City of Los Angeles

Request for Proposals (RFP) for

Seeking a Partner to Administer Community Grant Program within City Council District Three
RFP No. 230329

Issued by:

Office of the City Clerk
On behalf of the
Office of Councilmember Bob Blumenfield

Date Issued: 06/11/26
Proposal Deadline: 07/11/26

RFP OVERVIEW

DATE ISSUED:	06/11/26
ESTIMATED START DATE (TERM)	08/15/2026
RFP NUMBER:	230329
DESCRIPTION/ SCOPE OF WORK SUMMARY:	The City of Los Angeles is issuing this RFP to select service provider to offer shared-housing models with peer-supported services. Shared-housing units must be immediately available upon the award of the RFP to accomplish the goal of rapid rehousing of people experiencing homelessness at City-funded interim housing sites and those living unsheltered within Council District Three. Shared-housing units are not required to only be located in CD3, but are preferred to reduce barriers to housing to accommodate the geographic preference requested by people experiencing homelessness in CD3. Funding is estimated in the amount of $450,000. Select service provider will deliver intensive case management services with peer-supported case management services. Select service provider will establish meaningful relationships with shared-housing participants and connect participants with referrals to health, behavioral health, substance use disorder, emotional support and group meetings services. Select service provider will also provide augmented supportive services, such as employment coaching, connections to jobs, job training programs and workforce development programs to participants to help build household income in order to take full responsibility for rents by the time of program completion.
OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE:	06/25/2026 at 1:00 PM PST Google Meet joining info Video call link: https://meet.google.com/ggv-dyww-aow Or dial: (US) +1 857-529-8417 PIN: 718 318 722# More phone numbers: https://tel.meet/ggv-dyww-aow?pin=5911984604590
PROPOSAL DEADLINE:	07/11/2026 by 5:00 PM PST
PROPOSAL SUBMISSION METHOD:	Email: clerk-asd-rfp@lacity.org Subject: RFP CD 3 Shared-housing Models with Peer-supported Services Program
QUESTIONS:	Proposers may submit questions regarding this RFP by emailing clerk-asd-rfp@lacity.org with the subject line “RFP CD 3 Shared-housing Models with Peer-supported Services Program Questions.” The deadline for submitting questions is June 30, 2026. All questions and answers will be made available to all proposers on the RAMP website at: www.RAMPLA.org on July 7, 2026.

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1. The Opportunity

The City of Los Angeles (CITY), Office of Council Member Bob Blumenfield, Council District Three (CD3), acting by and through the Office of the City Clerk (CLERK), is requesting Proposals from experienced and well qualified firms or organizations to partner with and assist CD3 to administer the Shared-housing Models with Peer-supported Services Program within CD3. The CLERK serves as the administrative entity for the Request for Proposal (RFP) process and is authorized to release this RFP on behalf of CD3. Proposals must be submitted in accordance with the requirements set forth in this document.

Proposals should be submitted for the entire Scope of Services being requested in this RFP. This should be mentioned and emphasized within the required PROPOSER'S Cover Letter.

2. Scope of Work

The City of Los Angeles is issuing this RFP to select service provider to offer shared-housing models with peer-supported services. Shared-housing units must be immediately available upon the award of the RFP to accomplish the goal of rapid rehousing of people experiencing homelessness at City-funded interim housing sites and those living unsheltered within Council District Three. Shared-housing units are not required to only be located in CD3, but are preferred to reduce barriers to housing to accommodate the geographic preference requested by people experiencing homelessness in CD3. Funding is estimated in the amount of $450,000.

Select service provider will deliver intensive case management services with peer-supported case management services. Select service provider will establish meaningful relationships with shared-housing participants and connect participants with referrals to health, behavioral health, substance use disorder, emotional support and group meetings services. Select service provider will also provide augmented supportive services, such as employment coaching, connections to jobs, job training programs and workforce development programs to participants to help build household income in order to take full responsibility for rents by the time of program completion.

Select service provider must be able to deliver individualized case management services in-person with weekly one-on-one home visits, with in-between remote support. Case management and augmented supportive services will help participants build income, enroll in benefits, connect to appropriate employment and wrap around services, and apply for affordable housing opportunities. Transportation services for participants preferred but not required, and budget and description of transportation services are to be submitted as cost breakdown in section 3.1.2.

The City will provide up to $100,000 annually for staff with One (1) FTE case manager to fifteen (15) participants with 30 % maximum for administrative functions and organizational staff.

2.1 Conditions of Service

Upon award of a contract, CONTRACTOR shall be required to do the following:

- Provide an invoice to the CD3 and/or CITY, within thirty days of services being rendered but, no later than the end of the following month, for the month that the services were rendered in, according to the specifications prescribed by CD3.

- Provide a fiscal year annual report to CD3 to include, but not limited to, hours worked and invoiced amounts and other metrics and reporting outcomes. This report could include copies of all comments and suggestions for improvements made by CD3 or the CITY to the CONTRACTOR or its personnel during that fiscal year. Metrics and Reporting:

    - Select service provider will meet monthly with the City to provide updates on the implementation of the program.
    - Select service provider will input data into HMIS with specifics to be determined after contract being awarded.
    - Select service provider will provide quarterly written reports on:
    - Number of people engaged,
    - Number of people enrolled in the shared-housing program,
    - Amount of rent paid by participant, and amount of rent subsidized for each participant
    - Number of exits and de-identified reasons for existing the program,
    - De-identified list programs and services enrolled,
    - Success stories, de-identified, in narrative form.
    - Select service provider will provide quarterly budget indicating expenditures and spend-down.

2.2 Independent contractor

CONTRACTOR shall be deemed to be an independent contractor and not the agent, servant, representative or employee of CITY. Under no circumstances will the service be considered a contract of partnership or joint venture between CITY and CONTRACTOR.

2.3 Additional Services or Personnel

During the term of the contract, CITY reserves the right to negotiate with CONTRACTOR for the furnishing of additional services related to and within the scope of work of this contract, should additional related services be required by CITY.

2.4 Contractor Accessibility

CONTRACTOR must be accessible every day from 8:00 a.m. to 5:00 p.m. (PST), by telephone, telephone answering machine, telephone answering service, or cellular phone.

Also, during the performance of the contract, if CONTRACTOR is inaccessible by telephone or does not respond to any message left for CONTRACTOR within twenty-four (24) hours from the time of the message, CITY shall reserve the right to disqualify CONTRACTOR from award and terminate the contract and suspend CONTRACTOR from participating on any or all future CITY solicitations for a period of three (3) months or longer. CITY also reserves the right to debar any non-performing CONTRACTOR for a period up to three years.

However, CONTRACTOR who is unable to comply with this telephone accessibility requirement may make alternate arrangements satisfactory to CD3 to permit daily communication between CONTRACTOR and CD3.

If CONTRACTOR or CONTRACTOR'S personnel, including employees and independent contractors are non-responsive or do not provide a finished product for the services they were hired to perform, in a timely manner, CITY would have the authority to temporarily suspend all services being provided by CONTRACTOR, CONTRACTOR'S staff or CONTRACTOR'S employees, as decided by CD3. Temporary suspension of services and time of suspension will be on a case-by-case basis and determined by CD3, CONTRACTOR will be notified of this temporary suspension by CD3 or CD3 Designee, via email, in writing or both.

Inability to comply with the provisions herein may be sufficient cause for the rejection of the proposal.

2.5 Furnishing Electronic Documents

In addition to promptly providing any required documents in hard copy, CONTRACTOR shall provide electronic versions of all hard copy documents, which could include notes, recordings and so on, prepared for CITY under the terms of this contract. Hard copy documents could include minutes, correspondence, spreadsheets, reports, and any other information that CONTRACTOR is required to provide to the CITY on paper under the terms of this contract. The required file formats and media requirements for the electronic documents will be as specified by CD3 or CD3 Designee.

3. Proposal Content and Submission

3.1 Proposal Format

Proposals shall be based only on the material contained in the RFP, pre-proposal conference, amendments, addenda, and other material published by the City relating to the RFP. Proposals must meet the requirements outlined in the RFP and include detailed responses to each Proposal item. It is requested that proposals be prepared economically and avoid the use of unnecessary promotional material.

By submitting a proposal, proposers agree to the Proposal Items and all provisions in the Standard Provisions for City Contracts. A copy of the Standard Provisions can be found in the attachment "City Contracting Requirements Checklist and Compliance Forms" Section IV. The contents of the winning Proposal will be deemed as a binding commitment and included as an attachment to the Agreement.

All proposals must include the following items:

1. Cover letter
2. Two year budget inclusive to staffing plan and program expenditures
3. Qualifications of Proposer
4. Subcontractors, subsidiaries, Vendors and Suppliers (if none, please state)
5. Key Personnel
6. Corporation or Other Entity Capability
7. Information on Business Location and Workforce

8. Additional Data Proposer wishes to Present
9. References

3.1.1 Cover Letter

Each proposal must be accompanied by a cover letter that identifies the legal business status (e.g., individual, partnership, corporation, etc.), address, telephone number, fax number, and e-mail address of the PROPOSER. The cover letter must contain a general statement of the purpose for submission and must indicate the name, title, address, and telephone number of the person or persons authorized to represent the PROPOSER in order to enter into negotiations with CITY with respect to this RFP and any subsequent awarded contract. The cover letter must also indicate any limitation of authority for any person named.

The cover letter must be signed by a representative or officer of PROPOSER who is authorized to bind the firm to all provisions of the RFP, any subsequent changes, and to the contract if an award is made.

If PROPOSER is a partnership, the proposal must be signed in the name of the partnership by a general partner thereof. If PROPOSER is a corporation, the proposal must be signed on behalf of the corporation by two (2) authorized officers (a Chairperson of the Board, President or Vice President, and a Secretary, Treasurer, or Chief Financial Officer) or by an officer authorized by a resolution of the Board of Directors to execute such documents on behalf of the corporation. If PROPOSER is a joint venture, duly authorized representatives from each corporation must sign the proposal or partnership as described above. All above signatures must be original and written in ink.

Proposals submitted by consortiums, joint ventures, or teams will not be considered responsive unless it is established in the proposal that all contractual responsibility rests solely with one member of the group or one legal entity. The proposal must identify the responsible entity.

A proposal letter must include the PROPOSER'S plan to provide state- of-the-art technology and equipment as it becomes available, including industry enhancements or upgrades.

3.1.2 Cost Breakdown

In order that CITY may plan for expenditures pursuant to the contract awarded for this service, the PROPOSER must provide an estimate for each deliverable noted in the proposal. The proposal must contain a cost breakdown or Fee Schedule that lists and defines all costs for services being requested pursuant to this RFP. Although this will be a fixed price Agreement for services to be provided by PROPOSER, the proposal should include hourly rates, for services that will be provided by PROPOSER.

In instances where a corporation is seeking to enter into an Agreement with CITY, the submitted Fee Schedule included in the RFP will reflect the rates for services that all of the locations listed under the PROPOSER will adhere to.

The cost breakdown or Fee Schedule should include a two-year budget of $450,000 where up to $100,000 annually for supportive and augmented services; up to $125,000 annually for rental support/subsidies and program costs such as transportation and flexible client support; will be submitted to house 10-15 individuals experiencing homelessness for up to 2 years.

3.1.3 Qualifications of Proposer

The proposal must document that the PROPOSER and its staff meet the required qualifications and experience and can satisfactorily perform the duties specified in the RFP. Proposals that do not document PROPOSER'S satisfaction of these minimum qualifications shall be deemed non-responsive, shall be rejected, and thus shall not be eligible for further consideration.

PROPOSER must provide details as to type of services previously provided to other agencies as specified in Section 2.0 - Scope of Services, including both public and private agencies, including the name of the agency, contact person(s), telephone number(s), and dates, times, and periods during which the indicated service was provided, and the extent and exact nature of the service provided. This section must also contain a statement of express permission for CITY to contact any identified present or previous customer regarding PROPOSERS performance.

PROPOSER must provide details on their experience related to the following:

- Availing shared-housing model to people experiencing homelessness.
- Operating rental subsidy program for people experiencing homelessness.
- Staff with peer support specialist certification and/or equivalent peer supported programming.
- Success helping people transition into self-sustained housing.
- Referrals to social services and health/behavioral health/SUD recovery programs.
- Job training and workforce development opportunities.
- Familiarity of the Third Council District and resources available.
- HMIS data entry and reporting.

3.1.4 Subcontractors, Subsidiaries, Vendors and Suppliers

The proposal must disclose any corporate or financial ties or relationships maintained with subcontractors, subsidiaries, vendors, or suppliers of any service that will be utilized to meet the requirements of the contract. The proposal must identify each subcontractor, subsidiary, vendor, or service supplier, each of their anticipated task(s), schedules of performance and costs.

Key personnel for a subcontractor, subsidiary, vendor, or supplier of any service, must be identified, and a brief but complete statement of such key personnel's experience and background must also be provided.

Notwithstanding the fact that a PROPOSER might be authorized by the CITY to utilize subcontractors or others, PROPOSER will remain responsible for performing all aspects of the scope of services and for ensuring that all work is performed appropriately and on schedule.

3.1.5 Key Personnel

PROPOSER will include the names and resumes of all key personnel who are employed by PROPOSER and who will be assigned to perform services pursuant to the contract, including the Project or Practice Manager. For each person identified, the following information must be provided:

- A description of the responsibilities, duties, and services to be performed by each key person assigned to work; and

- A brief, yet complete statement of each key person's experience and background, providing the number of years of relevant experience.

The RFP/Contract Administrator reserves the right to verify each such person's experience and/or education. The RFP/Contract Administrator reserves the right to approve any changes in personnel assigned by the selected PROPOSER to the contract.

3.1.6 Corporation or Other Entity Capability

The proposal must include a summary of the relevant background and experience of the entity submitting the proposal. Adequate documentation must be provided regarding the organizational and financial stability of PROPOSER, in sufficient detail to substantiate that PROPOSER the organizational and financial stability to continue in business throughout the period of the contract and will be able to successfully provide the services under the contract. PROPOSER must provide validated evidence of its financial condition, such as a balance sheet, profit or loss statement, CPA certified annual report or annual operating statement, and any interim statement completed within the prior six (6) months.

3.1.7 Information on Business Location and Workforce

It is the policy of CITY to encourage businesses to locate or remain in the CITY. Therefore, the City Council requires all CITY departments to gather information on the headquarters address and certain information on the employees of the firms contracting with CITY.

If PROPOSER is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit such a list.

This information can be completed in the Proposer Workforce Information form, Appendix A.

3.2 Proposal Checklist

As part of the RFP process, all proposers are to review, complete, and submit the following proposal components and compliance documents. Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

A checklist is provided on page 22 of this RFP.

Additional information regarding some compliance documents may be available at the Pre-Proposal Conference, on a City website, and/or by phone with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. The City Clerk's Office reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

3.3 Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held to review the RFP document, respond to questions regarding the requirements of the RFP, and to share City needs. **The conference is scheduled for: June 25, 2026 at 1:00 PM PST. Here is the joining information:**

Google Meet joining info
Video call link: https://meet.google.com/ggv-dyww-aow
Or dial: (US) +1 857-529-8417 PIN: 718 318 722#
More phone numbers: https://tel.meet/ggv-dyww-aow?pin=5911984604590

The City Clerk requests that, to the extent possible, proposers provide questions in writing before the conference, which will enable staff to prepare responses in advance.

As covered under Title II of the Americans With Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. If an individual with a disability requires accommodations to attend the conference, please contact the City Clerk's Office at clerk-asd-rfp@lacity.org at least five working days prior to the conference.

3.4 Questions and Technical Assistance

Except for the pre-proposal conference, all questions must be submitted by email to clerk-asd-rfp@lacity.org with the subject line "RFP CD 3 Shared-housing Models with Peer-supported Services Program Questions." All questions will be answered in a Q&A document available on the RFP listing on www.RAMPLA.org released on July 7, 2026. Proposers shall not communicate with any City staff about this RFP except through the channels identified herein.

3.5 Deadline for Submission of Proposals

Proposals must be submitted via email to clerk-asd-rfp@lacity.org by no later than July 11, 2026 by 5:00 PM PST. The subject line should say, “RFP CD 3 Shared-housing Models with Peer-supported Services Program.” Proposals received after this time will be rejected.

4. Evaluation and Selection Process

Proposals may be reviewed by a panel from the CITY. The following criteria will be used in evaluating the PROPOSER’S proposals to determine which PROPOSER is deemed most qualified for the successful performance of these types of services. PROPOSERS submitting the highest-rated proposals may be called for an oral interview to further assess their qualifications. If the PROPOSER has complied with other CITY requirements, a contract will be negotiated with each successful PROPOSER.

PROPOSERS will not be allowed to make any changes to their proposals between the time of submittal and the time a decision is made by CLERK on which firms are “shortlisted” for interviews. If a PROPOSER has been “short listed,” the PROPOSER may revise its proposal only if CLERK is notified in writing. The notification must be received by CLERK at least 10 days prior to the interviews. The notification must clearly state the reasons for and the specifics of the changes.

4.1 Evaluation Criteria

Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at the City’s sole discretion. These same criteria will be applied to evaluating Contractor performance during and after the contract period. The lowest cost proposer may not be determined to be the best proposer when all evaluation factors have been considered.

Proposals will be evaluated based on the following four areas:

Technical Qualifications and Past Experience (40%)

This includes the firm’s background, experience, and familiarity with providing housing, case management, and supportive services to people experiencing homelessness to be eligible for this procurement. Utilization of peer support specialists and/or staff with lived-experience is required as part of offering shared-housing with supportive services. Applicant must have immediate access to shared-housing resources. Applicant must be a non-profit organization, a 501c3, with an active City of Los Angeles Business Tax Registration Certificate.

Record of Past Performance (20%)

This includes quality of work, completion of work on time and within budget, the response of references, and commitment to diversity.

Approach to Work (20%)

This includes project management and coordination methodologies, and approaches to the administration of the Shared-housing Models with Peer-supported Services Program.

Cost Control (20%)
This includes cost control procedures, preliminary cost estimates, personnel utilization, and fee schedules.

A Review Committee will be designated to evaluate/score the Proposals. Following the Department's selection, the award of the contract is subject to successful negotiation of the terms and conditions of an agreement.

4.2 Proposal Review Process

Proposals received by the Proposal Submission Deadline as specified in this RFP will be evaluated as outlined below.

Preliminary Review – Level One

Proposals will be reviewed to determine the completeness of required documentation (including compliance documents), whether minimum eligibility requirements have been met, and compliance with the City's Administrative and General Contracting Requirements.

Proposers that fail to submit or complete the required documentation and satisfactorily comply with the City's requirements will be deemed as non-responsive, eliminated from further consideration and will not proceed to the proposal evaluation process.

Proposers will be notified by email regarding the results of the Level One review.

Proposal Evaluation - Level Two

A Review committee will be designated to evaluate/score the proposals. All eligible proposals shall be reviewed, scored, and ranked on the criteria outlined above.

The City reserves the right to verify information contained in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points. Additionally, the City Clerk's Office reserves the right to consult with other City departments during the evaluation process.

Based upon these evaluations, the selection committee shall develop a short-list of proposers, which, in its judgment are the most qualified. The short-list of proposers, at the discretion of the City, may be required to make oral presentations to the review committee. The successful Proposer(s) will be named after the Proposals and presentations (if any) are evaluated to select the most qualified firm(s). Proposers will be notified of the time and place of any oral presentations no less than three (3) days prior to the event.

4.3 Proposal Appeal Process

Proposers may make an appeal of procedural issues affecting the selection process only. Disagreement with the evaluation scores or the award of the contract is not sufficient grounds for an appeal. Appeals shall be delivered by email to the same address specified for the delivery of Proposals within five (5) business days from the date that the notification was emailed. Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted.

Written appeals may not include any new or additional information. A panel composed of selected staff will review the appeal and submit a written decision.

5. Submission Terms

This section identifies submission terms and conditions.

1. Addenda
The City reserves the right to issue addenda to this RFP, which may add additional requirements which a proposal must meet to be considered responsive. All addenda will be posted on the RFP listing on the RAMP website at www.RAMPLA.org. All proposers must acknowledge any addenda issued as a result of any change in this RFP on the Proposer Signature Declaration Page. Failure to indicate receipt of addenda may result in a proposal being rejected as non-responsive.

2. In Writing
All Proposals must be submitted in writing and proposers shall complete and return 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 and may eliminate the proposer from further consideration in the evaluation process.

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

4. Authorized Signatures
Proposals must be 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 authority to bind the Proposer to a contract, is sufficient to sign all applicable documents for 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.

5. Information Requested and Not Furnished
The information requested and the manner of submission are essential to permit prompt evaluation of all Proposals. 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.

6. Alternatives
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 rejected as non-responsive.

7. Proposal Errors

The Proposer is responsible for all errors or omissions incurred by Proposer in preparing the proposal. Proposer will not be allowed to alter proposal documents after the proposal submission deadline, except as permitted by the City. The City reserves the right to make corrections or amendments due to errors identified in the proposal by the City or the Proposer. This type of correction or amendment will only be allowed for typographical errors, transposition, or other obvious errors. Any changes will be date and time stamped and attached to the proposal. All changes must be coordinated in writing with, authorized by and made by the Contract Administrator.

8. Proposal Clarification

The City reserves the right to request at any phase of the evaluation process that Proposers clarify information provided in RFP responses, including assumptions used in the RFP response. All clarifications must be coordinated in writing with, authorized by, and made by the Contract Administrator. 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 failed to submit requested information or 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 respond to the RFP question. 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.

9. Waiver of Minor Administrative Irregularities

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

10. Interpretation and Clarifications of RFP Requirements

The City will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The City reserves the right to change or amend any and all requirements of the RFP.

11. 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 Proposals, including all hard copies, redacted copies and electronic copies of the final Proposals and proposal questionnaire must be received by the Contract Administrator at the published location and by the published submission deadline included with this RFP. Proposers should allow ample time to clear security to meet the deadline listed above. All Proposals will be date and time stamped upon receipt.

12. Cost of RFP

All costs of proposal preparation shall be borne by the Proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or

submission of the Proposals. Proposals shall not include any such expenses as part of the proposed budget.

13. Withdrawal of Proposals

The Proposer may withdraw the submitted proposal in writing at any time before the specified due date and time for submission. A written request, signed by an authorized representative of the company, must be submitted to the Contract Administrator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the proposal submission deadline.

14. Selection of Vendor

The Proposer with the highest score based on the RFP criteria and that also satisfies all City contracting requirements will be recommended for selection. Selection is not restricted to the lowest offer or bid. Should contract negotiations not be successful with the selected Proposer, the City may, based on its exclusive discretion, negotiate with the next most qualified Proposer.

15. Rejection of Proposals

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

The City reserves the right to select proposers whose Proposals, in the sole judgment of the City, best meet the needs of the City. The City shall have the right to request that Respondents provide additional information regarding any particular services or group(s) of services contained in their Proposals, and to enter into negotiations with Respondents for said service(s).

16. RFP Withdrawal, Cancellation, Other Options

The City reserves the right to withdraw or cancel the RFP at any time if it deems such action necessary. If such action is taken, the City may re-issue the RFP. The City also reserves the right to contract with more than one respondent to this RFP. Furthermore, the City may exercise its right not to select any proposer from this RFP, if it determines that there was no responsive proposer.

If an inadequate number of Proposals is received or the Proposals received are deemed non-responsive, not qualified, or not cost-effective, the City may, at its sole discretion, reissue the RFP or award a sole-source contract with a vendor. 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 confirmed, the City reserves the right to reduce the rating points awarded. The City reserves the right to require a pre-award interview and site inspection.

17. Contractor Performance Evaluation

When the term of the contract under this RFP has concluded, the City will evaluate the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on 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 will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation and any response from the Contractor to evaluate the Proposals and to conduct reference checks when awarding future service contracts.

18. Lobbying Law Compliance

Proposers bidding for a contract, as defined in Los Angeles Administrative Code Section 10.40.1, shall submit with their bid, the Bidder Certification Form CEC 50 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.

This ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing the decisions of City government. Additional information regarding these restrictions may be obtained from the City Ethics Commission at (213) 978-1960 or http://ethics.lacity.org/.

19. Campaign Contributions

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

Proposers must submit CEC Form 55 to the awarding authority at the same time the Proposal is submitted. The Form requires proposers to identify their principals, their subcontractors performing $100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include such notice in contracts with subcontractors. Proposals submitted without a completed CEC Form 55 shall be deemed non-responsive. 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 http://ethics.lacity.org/.

20. Local Business Preference Program Ordinance

Proposers are advised that any proposal submitted and contract awarded from this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.25, 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 Department to apply additional points to the Proposal's final score under certain conditions.

If applicable, proposers may choose to complete and upload the LBPP Application/Renewal Form available on the RAMP at www.RAMPLA.org before 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 RFP due date will be eligible for additional points that can be awarded under the ordinance.

Proposers seeking additional information regarding the requirements of the Local Business Preference Program Ordinance may visit the Bureau of Contract Administration's website at http://bca.lacity.org.

21. Confidentiality

All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor, during the 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 the performance of services are confidential (from now on collectively referred to as "Confidential Information"). The Contractor agrees not to provide Confidential Information, nor disclose their 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 to carry 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 the 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 additional 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 personal employee 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 used 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 the Contractor's website, offices or network shall require Contractor to be responsible for notifying City and all applicants affected by such breach. 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.

22. Government Taxation Forms

Upon award, successful Proposers must submit the following three forms to the awarding authority prior to contract execution:

A. IRS Request for Taxpayer Identification and Certificate (Form W-9)
B. Evidence of having applied for or obtained a tax registration account number (City of L.A. Business Tax Registration Certificate (BTRC) number and Vendor Registration number)
C. State of California Withholding Exemption Certificate (Form 590) or Non-resident Withholding Certification (Form 587), if the proposer is located outside of California.

23. Online Submission of Required Documents

a) Equal Benefits Ordinance

Proposers are advised that any contract exceeding $25,000 awarded under 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 the online Equal Benefits Ordinance/First Source Hiring Ordinance Affidavit on RAMP (https://www.rampla.org) by the proposal submission deadline. The Equal Benefits Ordinance Affidavit shall be effective for twelve months from the date it is first completed on RAMP. 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.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at http://bca.lacity.org.

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 $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 Sections 10.44, et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to the Standard Provisions for City Contracts for further information regarding the requirements of the Ordinance. Proposers shall complete the online Equal Benefits Ordinance/First Source Hiring Ordinance Affidavit on RAMP (www.RAMPLA.org) by the proposal submission deadline.

c) Disclosure Ordinances Affidavit

Unless otherwise exempt, by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code, and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Effective July 18, 2018, the DBWCO was combined with SDO on a revised Disclosure Ordinances Affidavit to be completed electronically on RAMP (https://www.rampla.org). The web form should be completed and submitted by the proposal submission deadline.

The web form will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and the DBWCO may visit the Bureau of Contract Administration's website at http://bca.lacity.org.

24. Fair Chance Initiative for Hiring Ordinance

City Contractors and subcontractors with 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. Additional information and forms may be found at the Department of Public Works, Bureau of Contract Administration website at http://bca.lacity.org.

25. Iran Contracting Act of 2010

By 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 $1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

26. Bond Assistance Program

For those Contractors who are wishing to bid on City projects 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 more information regarding the BAP LA, please go to the City's Risk Management website at http://cao.lacity.org/risk.

27. Executive Directive 35 Compliance

Respondents are advised, pursuant to Executive Directive 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.

28. Zero Waste Ordinance

The Zero Waste City Facilities and Events on City Property Ordinance (Los Angeles Administrative Code, Section 10.53) became effective on January 23, 2023. City facilities, City-permitted events held on City property, food or beverage providers, and other retailers operating on City property must be in compliance with the ordinance. The intent of the ordinance is to eliminate the use of disposable foodware and other items such as paper towels, encourage recycling and the use of recycled materials, and reduce food waste in City facilities and at events on City property. In addition, it prohibits many plastic items, including expanded polystyrene (EPS) foodware, plastic bags, and promotional items. Any Contractor that is a Food or Beverage Provider pursuant to LAAC Section 10.53.1(K) shall comply with the Zero Waste City Facilities and Events on City Property Ordinance, Los Angeles Administrative Code Section 10.53 et seq., as amended from time to time, which provisions shall be incorporated into and made a part of the contract by reference. Any subcontract entered into by the Contractor for work to be performed under the contract must include an identical provision. For more information, please contact the Department of Public Works, Bureau of Sanitation (https://www.lacitysan.org).

6. General Terms and Conditions

1. Definition of Terms
The following terms used in the RFP documents shall be construed as follows:

1. "City" shall mean the City of Los Angeles.
2. "Department" shall be considered synonymous with the City's Office of the City Clerk.
3. "Agreement " shall be considered synonymous with the term "Contract."
4. "Contractor" shall mean the individual, partnership, corporation or other entity to which this agreement is awarded, and shall be synonymous with the term "vendor."

2. Property of City / Proprietary Material
All Proposals submitted in response to this RFP will become the property of the City and subject to the California Public Records Act (California Government Code Section 6250 et seq). Proposers must identify all trade secrets or other proprietary information that the proposers claim is exempt from 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 in the proposal 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 copyrighted material, trade secrets or other proprietary information to any person making a request therefore."

Failure to include such a statement shall constitute a waiver of a proposer's right to exemption from this disclosure.

3. Pre-Award Negotiations
Before the 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 scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, etc. to ensure successful administration of the contract.

4. Execution of Contract
Any contract made under 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 an inconsistency between the provisions of the Contractor's documents and the City's documents, the City's documents take precedence concerning the resolution of the inconsistency.

5. Amendments, Modifications and Change Orders
Any amendments, adjustments, alterations, additions, deletions, or modifications in the terms and conditions of the resultant agreement must be made by written amendment or change order approved by the Contracting Authority, the Contractor, and signed by the City Attorney. 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.

6. 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 outlined in the proposal document as to what part(s) are to be subcontracted, the reasons for 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.

7. Subcontractors/Joint Ventures
Acceptance or rejection of a Proposer's request to use subcontractors is at the sole discretion of the City. With the 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 shall 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 agreement.

8. Copies of Subcontractor Agreements
Upon written request from the City, the Contractor shall supply the City with all subcontractor agreements.

9. Supplier Performance Feedback Meetings
The Contractor will be required to attend periodic performance feedback meetings at the request of the Contracting Authority. The meetings will be facilitated by the Contracting Authority and 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.

10. Replacement of Contractor's Staff
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. Also, the City reserves the right to approve in advance any changes in project personnel or levels of commitment by the Contractor to the project.

11. Contractor's Address
The address given in the proposal response will be considered the legal address of the Contractor and will be changed only by written notice to the City. The Contractor will supply an address to 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. Also, telephone numbers, fax numbers, and e-mail addresses (if applicable) must be provided.

12. Term & Option to Renew
The term of any contract(s) established under a given RFP shall be for the period identified in the RFP. The City reserves the right in its sole discretion to seek an extension of the term of the contract.

13. Standard Contract Provision Requirements
Please carefully review the information contained in the City Contracting Requirements and Compliance Forms included with this RFP, including the Standard Provisions for City Contracts. Proposers are responsible for timely compliance with all applicable requirements and submission of applicable forms. Failure to comply with these requirements may result in your proposal being deemed non responsive.

14. Governing Law
All matters relating to the formation, validity, construction, interpretation, performance, and enforcement of the RFP and the resultant agreement/contract, must comply with all applicable laws of the United States of America, the State of California and the City.

15. California State Sales Tax
Do not include California State sales tax in prices quoted unless otherwise requested. If requested, sales tax must be identified as being included in the pricing.

16. California State Board of Equalization Permit
Proposers must enter the company's State of California Board of Equalization permit number on the proposal form. If the company does not have this permit, the Proposer must sign the proposal form declaring that the company has no California sales tax permit.

17. Federal Excise Taxes
The City is exempt from the payment of excise taxes imposed by the Federal Government. Such taxes must not be included in the proposed prices. The Department of General Services, upon request, will furnish Federal excise exemption certificates.

18. 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 vendor 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.

19. Financial Audit
Firms 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, therefore, reserves the right for the staff of its Office of the Controller or their designee to conduct audits of financial accountability procedures.

20. Proposer Background Information
Proposers must submit contact information with their Proposal as requested in this RFP.

21. Proposer Signature Declaration
Departments may optionally require proposers to provide a Signature Declaration with their Proposal as it relates to any addenda reflecting revisions to the original RFP.

7. Proposal Checklist

Proposer's Name: _____

PROPOSAL CHECKLIST	
PROPOSAL DOCUMENTS	PAGE NUMBER
Cover Letter (on company letterhead)	
Table of Contents/Proposal Checklist	
Cost Breakdown	
Qualifications of Proposer	
Subcontractors, Subsidiaries, Vendors, and Suppliers	
Key Personnel	
Corporation or Other Entity Capability	
Information on Business Location and Workforce	
Additional Data Proposer Wishes to Present	
CITY CONTRACTING REQUIREMENTS AND COMPLIANCE FORMS	
SECTION I – Compliance Documents to be Submitted with Response by All Proposers Proposers are required to complete and submit the following documents **with their response**.	
A. Bidder Certificate CEC Form 50 (Municipal Lobbying Ordinance)	
B. Prohibited Contributors (Bidders) CEC Form 55 (Campaign Finance Ordinance)	
C. Non-Collusion Affidavit	
D. Contractor Responsibility Ordinance Questionnaire	
E. Contractor Workforce Information Form (LA Residence Information)	
F. Certification of Compliance with Child Support Obligations	
G. Iran Contracting Act of 2010 Compliance Affidavit	

H. Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO)	
SECTION II – Compliance Documents to be Completed and Submitted on RAMPLA.ORG Proposers are required to complete and submit the following documents **by the proposal due date.**	
I. Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO)	
J. Disclosure Ordinances (Slavery and Border Wall Contracting)	
K. Local Business Preference Program (LBPP) ONLY required if the proposer chooses to participate in the Program.	