:

- Company name
- Contact names and phone/email
- Dates of engagement
- Specify if the firm was a prime or subconsultant on the project
- Size of contract awarded to the firm
- Specific Web development work that the firm completed including the Programming languages, platforms, Database, etc.
- Which specific staff members worked on the project and their role

Include a narrative of your firm’s expertise in the following areas:

- Web design, development, and maintenance
- Flash programming
- Scripting languages
- Programming languages
- Web development platforms
- Mobile application development
- Art, video, and motion graphic production
- Web server environments
- SQL Server
- Web hosting or experience with hosting companies. Include percentage uptime/availability, content management experience, support service levels and response times.

Complete Attachment 1 - Proposers and subconsultants are each required to complete a Skills Matrix for their firm.

3. Project Organization, Personnel and Staffing

Provide a brief description of all key personnel and technical staff (including vendors, partners or subconsultants) to be involved and their relationship to the services to be provided.

- Include names, titles, licenses, certificates, fields of expertise, and relevant experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.
- Complete resumes should be provided as part of an appendix to the proposal.
- Provide a project organization chart which depicts the organization of the project team, including reporting relationships to the Department’s Project Manager and supervision of project team staff.
- Indicate onsite availability for project manager as well as other staff.
- Describe the website support services that will be provided. Provide details on staffing, response times, escalation procedures, etc.
- Complete Attachment 2 – Skills Matrix for each proposed staff.
4. Project Approach and Engagement Management

Provide a narrative which shows your firm’s understanding of the project’s requirements and documents a logical approach to meet those requirements. Describe how your firm intends to manage all aspects of the work to be performed, including:
- Procedures for receiving and processing support requests.
- Management of work requests, status reports, and communication plan.
- Management of projects, including scheduling, risk, resources, etc.
- Issue management including escalation process.
- The vetting and selection process for staff.
- Response times for both Helpdesk support and assignment of staff for work requests.
- Process of onboarding and offboarding the web hosting, including time frames and any requirements for Harbor Department Staff.

If specific project team members or vendors are critical to specific tasks, identify where they will be utilized and/or committed.

5. Cost

Provide pricing and cost information. Include hourly rates for all proposed team members and/or positions. Rates should be for onsite and offsite work. If travel costs will be incurred for onsite work, the onsite hourly rate should include all such costs and proposals should state clearly state this.

Provide pricing for website hosting, including any separate costs for onboarding and offboarding.

Also provide pricing for any proposed equipment, software, or hardware costs and any other related expenses for the project. Discuss any budget control measures of your firm and proposed subconsultants.


In order for your proposal to be deemed responsive, the following documents MUST be included with your proposal:

A) SMALL/VERY SMALL BUSINESS ENTERPRISE AND LOCAL BUSINESS PREFERENCE PROGRAMS (EXHIBIT B)

Provide with your proposal the Small/Very Small Business Enterprise and Local Business Preference Programs Affidavit and Consultant Description forms (Exhibit B), fully filled out for your firm and any proposed subconsultants. Please refer to Exhibit B for detailed information relative to these programs and instructions on completing the forms.

Although there is no Small Business Enterprise (SBE) participation requirement for this contract opportunity, Exhibit B must be submitted with the proposal.

Proposers who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any services valued in excess of $150,000.
B) INSURANCE VERIFICATION LETTER

Provide a letter from your insurance carrier indicating that the insurance requirements for this project as described in Section 4.4 of this RFP are presently part of the proposer’s coverage, or that the insurance company is able to provide such coverage should the proposer be selected. The insurance carrier must be aware of the indemnification requirements also set forth in this RFP. Proposers are not required to purchase the required insurance in order to respond; however, all required insurance will need to be submitted at the time of contract award.

C) CITY ETHICS COMMISSION (CEC) FORM 55

Proposers must submit CEC Form 55 (See Exhibit F). Proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful proposers, 12 months after the contract is signed. The proposer’s principals and subconsultants performing $100,000 or more in work on the contract, as well as the principals of those subconsultants, are also subject to the same limitations on campaign contributions and fundraising. Responses submitted without a completed CEC Form 55 may be deemed nonresponsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

3.4 Checklist for RFP Submittal Requirements

A checklist is provided to assist in verification that all elements of the RFP have been addressed. However, firms are encouraged to review the entirety of the RFP, including the Standard Contract Provisions section, to ensure full compliance and not rely solely on this checklist.

☐ Cover transmittal letter, signed by an authorized principal of the proposing consulting firm.
☐ Table of Contents, if included (not required).
☐ Proposal with the following sections, in order:
  ▪ Firm Qualifications, Experience and References
  ▪ Project Organization, Personnel and Staffing
  ▪ Project Approach and Engagement Management
  ▪ Cost
☐ Attachment 1 – Skills matrix for firm and subconsultants.
☐ Attachment 2 – Skills matrix for each proposed staff.
☐ Resumes for all proposed staff personnel provided in an appendix.
☐ Small/Very Small Business Enterprise and Local Business Preference Programs’ forms provided in this RFP are filled out providing requested information for prime and subconsultants:
  ▪ Affidavit (Prime)
  ▪ Consultant Description Form (Prime and any subconsultants)
☐ Letter from insurance carrier indicating ability to meet insurance requirements for this project, including general liability, auto liability and workers’ compensation.
☐ CEC Form 55 - Bidder Contributions
4. STANDARD CONTRACT PROVISIONS

The following sections are standard contract provisions for the Harbor Department. In submitting a proposal, proposer agrees to accept these terms without change. **If your firm cannot agree to the following requirements, exactly as set forth below, please do not submit a proposal.**

4.1 Affirmative Action

Consultant, during the performance of the Agreement, shall not discriminate in its employment practices against any employee or applicant for employment because of the employee’s or applicant’s race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition. The provisions of Section 10.8.4 of the Los Angeles Administrative Code shall be incorporated and made a part of the agreement. All subcontracts awarded shall contain a like nondiscrimination provision. See Exhibit A.

4.2 Small/Very Small Business Enterprise Program and Local Business Preference Programs

It is the policy of the Department to provide Small Business Enterprises (SBE), Very Small Business Enterprises (VSBE), Minority-Owned, Women-Owned, Disabled Veteran-Owned and all Other Business Enterprises (MBE/WBE/DVBE/OBE) an equal opportunity to participate in the performance of all City contracts in all areas where such contracts afford such participation opportunities. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs to achieve participation in subcontracts where such participation opportunities present themselves and attempt to ensure that all available business enterprises, including SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs, have equal participation opportunity which might be presented under this Agreement. See Exhibit B.

It is also the policy of the Department to support an increase in local and regional jobs. The Department’s Local Business Preference Program aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for Local Business Enterprises to achieve participation in subcontracts where such participation opportunities present themselves. See Exhibit B.

**NOTE:** Prior to being awarded a contract with the Harbor Department, all consultants and subconsultants must be registered on the City’s Contracts Management and Opportunities Database, Los Angeles Business Assistance Virtual Network (LABAVN), at [http://www.labavn.org](http://www.labavn.org).

4.3 Business Tax Registration Certificate

The City of Los Angeles, Office of Finance requires the implementation and enforcement of Los Angeles Municipal Code Section 21.09 et seq. This section provides
that every person, other than a municipal employee, who engages in any business within the City of Los Angeles, is required to obtain the necessary Business Tax Registration Certificate and pay business taxes. The City Controller has determined that this Code Section applies to consulting firms that are doing work for the Los Angeles Harbor Department. See Exhibit C.

4.4 Indemnity and Insurance Requirements

REQUIRED AT PROPOSAL STAGE: A letter from each proposer's broker must be provided with their proposal. The letter should indicate that the requirements below are presently part of the proposer's coverage, or that the broker is able to provide such coverage should the proposer be selected. The broker must be aware of the indemnification requirements below. Proposers are not required to purchase the required insurance in order to respond, however all required insurance will need to be submitted at the time of contract award.

1. Indemnification
   
   Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Contractor undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Contract by Contractor or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States, the State of California, and the City.

2. Acceptable Evidence and Approval of Insurance

   Electronic submission is the required method of submitting your insurance documents. Consultant's insurance broker or agent shall obtain access to Track4LA™ at http://track4la.lacity.org/ and follow the instructions to register and submit the appropriate proof of insurance on Consultant's behalf.

   Carrier Requirements

   All insurance which Consultant is required to provide pursuant to this Agreement shall be placed with insurance carriers authorized to do business in the State of California and which are rated A-, VII or better in Best's Insurance Guide. Carriers without a Best’s rating shall meet comparable standards in another rating service acceptable to City.
Primary Coverage

The coverages submitted must be primary with respect to any insurance or self insurance of the City of Los Angeles Harbor Department. The City of Los Angeles Harbor Department’s program shall be excess of this insurance and non-contributing.

Notice Of Cancellation

By terms of the contract, the Consultant agrees to maintain all required insurance in full force for the duration of the contractor’s business with the City of Los Angeles Harbor Department. Each insurance policy described below shall provide that it will not be canceled or reduced in coverage until after the Board of Harbor Commissioners, Attention: Risk Manager and the City Attorney of the City of Los Angeles Harbor Department have been given thirty (30) days’ prior notice (or 10 days notice of non payment of premium) by registered mail addressed to 425 S. Palos Verdes Street, San Pedro, California 90731.

Modification of Coverage

Executive Director, at his or her discretion, based upon recommendation of independent insurance consultants to City, may increase or decrease amounts or types of insurance coverage required hereunder at any time during the term hereof by giving ninety (90) days’ written notice to Consultant.

Renewal of Policies

At least thirty (30) days prior to the expiration of each policy, Consultant shall direct their insurance broker or agent to submit the City’s online insurance compliance system Track4LA™ at http://track4la.lacity.org a renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified below. If Consultant neglects or fails to secure or maintain the insurance required below, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect the City’s interests. The cost of such insurance will be deducted from the next payment due Consultant.

Policy Copies

Upon request by City, Consultant must furnish copy of full certified policy of any insurance policy required herein. This requirement shall survive the termination or expiration date of this contract.

Limits of Coverage

If the Consultant maintains higher limits than the minimums shown below, City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

Right to Self-Insure

Upon written approval by Executive Director, Consultant may self-insure if the
following conditions are met:

1. Consultant has a formal self-insurance program in place prior to execution of this Agreement. If a corporation, Consultant must have a formal resolution of its board of directors authorizing self-insurance.

2. Consultant agrees to protect the City, its boards, officers, agents and employees at the same level as would be provided by full insurance with respect to types of coverage and minimum limits of liability required by this Agreement.

3. Consultant agrees to defend the City, its boards, officers, agents and employees in any lawsuit that would otherwise be defended by an insurance carrier.

4. Consultant agrees that any insurance carried by Department is excess of Consultant’s self-insurance and will not contribute to it.

5. Consultant provides the name and address of its claims administrator.

6. Consultant submits its most recently filed 10-Q and its 10-K or audited annual financial statements for the three most recent fiscal years prior to the Executive Director’s consideration of approval of self-insurance and annually thereafter.

7. Consultant agrees to inform Department in writing immediately of any change in its status or policy which would materially affect the protection afforded Department by this self-insurance.

8. Consultant has complied with all laws pertaining to self-insurance.

3. General Liability Insurance

Consultant shall procure and maintain in effect throughout the term of this Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best’s is not available) within Consultant’s normal limits of liability but not less than One Million Dollars ($1,000,000) combined single limit for injury or claim. Where Consultant provides or dispenses alcoholic beverages, Host Liquor Liability coverage shall be provided as above. Where Consultant provides pyrotechnics, Pyrotechnics Liability shall be provided as above. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Consultant. The retention or self-insurance provided shall provide that any other insurance maintained by Department shall be excess of Consultant’s insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department,
its officers, agents and employees as Primary additional insureds, a 10-days notice of
cancellation for nonpayment of premium, and a 30-days notice of cancellation for any other
reasons.

4. Automobile Liability Insurance

Consultant shall procure and maintain at its expense and keep in force at all times
during the term of this Agreement, automobile liability insurance written by an insurance
company authorized to do business in the State of California rated VII, A- or better in
Best’s Insurance Guide (or an alternate guide acceptable to City if Best’s is not available)
within Consultant’s normal limits of liability but not less than One Million Dollars
($1,000,000) covering damages, injuries or death resulting from each accident or claim
arising out of any one claim or accident. Said insurance shall protect against claims arising
from actions or operations of the insured, or by its employees. Coverage shall contain a
defense of suits provision and a severability of interest clause. Additionally, each policy
shall include an additional insured endorsement (CG 2010 or equivalent) naming the City
of Los Angeles Harbor Department, its officers, agents and employees as Primary
additional insureds, a 10-days notice of cancellation for nonpayment of premium, and a 30-
days notice of cancellation for any other reasons.

5. Workers’ Compensation and Employer’s Liability

Consultant shall certify that it is aware of the provisions of Section 3700 of the
California Labor code which requires every employer to be insured against liability for
Workers’ Compensation or to undertake self-insurance in accordance with the provisions
of that Code, and that the Consultant shall comply with such provisions before
commencing the performance of the tasks under this Agreement. Coverage for claims
under U.S. Longshore and Harbor Workers’ Compensation Act, if required under
applicable law, shall be included. Consultant shall submit Workers’ Compensation policies
whether underwritten by the state insurance fund or private carrier, which provide that the
public or private carrier waives it right of subrogation against the City in any circumstance
in which it is alleged that actions or omissions of the City contributed to the accident. Such
worker’s compensation and occupational disease requirements shall include coverage for
all employees of Consultant, and for all employees of any subcontractor or other vendor
retained by Consultant.

4.5 Conflict of Interest

It is hereby understood and agreed that the parties to this Agreement have read and
are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the
California Government Code relating to conflict of interest of public officers and
employees, as well as the Los Angeles Municipal Code (LAMC) Municipal Ethics and
Conflict of Interest provisions of Section 49.5.1 et seq. and the Conflict of Interest Codes of
the City and Department. All parties hereto agree that they are unaware of any financial or
economic interest of any public officer or employee of City relating to this Agreement.
Notwithstanding any other provision of this Agreement, it is further understood and agreed
that if such financial interest does exist at the inception of this Agreement, City may
immediately terminate this Agreement by giving written notice thereof.
4.6 Compliance with Applicable Laws

Consultant shall at all times in the performance of its obligations comply with all applicable laws, statutes, ordinances, rules and regulations, and with the reasonable requests and directions of the Executive Director.

4.7 Governing Law / Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without reference to the conflicts of law, rules and principles of such State. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State or Federal courts located in the County of Los Angeles, State of California, in the judicial district required by court rules.

4.8 Termination Provision

The Board of Harbor Commissioners, in its sole discretion, shall be able to terminate and cancel all or any part of the Agreement it enters into with the selected Consultant for any reason upon giving the Consultant ten (10) days' notice in writing of its election to cancel and terminate the Agreement. It is agreed that any Agreement entered into shall not limit the right of the City to hire additional Consultants to perform the services described in the Agreement either during or after the term of the Agreement.

4.9 Proprietary Information

1. Writings, as that term is defined in Section 250 of the California Evidence Code (including, without limitation, drawings, specifications, estimates, reports, records, reference material, data, charts, documents, renderings, computations, computer tapes or disks, submittals and other items of any type whatsoever, whether in the form of writing, figures or delineations), which are obtained, generated, compiled or derived in connection with this Agreement (collectively hereafter referred to as "property"), are owned by City as soon as they are developed, whether in draft or final form. City has the right to use or permit the use of property and any ideas or methods represented by such property for any purpose and at any time without compensation other than that provided in this Agreement. Consultant hereby warrants and represents that City at all times owns rights provided for in this section free and clear of all third-party claims whether presently existing or arising in the future, whether or not presently known. Consultant need not obtain for City the right to use any idea, design, method, material, equipment or other matter which is the subject of a valid patent, unless such patent is owned by Consultant or one of its employees, or its Subconsultant or the Subconsultant's employees, in which case such right shall be obtained without additional compensation. Whether or not Consultant's initial proposal or proposals made during this Agreement are accepted by City, it is agreed that all information of any nature whatsoever connected with the Scope of Work, regardless of the form of communication, which has been or may be given by Consultant, its Subconsultants or on either's behalf, whether prior or subsequent to this Agreement becoming effective, to the City, its boards, officers, agents or employees, is not given in confidence. Accordingly, City or its designees may use or disclose such information without liability of any kind, except as may arise under valid patents.
2. If research or development is furnished in connection with this Agreement and if, in the course of such research or development, patentable work product is produced by Consultant, its officers, agents, employees, or Subconsultants, the City shall have, without cost or expense to it, an irrevocable, non-exclusive royalty-free license to make and use, itself or by anyone on its behalf, such work product in connection with any activity now or hereafter engaged in or permitted by City. Upon City's request, Consultant, at its sole cost and expense, shall promptly furnish or obtain from the appropriate person a form of license satisfactory to the City. It is expressly understood and agreed that, as between City and Consultant, the referenced license shall arise for City's benefit immediately upon the production of the work product, and is not dependent on the written license specified above. City may transfer such license to its successors in the operation or ownership of any real or personal property now or hereafter owned or operated by City.

4.10 Trademarks, Copyrights, and Patents

Consultant agrees to save, keep, hold harmless, protect and indemnify the City and any of its officers or agents from any damages, cost, or expenses in law or equity from infringement of any patent, trademark, service mark or copyright of any person or persons, or corporations in consequence of the use by City of any materials supplied by Consultant in the performance of this Agreement.

4.11 Confidentiality

The data, documents, reports or other materials which contain information relating to the review, documentation, analysis and evaluation of the work described in this Agreement and any recommendations made by Consultant relative thereto shall be considered confidential and shall not be reproduced, altered, used or disseminated by Consultant or its employees or agents in any manner except and only to the extent necessary in the performance of the work under this Agreement. In addition, Consultant is required to safeguard such information from access by unauthorized personnel.

4.12 Notices

In all cases where written notice is to be given under this Agreement, service shall be deemed sufficient if said notice is deposited in the United States mail, postage paid. When so given, such notice shall be effective from the date of mailing of the same. For the purposes hereof, unless otherwise provided by notice in writing from the respective parties, notice to the Department shall be addressed to Chief Information Officer, Los Angeles Harbor Department, P.O. Box 151, San Pedro, California, 90733-0151, and notice to Consultant shall be addressed to it at the address set forth above. Nothing herein contained shall preclude or render inoperative service of such notice in the manner provided by law.

4.13 Termination Due to Non-Appropriation of Funds

This Agreement is subject to the provisions of the Los Angeles City Charter which, among other things, precludes the City from making any expenditure of funds or incurring
any liability, including contractual commitments, in excess of the amount appropriated thereof.

The Board, in awarding this Agreement, is expected to appropriate sufficient funds to meet the estimated expenditure of funds through June 30 of the current fiscal year and to make further appropriations in each succeeding fiscal year during the life of the Agreement. However, the Board is under no legal obligation to do so.

The City, its boards, officers, and employees are not bound by the terms of this Agreement or obligated to make payment thereunder in any fiscal year in which the Board does not appropriate funds therefore. The Consultant is not entitled to any compensation in any fiscal year in which funds have not been appropriated for the Agreement by the Board.

Although the Consultant is not obligated to perform any work under the Agreement in any fiscal year in which no appropriation for the Agreement has been made, the Consultant agrees to resume performance of the work required by the Agreement on the same terms and conditions for a period of sixty (60) days after the end of the fiscal year if an appropriation therefore is approved by the Board within that 60 day period. The Consultant is responsible for maintaining all insurance and bonds during this 60 day period until the appropriation is made; however, such extension of time is not compensable.

If in any subsequent fiscal year funds are not appropriated by the Board for the work required by the Agreement, the Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

4.14 Taxpayer Identification Number

The Internal Revenue Service (IRS) requires that all Consultants and suppliers of materials and supplies provide a Taxpayer Identification Number (TIN) to the party that pays them. Consultant declares that its authorized Taxpayer Identification Number (TIN) is _________________. No payments will be made under the Agreement without a valid TIN.

4.15 Service Contractor Worker Retention Policy and Living Wage Policy Requirements

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 5771 on January 3, 1999, agreeing to adopt the provisions of Los Angeles City Ordinance No. 171004 relating to Service Contractor Worker Retention (SCWR), Section 10.36 et seq. of the Los Angeles Administrative Code, as the policy of the Harbor Department. Further, Charter Section 378 requires compliance with the City's Living Wage requirements as set forth by ordinance, Section 10.37 et seq. of the Los Angeles Administrative Code. Consultant shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle the City to terminate the Agreement and otherwise pursue legal remedies that may be available.

4.16 Wage and Earnings Assignment Orders/Notices of Assignments
Consultant and/or any subconsultant are obligated to fully comply with all applicable state and federal employment reporting requirements for the Consultant and/or subconsultant’s employees.

Consultant and/or subconsultant shall certify that the principal owner(s) are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignments applicable to them personally. Consultant and/or subconsultant will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with Cal. Family Code § 5230 et seq. Consultant or subconsultant will maintain such compliance throughout the term of the Agreement.

4.17 Equal Benefits Policy

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance 172,908, as amended, relating to Equal Benefits, Section 10.8.2.1 et seq. of the Los Angeles Administrative Code, as a policy of the Harbor Department. Consultant shall comply with the policy wherever applicable. Violation of the policy shall entitle the City to terminate any Agreement with Consultant and pursue any and all other legal remedies that may be available. See Exhibit D.

4.18 State Tidelands Grants

The Agreement will be entered into in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. Therefore, the Agreement will at all times be subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled “An Act Granting to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of Said City,” approved June 3, 1929, (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands. Consultant agrees that any interpretation of the Agreement and the terms contained therein must be consistent with such limitations, conditions, restrictions and reservations.

4.19 Contract Solicitations Charter Section 470 (c) (12)

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

Proposers must submit CEC form 55 to the awarding authority at the same time the response is submitted (See Exhibit F). The form requires proposers to identify their
principals, their subcontractors performing $100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 may be deemed nonresponsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.
## ATTACHMENT 1
### FIRM SKILLS MATRIX

Firm Name: _________________________________

For each column, specify the **number of staff** with the specified level of experience.

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<th>Years of Experience</th>
<th>Website URL</th>
<th>Comments</th>
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### Staff Skills Matrix

Staff Name: ____________________________________

For each skill, please check off the specified level of experience.

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EXHIBIT A - AFFIRMATIVE ACTION PROGRAM PROVISIONS

Sec. 10.8.4 Affirmative Action Program Provisions.

Every non-construction contract with or on behalf of the City of Los Angeles for which the consideration is $100,000 or more and every construction contract with or on behalf of the City of Los Angeles for which the consideration is $5,000 or more shall contain the following provisions which shall be designated as the AFFIRMATIVE ACTION PROGRAM provisions of such contract:

A. During the performance of City contract, the contractor certifies and represents that the contractor and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.
   1. This provision applies to work or services performed or materials manufactured or assembled in the United States.
   2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
   3. The contractor shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.

B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

C. As part of the City’s supplier registration process, and/or at the request of the awarding authority or the Office of Contract Compliance, the contractor shall certify on an electronic or hard copy form to be supplied, that the contractor has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

D. The contractor shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City contracts, and on their or either of their request to provide evidence that it has or will comply therewith.

E. The failure of any contractor to comply with the Affirmative Action Program provisions of City contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full
and fair hearing after notice and an opportunity to be heard has been given to the contractor.

F. Upon a finding duly made that the contractor has breached the Affirmative Action Program provisions of a City contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, such breach may be the basis for a determination by the awarding authority or the Board of Public Works that the said contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Los Angeles City Charter. In the event of such determination, such contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.

G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City contract, there may be deducted from the amount payable to the contractor by the City of Los Angeles under the contract, a penalty of TEN DOLLARS ($10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a City contract.

H. Notwithstanding any other provisions of a City contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.

I. The Public Works Board of Commissioners shall promulgate rules and regulations through the Office of Contract Compliance and provide to the awarding authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an awarding authority of the City to accomplish this contract compliance program.

J. Nothing contained in City contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.

K. The Contractor shall submit an Affirmative Action Plan which shall meet the requirements of this chapter at the time it submits its bid or proposal or at the time it registers to do business with the City. The plan shall be subject to approval by the Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section shall be effective for a period of twelve months from the date of approval by the Office of Contract Compliance. In case of prior submission of a plan, the contractor may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the
previous twelve months. If the approval is 30 days or less from expiration, the contractor must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.

1. Every contract of $5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.

2. A contractor may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for approval.

L. The Office of Contract Compliance shall annually supply the awarding authorities of the City with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and the contractor.

M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:

1. Apprenticeship where approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
2. Classroom preparation for the job when not apprenticeable;
3. Pre-apprenticeship education and preparation;
4. Upgrading training and opportunities;
5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
6. The entry of qualified women, minority and all other journeymen into the industry; and
7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.

N. Any adjustments which may be made in the contractor's or supplier's workforce to achieve the requirements of the City's Affirmative Action Contract Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of the workforce or replacement of those employees who leave the workforce by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.
O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the City and may be used at the discretion of the City in its Contract Compliance Affirmative Action Program.

P. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by contractors or suppliers engaged in the performance of City contracts.

Q. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor’s contract with the City.
EXHIBIT B

(1) SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM
(2) LOCAL BUSINESS PREFERENCE PROGRAM

(1) SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM:

The Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Harbor Department in a manner that reflects the diversity of the City of Los Angeles. The Harbor Department's Small Business Enterprise (SBE) Program was created to provide additional opportunities for small businesses to participate in professional service and construction contracts. An overall Department goal of 25% SBE participation, including 5% Very Small Business Enterprise (VSBE) participation, has been established for the Program. The specific goal or requirement for each contract opportunity may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including, but not limited to, SBEs, VSBEs, women-owned business enterprises (WBEs), minority-owned business enterprises (MBEs), and disabled veteran business enterprises (DVBEs). The SBE Program allows the Harbor Department to target small business participation, including MBEs, WBEs, and DVBEs, more effectively. It is the intent of the Harbor Department to make it easier for small businesses to participate in contracts by providing education and assistance on how to do business with the City, and ensuring that payments to small businesses are processed in a timely manner. In order to ensure the highest participation of SBE/VSBE/MBE/WBE/DVBEs, all proposers shall utilize the City’s contracts management and opportunities database, the Los Angeles Business Assistance Virtual Network (LABAVN), at http://www.labavn.org, to outreach to potential subconsultants.

The Harbor Department defines a SBE as an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121. Go to www.sba.gov for more information. The Harbor Department defines a VSBE based on the State of California’s Micro-business definition which is 1) a small business that has average annual gross receipts of $3,500,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.

The SBE Program is a results-oriented program, requiring consultants who receive contracts from the Harbor Department to perform outreach and utilize certified small businesses. Based on the work to be performed, it has been determined that the percentage of small business participation will be 25%, including 5% VSBE participation. The North American Industry Classification System (NAICS) Code for the scope of services is 541511. This NAICS Code is the industry code that corresponds to at least 51% of the scope of services and will be used to determine the size standard for SBE participation of the Prime Consultant. The maximum SBE size standard for this NAICS Code is $27.5 million.

Consultant shall be responsible for determining the SBE status of its subconsultants for purposes of meeting the small business requirement. Subconsultants must qualify as an SBE based on the type of services that they will be performing under the Agreement. All business participation will be determined by the percentage of the total amount of compensation under the agreement paid to SBEs. The Consultant shall not substitute an SBE firm without obtaining prior approval of the City. A request for substitution must be based upon demonstrated good cause. If substitution is permitted, Consultant shall endeavor to make an in-kind substitution for the substituted SBE.

Consultant shall complete, sign, notarize (where applicable) and submit as part of the executed agreement the attached Affidavit and Consultant Description Form. The Affidavit and Consultant Description Form, when signed, will signify the Consultant's intent to comply with the SBE requirement. Prior to contract award, the Harbor Department will verify the status of all certifications. In addition, prior to being awarded a contract with the Harbor Department, all consultants and sub consultants must be registered on the LABAVN.
(2) LOCAL BUSINESS PREFERENCE PROGRAM:

The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department’s Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

Consultants who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any proposal for services valued in excess of $150,000. The preference will be applied by adding 8% of the total possible evaluation points to the Consultant’s score.

The Harbor Department defines a LBE as:

(a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties; or

(b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

In order for Harbor Department staff to determine the appropriate LBE preference, Consultant shall complete, sign, notarize (where applicable) and submit the attached Affidavit and Consultant Description Form. The Affidavit and Consultant Description Form will signify the LBE status of the Consultant and subconsultants.

In the event of Consultant’s noncompliance during the performance of the Agreement, Consultant shall be considered in material breach of contract. In addition to any other remedy available to City under this Agreement or by operation of law, the City may withhold invoice payments to Consultant until noncompliance is corrected, and assess the costs of City’s audit of books and records of Consultant and its subconsultants. In the event the Consultant falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Consultant from participation in City contracts for a period of up to five (5) years.
AFFIDAVIT OF COMPANY STATUS

“The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information and information contained on the attached Consultant Description Form is true and correct and includes all material information necessary to identify and explain the operations of

Name of Firm

as well as the ownership and location thereof. Further, the undersigned agrees to provide complete and accurate information regarding ownership in the named firm, and all of its domestic and foreign affiliates, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents, and the ownership documents of all of its domestic and foreign affiliates, in association with this agreement.”

(1) Small/Very Small Business Enterprise Program: Please indicate the ownership of your company. Please check all that apply. At least one box must be checked:

☐ SBE  ☐ VSBE  ☐ MBE  ☐ WBE  ☐ DVBE  ☐ OBE

- A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.
- A Very Small Business Enterprise (VSBE) is 1) a small business that has average annual gross receipts of $3,500,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.
- A Minority Business Enterprise (MBE) is defined as a business in which a minority owns and controls at least 51% of the business. A Woman Business (WBE) is defined as a business in which a woman owns and controls at least 51% of the business. For the purpose of this project, a minority includes:
  
  (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
  (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
  (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands); and
  (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- A Disabled Veteran Business Enterprise (DVBE) is defined as a business in which a disabled veteran owns at least 51% of the business, and the daily business operations are managed and controlled by one or more disabled veterans.
- An OBE (Other Business Enterprise) is any enterprise that is neither an SBE, VSBE, MBE, WBE, or DVBE.
(2) **Local Business Preference Program:** Please indicate the Local Business Enterprise status of your company. Only one box must be checked:

- [ ] LBE  
- [ ] Non-LBE

- A **Local Business Enterprise (LBE)** is: (a) a business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or (b) a business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. "Headquartered" shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.

- A **Non-LBE** is any business that does not meet the definition of a LBE.

---

**Signature:** __________________________  **Title:** __________________________________

**Printed Name:** ______________________  **Date Signed:** ________________________

---

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ____________________________

On ____________________________ before me, ____________________________ (insert name and title of the officer)

personally appeared ____________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature ____________________________ (Seal)
Consultant Description Form

PRIME CONSULTANT:
Contract Title: __________________________________________________________
Business Name: ______________________________ Award Total: $ __________
Owner's Ethnicity: _____ Gender ______ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)
Local Business Enterprise: YES_______ NO________ (Check only one)
Primary NAICS Code: ___________ Average Three Year Gross Revenue: $________
Address: _______________________________________________________________
City/State/Zip: ___________________________________________________________
County: ________________________________________________________________
Telephone: (         ) ___________________ FAX: (         ) _______________________
Contact Person/Title: _____________________________________________________
Email Address: __________________________________________________________

SUBCONSULTANT:
Business Name: ______________________________ Award Percentage: ____________%
Services to be provided: __________________________________________________
Owner's Ethnicity: _________ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)
Local Business Enterprise: YES_______ NO________ (Check only one)
Primary NAICS Code: ___________ Average Three Year Gross Revenue: $________
Address: _______________________________________________________________
City/State/Zip: ___________________________________________________________
County: ________________________________________________________________
Telephone: (         ) ___________________ FAX: (         ) _______________________
Contact Person/Title: _____________________________________________________
Email Address: __________________________________________________________

SUBCONSULTANT:
Business Name: ______________________________ Award Percentage: ____________%
Services to be provided: __________________________________________________
Owner's Ethnicity: _________ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)
Local Business Enterprise: YES_______ NO________ (Check only one)
Primary NAICS Code: ___________ Average Three Year Gross Revenue: $________
Address: _______________________________________________________________
City/State/Zip: ___________________________________________________________
County: ________________________________________________________________
Telephone: (         ) ___________________ FAX: (         ) _______________________
Contact Person/Title: _____________________________________________________
Email address: __________________________________________________________
Consultant Description Form

SUBCONSULTANT:
Business Name: ______________________________  Award Percentage: ____________%
Services to be provided: ________________________________________________________
Owner’s Ethnicity: _______ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)
Local Business Enterprise: YES_____ NO_______ (Check only one)
Primary NAICS Code: ___________   Average Three Year Gross Revenue: $_________
Address: _________________________________________________________________
City/State/Zip: _____________________________________________________________
County: ________________________________
Telephone: (         ) ___________________   FAX:  (         ) ____________________
Contact Person/Title: _______________________________________________________
Email Address: _____________________________________________________________

SUBCONSULTANT:
Business Name: ______________________________  Award Percentage: ____________%
Services to be provided: ________________________________________________________
Owner’s Ethnicity: _______ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)
Local Business Enterprise: YES_____ NO_______ (Check only one)
Primary NAICS Code: ___________   Average Three Year Gross Revenue: $_________
Address: _________________________________________________________________
City/State/Zip: _____________________________________________________________
County: ________________________________
Telephone: (         ) ___________________   FAX:  (         ) ____________________
Contact Person/Title: _______________________________________________________
Email Address: _____________________________________________________________

SUBCONSULTANT:
Business Name: ______________________________  Award Percentage: ____________%
Services to be provided: ________________________________________________________
Owner’s Ethnicity: _______ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)
Local Business Enterprise: YES_____ NO_______ (Check only one)
Primary NAICS Code: ___________   Average Three Year Gross Revenue: $_________
Address: _________________________________________________________________
City/State/Zip: _____________________________________________________________
County: ________________________________
Telephone: (         ) ___________________   FAX:  (         ) ____________________
Contact Person/Title: _______________________________________________________
Email address: ______________________________________________________________
Exhibit C - Business Tax Registration Certificate (BTRC) Number

The City of Los Angeles, Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification (BTRC) and pay business tax. (Los Angeles Municipal code Section 21.09 et seq.)

All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC number or an exemption number as proof of compliance with Los Angeles City business tax requirements in order to receive payment for goods or services. Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City.

The Tax and Permit Division of Los Angeles Office of Finance, has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do NOT have a BTRC number contact the Tax and Permit Division at the office listed below, or log on to www.lacity.org/finance, to download the business tax registration application.

MAIN OFFICE
LA City Hall 201 N. Main Street, Rm. 101 (844) 663-4411
Exhibit D- Equal Benefits Ordinance

Sec. 10.8.2.1. Equal Benefits Ordinance.

Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses results in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company choosing to do business with the City agrees to comply with the City's nondiscrimination laws.

It is the City's intent, through the contracting practices outlined in this Ordinance, to assure that those companies wanting to do business with the City will equalize the total compensation between similarly situated employees with spouses and with domestic partners. The provisions of this Ordinance are designed to ensure that the City's contractors will maintain a competitive advantage in recruiting and retaining capable employees, thereby improving the quality of the goods and services the City and its people receive, and ensuring protection of the City's property.

(c) Equal Benefits Requirements.

1. No Awarding Authority of the City shall execute or amend any Contract with any Contractor that discriminates in the provision of Benefits between employees with spouses and employees with Domestic Partners, between spouses of employees and Domestic Partners of employees, and between dependents and family members of spouses and dependents and family members of Domestic Partners.

2. A Contractor must permit access to, and upon request, must provide certified copies of all of its records pertaining to its Benefits policies and its employment policies and practices to the DAA, for the purpose of investigation or to ascertain compliance with the Equal Benefits Ordinance.

3. A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment: "During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners." The posted statement must also include a City contact telephone number which will be provided each Contractor when the Contract is executed.

4. A Contractor must not set up or use its contracting entity for the purpose of evading the requirements imposed by the Equal Benefits Ordinance.

(d) Other Options for Compliance. Provided that the Contractor does not discriminate in the provision of Benefits, a Contractor may also comply with the Equal Benefits Ordinance in the following ways:

1. A Contractor may provide an employee with the Cash Equivalent only if the DAA determines that either:

   a. The Contractor has made a reasonable, yet unsuccessful effort to provide Equal Benefits; or

   b. Under the circumstances, it would be unreasonable to require the Contractor to provide Benefits to the Domestic Partner (or spouse, if applicable).

2. Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent Benefits.
(3) Provide Benefits neither to employees' spouses nor to employees' Domestic Partners.

(e) Applicability.

(1) Unless otherwise exempt, a Contractor is subject to and shall comply with all applicable provisions of the Equal Benefits Ordinance.

(2) The requirements of the Equal Benefits Ordinance shall apply to a Contractor's operations as follows:

a. A Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the Contract.

b. A Contractor's operations on real property located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the Contractor's presence at or on that property is connected to a Contract with the City.

c. The Contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the City Contract.

(3) The requirements of the Equal Benefits Ordinance do not apply to collective bargaining agreements ("CBA") in effect prior to January 1, 2000. The Contractor must agree to propose to its union that the requirements of the Equal Benefits Ordinance be incorporated into its CBA upon amendment, extension, or other modification of a CBA occurring after January 1, 2000.

(f) Mandatory Contract Provisions Pertaining to Equal Benefits. Unless otherwise exempted, every Contract shall contain language that obligates the Contractor to comply with the applicable provisions of the Equal Benefits Ordinance. The language shall include provisions for the following:

(1) During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the Equal Benefits Ordinance.

(2) The failure of the Contractor to comply with the Equal Benefits Ordinance will be deemed to be a material breach of the Contract by the Awarding Authority.

(3) If the Contractor fails to comply with the Equal Benefits Ordinance the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part, and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.

(4) Failure to comply with the Equal Benefits Ordinance may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

(5) If the DAA determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the Equal Benefits Ordinance, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.
EXHIBIT E
RFP SELECTION EVALUATION FORM

PROJECT: PORT WEBSITE SUPPORT SERVICES

SCORING GUIDELINES:

**Rater’s Score:** (Range 0-5) - 0=not included/non responsive; 1= Serious Deficiencies; 2=Marginal Abilities; 3=Adequate, 4=Well Qualified; 5=Exceptionally Qualified.

**Weighing Factor:** A range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. Each number (1 through 6) may be used more than once; however, in establishing weights, the total of all the weighing factors (A –E) must equal 20. Example: 3+2+6+4+5=20 or 3+3+3+6+5=20

**Weighted Score**= Rater’s Score multiplied by (x) Weighing Factor. Totals should be calculated for each criterion.

**Total score** = Sum of all weighted scores.

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<thead>
<tr>
<th>Firm Name</th>
<th>Evaluated by</th>
<th>Date</th>
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<tbody>
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<tr>
<th>CRITERIA TO BE RATED</th>
<th>RATER’S SCORE</th>
<th>WEIGHING FACTOR</th>
<th>WEIGHTED SCORE</th>
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<tbody>
<tr>
<td>A. Firm Qualifications, Experience and References</td>
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<td>4</td>
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<tr>
<td>How long has the company been in business? Has the company done similar work? Level of expertise in subject matter areas?</td>
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<tr>
<td>B. Project Organization, Personnel and Staffing</td>
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<tr>
<td>Qualification and experience of proposed personnel for requested services? On-site availability of team?</td>
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<td>C. Project Approach and Engagement Management</td>
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<tr>
<td>Quality of proposed work plan to meet project requirements? Quality of project management?</td>
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<td>D. Rates, Fees and Budget Control</td>
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<tr>
<td>Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?</td>
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<tr>
<td>E. Clarity and Comprehensiveness of the Proposal</td>
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<tr>
<td>Is the proposal clear, comprehensive, and understandable?</td>
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</table>

Maximum points possible=100

A+B+C+D+E=20

Total Points=
EXHIBIT F

Prohibited Contributors (Bidders)
Form 55

This form must be completed in its entirety and submitted with your bid or proposal to the City department that is awarding the contract. Failure to submit a completed form may affect your bid or proposal. If you have questions about this form, please contact the Ethics Commission.

☐ Original filing  ☐ Amended filing (original signed on ___________; last amendment signed on ___________)

Reference Number (bid or contract number, if applicable): ____________________________

Date Bid Submitted: ________________

Description of Contract (title of RFP and services to be provided): ____________________________

City Department Awarding the Contract:

BIDDER INFORMATION

Name: ____________________________________________

Address: ____________________________________________

Email: ____________________________________________ Phone: ________________

SCHEDULE SUMMARY

Please complete all three of the following:

1. SCHEDULE A — Bidder’s Principals (check one)
   - The bidder is the individual listed above and has no other principals (Schedule A is not required).
   - The bidder is the individual listed above or an entity and has other principals, who are listed on the attached Schedule A pages.

2. SCHEDULE B — Subcontractors and Their Principals (check one)
   - The bidder has no subcontractors on this bid or proposal whose subcontracts are worth $100,000 or more (Schedule B is not required).
   - The bidder has one or more subcontractors on this bid or proposal with subcontracts worth $100,000 or more, and those subcontractors and their principals are listed on the attached Schedule B pages.

3. TOTAL NUMBER OF PAGES SUBMITTED (including this cover page): _______

BIDDER’S CERTIFICATION

I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided on this form and the attached pages is true and complete to the best of my knowledge and belief.

Date: ________________ Signature: ____________________________

Name: ____________________________

Title: ____________________________

Revised February 2016
Los Angeles City Charter § 470(c)(12)
Los Angeles Municipal Code §§ 49.7.35(6)(c), (d)
SCHEDULE A — BIDDER’S PRINCIPALS

Please identify the names and titles of all of the bidder’s principals (attach additional sheets if necessary). Principals include a bidder’s board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

☐ Check this box if additional Schedule A pages are attached.

Name: ____________________________________ Title: __________________________
Address: _________________________________________________________________

Name: ____________________________________ Title: __________________________
Address: _________________________________________________________________

Name: ____________________________________ Title: __________________________
Address: _________________________________________________________________

Name: ____________________________________ Title: __________________________
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Address: _________________________________________________________________

Name: ____________________________________ Title: __________________________
Address: _________________________________________________________________
SCHEDULE B — SUBCONTRACTORS AND THEIR PRINCIPALS

Please identify all subcontractors whose subcontracts are worth $100,000 or more. Separate Schedule B pages are required for each subcontractor who meets that threshold.

Subcontractor: __________________________________________

Address: ________________________________________________

Check one of the following:

☐ The subcontractor listed above is an individual and has no other principals.

☐ The subcontractor listed above is an individual or an entity and has principals, and their names and titles are identified below (attach additional sheets if necessary). Principals include a subcontractor’s board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

☐ Check this box if additional Schedule B pages are attached.

Name: ____________________ Title: ____________________

Address: __________________

Name: ____________________ Title: ____________________

Address: __________________

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