# PROPOSAL CHECKLIST

**PROPOSER'S NAME**_____

**This checklist must be completed and submitted with your proposal following the sequence below.**

| PROPOSAL COMPONENTS | | Completed PDF attached | Completed on RAMP |
|---|---|---|---|
| Cover Letter (must be signed) | | ☐ | |
| Technical Proposal | | ☐ | |
| Attended MANDATORY site walk (to be verified by Department) | | ☐ | |
| Attachment A: Cost and Pricing Plan | | ☐ | |
| Attachment B: Additional Scope of Practice to be Provided | | ☐ | |
| Attachment C: Limitations and Restriction of EMS Providers | | ☐ | |
| Attachment D: Proposed Supply and Equipment List | | ☐ | |
| **SECTION I – Compliance Documents to be Submitted with Proposal by All Proposers** Proposers are required to complete and **submit** the following documents **with their proposal response.** | | | |
| Exhibit 1 | Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance) | ☐ | |
| Exhibit 2 | Prohibited Contributors (Bidders) CEC Form 55 (Campaign Finance Ordinance) | ☐ | |
| Exhibit 3 | Non-Collusion Affidavit – **MUST BE NOTARIZED** | ☐ | |
| Exhibit 4 | Contractor Responsibility Ordinance Questionnaire | ☐ | |
| Exhibit 5 | Contractor Workforce Information Form (LA Residence Information) | ☐ | |
| Exhibit 6 | Certification of Compliance with Child Support Obligations | ☐ | |
| Exhibit 7 | Iran Contracting Act of 2010 Compliance Affidavit | ☐ | |
| Exhibit 8 | Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO) **Submit LWO Compliance form if not applying for an exemption.** | ☐ | |
| **SECTION II – Compliance Documents to be Completed and Submitted on RAMPLA.ORG. Submit a PDF of the documents with the proposal.** Proposers are required to complete and submit the following documents **by the proposal due date.** | | | |
| Exhibit 9 | Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) | ☐ | ☐ |
| Exhibit 10 | Disclosure Ordinances (Slavery and Border Wall Contracting) | ☐ | ☐ |
| Exhibit 11 | Local Business Preference Program (LBPP) A submission is **ONLY** required if the proposer is participating in the Program. Submit proof of certification with the proposal. | ☐ | ☐ |

**THE FOLLOWING ARE ONLY REQUIRED FROM THE SELECTED CONTRACTOR.**
**THESE FORMS ARE NOT REQUIRED WITH THE SUBMITTED PROPOSAL.**

| **SECTION III – Required Documents Prior to Award of Contract**<br>Selected proposers for contract award are required to submit these documents **before the contract is executed.** | |
|---|---|
| Exhibit 12 | Contractor Responsibility Ordinance Pledge of Compliance |
| Exhibit 13 | Certification of Compliance with the Americans with Disabilities Act |
| Exhibit 14 | Insurance Requirements: Workers' Compensation, General Liability, Auto Liability<br>Proposer's insurance agent must submit Acord 25 Form to CAO Risk Management at https://kwikcomply.org. or https://cao.lacity.gov/content/risk/Submitting_proof_of_Insurance.pdf |
| Exhibit 15 | City of Los Angeles Business Tax Registration Certificate (BTRC) |
| Exhibit 16 | Internal Revenue Service (IRS) Form W-9 |

| **SECTION IV – City Contract Compliance Requirements**<br>Proposers are advised the following provisions will be part of the contract.<br>No forms or documents are required to be submitted unless the selected proposer is requesting an exemption. Exemption forms (for Exhibits 17-18) must be submitted before the contract is executed. | |
|---|---|
| Exhibit 17 | Nondiscrimination/Equal Employment Practices/Affirmative Action |
| Exhibit 18 | Contractor Performance Evaluation Ordinance |
| Exhibit 19 | Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Fair Chance Initiative for Hiring [FCIH]) |
| Appendix 1 | Standard Provisions for City Contracts |