City of Los Angeles

Deferred Compensation Plan

2026 Request for Proposal

Investment Consulting Services

- Investment Plan Design Consulting
- Investment Selection and Performance Consulting
- Compliance and Risk Management Consulting
- Outcomes and Strategic Analysis Consulting

Issue Date: May 29, 2026

Key Dates & Contacts

Dates and Deadlines

RFP Release Date:	May 29, 2026
Deadline for Written Questions:	July 2, 2026
Response Due Date:	July 15, 2026
Contractor Start Date:	January 1, 2027

RFP Administrator

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Table of Contents

Key Dates & Contacts **2**
Table of Contents **2**
Solicitation Schedule **5**
Acronyms & Definitions **6**
Solicitation Overview, Term, and Evaluation **9**
A. Procurer of Services 9
B. Plan Overview 10
C. Scope of Services 13
(1) Investment Plan Design Consulting 13
(2) Investment Selection and Performance Consulting 14
(3) Compliance and Risk Management Consulting 14
(4) Outcomes and Strategic Analyses 15
D. Minimum Qualifications 15
E. Contract Term and Option to Renew 16
F. Evaluation of Proposals 16
1. Level One Evaluation – City Contract Compliance Documents Review 16
2. Level Two Evaluation – Proposal Evaluation 16
3. Evaluation Criteria 17
4. Evaluation of Written Responses to RFP 19
Proposal Document Requirements **23**
A. Adherence to Proposal Format, Organization, and Content 23
B. Best Offer 23
C. Requirements for Proposal Submission 24
1. Table of Contents 24
2. Cover Letter 24
3. Proposer Signature Declaration Page 25
4. Proposal Questionnaire 26
D. Proposal Questionnaire (Part I) 28
E. Proposal Questionnaire (Part II) 34
F. Proposal Questionnaire (Part III) 35
G. City of Los Angeles General Contracting Requirements 56
H. Preparation and Submission of Proposals 57

Solicitation Terms and Conditions **59**
A. Acceptance of Terms and Conditions 59
B. Transparency of RFP Process 59
C. Addendum(a) 60
D. Solicitation Questions 60
E. Proposal Submission 60
F. Proposal Cost and Ownership 61
G. Withdrawal of Proposals 61
H. Rights Reserved by the City 61
I. Proposal Submission Deadline 63
J. Late Proposals 64
K. Proposal Protests 64
L. Conflict of Solicitation Document Provisions 65
General Contracting Requirements **66**
A. City of Los Angeles General Contracting Requirements 66
B. City General Contracting Provisions – Required Actions and Documents 66
C. General Contracting Provisions – Documents Not Required with Proposal Submission 71
Resultant Contract **74**
A. Acceptance of Terms and Conditions 74
B. City General Contracts Compliance Requirement 74
C. Pre-Award Negotiations 74
D. Award and Execution of Contract 75
E. Contract Amendments, Modifications, and Change Orders 75
F. Term and Option to Renew 75
G. Confidentiality 75
H. Prime Contractor 77
I. Subcontractors and Joint Ventures 77
J. Prime Contractor's Address 78
K. Assigned Personnel 78
L. Executive Directive No. 35 Reporting Requirement 78
M. Performance Evaluations 79
Attachments **81**
A. RFP Attachments 81
Appendix **82**
A. RFP Appendix 82

Solicitation Schedule

Date	Event
May 29, 2026	Request for Proposal Released
July 2, 2026*	Deadline for written questions is 5:00 p.m. PDT Written questions regarding the RFP must be submitted to the RFP Administrator via email by this date/time
July 15, 2026	PROPOSAL DEADLINE is 5:00 p.m. PDT Proposals must be submitted to the RFP Administrator via email by this date/time (late responses will not be considered)
July - August 2026	RFP evaluations (May include a pre-award interview, that would be expected to be conducted mid-August)
September - October 2026	Conditional selection of vendor subject to successful contract negotiation
January 1, 2027	Target date for executing contract and commencement of services

* Written questions may be submitted at any time up until the deadline. Responses will be posted as soon as practical and as an addendum to the RAMPLA posting.

RFP Administrator

Richard Shirvani
per.contracts@lacity.org

END OF SECTION

Acronyms & Definitions

The following terms may or may not be used in this solicitation, but represent those most commonly used.

Addendum/Addenda: A written change, addition, alteration, correction, or revision to a solicitation document. Addendum/Addenda may be issued as a result of a scope of work change in the solicitation or to respond to written questions.

Agreement: The contract to be entered into between the City and the selected contractor(s).

BCA: Bureau of Contract Administration.

Board: Board of Deferred Compensation Administration.

BTRC: Business Tax Registration Certificate.

City: The City of Los Angeles.

Contract: See Agreement.

Contractor: The individual, partnership, corporation, or other entity to which the agreement is awarded.

DBWCO: Disclosure of Border Wall Contracting Ordinance.

DB: Defined benefit, and in "DB plan."

DC: Defined contribution, as in "DC plan."

DCP: The City of Los Angeles Deferred Compensation Plan.

Department: The City's Personnel Department.

DVBE: Disabled Veteran Business Enterprise.

EBE: Emerging Business Enterprise.

EBO: Equal Benefits Ordinance.

Effective Date: The date of the City Attorney's signature on the agreement as to form, after the Department and Contractor have signed.

FCIHO: Fair Chance Initiative for Hiring Ordinance.

FSHO: First Source Hiring Ordinance.

Informalities/Irregularities: A submission of a proposal which contains minor defects or variations from the exact requirements of the solicitation that do not affect price or other mandatory requirements. Generally a matter of form rather than substance. Following legal review may sometimes be corrected within a certain time period.

IPS: Investment Policy Statement.

IRC: Internal Revenue Code.

LWO: Living Wage Ordinance.

MBE: Minority Business Enterprise.

Milestone Payments: Payments made pursuant to the successful completion of predetermined work that are deemed significant indicators of progress toward contract completion.

Notice to Proceed (NTP): A document issued by the City to the contractor authorizing work to be performed in accordance with the contract.

OBE: Other Business Enterprise.

Partial Payments: Payments that permit the contractor to invoice at intervals to coincide with the delivery and acceptance of incremental supplies and/or services.

Procurement: The process of obtaining City goods or services involving the specification of requirements, solicitation of bids or proposals, price and contract negotiation, the purchase transaction, and payment processing.

Progress Payments: A timed sequence of payments made over the life of a contract allowing the contractor to submit invoices for payment as progress is made in performing the work described in the contract. Payments are not tied to the delivery and acceptance of incremental supplies and/or services.

Proposal: A document submitted by a vendor in response to some type of bid solicitation to be used as the basis for negotiation to enter into a contract.

Proposal Evaluation Committee: The group of individuals who will evaluate and score proposals and generate recommendations for selection to the contracting authority.

Proposal Questionnaire: The section(s) of this RFP containing questions and response tables to which Proposers are required to submit written responses.

Proposer: A business entity or individual that plans to or has submitted a proposal in response to a solicitation, but has not yet entered into a contract.

RAMPLA: Regional Alliance Marketplace for Procurement.

Responsive Proposer: A business entity or individual submitting a proposal that fully conforms in all material respects to the solicitation and all of its requirements, including all form and substance.

RFB: Request for Bids.

RFP: Request for Proposals.

RFQ: Request for Qualifications.

SBE: Small Business Enterprise.

Scope of Work: The written description of the conceptual requirements of the services that will be performed under the contract.

SDO: Slavery Disclosure Ordinance.

Solicitation: A Request for Information, or Quotes document, used to obtain information or quotes, respectively; or a Request for Proposals, or Qualifications document, used to obtain proposals or qualifications, respectively, for the purpose of entering into a contract.

SOQ: Statement of Qualification.

Statement of Work: The very specific way, as outlined in the Proposer's proposal and resultant contract, as to how the Proposer proposes to complete the work as outlined in the Scope of Work. It defines what will be done, how, when, by whom, and cost factors.

Task Order Contract: A contract for supplies or services that provides for the issuance of orders for services or supplies during the contract period by issuing a task order solicitation.

TOS: Task Order Solicitation.

TPA: Third Party Administrator for a governmental DC plan.

WBE: Women Business Enterprise.

END OF SECTION

Part One
Solicitation Overview, Term, and Evaluation

A. Procurer of Services

Oversight

The Board of Deferred Compensation Administration (Board) for the City of Los Angeles Deferred Compensation Plan (DCP) seeks a strategic investment consulting partner to guide the continued evolution of its defined contribution (DC) program. The DCP is a tax-advantaged supplementary retirement savings plan for eligible City employees established in 1983 under Internal Revenue Code (IRC) Section 457 and City of Los Angeles Administrative Code, Division 4, Chapter 14, Sec. 4.1400-4.1410.

As of December 31, 2025, the DCP had **$12.3 billion** in assets and **54,634 participants**. More detailed information regarding the DCP is publicly available on the DCP website at https://457.lacity.gov/governance.

The Board's duties include acting on all matters arising out of the administration, interpretation, and application of the DCP; designing and monitoring the DCP investment menu; contracting with service providers; and adopting and administering plan governance provisions consistent with IRC Section 457, the regulations promulgated thereunder, and other applicable and related portions of Federal and State law and City regulations.

Staff Administration

The DCP is supported by a Defined Contribution Plan Manager directing a team of staff members performing the following primary functions:

- Facilitating all aspects of participation in the DCP, including payroll, distributions, communications, and participant outcomes initiatives
- Procurements and contracts
- Contractor oversight and management
- Policy development and plan design changes
- Governance and stakeholder support

Legal Counsel

The Office of the Los Angeles City Attorney serves as the Board's legal counsel and supports the DCP with procurements and contracts, compliance review, and the proper administration of public meetings.

B. Plan Overview

City Retirement Benefits

The City of Los Angeles is a charter city of the State of California and as such is not required to participate in the California Public Employees' Retirement System (CalPERS). The City offers defined benefit (DB) pension plans for three distinct workforce populations, including:

- **Los Angeles City Employees' Retirement System (LACERS)** for civilian employees.
- **Los Angeles Fire and Police Pensions (LAFPP)** for public safety Police, Fire, Airports, and Port employees.
- **Water and Power Employees' Retirement Plan (WPERP)** for Department of Water and Power employees.

The DCP was created as a supplemental retirement savings plan for members of these three DB plans.

DCP Eligibility

Eligibility to participate in the DCP as an active employee is based on eligibility for membership in LACERS, LAFPP, or WPERP. Retired (or otherwise separated from service) participants are eligible and encouraged to maintain their assets in the DCP as part of supporting their long-term retirement security interests.

Mission

The mission of the DCP is to support the City's active and retired participants in achieving and maintaining retirement income security. Key participant outcome measurements of success include participation rates, contribution rates, asset retention rates, and asset distribution rates.

Plan Design

The DCP utilizes a partially bundled plan design, with a single Third-Party Administrator (TPA) performing all DCP recordkeeping, account management, contribution and distribution processing, website, call center, local counseling, and trustee services. All investment management service providers are separately selected and not part of a bundled service arrangement with the TPA. The DCP includes the following key plan design features:

- Pre-tax and After-Tax (Roth) Savings Options
- Loan Program
- Hardship and Other Special Withdrawals

Current Consulting Services Providers

Mercer Investments LLC (DBA Mercer Investment Advisors LLC) is the DCP's incumbent investment consultant. The DCP also separately contracts with Segal Consulting for plan administration consulting services.

Investment Holdings

The DCP offers a 3-Tier Investment Menu featuring (1) risk-based asset allocation funds, (2) core asset class funds, and (3) a Self-Directed Brokerage Option. DCP investment options and holdings as of December 31, 2025 are as

follows:

DCP Investment Options and Assets as of 12/31/25			
Tier 1	**Asset Class**	**Holdings**	**Percent of Total Plan Assets**
Ultra Conservative Profile	Ultra Conservative Profile	$126,308,854	1.05%
Conservative Profile	Conservative Profile	$312,743,046	2.59%
Moderate Profile	Moderate Profile	$694,713,599	5.75%
Aggressive Profile	Aggressive Profile	$808,235,608	6.69%
Ultra Aggressive Profile	Ultra Aggressive Profile	$555,485,349	4.60%
Tier 2	**Asset Class**	**Holdings**	**Percent of Total Plan Assets**
DCP Government Money Market Fund	Money Market	$737,069,294	6.10%
DCP Stable Value Fund	Stable Value	$1,096,313,254	9.08%
DCP Bond Fund	DCP Bond Fund	$201,229,538	1.67%
DCP Large Cap Stock Fund	DCP Large Cap Stock Fund (VIIIX)	$3,880,659,288	32.13%
DCP Mid Cap Stock Fund	DCP Mid Cap Stock Fund	$413,947,164	3.43%
DCP Small Cap Stock Fund	DCP Small Cap Stock Fund	$353,364,779	2.93%
DCP International Stock Fund	DCP International Stock Fund	$373,541,357	3.09%
Tier 3	**Asset Class**	**Holdings**	**Percent of Total Plan Assets**
Schwab PCRA Self-Directed Brokerage Account	Brokerage Account	$2,524,848,536	20.90%
Total Plan (Investments)		**$12,078,459,666**	**100%**

** Note - table total does not include loan balance of $186,778,121.*

C. Scope of Services

The DCP seeks professional consulting services to advise the Board and staff on the design, oversight, performance, and strategic management of the DCP's investment program in alignment with fiduciary standards and participant needs. The selected consultant will provide independent expertise in investment design, performance oversight, and fiduciary governance, helping the Board and staff maintain a participant-focused, cost-effective, and forward-looking investment program. The consultant will deliver objective analysis, innovative strategies, and actionable insights that advance the DCP mission of supporting City employees in achieving long-term financial security through effective saving and investing.

The consultant will serve as a fiduciary of the DCP within the meaning of the Investment Advisers Act of 1940, as amended, with respect to the investment advisory services provided. In this capacity, the consultant is expected to act with prudence, loyalty, and care; to place the interests of DCP participants and beneficiaries above all other considerations; and to provide advice that is independent, objective, and free from conflicts of interest. The fiduciary role of the consultant is limited to its investment advisory services as described in this Scope of Services. However, in fulfilling this role, the consultant is expected to uphold the highest professional and ethical standards applicable to fiduciary advisers to public DC plans.

Four primary categories of consulting are included within the Scope of Services:

(1) Investment Plan Design Consulting

The consultant will assist the DCP in developing and refining the design of its investment policy, investment menu, and long-term strategies for effectively managing its investment design goals and objectives.

- Investment Policy and Strategy: Review and recommend updates to the DCP's Investment Policy Statement (IPS), asset allocation framework, and performance objectives consistent with the DCP's goals, fiduciary standards, and applicable laws.
- Investment Menu Structure: Evaluate and recommend investment option design and tiering, including core menu options, asset allocation funds, and self-directed brokerage features.

(2) Investment Selection and Performance Consulting

The consultant will provide independent oversight of DCP investment options and managers such that performance, fees, and strategy remain consistent with the DCP's investment policy and fiduciary standards.

- Vendor Searches: Assist in periodically developing and conducting search processes for investment providers, whether those may involve formal RFPs for institutional investment managers, investment universe provider searches, utilizing proprietary or alternatively sourced databases, or a combination thereof.
- Investment Manager Oversight: Conduct ongoing due diligence for the DCP's investment options and managers; recommend replacements, additions, or modifications as appropriate.
- Performance Measurement and Reporting: Provide quarterly reports addressing returns, fees, and benchmarking comparisons, and assist in communicating performance insights to the Board and staff in a manner that supports informed fiduciary decision-making.

(3) Compliance and Risk Management Consulting

The consultant will support the Board and staff in fulfilling fiduciary responsibilities and proactively managing the broad range of risks—market, operational, regulatory, and governance—that may affect the DCP or its participants.

- Fiduciary and Governance Support: Provide independent advice to assist the Board in fulfilling its fiduciary obligations related to investment menu design and oversight, including education, training, and governance best practices.
- Risk Management: Assist the DCP in identifying, assessing, and mitigating a broad range of plan-level risks, including those arising from:
    - Market, economic, and geopolitical developments that may impact participant portfolios;
    - New or evolving federal and state legislation, regulatory guidance, or litigation trends;
    - Systemic or secular trends in the financial services industry; and

- Other investment-related or governance risks that may affect the DCP and its participants.

(4) Outcomes and Strategic Analyses

The consultant will support the DCP in evaluating long-term participant outcomes and conducting targeted analytical projects to inform continuous improvement of the investment program:

- Participant and Plan Level Outcomes: Assist the DCP in evaluating the effectiveness of the DCP's investment structure and participant outcomes through comprehensive benchmarking and comparative analytics; assessing how participants, collectively and across demographic segments, are investing, saving, and progressing toward retirement readiness relative to comparable public sector DC plans; reviewing asset allocation patterns, use of default and self-directed options, contribution and withdrawal behaviors, and participant-level investment performance over time.
- Strategic Analyses: Perform special projects or studies as requested, including on topics such as plan design benchmarking, participant investment behavioral and asset allocation trends, decumulation practices and outcomes, and considerations of having alternative assets in DC plans.

It is anticipated, but not required, that a single firm will provide all services solicited in this RFP. The Board reserves the option to contract with multiple providers if it determines doing so would be in the best interests of the DCP and its participants.

D. Minimum Qualifications

For a Proposal to be considered the following minimum qualifications must be met:

- The Proposer must have provided governmental DC plan consulting services for a minimum of ten years.
- The Proposer must have a project leader who has provided governmental DC plan consulting services for a minimum of five years.

E. Contract Term and Option to Renew

The initial term of any contract(s) awarded pursuant to this RFP shall be for a period of up to five years from the contract effective date as provided for by the final contract, subject to the termination provisions therein. The DCP may, in its sole discretion, seek an extension of the term beyond the initial five-year term, and the City may extend the term of the contract in accordance with the City Charter and Los Angeles Administrative Code provisions.

F. Evaluation of Proposals

Proposals received by the submission deadline will be evaluated as follows:

1. **Level One Evaluation – City Contract Compliance Documents Review**

   Proposals will be reviewed to determine completeness of required documentation and compliance with the City's general contracting requirements (see Part 4). Proposers that fail to submit or complete required documentation and/or satisfactorily comply with the City's requirements may be deemed non-responsive, eliminated from further consideration, and not proceed to the Level Two evaluation process. In some cases, a grace period may be established to allow all Proposers a second-chance submission period for missing or incomplete required documentation (informalities/irregularities). Failure to meet the second-chance grace period deadline will result in the proposal being deemed non-responsive. Proposers will be notified via email regarding the results of the Level One evaluation.

2. **Level Two Evaluation – Proposal Evaluation**

   A Proposal Evaluation Committee will be assembled to evaluate and score the proposals and generate recommendations for selection to the Board. All written responses to the RFP questionnaire in Part 2 of this solicitation document will be considered and evaluated. The award of the contract is subject to successful negotiation of the terms and conditions of a contract.

3. Evaluation Criteria

Evaluation of proposals will be based on the following categories and the weights associated with each factor:

2026 Investment Consulting Services RFP		
Rating Factors, Weights & Points		
Organizational Qualifications and Reliability		
Section	**Weighting**	**Points Available**
Organizational Background and Financial Strength	7.50%	75.0
Client Experience	7.50%	75.0
Regulatory and Legal Actions	2.50%	25.0
Client References	2.50%	25.0
Total ->	**20.00%**	**200.0**
Investment Plan Design Consulting		
Section	**Weighting**	**Points Available**
Investment Policy and Strategy	10.00%	100.0
Investment Menu Structure	10.00%	100.0
Total ->	**20.00%**	**200.0**
Investment Selection and Performance Consulting		
Section	**Weighting**	**Points Available**
Vendor Searches	12.50%	125.0
Investment Manager Oversight	5.00%	50.0
Performance Measurement and Reporting	12.50%	125.0
Total ->	**30.00%**	**300.0**
Compliance and Risk Management Consulting		
Section	**Weighting**	**Points Available**
Fiduciary and Governance Support	2.50%	25.0

Risk Management	2.50%	25.0
Total ->	**5.00%**	**50.0**
Outcomes and Strategic Analyses Consulting		
Section	**Weighting**	**Points Available**
Participant and Plan Level Outcomes	2.50%	25.0
Strategic Analyses	2.50%	25.0
Total ->	**5.00%**	**50.0**
Consulting Fees		
Section	**Weighting**	**Points Available**
Fees	19.00%	190.0
Performance Guarantees	1.00%	10.0
Total ->	**20.00%**	**200.0**
TOTAL SCORE		
Total Points ->	**100.00%**	**1,000.0**

a. Evaluation Methodology

The Proposal Evaluation Committee will utilize a qualitative and quantitative evaluation methodology for a Proposer's Response, which will include the following:

- Rater evaluation of responses to each RFP question will assign one of five qualitative evaluation ratings (Excellent, Very Good, Satisfactory, Marginal, and Unsatisfactory). The qualitative evaluation categories will apply a fractional percentage of the maximum point total possible for each question, as follows:

  - Excellent - 100% of available point total
  - Very Good - 80% of available point total
  - Satisfactory - 60% of available point total
  - Marginal - 40% of available point total
  - Unsatisfactory - 20% of available point total

- The maximum available point values for each RFP question will be weighted in accordance with the established broader category and subcategory weighting criteria. Not all questions will necessarily be equally weighted within a category or subcategory, as some may carry greater or lesser significance relative to other questions. Scoring will then be totaled using the scale identified in Section E(3).
- Separate from its scoring process, and as a complement to its due diligence, the Committee will conduct an Engagement Exercise with the Proposer. The Engagement Exercise provides an opportunity for the Committee to interact and become familiar with each Proposer's team of consultants. The Engagement Exercise will feature discussions on topical and practical issues within the space of government DC plan investment management. Details regarding the Engagement Exercise will be provided during the evaluation process.
- Separate from its scoring process, and as a complement to its due diligence, the Board may require a pre-award interview and/or site inspection.

b. Selection of Proposer

The most qualified Proposer, based on the RFP evaluation criteria and scoring of the written proposals, and who also satisfies all City contracting requirements, will be recommended for selection. Selection is not restricted to the lowest cost offer or bid. The Board will not select a lower qualified Proposer ahead of, or in lieu of, a higher qualified Proposer. However, should contract negotiations not be successful with the initially selected Proposer, the Board may, based on its exclusive discretion, select the next most qualified Proposer. In addition, the Board reserves the right to select more than one Proposer.

4. Evaluation of Written Responses to RFP

The questionnaire includes the following evaluation categories:

a. *Organizational Qualifications and Reliability*

This section addresses a Proposer's organizational background, financial strength, and business continuity, including, but not limited

to, business organizational structure, revenue and net profits, staff qualifications and turnover, each Proposer's status as to client legal actions, contract terminations, bankruptcy filings, and conflicts of interest, and other factors to assess how organizations are resourced to be long-term viable partners with the DCP in providing the specific services included within this RFP.

This section further addresses a Proposer's capability to meet the terms of this solicitation, such as the Proposer's organizational experience and ability to accomplish the work within the time frame described in the RFP, plus the related studies or projects recently completed by the Proposer's organization which demonstrate expertise in accomplishing similar work. The qualifications of proposed staff will be evaluated in terms of their previous and current experience and capabilities. Finally, the Proposer will be evaluated based on its capability to meet the terms of this solicitation and on demonstrated expertise in performing and accomplishing similar work as evidenced by client reference checks.

b. *Investment Plan Design Consulting*

This section addresses a Proposer's approach, experience, and available resources to provide consulting services on maintaining an effective, participant-centered investment structure that reflects prudent diversification, evolving best practices, and forward thinking adaptation to an evolving economic order. Included within this field are ongoing review and refinement of the DCP IPS and the matters included therein, such as its fiduciary and ethical standards, procurement and search policies, investment fund parameters, asset allocation frameworks for any customized or blended investment funds, and investment monitoring and management provisions. In addition, this consulting category includes the ongoing review and refinement of the DCP investment menu to include all of its core menu options, asset allocation funds, self-directed brokerage, and other offerings.

c. *Investment Selection and Performance Consulting*

This section addresses a Proposer's approach, experience, and available resources to assist the Board and staff in providing independent oversight of DCP investment options and managers such

that performance, fees, and strategy remain consistent with the DCP's IPS and fiduciary standards. This includes partnering with the DCP in developing and conducting investment manager search processes, which may involve both the solicitation of written proposals in conjunction with formal procurement processes, as well as searches of registered mutual funds within the relevant investment universe of a given investment mandate. It also includes ongoing monitoring of the DCP's selected providers, evaluating both their performance as well as any organizational, management, or style drift matters which may impact their standing within the City's DCP. Finally, this category includes the production and presentation to the Board of formal quarterly evaluation reports to include performance returns over various terms, fees, benchmarking against relevant indices, and comparisons of returns to appropriate peers.

d. *Compliance and Risk Management Consulting*

This section addresses a Proposer's approach, experience, and available resources to support the Board and staff in fulfilling fiduciary responsibilities and proactively managing the broad range of risks—market, operational, regulatory, and governance—that may affect the DCP or its participants. This includes advising and assisting the Board in meeting its fiduciary obligations. It also includes assisting the Board and staff in assessing and mitigating plan-level risks related to the ongoing evolution of the economic, market, and regulatory environment, as well as the evolution of the financial services industry and its product offerings.

e. *Outcomes and Strategic Analyses*

This section addresses a Proposer's approach, experience, and available resources to support the DCP in evaluating long-term participant outcomes and conducting targeted analytical projects to inform continuous improvement of the investment program. This includes assisting the DCP in evaluating participant investment decision-making with respect to both the accumulation as well as decumulation of assets. This category also includes ad hoc strategic analyses on a variety of potential topics related to investments within DC plans.

f. *Fees and Guarantees*

- Fee Models

  All Proposers must submit a comprehensive list of all proposed fees. All fees that will or may apply are required to be disclosed. The proposed fees submitted by the Proposer for providing the services described in this RFP shall constitute a firm and fixed offer to the Board that will remain open and valid for a minimum of 12 months from the submission deadline, with the understanding that the Board retains the right to negotiate fees after the contract is awarded and prior to contract execution.

- Guarantees

  The Board will also be evaluating the Proposer's proposed performance and/or quality assurance guarantees, with a focus on results that are meaningful, measurable, and relate to the core mission and objectives that have been identified in this RFP.

END OF SECTION

Part Two

Proposal Document Requirements

A. Adherence to Proposal Format, Organization, and Content

Proposals must be based only on the material contained in this solicitation document, amendments, addenda, and other material published by the Board relating to this solicitation. The Proposer must disregard any previous solicitation draft material. Proposals must be submitted in accordance with the requirements set forth in this solicitation document. Failure to adhere to this format may result in the proposal being deemed non-responsive.

B. Best Offer

The City intends to award a contract, in a form approved by the City Attorney, to the selected Proposer. A proposal shall include a Proposer's best terms and conditions. Submission of the proposal shall constitute a legally binding offer to contract with the City that will remain open and valid for a minimum of 12 months from the proposal submission deadline.

C. Requirements for Proposal Submission

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond what is sufficient to provide a complete and accurate presentation. Proposals must be submitted in accordance with the format set forth in this section. Failure to adhere to the following format may deem the proposal as non-responsive and result in the proposal being eliminated from further consideration.

1. Table of Contents

A clear identification of the materials by section and page number.

2. Cover Letter

The proposal shall contain a maximum two-page cover letter that includes the following:

- Solicitation title
- RFP number
- Date of submission
- Company legal name
- Company doing business as name
- Type of legal entity (e.g., Corporation, Limited Liability Company, Joint Venture, Partnership, etc.)
- Headquarters mailing address
- Local office mailing address servicing this account (if applicable)
- Name, title, address, telephone number, and email address of the person(s) who will be authorized to represent the Proposer regarding all matters related to the proposal
- The name, title, address, telephone number, and email address of the person(s) who will be authorized to represent the Proposer regarding all matters related to any contract subsequently awarded to the Proposer
- A short description of your organization, the business(es) in which it engages, and the services it provides

This letter shall be signed by any person(s) authorized to bind the company to all commitments made in the proposal.

The address provided in the proposal response will be considered the legal address of the Proposer and will be changed only by written notice to the City. The Proposer will supply an address to which certified mail can be delivered. The delivery of any communication to the Proposer personally, or to such address, or the depositing in the United States Mail, registered or certified with postage prepaid, addressed to the Proposer at such address, will constitute a legal service thereof.

3. Proposer Signature Declaration Page

In your proposal, include a written acknowledgement of the following with a signature submitted on behalf of the Proposer by an officer authorized to bind the Proposer to the proposal. Failure to include written acknowledgement of the following may result in the proposal being deemed non-responsive and eliminated from further consideration.

"The undersigned hereby offers and agrees to furnish the services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City. This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

"By submitting a proposal, we acknowledge and agree to the following: (1) receipt of and agree that the proposal is based on the RFP and any identified amendments and/or addenda (amendments and/or addenda are posted on this solicitation's RAMPLA webpage); (2) failure to indicate receipt of amendments and/or addenda may result in the proposal being deemed as non-responsive; (3) to constitute a responsive proposal all pages of the Proposal Questionnaire and required forms must be submitted.

"Under penalty of perjury under the laws of the State of California that the proposal is true and correct and the Proposer agrees to the terms and conditions in the proposal."

To constitute a responsive proposal, all pages of the Proposal Questionnaire and required forms must be submitted.

4. Proposal Questionnaire

The questions included in this RFP are intended to solicit important background information about your firm and fully disclose the data points upon which Proposers will be evaluated. The City is not evaluating firms utilizing any information other than what is outlined within this RFP. Responses to this section along with documents required to be submitted pursuant to Part 4 of this RFP are necessary for the proposal to be considered responsive.

Please follow the below instructions for completing the Proposal Questionnaire:

- Do not alter the questions or question numbering.
- Complete all appropriate sections of the questionnaire.
- To obtain an electronic version of the questionnaire, please contact the RFP Administrator. When providing narrative responses in the electronic questionnaire document, do not include any images, graphics, or charts. However, you may include images, graphics, or charts in print copies of your proposal.
- Provide an answer to each question even if the answer is "not applicable" or "unknown."
- Answer the question as directly as possible.
- If the question asks, "How many…" provide a number.
- If the question asks, "Do you…" indicate "Yes" or "No" followed by a concise narrative explanation to clarify.
- Be concise in your response. Use bullet points as appropriate.
- Do not respond to a question solely by referring to a document or material that is not otherwise included within your proposal. If referring to such documents or materials, you are nevertheless responsible for summarizing the content in order for you to be deemed responsive with respect to that question.

- Referring the reader to attachments for further information should be avoided or used on a limited basis. Any response that does not directly address the question, but only contains marketing information, will be considered non-responsive.

D. Proposal Questionnaire (Part I)

Background and Disclosures

PROPOSAL QUESTIONNAIRE (PART I) – REQUIRED, NON-RATED QUESTIONS

Please complete the entire Background and Disclosures Questionnaire and include it with your RFP proposal. The City will provide the questionnaire in a spreadsheet format for you to use.

Make sure you enter information into ALL cells designated for responses. If the question does not apply, enter "N/A" into the cell.
Do NOT leave any empty cells.
Do NOT add columns, rows, or cells to the questionnaire format.

If you have any questions regarding this form, contact the RFP Administrator.

Responses to the following are required for your proposal to be considered responsive, but will NOT be rated.

#	QUESTION	RESPONSE
	Contact Information	
1	Name of Company:	
	Person Authorized to Submit Proposal:	
	Title of Person Authorized to Submit Proposal:	
	Business Address: (Company Office to Service Account)	
	Type of Legal Entity: (Corp, LLC, Partnership, etc.)	
	Business Telephone Number:	
	Email Address:	
	Company Website:	
	Company Information	
2	Annual revenues:	
3	Date company was established and location of entity when established:	
4	Total number of employees:	
5	Total number of employees in the City of Los Angeles:	
6	Total number of employees in the County of Los Angeles:	
7	Number of employees reported in whose exclusive,	

	primary work location is in the County of Los Angeles:	
8	Number of employees providing services for this contract:	
Required Documentation and Disclosure		
9	**City Business Tax Registration Certificate or Proposer Registration Number** - Indicate your City Business Tax Registration Certificate (BTRC) or Proposer Registration Number, if available. A license or registration number is not required for your proposal, but will be required prior to execution of a contract. To obtain a BTRC or Proposer Registration Number, call the Office of Finance at (844) 663-4411 and pay the respective business taxes. The address is as follows: City of Los Angeles, Office of Finance City Hall, Room 101 201 North Main Street Los Angeles, CA 90012 Website: http://www.finance.lacity.org	
10	**State of California Board of Equalization Permit** - State of California Board of Equalization Permit Number, if applicable. If you do not have this permit, please make a statement to this effect.	
11	**Compliance with Standard Provisions** - Does your company agree to the following statement? "By submitting a proposal, we acknowledge that we will comply with the City of Los Angeles General Contracting Provisions attached to this RFP and referenced in Part 4, including the Standard Provisions for City Contracts (Rev. 1/25) [v.2]." Please note that your statement does not relieve you from providing all of the documents required pursuant to Attachment 0 – City of Los Angeles Contract Compliance Requirements Checklist. If your response is "NO," please be specific regarding which of the City's General Contracting Provisions, including the Standard Provisions, you are not able to comply with and why.	

12	Insurance - The City is estimating the following insurance coverage types will apply to this contract: · Workers' Compensation – $1,000,000 · General Liability – $1,000,000 · Professional Liability – $1,000,000 Please verify you will be able to meet the required coverage levels and will submit proof of such pursuant to Appendix 2 attached to this RFP as a condition of execution of any final contract (see Part 4, Section C3, "Required Insurance and Minimum Limits" for further details). Note that if the Proposer is a sole proprietorship or an owner operated business with no employees, the Proposer can sign the City's waiver of workers' compensation coverage requirements. General Liability can also be obtained through the City's SPARTA program for small contractors. Links to the City's waiver form and SPARTA program from the City's Risk Management website are provided as follows: http://www.2sparta.com http://cao.lacity.org/risk/waivewc.pdf	
13	**Lobbyist Disclosure** - Disclose any: (1) arrangements your company has with any lobbyists and/or agents representing your company; and (2) any arrangements your company has with an unrelated individual or entity with respect to the sharing of any compensation, fees, or profit received from or in relation to the proposing company being awarded a Contract with the City. If any such arrangements exist, describe the nature of the relationship and the manner in which compensation or fees would be shared.	
14	**Endorsement Disclosure** - Disclose any financial relationship your company has with any union, organization or association in conjunction with an endorsement. Provide details regarding the relationship, including any benefit that will be recognized by the union, organization or association in the event your company is awarded a Contract with the City.	

15	**Confidentiality Disclosure** - Proposals may contain technical, financial, or other data whose public disclosures could cause substantial injury to the Proposer's competitive position or constitute a trade secret. To protect such data from disclosure, the Proposer should specifically identify the pages of the proposal that contain confidential information by properly marking the applicable pages and inserting the following notice on the page: "NOTICE: The data on the pages of this proposal identified by an asterisk (*) or marked along the margin with a vertical line, contain information which are trade secrets and/or whose disclosure would cause substantial injury to the Proposer's competitive position. The Proposer requests that such data be used only for the evaluation of its proposal, but understands that disclosure will be limited to the extent that the City determines under federal, state, and local law." The Proposer must include one redacted copy of the proposal with the confidential material blacked out or removed from the text so that one copy is available as public material. In accordance with the Public Records Act, this information may, upon request, be released to the public (see additional information in question 18). The City assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event properly marked data are requested, the Proposer will be advised of the request and may expeditiously submit to the City a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the City in making its determination as to whether disclosure is proper under federal, state, and local law. The City will exercise care in applying this confidentiality standard, but will not be held liable for any damage or injury that may result from any disclosure that may occur. The Proposer agrees to assume and pay for all costs incurred by the City, including attorney fees awarded by the court, and defend and indemnify against all claims if the Proposer requests the City to resist disclosure of material provided to the City by the Proposer.	

16	**Property of the City and CA Public Records Act Disclosure** - All proposals submitted in response to this solicitation will become the property of the City of Los Angeles and subject to the CA Public Records Act (California Government Code Section 6250 et seq.). The Proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure under the Public Records Act. The City Attorney will make an independent determination regarding whether the identified information is disclosable. In the event a Proposer claims such an exemption, the Proposer is required to state the following: "The Proposer will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose trade secrets or other proprietary information to any person making a request therefore." Failure to include such a statement will constitute a waiver of a Proposer's right to exemption from this disclosure.	
17	**Subcontracting** - If any portion of the Contract is to be subcontracted, it must be clearly set forth as to the part(s) to be subcontracted, the reasons for the subcontracting and a listing of subcontractors. For each subcontractor proposed, provide the following information: · Name of Subcontractor · Subcontractor's Contact Name · Contact Title · Contact Phone Number · Mailing Address · Location of Business (if different from mailing address) · Business Telephone Number · Subcontractor's registration # and/or license #, if applicable · Description of Work to be Subcontracted · Reason for Subcontracting · Percent of Total Contract to be Subcontracted & Dollar Amount · Relevant work experience in years and level of	

	responsibility · Experience in number of years your firm has worked with Subcontractor providing these services · If subcontractor is a MBE, WBE, LBE, SBE, EBE, or OBE · If subcontractors will not be utilized, so indicate	
18	**Contract Execution Date** - Please indicate if you (a) have any requirements, constraints, or limitations with respect to the implementation or "Go-Live Date" relative to final execution of a completed Agreement with the City; and (b) if you would be willing to provide services to the City prior to execution of a completed contract providing that a ratification clause is inserted into the Agreement.	
Additional Information		
19	Upon conclusion of your responses to all questions included in the "Background and Disclosures," "Minimum Qualifications," and "Resources and Services" sections of this RFP, provide any additional information your firm believes is essential for the evaluation of your proposal. If there is no additional data your company wishes to present, state the following here: "There is no additional data we wish to present."	

E. Proposal Questionnaire (Part II)

Minimum Qualifications

PROPOSAL QUESTIONNAIRE (PART II) – REQUIRED, NON-RATED QUESTIONS

Please complete the entire Minimum Qualifications Questionnaire and include it with your RFP proposal. The City will provide the questionnaire in a spreadsheet format for you to use. Make sure you enter information into ALL cells designated for responses. If the question does not apply, enter "N/A" into the cell. Do NOT leave any empty cells. Do NOT add columns, rows, or cells to the questionnaire format. If you have any questions regarding this form, contact the RFP Administrator.

Responses to the following are required for your proposal to be considered responsive, but will NOT be rated.

#	QUESTION	RESPONSE
	Minimum Qualifications Requirements	
1	Please verify your firm has provided governmental DC plan investment consulting services for a minimum of ten years.	
2	Please verify your designated project leader has provided governmental DC plan investment consulting services for a minimum of five years.	

F. Proposal Questionnaire (Part III)

Resources and Services

PROPOSAL QUESTIONNAIRE (PART III) – REQUIRED, RATED QUESTIONS

Please complete the entire Resources and Services Questionnaire and include it with your RFP proposal. The City will provide the questionnaire in a spreadsheet format for you to use. Make sure you enter information into ALL cells designated for responses. If the question does not apply, enter "N/A" into the cell. Do NOT leave any empty cells. Do NOT add columns, rows, or cells to the questionnaire format. If you have any questions regarding this form, contact the RFP Administrator.

Responses to the following are required for your proposal to be considered responsive and will be rated.

ORGANIZATIONAL QUALIFICATIONS & RELIABILITY

#	QUESTION	ENTER RESPONSES IN THIS COLUMN
Organizational Background and Financial Strength		**Proposer Response**
1	Please provide an overview of your organization and organizational structure, to include the following seven items: · Name of your parent company (if you have one) · Nature of its business · Name of your company · Length of time your firm has been providing broad range of services included in this procurement · Headquarters · Number of clients · Geographic service area	
2	Please provide your organization's revenues and net profits for the last 3 calendar years (2023, 2024, 2025).	
3	Provide responses to the following three items: · Is your company a subsidiary or affiliate of another company? If yes, describe the nature of the business of the parent firm. · Provide full disclosure of all direct or	

	indirect ownership. · Indicate what percentage of the total company revenues your company represents for each of the last 3 calendar years (2023, 2024, 2025).	
4	Provide responses to the following two items: · What is the last date when your organization had a change in its business structure, whether through an acquisition or divestiture or through an alliance arrangement? · If applicable, how did this change in business structure affect how you provide the services which are the subject of this RFP?	
5	Provide responses to the following two items: · Are there any pending agreements to merge or sell your company or any portion thereof, or your parent company, or; · Any pending or anticipated plans to reorganize your company within itself or as part of the larger organization of which your company is a part?	
6	Provide responses to the following two items: · Describe any change in senior management (including CEO, CFO, CIO, or other executive management) in the last five calendar years (2021-2025). · Indicate the average tenure (in years) of senior management.	
7	If the credit strength of your firm or parent company is rated by one or more rating agencies, provide the most recent ratings for your company as follows: · Standard and Poor's · Fitch · Moody's · Other	

8	Provide documentation of your firm's present financial status as it relates to gross earnings, net profits, and debt, which may include one or more of the following for periods ending in calendar year 2025 (or 2024 if 2025 has not been finalized): · Financial statements · Annual Report · Auditor's Report	
9	Provide responses to the following two items: · A summary of your organization's strategic plan; · How you control/manage the growth of your business.	
10	Provide responses to the following two items: · What percentage of your services solicited in this RFP would be outsourced to other firms or sub-contracted? · For outsourced services representing more than 5% of the total fee proposed for this RFP, identify all providers and their functions.	
11	Provide responses to the following two items: · What percentage of your services solicited in this RFP would be outsourced or subcontracted to U.S. and non-U.S. service providers? · Identify all U.S. and non-U.S. providers, their functions, and the percentage of work that would be performed by them under this contract.	
12	Provide responses to the following two items: · Describe any organizational or staffing changes over the past three calendar years (2023, 2024, 2025) for the unit or business division that will oversee this account. · For the unit or business division that you would propose servicing the DCP	

	account, what were the total number of full-time positions and the total staff turnover for calendar years 2023, 2024, and 2025.	
13	Provide responses to the following two items: · What specific personnel will provide the solicited consulting services? · For each individual providing these services, please provide their title, employment date(s) with your organization, geographic location, and description of assigned duties for this contract.	
14	Describe how your firm manages consultant workload and client coverage to ensure consistent service quality and responsiveness. In your response, address the following three items: · The typical number and type of client relationships supported by the proposed lead consultant(s); · How client capacity is monitored and managed as assignment volumes fluctuate; and · How service continuity is maintained during periods of peak demand, staff transitions, or unexpected events.	
Experience		**Proposer Response**
15	Provide responses to the following two items: · How many proposals were submitted for calendar years 2023, 2024, and 2025 in response to public sector RFPs for investment consulting services? · How many of these resulted in your selection to provide services?	
16	Provide responses to the following two items: · Provide a list of all City contracts your firm has held for the period 2016-2025. · Indicate whether any of these contracts were terminated for default. · If a contract was terminated for	

	default, describe this incident.				
17	Provide a list of your company's office locations for the following four categories: · Los Angeles area offices · Other California offices · Other U.S. offices · International offices Provide responses to the following two items: · Identify which locations will be used to manage services under this contract and · Specify the scope of services performed at each location.				
18	Indicate your total unique clients (not plans) by participant base as of 12/31/2025:	**Public Sector Clients**	**Private Sector Clients**	**Total Public and Private Sector Clients**	
	Clients under 5,000				
	Clients between 5,001 - 25,000				
	Clients at 25,001+				
	Total Clients				
19	Indicate your total unique clients (not plans) by asset base as of 12/31/2025:	**Public Sector Clients**	**Private Sector Clients**	**Total Public & Private Sector Clients**	
	Clients with assets < $50 million				
	Clients with assets between $50 million - $500 million				
	Clients with assets > $500 million				
	Total Clients				
20	Provide a list of:				
	The five largest governmental DC consulting clients your firm has lost during the period 2016-2025. If applicable, indicate any of these clients that were subsequently regained.				

	The five largest governmental DC consulting clients your firm has gained during the period 2016-2025. If applicable, indicate any of these clients that were subsequently lost.	
Regulatory and Legal Actions		**Proposer Response**
21	Provide responses to the following three items: · Has your company been contacted or been the subject of any complaint filed with any state or federal regulatory agency or office for the period 2021-2025? · Has your company ever had a license to do business, an agent/broker license or any other insurance license revoked or suspended? · Has your company ever been reprimanded or otherwise cited by a licensing agency? If any of these apply, please describe them fully.	
22	Provide responses to the following two items: · Identify and describe any past, pending or threatened judicial or administrative litigation (including lawsuits or protests) in which you have litigated against a client or prospective client, for the period 2021-2025, related to the type of services you are proposing. Indicate the reasons for the lawsuit/protest and the outcome. · Provide contact information for the entity sued or challenged.	
23	Provide responses to the following three items: · Describe any incident for the period 2021-2025 in which your business has had a contract terminated for default. Termination for default is defined as notice to stop performance due to your organization's non-performance or poor performance and the issue was either not	

	litigated, or litigated and such litigation determined your organization to be in default. · Submit full details of all termination for default experienced by your firm for the period 2021-2025 including the other party's name, contact information, and your firm's position on the matter. · If your firm has experienced no termination for default for the period 2021-2025, so indicate.				
24	Provide responses to the following two items: · Has your company or its subsidiaries ever filed or been petitioned into bankruptcy or insolvency, or has your company ever made any assignment for the benefit of your creditors or been notified of being at risk of continuing as a going concern? · If so, provide complete details.				
25	Provide responses to the following two items: · Describe what procedures and policies you have in place to protect against, and provide disclosure of, any potential or perceived conflict of interest involving relationships your firm may have with service providers for which you may also be asked to conduct performance reviews or otherwise evaluate for the City's DCP. · To what extent and under what circumstances do the individuals who would be directly servicing the City's account personally meet with service providers that could be actual or potential City clients?				
Client References		**Proposer Response**			
	For this section, please note: your written response is your only opportunity to provide client reference information. Client reference contact information is not re-solicited at any further point in the evaluation process. Failure to provide				

	this information with your written proposal will result in losing all scoring points available in this section.				
26	For three current public sector consulting clients, please provide:	**Client A**	**Client B**	**Client C**	
	Firm Name				
	Contact				
	E-mail address:				
	Phone number:				
	Brief description of services provided:				
	Year they became a client:				
27	For three former public sector consulting clients that have most recently discontinued services, please provide:	**Client A**	**Client B**	**Client C**	
	Firm Name				
	Contact				
	E-mail address:				
	Phone number:				
	Brief description of services provided:				
	Year they became a client:				

INVESTMENT DESIGN CONSULTING		
	Investment Policy and Strategy	**Proposer Response**
28	· Discuss how you advise using an IPS to guide and support fiduciary decision-making in practice. · Indicate how a well-designed IPS should inform decisions related to investment menu design, investment selection, performance monitoring, and fund replacement, as well as any other areas you regard as essential or valuable policy topics for an IPS.	
29	· Indicate if you have a cadence protocol to prompt periodic IPS reviews for your clients, including with respect to identifying any inconsistencies in	

	practice relative to IPS policies. · Provide examples of circumstances that would prompt a policy review.	
30	In the context of a governmental DC plan and its IPS, describe what "investment strategy" means to your firm, and how you would advise a DC plan regarding how the application of this term differs from a DB application.	
31	If the DCP requested that your firm conduct a review and updating of its IPS, describe how you would execute the process. Provide an example of having conducted a similar process with another government client.	
32	Provide examples of the ways in which tradeoffs must be assessed and addressed in the design of DC investment policy, particularly in areas where competing factors - investment costs, friction involved in implementing new investment products, the complexities of participant investment behaviors, etc - may be in conflict with one another.	
Investment Menu Structure		**Proposer Response**
33	Describe your philosophy and core principles when constructing and evaluating a governmental DC plan investment menu. How do you assess whether the menu provides adequate asset class coverage, diversification, and cost efficiency without creating unnecessary redundancy or complexity for participants?	
34	How do investment vehicle structure and cost considerations factor into your investment menu design recommendations? Discuss how you would advise a client regarding the use of competing fund arrangements - mutual funds, collective investment trusts, separate accounts, or other structures - in the context of plan size and the plan sponsor's procurement and	

	contracting resources.	
35	How do participant behavior and outcome data inform your investment menu design recommendations? Provide an example of how you have used participant allocation patterns, asset retention data, or participant retirement outcome measurements to refine a menu design.	
36	Describe a situation in which your firm recommended removing or consolidating investment options despite potential resistance from stakeholders or participants. What factors informed your recommendation, and what was the outcome?	
37	Explain how your firm addresses the potential risks of industry/plan sponsor "groupthink" or herd behavior in the context of investment menu design and evolution. In your response, discuss the internal processes, governance structures, and analytical disciplines your firm uses to ensure that recommendations regarding investment menu design are driven by fiduciary considerations and participant outcomes, rather than prevailing industry trends or product proliferation.	
38	Many investment and behavioral frameworks used in DC plan design originate in the private sector, where participants often rely heavily on DC plans as their primary retirement vehicle. · Describe how your firm adjusts or reconsiders these frameworks when advising governmental DC plans that supplement particularly robust DB pensions. · Provide examples of how this broader benefit context has influenced your analysis of participant asset allocation, risk tolerance, and menu design recommendations for governmental plans specifically.	

39	Discuss how you are presently advising clients to evaluate inflation protection products in investment menu design.	
40	Describe how you are presently advising clients to evaluate the integration of non-U.S. markets in investment menu design.	
41	Discuss how you are presently advising clients to evaluate the use of alternative assets in investment menu or investment product design.	
42	Explain how you advise clients to approach the potential for secular regime shifts (the potential for long-standing dominant trends to be succeeded by emerging trends) in investment menu design.	

INVESTMENT SELECTION AND PERFORMANCE CONSULTING					
Vendor Searches		**Proposer Response**			
43	Complete the table below summarizing mutual fund or pooled investment vehicle database-driven search processes (do not include formal RFPs or similar competitive procurement processes) your firm conducted for the period 2021-2025 for government and private sector DC plan clients.	**Up to $250M Mandate**	**Between $250-$1B**	**$1B and Higher**	**Totals**
	U.S. Equity				
	Non-U.S. Equity				
	Fixed Income				
	Real Assets/Inflation Protection				
	Multi-Asset/TDFs/Risk-Based				
	Capital Preservation				
	Other (please define)				
	Totals->				

44	Complete the table below summarizing institutional investment manager procurements conducted through formal RFP or similar competitive procurement processes for the period 2021-2025 for government and private sector DC plan clients.	**Up to $250M Mandate**	**Between $250-$1B**	**$1B and Higher**	**Totals**
	U.S. Equity				
	Non-U.S. Equity				
	Fixed Income				
	Real Assets/Inflation Protection				
	Stable Value				
	Multi-Asset/Custom				
	Capital Preservation				
	Other (please define)				
	Totals->				
45	Describe the primary resources your firm uses to conduct investment manager searches: · Your human capital resources, including their skills and experience in conducting searches. · Whether your digital, database, or similar resources are proprietary, internally maintained, licensed from third parties, or a combination thereof. · The scope and coverage of the resource(s) (e.g., asset classes, vehicles, manager universe), and the degree to which these align with the DCP's core investment menu. · How data quality, consistency, and timeliness are assessed and maintained. · How qualitative insights are incorporated alongside quantitative data. · Why your firm believes your resources are optimal for thorough consideration				

	and selection of available products.	
46	Describe your process for conducting institutional investment manager database searches and procurements or similar formal competitive processes. Include a discussion of how you work with a client to: · Develop search criteria and evaluation frameworks; · Identify and invite qualified respondents; · Evaluate candidate products and conduct finalist due diligence; and · Support fiduciary documentation and defensible selection decisions.	
47	Provide a sample of a comparative fund evaluation report prepared for a large DC plan. Include a brief cover explanatory primer attached to that report (not within the questionnaire response box) that addresses the following: · The overall structure and organization of the report, including the rationale for its layout and sequencing. · How key information, issues, and observations are identified and highlighted for fiduciary review. · How the report balances summary-level insight with underlying analytical detail. · How the report is designed to support informed decision-making in a public-sector fiduciary setting. · What you believe differentiates this report from standard or industry-typical fund evaluation reports. The sample report and accompanying primer are intended to demonstrate your approach to analysis/communication, not to serve as a complete or final reporting format for the DCP.	

48	Discuss your approach to addressing cyclicality in fund manager relative overperformance or underperformance when comparing candidates for DC plan investment menus. Include in your discussion: · How you address the influence of market cycles, style headwinds, or shorter-term performance trends in manager searches. · How you address the potential for relative performance trends to reverse in framing investment provider decision-making for fiduciaries.	
49	Describe your firm's experience advising on capital preservation investment options within DC plans, including FDIC-insured accounts, money market funds, and other principal-protection vehicles. In your response, discuss: · Your experience evaluating and recommending such options for large DC plans; · The analytical criteria used to assess safety, liquidity, yield, and structural risk; · How these options are evaluated relative to participant behavior and use cases; and · The internal resources or specialists involved in supporting these evaluations.	
50	Describe your firm's experience and internal resources related to stable value investment searches, evaluations, and ongoing oversight. In your response, address: · Your experience conducting stable value searches or manager evaluations for DC plans; · The internal expertise or specialists responsible for stable value analysis; · How you evaluate key structural features, including wrap provider diversification, crediting rate formulas, book-to-market ratios, liquidity provisions, and counterparty risk; and	

	· How stable value considerations integrate into broader investment menu design discussions.	
51	Describe how you support clients in managing transition risk following manager selection or replacement. In your response address: · Whether you have dedicated units or staff for fund transition management. · The quality and depth of experience in managing fund transitions relative to all of the core investment menu options, as well as self-directed assets, in the DCP.	
Investment Manager Oversight		**Proposer Response**
52	Describe the resources your firm uses to monitor a DC plan sponsor's investment providers and update fiduciaries on material changes.	
53	Describe the process your firm uses to provide investment manager oversight for DC plan investments, including: · Describe the performance and non-performance factors your firm monitors as part of ongoing investment manager oversight. · Discuss how you track and evaluate items such as performance relative to peers and benchmarks, organizational stability, ownership changes, personnel turnover, investment process changes, capacity management, and operational or compliance issues.	
54	How does your firm identify early warning signals that may warrant increased scrutiny of an investment manager? Explain the triggers, thresholds, or qualitative indicators that may lead to heightened monitoring, placement on a watch list, or a recommendation for further action.	

55	Describe your firm's recommended watch list framework and process. In your response, address: · Criteria for recommending placing a manager on watch. · Recommended objectives and duration of watch list status. · How progress should be evaluated. · How recommendations are communicated to fiduciaries.	
56	Provide an example of an investment manager oversight situation in which your firm identified concerns prior to significant performance deterioration or public disclosure. Describe the issue, how it was identified, actions taken, and the outcome.	
Performance Measurement and Monitoring		**Proposer Response**
57	Provide a sample of a quarterly investment performance report prepared for a large DC plan. Include a brief cover explanatory primer attached to that report (not within the questionnaire response box) that addresses the following: · The overall structure and organization of the report, including the rationale for its layout and sequencing. · How key information, issues, and observations are identified and highlighted for fiduciary review. · How the report balances summary-level insight with underlying analytical detail. · How the report is designed to support informed decision-making in a public-sector fiduciary setting. · What you believe differentiates this report from standard or industry-typical quarterly investment reports. The sample report and accompanying primer are intended to demonstrate your approach to investment performance communication, not to serve as a	

	complete or final reporting format for the DCP.	
58	Describe your approach to selecting and maintaining peer and index benchmarks for DC investment options. How do you ensure benchmarks remain appropriate over time, particularly for multi-asset funds, risk-based funds, or custom strategies?	
59	Discuss the data sources used in your performance measurement and reporting processes. How do you ensure data accuracy, consistency, and quality across managers, asset classes, and reporting periods?	
60	Describe how you prepare for and execute effective presentations to fiduciaries of your quarterly performance materials. How do you ensure that the density and complexity of investment reporting materials is understandable and effective in relaying information to a diverse array of fiduciaries and program staff, including those who may have less background and familiarity with terminology and concepts?	

Compliance and Risk Management Consulting		
Fiduciary and Governance Support		**Proposer Response**
61	Describe how you support fiduciaries in making informed, prudent investment decisions. Discuss how you help oversight bodies and staff members navigate tradeoffs, risks, and uncertainties associated with investment-related decisions, particularly where reasonable fiduciaries might disagree.	
62	Describe your fiduciary education and training resources for Board members and staff. Include examples of training topics, formats, and how education is tailored to varying levels of fiduciary experience.	

63	Provide an example of a situation in which your firm supported fiduciaries through a difficult or controversial investment decision. Describe how the issue was framed, how options were evaluated, and how fiduciary responsibilities were reinforced.	
Risk Management		**Proposer Response**
64	The DCP has integrated an Enterprise Risk Management (ERM) risk management system into its analytical process and decision-making, including with respect to investment design and administration. Discuss what you see as some of the most impactful potential risks to DC plan sponsors in the construction of their investment menus and investment administration.	
65	Describe how you monitor and assess regulatory, legal, and litigation-related risks relevant to public-sector DC plans. In your response, address the following: · How are these categories of risk communicated to fiduciaries, and how do they influence your investment-related advice? · What would you recommend with respect to decision documentation, escalation protocols, and alignment with the Plan's IPS?	
66	Describe how your firm incorporates emerging macroeconomic, market, and geopolitical considerations and trends into its risk assessments and advice. In your response, address the following: · How are these categories of risk communicated to fiduciaries, and how do they influence your investment-related advice? · How does your firm evaluate and account for the possibility that future investment environments may differ meaningfully from historical experience due to structural economic, geopolitical, or technological shifts?	

	· What analytical frameworks or safeguards do you use to avoid over-reliance on historical data or assumptions of continuity, while still grounding advice in evidence and fiduciary prudence?	
Outcomes and Strategic Analysis Consulting		
Participant and Plan Level Outcomes		**Proposer Response**
67	How do you define and assess the overall plan-level effectiveness of a governmental DC plan's investment program? What are the most important aggregate indicators?	
68	Describe how the presence of DB pensions and other public-sector retirement benefits influences your assessment of participant outcomes in a DC plan. How does this broader retirement context affect how you interpret risk, savings behavior, and investment utilization?	
69	Describe your approach to benchmarking participant outcomes and plan characteristics against comparable public-sector DC plans. How do you ensure peer comparisons are relevant, contextualized, and used appropriately in fiduciary decision-making?	
70	Describe how participant outcomes can be evaluated across different segments of the participant population. In your response, discuss how complicating factors such as DB benefit eligibility variation, DB replacement level variation, variation in workforce tenure, contribution behavior, accumulation patterns, investment allocation patterns, workforce demographics, and other factors are addressed when properly reaching conclusions regarding outcomes.	

Strategic Analyses		Proposer Response
71	Describe how your firm identifies issues or developments that may warrant strategic analysis. What would you prioritize as some of the most impactful investment topics in governmental DC plans that are deserving of strategic focus by fiduciaries?	
72	Describe how your firm supports clients in anticipating and addressing longer-term strategic issues that may emerge over a multi-year horizon, even when there may not be an immediate or near-term need for action.	
73	Provide an example of a strategic analysis you conducted involving a topic related to investment menu redesign, participant investment behavioral and asset allocation trends, decumulation practices and outcomes, or prevalence of alternative assets in DC plans. Describe the rationale and how fiduciaries used the analysis in their deliberations.	
Consulting Fees		
Fees		**Proposer Response**
74	Fees – Hourly Rates Only Indicate by name your billable hourly rates for all position classifications to be assigned to the DCP for your consulting services (see right). Mark "N/A" for any categories which are not applicable. Add additional categories you may use, which are not included in this table. Please note the DCP will not pay separately for mileage, parking, travel, internal printing, and copying or computer time as these are costs which should be otherwise incorporated into the assumptions you make for your price quotation. Additionally, do not include California State sales tax in your price quotation. The City is exempt from the	

	payment of excise taxes imposed by the Federal Government and such taxes must not be included in the proposed prices.				
		Principal Consultant	**Managing Consultant**	**Consultant**	
		Associate/ Analyst	**Clerical**	**Other**	
75	Fees – Retainer Only Indicate whether or not you would propose a flat annual retainer for the DCP, how that retainer would function, the amount of the retainer, and what would be included and not included under the retainer. Also indicate any contingencies you would provide for any years over the contracting cycle in which there would be little to no use of consulting services. Please note the DCP will not pay separately for mileage, parking, travel, internal printing, and copying or computer time as these are costs which should be otherwise incorporated into the assumptions you make for your price quotation. Additionally, do not include California State sales tax in your price quotation. The City is exempt from the payment of excise taxes imposed by the Federal Government and such taxes must not be included in the proposed prices.				

76	Fees – Hybrid Hourly/Retainer Model Indicate whether or not you would propose a hybrid hourly/retainer model for the City's account. If so, provide all of the information for both the hourly and retainer components requested in the prior two questions. Please note the DCP will not pay separately for mileage, parking, travel, internal printing, and copying or computer time as these are costs which should be otherwise incorporated into the assumptions you make for your price quotation. Additionally, do not include California State sales tax in your price quotation. The City is exempt from the payment of excise taxes imposed by the Federal Government and such taxes must not be included in the proposed prices.	
77	Indicate all other fees you potentially charge that are not included in or specifically excluded by the DCP from the pricing models outlined above.	
Performance Guarantees		**Proposer Response**
78	Please indicate what performance guarantees your company would provide and any associated financial penalties associated with some or all of them.	

G. City of Los Angeles General Contracting Requirements

All Proposers are required to comply with the City's general contracting requirements. A checklist of the various required documents and forms including descriptions of each requirement is included in Part 4 of this RFP. Each document can be downloaded from this solicitation's RAMPLA webpage. Please review Part 4 carefully to ensure your company completes all required documents and forms to satisfy the City's general contracting requirements and for your proposal to pass the Level One Evaluation to proceed to the Level Two Evaluation.

H. Preparation and Submission of Proposals

1. Proposal Copies Required

Proposers are required to submit their proposals according to the instructions below.

To the RFP Administrator:

The City is accepting all proposals via email (no paper, hard-copy documents). Email the following documents to the RFP Administrator by the **proposal submission deadline**.

- One (1) electronic copy of your un-redacted proposal containing all of the required documents and responses as outlined in Part 2 of this RFP as a portable document file (PDF) with optical character recognition (OCR) enabled.
- One (1) electronic copy of your **redacted** proposal (if applicable) with the confidential material blacked out or removed from the text so that one copy is available as public material. Please submit the **redacted** proposal containing all of the required documents and responses as outlined in Part 2 of this RFP as a portable document file (PDF) with optical character recognition (OCR) enabled.
- One (1) electronic copy of your responses to Parts I, II, and III of the Proposal Questionnaire only in Microsoft Excel format.
- One (1) electronic copy of the City required documents outlined in Part 4 of this RFP each as their own standalone file. Do not combine different documents into one file. Keep each document separate and label the file by the name of the document.

2. Authorized Signatures

Proposals must be electronically signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. A non-officer individual, with the authority to bind the Proposer to a contract, is sufficient to sign all applicable documents for the purpose of this RFP. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Proposer or one legal entity. The proposal must identify the responsible entity.

3. Submission Contact Information

Timely submission of the proposal is the sole responsibility of the Proposer. No fax, hard copy, or flash drive submissions will be accepted. All proposals become the property of the City of Los Angeles.

Please send proposals and direct all questions to:

Richard Shirvani, RFP Administrator
City of Los Angeles, Deferred Compensation Plan
700 E. Temple Street, Room 375
Los Angeles, CA 90012
Email: per.contracts@lacity.org

END OF SECTION

Part Three

Solicitation Terms and Conditions

A. Acceptance of Terms and Conditions

Submission of a proposal pursuant to this solicitation shall constitute acknowledgment and acceptance of all the terms and conditions hereinafter set forth in this solicitation. Proposals must be based only on the material contained in this RFP, amendments, addenda, and other materials published by the City relating to this RFP. The Proposer must disregard any previous RFP draft material. Proposals must be submitted in accordance with the requirements set forth in Part 2 of this RFP.

B. Transparency of RFP Process

The City is committed to ensuring that all business transactions, including procurement processes, are conducted impartially with integrity and competence so that City employees and the Los Angeles taxpayers attain the greatest benefit. In accordance with City practice and the Board's adopted "Governance Policies/Bylaws," City personnel involved in this procurement shall

not communicate with current or prospective Proposers or their representatives, or any other person or organization, for the purpose or intent of having a particular Proposer secure or maintain a contract or business with the City, or otherwise realize financial gain from the City. In support of this, and to ensure the transparency and objectivity of this procurement process, all communications and questions regarding or related to the services included in this RFP should be directed to the RFP Administrator.

C. Addendum(a)

The City reserves the right to modify or amend any and all requirements of this RFP, including adding additional requirements that must be met for a proposal to be considered responsive, offer clarifications, and/or provide an interpretation of this solicitation by issuing addendum(a) to this RFP. All addendum(a) will be posted online on the solicitation's RAMPLA webpage.

All Proposers must acknowledge any addendum(a) issued as a result of any change in this RFP on the Proposer Signature Declaration Page (see Part 2, Section D.3). Receipt of any such changes or interpretations shall become a part of the solicitation and may be incorporated into any contract awarded. Failure to indicate receipt of addendum(a) may result in a proposal being deemed non-responsive and eliminated from further consideration.

D. Solicitation Questions

All questions concerning this solicitation should be submitted in writing via email to the RFP Administrator by the deadline listed in the solicitation schedule. Identify the solicitation title in the subject line of your message. For each question, identify the solicitation section and page number, or the relevant General Contracting provision.

The City will make every effort to respond to all written questions as soon as practical. All questions and responses, or any other changes to, or interpretation of this solicitation, will be posted on RAMPLA. Any such changes or interpretations shall become a part of this solicitation and may be incorporated into any contract awarded pursuant thereto.

E. Proposal Submission

All proposals must be submitted in writing and Proposers shall complete and return any and all applicable documents, including, but not limited to, written responses, questionnaires, forms, appendices, spreadsheets, and any electronic

files. The City may deem a Proposer non-responsive if the Proposer fails to provide all required documentation, copies, or electronic files.

The Proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be deemed non-responsive.

A non-responsive designation will eliminate a Proposer from further consideration in the evaluation process.

F. Proposal Cost and Ownership

The City is not responsible for any costs incurred by a Proposer while preparing and submitting a proposal. All Proposers who respond to the solicitation do so solely at their own expense.

Each proposal prepared in response to this solicitation shall be prepared at the sole cost and expense of the Proposer and with the expressed understanding that no claims against the City for reimbursement will be accepted. All proposals will become the property of the City and will not be returned to the Proposer. The Proposer should not include confidential information or trade secrets without expressly stating and identifying the information or trade secrets to be considered confidential, since all accepted proposals will become public information. However, if such information is necessary to assure a competitive proposal, then the Proposer is to follow the guidelines for confidential information as discussed in the "Background and Disclosures" questionnaire of this RFP.

G. Withdrawal of Proposals

A Proposer may withdraw a submitted proposal in writing at any time prior to the proposal submission deadline. A written request, signed by an authorized representative of the Proposer, must be submitted to the RFP Administrator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the proposal submission deadline.

H. Rights Reserved by the City

The City reserves the right, at its discretion, to pursue any or all of the following actions regarding this solicitation:

1. Proposal Clarification

   At any phase of the evaluation process, the City reserves the right to request Proposers to clarify information provided in RFP responses including clarification of assumptions used in the RFP response. All clarifications must be coordinated in writing with, authorized by, and made by the City. Clarifications must be submitted in writing by the requested deadline, otherwise the RFP response will be deemed non-responsive or evaluated without the benefit of the clarification requested.

   If the City determines that all Proposers either failed to submit the requested information or to have adequately responded to the same RFP question or request for data, the City may, at its discretion, issue an RFP addendum and provide all Proposers with an opportunity to provide a response to the RFP addendum. Responses to RFP addendum questions must be submitted in writing by the stated deadline, otherwise the RFP response will be deemed non-responsive or evaluated without the benefit of the clarification requested.

2. Proposer Presentations and/or Interviews

   The City reserves the right to schedule presentations and/or interviews by the Proposers.

3. Waiver of Minor Administrative Irregularities

   The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

4. Rejection of Proposals

   The City reserves the right to declare as non-responsive and reject any or all proposals in which information is requested and is not furnished in a timely manner or when a direct or complete answer is not provided; to reject any unapproved alternate proposal(s); and to reject the proposal of any Proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals will not render the City liable for costs or damages.

5. RFP Withdrawal, Cancellation, Other Options

   The City reserves the right to withdraw or cancel the RFP at any time, if it deems such action is necessary. If such action is taken, the City may

reissue the RFP. Furthermore, the City may exercise its right to not select any Proposer from this RFP, if it determines that there was no responsive Proposer or that the selection of a Proposer was not in the best interests of the City.

If an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may, at its sole discretion, reissue the RFP. The award of the contract is subject to the successful negotiation of the terms and conditions of an agreement.

The City reserves the right to verify all information in the proposal. If the information cannot be verified, the City reserves the right to reduce any related rating points awarded for such information as part of the evaluation process.

6. Contract Award

The City may consider proposals that contain provisions that deviate slightly from the requirements in this solicitation document, if the deviation(s) are not considered material. If such a Proposer is awarded a contract, the Proposer will be expected to perform the full scope of work described in this RFP and be in full compliance with the City's general contracting provisions described herein (Part 4). The City reserves the right to restrict the review or distribution of all proposals until a contract is awarded.

The City reserves the right to require a pre-award interview and/or site inspection and to contract with more than one Proposer based upon the evaluation criteria contained in this RFP. The City is not obligated to accept any proposal, negotiate with any Proposer, nor award a contract in response to this RFP.

7. Miscellaneous

The City reserves the right to take whatever other action regarding this solicitation it deems is in the best interest of the City.

I. Proposal Submission Deadline

Timely submission of proposals is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. The

proposal must be received by the RFP Administrator in the prescribed format, at the published location, and by the date and time included in this RFP (see Part 2 of this RFP). The City reserves the right to extend the proposal submission deadline should this be in the interest of the City.

J. Late Proposals

Proposals submitted after the proposal submission deadline shall be considered late. Late proposals will **not** be considered and will be returned unopened to the Proposer, or in the case of digital copies, not saved on the City's systems. Late proposals will be eliminated from further consideration.

K. Proposal Protests

1. Level 1 – City Contract Compliance Documents Evaluation

   A Proposer may file a protest regarding disqualification as a result of the Level 1 evaluation within five (5) calendar days of the date listed on the notice of disqualification. The protest must clearly state the grounds and facts of the protest. Protests must be submitted in writing and emailed to the RFP Administrator at per.contracts@lacity.org.

   The Personnel Department General Manager, on behalf of the Board of Deferred Compensation Administration, will respond in writing to a protest within fifteen (15) business days of receiving it. The decision of the Personnel Department General Manager will be final. The Protester may withdraw its protest at any time before the City issues a final decision.

2. Level 2 – Award of Contract Recommendation

   A Proposer may file a protest regarding the award of the contract within five (5) calendar days of the date listed on the notice of non-selection. The protest must clearly state the grounds and facts of the protest. A protest based on non-selection alone or disagreement with the award of the contract is not sufficient grounds for a protest. Protests must be submitted in writing and emailed to the RFP Administrator at per.contracts@lacity.org.

   The DCP will respond in writing to a protest within twenty (20) business days of receiving it. Findings and/or recommendations will be submitted to the Board of Deferred Compensation Administration and the decision

of the Board will be final. The Protester may withdraw its protest at any time before the Board issues a final decision.

3. Proof of Protest

   The Proposer submitting a protest bears the burden of proof in any claim that the City committed a sufficiently material error in the solicitation process. Throughout the review process, the City has no obligation to delay or otherwise postpone an award(s) of contract(s) based on a Proposer protest. In all cases, the City reserves the right to make an award(s) when it is determined to be in the best interest of the City to do so.

L. Conflict of Solicitation Document Provisions

In case of a conflict between any provisions in this solicitation document and the provisions in the City's Standard Provisions for City Contracts (Part 4), the provisions in the City's Standard Provisions for City Contracts shall prevail. Similarly, in case of a conflict between any provisions in this solicitation document with the provisions in the City's general contracting documents (Part 4), the provisions in the City's general contracting documents shall prevail.

END OF SECTION

Part Four

General Contracting Requirements

A. City of Los Angeles General Contracting Requirements

Please carefully review the information contained in the City of Los Angeles Contract Compliance Requirements Checklist (Attachment 0), which includes the Standard Provisions for City Contracts (Rev. 1/25) [v.2] and other general contracting requirement documents and actions that must be completed by Proposers for a proposal to be deemed responsive. Compliance with these requirements and submission of necessary documents is mandatory at the time of submission of a proposal, prior to award of contract, or both. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

B. City General Contracting Provisions – Required Actions and Documents

The following City general contracting provisions have mandatory documents that are required to be completed with your proposal by the proposal submission deadline indicated in this RFP.

1. Required Documents to be **Completed** and **Submitted Online** at https://www.rampla.org/s/.

a. *Equal Benefits Ordinance*

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). All Proposers shall complete and upload the Equal Benefits Ordinance Affidavit residing at https://www.rampla.org/s/ prior to award of a City contract in which the value exceeds twenty-five thousand dollars ($25,000). The Equal Benefits Ordinance Affidavit shall be effective for a period of three (3) years from the date it is first uploaded onto the City's RAMPLA website. Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit. For additional information regarding the requirements of the Equal Benefits Ordinance Proposers may visit the Bureau of Contract Administration's website at https://bca.lacity.gov/.

b. *First Source Hiring Ordinance*

Unless approved for an exemption, Contractors under contracts used primarily for the furnishing of services to or for the City and that involve an expenditure in excess of twenty-five thousand dollars ($25,000) and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44, et seq., First Source Hiring Ordinance (FSHO). All Proposers shall complete and upload the FSHO Affidavit residing at https://www.rampla.org/s/ prior to award of a City contract, the value of which exceeds twenty-five thousand dollars ($25,000). The FSHO Affidavit shall be effective for a period of three (3) years from the date it is first uploaded onto the City's RAMPLA website. For additional information regarding the requirements of the First Source Hiring Ordinance, please visit the Bureau of Contract Administration's website at https://bca.lacity.gov/.

c. *Disclosure Ordinance*

Proposers are required to complete a streamlined Disclosure Ordinance Affidavit form that is located at https://www.rampla.org/s/. Proposers are responsible for creating a RAMPLA profile and completing and submitting the affidavit. See below for applicable

ordinances covered by the Disclosure Ordinance Affidavit. The affidavit does not expire.

- Slavery Disclosure Ordinance (SDO)

  Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 et seq. of the Los Angeles Administrative Code. All Proposers shall complete and submit the Slavery Disclosure Ordinance Affidavit residing at https://www.rampla.org/s/ prior to award of a City contract. For additional information regarding the requirements of the Slavery Disclosure Ordinance, please visit the Bureau of Contract Administration's website at http://bca.lacity.org.

- Disclosure of Border Wall Contracting Ordinance (DBWCO):

  Any contract awarded pursuant to this RFP is subject to the disclosure requirements of the Disclosure of Border Wall Contracting Ordinance (DBWCO), Los Angeles Administrative Code Section 10.50 et seq. All Proposers shall complete and submit a DBWCO Affidavit to https://www.rampla.org/s/ prior to award of a City contract. For additional information regarding the requirements of the DBWCO, please visit the Bureau of Contract Administration's website at https://bca.lacity.gov/.

2. Required Documents to be **Submitted to RFP Administrator**

a. Los Angeles Residence Information Form – Attachment 1

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. The City Council on January 7, 1992, adopted a motion that requires Proposers to provide their headquarters address as well as the number and percentage of their workforce residing in the City of Los Angeles. The Los Angeles Residence Information Form (Attachment 1) must be submitted to the RFP Administrator by the proposal submission deadline.

b. *Declaration of Non-Collusion – Attachment 2*

City Charter Section 388 and Los Angeles Administrative Code Section 10.18 provides that a bid shall be supported by a non-collusion affidavit or declaration. Any bid or proposal made without such an affidavit, or in violation of, shall not be considered and may be excluded from future bidding. The affidavit or declaration of non-collusion may be presented in several different forms. Please see Attachment 2 for two sample affidavit forms which can be used. The affidavit or declaration of non-collusion must be submitted to the RFP Administrator by the proposal submission deadline.

c. *Contractor Responsibility Ordinance (CRO) Questionnaire – Attachment 3*

Proposers are required to complete and submit the CRO Questionnaire for contracts greater than twenty-five thousand dollars ($25,000) and over three (3) months in duration in accordance with Los Angeles Administrative Code Section 10.40 et seq. Within the CRO Questionnaire, Proposers are required to provide a list of all City contracts held within the past ten (10) years. The CRO Questionnaire must be submitted to the RFP Administrator by the proposal submission deadline.

d. *Municipal Lobbying Ordinance – Bidder Certification City Ethics Commission (CEC) Form 50 – Attachment 4*

Proposers are required to complete and submit the Bidder Certification CEC Form 50 for contracts greater than twenty-five thousand dollars ($25,000) and over three (3) months in duration as prescribed by the City Ethics Commission acknowledging and agreeing to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance (Los Angeles Municipal Code Section 48.01 et seq.). This ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing decisions of City government. Additional information regarding these restrictions may be obtained from the City Ethics Commission at (213) 978-1960 or https://ethics.lacity.gov/. CEC Form 50 must be submitted to the RFP Administrator by the proposal submission deadline.

e. *Contributions and Fundraising Restrictions Ordinance – Bidder Certification CEC Form 55 – Attachment 5*

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 their proposal until either the contract is approved or, for successful Proposers, twelve (12) months after the contract is signed. The Proposer's principals and subcontractors performing one hundred thousand dollars ($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.

Bidder Certification CEC Form 55 requires Proposers to identify their principals, their subcontractors performing one hundred thousand dollars ($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 such notice in contracts with subcontractors. 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 https://ethics.lacity.gov/. CEC Form 55 must be submitted to the RFP Administrator by the proposal submission deadline.

f. *CA Iran Contracting Act of 2010 Affidavit – Attachment 6*

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City for goods and services estimated at one million dollars ($1,000,000) or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit." If applicable, the affidavit must be submitted to the RFP Administrator by the proposal submission deadline.

g. *Minimum Requirements Certification – Attachment 7*

This certification is required for all Proposers submitting a response to this RFP to certify meeting the minimum requirements in Parts 2, Section D to submit a proposal

C. General Contracting Provisions – Documents Not Required with Proposal Submission

The following City general contracting provisions do not have any forms that are required to be completed at the time of your proposal submission and are provided below for your reference.

1. Standard Provisions for City Contracts (Rev. 1/25) [v.2] – Appendix

Please read through this material carefully as these Provisions (Appendix 1) are included in every contract for City services. Note that question 12 of the Proposal Questionnaire (Part I) – Required, Non-Rated Questions (see Part 2, Section D.4.a) requires that your company acknowledge compliance with the City's general contracting requirements, including the Standard Provisions and provides you an opportunity to indicate whether you are able or not able to comply and why.

2. Citywide Bond Assistance Program

For those Proposers wishing to bid on City contracts but are experiencing difficulty obtaining the required bid, performance and payment bonds, the City of Los Angeles provides bonding assistance through the Los Angeles Bond Assistance Program (BAP LA). For additional information regarding the BAP LA, please visit the City's Risk Management website at https://cao.lacity.gov/risk/.

3. Required Insurance and Minimum Limits – Appendix 2

The Proposer(s) awarded a City contract pursuant to this procurement process will be required to maintain insurance in effect during the term of the contract as set forth in the RFP. See Appendix 2 for further information. The insurance document must be uploaded to www.kwikcomply.org.

4. Service Worker Retention and Living Wage Ordinances

The Proposer(s) awarded a City contract pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.36, Service Worker Retention Ordinance (SWRO) and 10.37, Living Wage Ordinance (LWO) and be required to complete and submit the SWRO and LWO compliance forms, if applicable. For additional information regarding the requirements of the SWRO and

LWO, please visit the Bureau of Contract Administration's website at https://bca.lacity.gov/.

5. Local Business Preference Program Ordinance

Proposers are advised that any proposal submitted and/or contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.47, Local Business Preference Program (LBPP) Ordinance. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County. The LBPP Ordinance allows the City department to apply additional points to the Proposal's final score under certain conditions.

If applicable, Proposers may choose to complete and upload the Local Business Certification Affidavit of Eligibility available on RAMPLA at https://www.rampla.org/s/ prior to the proposal submission deadline. The City may request supporting documentation to verify qualification for designation as a Local Business. Only those Proposers who apply and qualify for a Local Business designation (or otherwise qualify by using a qualified Local Subcontractor) by the proposal submission deadline will be made eligible for additional points that can be awarded under the ordinance. Proposers seeking additional information regarding the requirements of the LBPP Ordinance may visit the Bureau of Contract Administration's website at https://bca.lacity.gov/.

6. Fair Chance Initiative for Hiring Ordinance

City contractors and subcontractors with ten (10) or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant's criminal history information until a job offer is made and from withdrawing a job offer unless the employer performs an assessment of the applicant's criminal history and the duties of the position. Contractors and subcontractors must also comply with State requirements regarding the use of criminal history information in the job application process. Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. For additional information regarding the requirements of the Fair Chance Initiative for Hiring Ordinance, please visit the Bureau of Contract Administration's website at https://bca.lacity.gov/.

7. Accounting Forms

The Proposer(s) awarded a City contract pursuant to this procurement must submit the following three forms to the Contract Administrator upon notification of the award.

- IRS Request for Taxpayer Identification and Certificate (Form W-9)
- City of LA Business Tax Registration Certificate Number (BTRC) and/or Vendor Registration Number (VRN)
- State of CA Withholding Exception Certificate (Form 590) or Non-Resident Withholding Certificate (Form 587), if the Contractor is located outside of California

END OF SECTION

Part Five

Resultant Contract

A. Acceptance of Terms and Conditions

All matters relating to the formation, validity, construction, interpretation, performance, and enforcement of the solicitation document and the resultant contract, including the services provided thereunder, must comply with all applicable laws of the United States of America, the State of California, and the City.

B. City General Contracts Compliance Requirement

Contractor agrees to and shall comply with the Standard Provisions for City Contracts (Rev. 1/25) [v.2] and all other general contracting requirements outlined in this solicitation (Part 4).

C. Pre-Award Negotiations

Prior to award of the contract, the successful Proposer(s) may be required to attend negotiation meetings that will be scheduled at a later date. The intent of the meeting(s) will be to discuss and negotiate contract requirements, prices/premiums, service level agreements, detailed statement of work specifications, ordering, invoicing, delivery, receiving and payment procedures, etc. in order to ensure successful administration of the contract.

D. Award and Execution of Contract

Unless otherwise stated, proposals submitted will be irrevocable for a period of twelve (12) months following the proposal submission deadline. A contract will be developed following a selection by the City.

Any contract made pursuant to this RFP must be accepted in writing by the Proposer. If for any reason the Proposer should fail to accept the contract in writing, then the Proposer may be deemed non-responsive and the City may commence contract negotiations with another Proposer.

Please note that the City takes a legal approach whereby all contracts contain an order of precedence. In the event of a discrepancy between the provisions of the Contractor's documents and the City's documents, the City's documents take precedence with respect to resolution of the discrepancy, unless otherwise provided.

E. Contract Amendments, Modifications, and Change Orders

Any amendments, adjustments, alterations, additions, deletions, or modifications in the terms and/or conditions of the resultant contract must be made by written amendment/change order approved by the Contract Administrator, the Contractor, and signed by the City Attorney as to form. If the Contractor performs any modification without a written amendment/change order, the City will neither pay for nor be obligated to accept said modification.

F. Term and Option to Renew

The term of any contract(s) established pursuant to this RFP shall be for up to the period identified in this RFP. The City may extend the term of the contract in accordance with City Charter and Los Angeles Administrative Code provisions.

G. Confidentiality

All documents, records and information provided by the City to the Contractor, or accessed or reviewed by the Contractor, during performance of the services will remain the property of the City. All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor and any of its employees during performance of services, are confidential (hereinafter collectively referred to as "Confidential Information"). The Contractor agrees not to provide Confidential Information, nor disclose its content or any information contained in it, either orally or in writing, to any

other person or entity. The Contractor agrees that all Confidential Information used or reviewed in connection with the Contractor's work for the City will be used only for the purpose of carrying out City business and cannot be used for any other purpose. The Contractor will be responsible for protecting the confidentiality and maintaining the security of City documents and records in its possession.

Any Confidential Information provided by the City to the Contractor, or accessed or reviewed by Contractor, during performance of services, will be made available to its employees, agents, and subcontractors only on a need to know basis. Further, the Contractor will provide written instructions to all of its employees, agents, and subcontractors, with access to the Confidential Information about the penalties for its unauthorized use or disclosure.

The Contractor must not remove Confidential Information or any other documents or information used or reviewed in connection with the Contractor's work for the City from City facilities without prior approval from the City. At no cost to the City the Contractor will, at the conclusion of services, or at the request of the City, promptly return in an organized manner that preserves and protects the documentation, any and all Confidential Information and all other written materials, notes, documents, or other information obtained by the Contractor during the course of work under the contract. The Contractor will not make or retain copies of any such information, materials or documents. The Contractor and its employees, agents, and subcontractors may have access to confidential employee personnel information; misuse of such information may adversely affect the subject individual’s privacy rights and may violate various federal and State statutes. The Contractor will implement reasonable and prudent measures to keep secure employee personnel information accessed by its employees, agents, and subcontractors during the performance of services. The Contractor will advise its employees, agents, and subcontractors of this confidentiality requirement.

The Contractor shall disclose the intent to use any service provider outside the continental United States of America to handle any aspect of the work within the scope of services, and shall describe to the City’s satisfaction the methods, which will be utilized to protect the City’s interests and confidentiality of City records and information in doing so. The City reserves the right to approve any such service provider throughout the term of the contract at its sole and absolute discretion.

Any breach of security that occurs through Contractor's website, offices, or network shall require Contractor to be responsible for notifying City and all applicants affected by such breach in a timely manner as indicated in the Standard Contracting Requirements. Contractor shall also be responsible for all costs associated with such notification. The Contractor shall indemnify the City for any breaches of its security and the improper disclosure of confidential information.

H. Prime Contractor

The Proposer awarded the contract must be the prime Contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting, and a listing of subcontractors. The City reserves the right to reject any proposal wherein use of subcontractors significantly affects the ability of the Proposer to function as the prime Contractor on the awarded contract. The prime Contractor will at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them.

I. Subcontractors and Joint Ventures

Acceptance or rejection of a Proposer's request to use subcontractors is at the sole discretion of the City. With written approval of the City, the Contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of the resultant agreement.

The provisions of the resultant agreement will apply to all subcontractors in the same manner as to the Contractor. In particular, the City will not pay, even indirectly, the fees and expenses of subcontractors that do not conform to the limitations and documentation requirements of the resultant contract.

Upon written request from the City, the Contractor will supply the City with all subcontractor contracts at no cost.

J. Prime Contractor's Address

The address given in the proposal response will be considered the legal address of the Contractor for which certified mail can be delivered. The delivery of any

communication to the Contractor personally, or to such address, or the depositing in the United States Mail, registered or certified with postage prepaid, addressed to the Contractor at such address, will constitute a legal service thereof. Additionally, telephone numbers, fax numbers and email addresses (if applicable) must be provided to the Contract Administrator. The legal address of the Contractor can be changed only by written notice to the Contract Administrator.

K. Assigned Personnel

The City reserves the right to have the Contractor replace any contract personnel with equally or better qualified staff upon providing written notice to the Contractor. In addition, the City reserves the right to approve in advance any changes in assigned personnel or levels of commitment by the Contractor to the contract.

L. Executive Directive No. 35 Reporting Requirement

Respondents are advised, pursuant to Executive Directive No. 35, if a bidder is selected and awarded a contract, and if the contractor is a for-profit company or corporation, the contractor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement ("RAMP") or via another method specified by City:

- contractor's and any subcontractor's annual revenue,
- number of employees,
- location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information").

On an annual basis, the contractor shall further request that any subcontractor input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by City.

M. Performance Evaluations

1. <u>Performance Feedback Meetings</u>

The Proposer awarded the resulting contract is required to attend periodic performance feedback meetings facilitated by the Contract Administrator. The meetings will focus on the Contractor's and the City's performance in fulfilling the service level requirements contained in the contract. The meetings will provide a forum to informally discuss opportunities for improving contract terms and conditions, service level requirements, and cost reductions for both parties.

The Contractor will be responsible for preparing and distributing agendas and/or minutes to document such meetings within a week after each meeting, as well as any periodic reports required by the City.

2. Periodic Independent Audit

   The City reserves the right to assign an independent auditor to assess the quality of services being provided and the extent to which the Contractor and its subcontractors are conducting City business within generally accepted industry standard practices. Each Contractor will be required to cooperate fully with any external audit.

3. Financial Audit

   Contractors providing services to the City will be responsible for the verification of the legitimacy of payments made to service providers and their subcontractors. The City reserves the right for staff of its Office of the Controller or their designee to conduct audits of financial accountability procedures.

4. Contract Evaluation Program

   The City may conduct an evaluation of the Contractor's performance during the term of the contract. When the term of the contract pursuant to this RFP has concluded, the City may conduct an evaluation of the Contractor's performance. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on specified criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating may be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City may use the final City evaluation and any response

from the Contractor to evaluate proposals and to conduct reference checks when awarding future service contracts.

END OF SECTION

Part Six
Attachments

A. RFP Attachments

Please refer to the below attachments and instructions included in Part 4 of this RFP for step-by-step instructions on the documents that are required to be completed and submitted to the RFP Administrator by the proposal submission deadline.

0. City of Los Angeles Contract Compliance Requirements Checklist
1. Los Angeles Residence Information Form
2. Declaration of Non-Collusion
3. Contractor Responsibility Ordinance (CRO) Questionnaire
4. Municipal Lobbying Ordinance – Bidder Certification CEC Form 50
5. Contributions and Fundraising Restrictions Ordinance – Bidder Certification CEC Form 55
6. CA Iran Contracting Act of 2010 Affidavit
7. Minimum Qualifications Certification

END OF SECTION

Part Seven
Appendix

A. RFP Appendix

The following City general contracting provisions do not have any forms that are required to be completed at the time of your proposal submission and are provided below for your reference. Please review each document carefully for additional information.

1. Standard Provisions for City Contracts (Rev. 1/25) [v.2]
2. Required Insurance and Minimum Limits

END OF SECTION