

# City of Los Angeles



**Request for Proposals (RFP) for  
Legislative Management System 2025-26  
RFP No. 225688**

**Issued by:**

**Office of the City Clerk  
Council and Public Services Division**

**Date Issued: 12/15/2025  
Proposal Deadline: 02/19/2026**

## RFP OVERVIEW

<b>DATE ISSUED:</b>	12/15/2025
<b>ESTIMATED START DATE (TERM)</b>	08/01/2026 - [3 year contract with 2 options to renew for 1 year each time], subject to change
<b>RFP NUMBER:</b>	225688
<b>DESCRIPTION/ SCOPE OF WORK SUMMARY:</b>	The City Clerk invites software solution providers with expertise, resources and state-of-the-art technology to respond to this RFP and provide an integrated, automated and user friendly legislative management system for Council and committee meetings.
<b>OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE:</b>	01/07/2026 at 10:00 AM PST <a href="#">Google Meet joining info</a> Video call link: <a href="https://meet.google.com/iqe-sjaj-yeg">https://meet.google.com/iqe-sjaj-yeg</a> Or dial: (US) +1 602-899-4822 PIN: 883 610 266# More phone numbers: <a href="https://tel.meet/iqe-sjaj-yeg?pin=6943360359830">https://tel.meet/iqe-sjaj-yeg?pin=6943360359830</a>
<b>PROPOSAL DEADLINE:</b>	<b>02/19/2026 by 5:00 PM PST</b>
<b>PROPOSAL SUBMISSION METHOD:</b>	Email: <a href="mailto:clerk-cps-rfp@lacity.org">clerk-cps-rfp@lacity.org</a> Subject: RFP LMS 2025-26 Proposal
<b>QUESTIONS:</b>	Proposers may submit questions regarding this RFP by emailing <a href="mailto:clerk-cps-rfp@lacity.org">clerk-cps-rfp@lacity.org</a> with the subject line "RFP LMS 2025-26 Question." The deadline for submitting questions is February 3, 2026. All questions and answers will be made available to all proposers on the RAMP website at: <a href="http://www.RAMPLA.org">www.RAMPLA.org</a> on the following dates: January 2, 2026, January 21, 2026, February 6, 2026.

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# 1. The Opportunity

## 1.1 Introduction/Background

The City Clerk invites software solution providers with expertise, resources and state-of-the-art technology to respond to this RFP and provide an integrated, automated and user friendly legislative management system for Council and committee meetings.

In order to maintain excellent customer service, the City Clerk seeks to maintain or replace the existing legislative management system with a secured, stable, maintained, configurable, customized, and comprehensive solution that will integrate seamlessly with our existing legislative process and data that includes the following components:

1. Document submission workflow to add documents to Council files
2. A user-friendly public portal of Council files with robust search capabilities
3. Council and Committee Agenda Management and Report creation
4. Web-based Calendar of Council and Committee meetings
5. Email subscription services for agendas, journals, Council related documents and Council files
6. Voting system that includes single item and bulk voting
7. Speaker Kiosk and Management
8. Live and on-demand video and audio streaming with Closed Captioning in English and Spanish
9. Post-meeting workflows with e-signature capability
10. Public comment submission and posting to Council files in public portal

The City seeks a solution that will enhance coordination across the City and extend more access to the public through greater transparency and streamlined methods of information delivery. Our goal is to continue to build the existing system or find a new system that offers technological advancements to better serve our community, increases staff productivity and efficiency and meets the following objectives:

- Improve the facilitation of open and transparent City government operations.
- Creation of a user-friendly, web-based system that provides a good mobile experience.
- The ability to integrate the entire legislative chronological history into a document repository that allows the public to search through all documents, both historical and current, in a user-friendly public portal of Council files.
- Provide consumers of legislative information strong tools to search and track items.
- All documents are OCR'd for searchability purposes.
- Verify all components of the system, including documents submitted through the workflow, are ADA compliant.
- Workflow management capability that includes the integration of e-signature capability.
- A public e-comment feature that is integrated with the agenda and public portal.
- Ensure the customer interface, on both the public and administrative side of the solution, is configurable, customizable, clean and easy to use.

If providing a new system, additional criteria includes:

- The complete and seamless conversion of existing data from the current system to the new system.

### **1.1.1 Administrative Entity Background**

The City of Los Angeles is the second largest city in the United States, with a population nearing four million people, spanning an area of 465 square miles and 7,366 miles of streets. The City Charter, which was adopted in 1924 and most recently amended in 2024, provides for a Mayor-Council type of municipal system, with the Mayor being the executive branch and the Council the legislative. There are 15 City Council members representing 15 districts. The governmental machinery consists of 42 departments and bureaus, headed by general managers or advisory or controlling Boards or Commissions appointed by the Mayor, subject to the confirmation of the City Council.

The City Clerk serves as the Clerk of the City Council and maintains a record of all Council proceedings, the official City records and archives; administers all City elections; provides fiscal, administrative and personnel services to the Council and Mayor; and, provides staff assistance to Council and committee meetings. The City Clerk's Office promotes and facilitates programs in support of the Mayor and the City Council's economic development initiatives. To that end and by mandate, the City Clerk administers the City of Los Angeles' Business Improvement Districts program. The City Clerk also provides records retention management services for all City departments, and administers and manages the City's Archives. By Charter, all claims filed against the City must be received and recorded by the City Clerk.

The Council and Public Services Division consists of professional and administrative personnel providing services to the public, Mayor, the Council and its committees, as well as other City departments and agencies. The division prepares legally required publication notices including ordinances, and schedules and prepares Council agendas. More than 15,000 documents a year are transmitted to the division creating more than 3,000 Council files. Division staff refer matters to the appropriate committee(s) or Council on behalf of the Council President, while Legislative Assistants prepare committee agendas, attend committee meetings, and prepare reports for Council consideration. Additionally, the Division provides Council Clerks and Voting Clerks to all Council meetings to record the actions of Council.

### **Los Angeles City Council Business Process**

The Los Angeles City Council meets weekly on Tuesdays, Wednesdays, and Fridays and has 15 standing committees that meet at various times throughout each month. Agenda items consist of either Motions introduced by the Councilmembers, committee reports, and/or reports submitted by the City departments. Agendas for the Council and committee meetings are released on a weekly basis, typically on Fridays.

At the conclusion of the committee meetings, the Legislative Assistants of the City Clerk's Office prepare reports to the City Council detailing the recommendations of the committee and place the reports on a draft Council meeting agenda. The draft agendas are reviewed by City Clerk Office staff and staff from the office of the Council President. Items are usually moved around

among agendas and sometimes removed from the agenda completely. Published agendas for both Council and committee meetings are emailed out to subscribers and placed on the City's website, in accordance with the Ralph M. Brown Act.

The agenda template needs the option to add and remove other categories as needed. For the committee meeting agendas, items are simply listed with no categorical designation. On the Council meeting agendas, items are divided among three main categories: Items Noticed for Public Hearing, Items for Which Public Hearing has Been Held, and Items for Which a Public Hearing has not Been Held. The Council meeting agenda also contains several standing items/headings that appear on every agenda, such as Approval of the Minutes.

During the City Council meeting, the Council initially proceeds through each category considering all the items in that particular category, which are either voted on or set aside for discussion and/or voting later in the meeting. The City Council meetings utilize an electronic voting system, whereas voice votes are taken during the committee meetings.

At the conclusion of each Committee and City Council meeting, City Clerk's Office staff prepare a journal using the meeting agenda to detail the actions taken by either the Committee or the City Council. Once completed, the journal is emailed out to subscribers and placed on our website.

### **1.1.2 Existing Legislative Management System Overview**

The existing Legislative Management System utilized by the Office of the City Clerk, is a combination of off-the-shelf legislative and multimedia management products implemented with Prime Government Solutions, Inc. in 2021, now Granicus, LLC, and software developed in-house that has been in use since 2004, with additional in-house customized products that have been developed in subsequent years.

The system is comprised of the following:

#### **Systems Developed by the City**

Discussion Organizer and Voting System (DOVS) - DOVS is our in-house "Voting System" designed by the City of Los Angeles Information Technology Agency. DOVS is a LIVE voting system and tracks how each Council Member votes, and is used for Council meetings held in Los Angeles City Hall and Van Nuys City Hall. Voting system allows for voting of multiple items from any section of the agenda in one "block" vote. The system also allows for the management of Councilmember's speaking during the meeting. Once all votes are captured by DOVS, they are sent to the Council Vote Verification System.

Council Vote Verification System (CVVS) - CVVS is an in-house developed application used to track the Council Member votes for each item brought before Council. CVVS has an administrative side and public facing database. The public may search voting records of all current and past Council Members. The administrative side is used to add voting records to CFMS.

LACityClerk Connect, (developed in-house) includes the following:

- Council File Management System (CFMS) - Serves as a tracking system of all legislation pending, considered and acted upon by the Los Angeles City Council. It consists of a "Public" portal and an "Administrative" portal.
- Public portal - Allows users to search our database for legislation, including vote results. Users can subscribe to receive email notification when updates are made to particular Council files.
- Administrative portal - Allows City Clerk staff to manage all documents before they are uploaded to the public portal (legislation, ordinances, public comment submissions, etc.).
- Ordinance Search - Searchable online repository for City Ordinances

Public Comment Portal - The Public Comment Portal is an in-house developed application that offers the public an additional platform to submit comments on all city legislation and matters. Comments are batched by date and Council file number and automatically uploaded to the assigned Council file on a twice daily schedule.

Speaker Request System - Electronic system consisting of standing kiosks and portable tablets developed in-house. This system allows members of the public to sign-up to speak on items on Council and committee meeting agendas, including general public comment. The system eliminates the need for paper, and allows staff to manage speakers for each meeting using portable tablets. A randomizer option is available for speaker order. The system automatically uploads each speaker request list per Council file to the specified Council file in the CFMS. Additionally, the system creates a report of all speakers who signed up at a meeting.

Early Notification System (ENS) - Subscription system developed in-house for receiving via email various City Council related documents, such as Council and committee meeting agendas, journals, Referral Hot Sheets, New CEQA Appeals Hot Sheet, motion packets, and individual Council files. The system also provides a page on CFMS that houses current and archived documents that are not meeting related.

### **Systems Provided by Granicus**

#### Electronic document submission workflow

- Allows departments to submit reports and communications for Council consideration.
- Allows for the rejection and approval at each step of the workflow.
- Sends an email to users and items are routed through (or rejected) in the system.

#### Agenda Creation

- Create agenda items associated with a Council file in pre-meeting, with the ability to add to, move or remove from as many meetings as necessary.
- Ability to compile a regular, revised, Special or Continuation agenda with a customized template for each agenda type.

#### Council and Committee Calendar

- Provides a Council and committee calendar of all past and upcoming meetings, including agendas, journals and any other associated documents as part of the meeting record.

### Live and on-demand video streaming of Council meetings and audio streaming of Council committee meetings

- Videos are hosted on Youtube and integrated into the interactive HTML agenda.
- Allows for an English and Spanish broadcast of each meeting.

### Closed captioning in English and Spanish

- Provides live closed captioning in English for committee meetings and live closed captioning in Spanish for Council and committee meetings.

### Post-Meeting Workflows

- After Council workflow to generate Council Action letters and Council Action - Mayor Concurrence letters, with the option to route items to the Mayor for signature and provide e-signature options, including a bulk sign option.
- Special routing option for Ordinances allows for the creation of a Declaration of Posting for each ordinance posted (not needed for Ordinances published).

### Live Votes for Recordkeeping

- Votes are entered into the voting module to create the vote record for the Council file.
- The votes are listed on the Council Action and the Council Action - Mayor Concurrence letters.
- Votes appear in the meeting Journal, which is the official record of Council's actions for that meeting.

### Granicus services currently in development include:

- Public portal of Council files with robust search capabilities.
- Subscription services for Council and Committee agendas, journals, Referral Hot Sheets, New CEQA Appeals Hot Sheet, motion packets, and individual Council files.
- Updated Council voting system with Speaker Management System to be used live in the meeting.
- Ability to submit written public comment tied to a corresponding Council file on the public portal, whether or not the item appears on an agenda and have it be grouped by date and uploaded to the appropriate Council file on a regular schedule, or on demand.

### **Ancillary Applications and Services**

Channel 35 (CH35) - City-owned local public television station that broadcasts live and archived streaming of Council meetings. The Granicus system is integrated with CH35 video/audio equipment.

## **1.2 Anticipated Term of Contract**

The Office of the City Clerk intends to award a three-year contract, with two one-year options to renew subject to review by the City Attorney and the Mayor's Office, and the City Council, if necessary, before Contract execution and the start of services. Any extension will be at the City's sole discretion.

## 1.3 Minimum Qualifications

Proposals will be accepted only from individuals or organizations that meet the following criteria. Proposers must:

1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration with the California Secretary of State;
2. Be in good standing with the California Secretary of State if a corporation or limited liability company;
3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. Have not been debarred by the federal government, State of California, or local government;
5. Not have any outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented, if the proposer has previously contracted with the State of California or the City of Los Angeles.

## 2. Scope of Work

This section describes the work the City expects to be performed and is not a complete list of all services that may be required or desired. The City Clerk seeks to select a vendor that can provide a legislative management system that includes, but is not limited to, modules for:

1. Document submission workflow to add documents to Council files
2. A user-friendly public portal of Council files with robust search capabilities
3. Council and Committee Agenda Management and Report creation
4. Web-based Calendar of Council and Committee meetings
5. Email subscription services for agendas, journals, Council related documents and Council files
6. Voting system that includes single item and bulk voting
7. Speaker Kiosk and Management
8. Live and on-demand video and audio streaming with Closed Captioning in English and Spanish
9. Post-meeting workflows with e-signature capability
10. Public comment submission and posting to Council files in public portal

**The ideal vendor/partner can provide all the services required in this RFP with one integrated solution rather than a piecemeal approach.** This includes development, implementation, training, technical support and annual maintenance.

If proposing a new system, the new legislative management system must be able to migrate existing data from the Council File Management System and Granicus systems.

## 2.1 System Requirements

The proposed system(s) must meet the following system requirements:

- Browser based client.
- Cloud based.
- Software and hardware must be installable and fully-functional.
- Fully compatible on desktop browsers, tablets and mobile devices.
- Secured system with NIST encryption and hardened software.
- 24/7 system availability with system redundancy built-in.
- Compatible with City CH35 video equipment for Live streaming.
- Option to Integrate with City Microsoft Active Directory (AD).
- Business hours support.
- Full system redundancy.

## 2.2 Document Submission Workflow to add documents to Council files

The City seeks a document submission system that includes, but is not limited to, the following components:

- An automated workflow system that can be used by multiple staff members simultaneously.
- Workflow includes an approval and rejection component and provides email notification to the submitter.
- Capability for email notification and messaging.
- Capability to assign/reassign staff from workflow/routing.
- Capability to add/delete editing permissions from staff profiles.
- Allows City departments to access the system using a username and password.
- Allows City departments to upload documents in .pdf format and includes additional fields for document title, description, notes, etc.
- Ability to check ADA compliance of incoming documents.
- All documents are OCR'd for search capabilities.
- Documents need to contain a date field for sorting purposes.
- Tracks history changes/edits.
- Search function to find submissions.
- Workflow clearly identifies item status and next steps in workflow.
- Allows documents to be added to new or existing Council files.
- Fields on the submission form populate on the Council file.
- Integrates with the public portal to allow submitted documents to be stored, retrieved and viewed by the public after receiving final approval in the workflow.

## 2.3 A user-friendly public portal of Council files with robust search capabilities

The City seeks a public portal that includes, but is not limited to, the following components:

- Easy to use search function.
- Use of metadata to classify records.
- Ability to tag records to aid in search functionality.
- Full-text search capability and ability to search on exact or partial matches of specified field values.
- Ability to display search results by title, along with examples of where the search words appear, giving the user options before deciding which result to view.
- Ability to use a filtering function to narrow down search results.
- Ability to search by Council file number, Council committee the item is pending in, mover, seconder, Council district and other metadata fields.
- Each Council file record should include the following:
  - Related documents, including public comment, in PDF format listed date order (newest to oldest)
  - Relevant metadata, such as Council file number, title, time limits, reference numbers, referred committee
  - File activity and status
  - Vote record and related information
  - Unique link to each individual Council file record that can be shared.
  - Capability to print a Council file record.
  - Preferred, but not required: Link to agendas and video and/or audio of associated Council and Committee meeting(s).
  - Preferred, but not required: Ability to separate documents by document type.
- Documents include a date field and are viewed in date order from newest to oldest. Newly uploaded documents should be placed in date order from newest to oldest.
- Public access to Council related documents not associated with a meeting sorted by date and year.
- Data to be kept indefinitely.
- ADA compliant website and ensure documents housed on the website are ADA compliant.
- Capability for multi-language translation integration.
- Preferred, but not required: Capability for creation of user profiles for members of the public to save previous searches and tag desired records.

## 2.4 Council and Committee Agenda Management and Report Creation

The City seeks an agenda management system and report creation capability that includes, but is not limited to, the following components:

- Support City Council and committee agenda and meeting management.

- Include an automated workflow system to prepare, track, modify, approve and monitor the progress of agenda items.
- Include strong word processing/editing capabilities that allows such functionality as:
  - Uploading and/or building tables with ease
  - Copying and pasting from other documents/software such as word processors and spreadsheets
  - Changing fonts, and adding bold, italic, etc.
  - Attaching documents
  - Spelling and grammar checking
- Capability to generate a committee meeting report using agenda item information with the ability to add additional information in the report that does not appear on the agenda.
- Supports creating, editing, and approving of agenda items.
- Capability to move and add agenda items to different meeting dates.
- Capability to create future meeting agendas in advance and assign items to those future meeting agendas.
- Capability to close the agenda; disallow the addition of more items.
- Easy to use search function for items no matter where they exist within the agenda process.
- Ability to create templates for the agendas.
- Ability to have separate sections/categories in the agenda.
- Ability to create or generate a web calendar item.
- Ability to create a regular, revised, special or continuation agenda.
- Continuous numbering from regular meeting agendas to continuation or special meeting agendas.
- Capability to combine the regular meeting agendas with continuation or special meeting agendas for the voting system.
- Creation of a pre-formatted journal for each Council and committee meeting with data pulled from the voting system that includes:
  - Ability to create a meeting journal with the agenda items and include votes and actions from the meeting.
  - Ability for voting system to integrate with and/or create meeting journals to include vote information.
  - Separate journal for all special meeting agendas.
- ADA compliant templates and documents.

## **2.5 Web-based Calendar of Council and Committee meetings**

The City seeks a web-based Calendar of Council and Committee meetings that includes, but is not limited to, the following components:

- All Council and Committee meeting agendas in PDF and HTML, and live and on-demand video and audio links.
- Separate dedicated section for current and upcoming meetings and archived meetings.
- Archived meetings separated by year, date and meeting body.
- Strong search capability of all meetings.
- Preferred, but not required: Search capability within meetings.
- Ability to integrate with existing website.

- ADA compliant website and posted agendas, journals and Council related documents.
- Capability for multi-language translation integration.
- Accessible from public search portal.
- Access to subscription services (as described in Section 2.6 below)

## **2.6 Emailed subscription services for agendas, journals, Council related documents and Council files**

The City seeks an emailed subscription service that includes, but is not limited to, the following components:

- Allows members of the public to keep up-to-date on Council related documents, including agendas, journals, introduced Council Motions, the referral “hot sheet” and other published documents released by our office, as well as the ability to subscribe to individual Council files.
- Ability for the public to select from a list of Council related documents (agendas, journals, etc) for subscription.
- Email notification should include a link and/or PDF document attachment to the final published document.
- The module should also include the ability for the public to manage their own subscriptions and make changes at any time.
- Ability to send out one time updates to subscribers. For example, the ability to let subscribers know that a Committee name is changing or being dissolved.
- Subscription options for individual Council files where the subscriber receives updates on changes to the Council file based on pre-determined fields that trigger an update notice.
- Ability to choose to not send out an email notification to subscribers for a revised or updated document.
- Preferred, but not required: Subscription to topics and/or key words.

## **2.7 Voting system that includes single item and bulk voting**

The City seeks a voting system that includes, but is not limited to, the following components:

- Web-based voting system.
- Capability for live voting during Council meetings.
- Ability to track/record votes on agenda items during Council meetings.
- Ability to vote on multiple items via the agenda header, or bulk-voting, and single agenda items in any order and from different parts of the agenda.
- Ability to vote by grouping multiple items.
- Option to auto-vote and set Councilmember vote to default value.
- Ability to vote on all item types in a single vote.
- Ability to create new items to vote on during and after the Council meetings.
- Stable system with 15 Councilmembers, and multiple other users operating the system simultaneously.
- Include a large monitor display of current and pending items and vote results.

- Ability to create video timestamps during live meetings.
- Integration with the Speaker Kiosk and management system as described in Section 2.8.

## 2.8 Speaker Kiosk and Management

The City seeks a Speaker Request Kiosk and management system, and that includes, but is not limited to, the following components:

### Speaker Request Sign-Up Kiosk

- Electronic public speaker request system for all Council and committee meetings.
- A user-friendly interface that allows the public to sign-up with minimal identifying information at a touch screen kiosk.
- Must be able to pull data from the meeting agenda to display each agenda category header along with the following information for each item:
  - Agenda number
  - Council file number
  - Short agenda description for each agenda item
- The General Public Comment category should appear first. The option for the public to choose to speak in General Public Comment should not include an agenda number or Council file number.
- Clerk staff should have the ability to add non-agenda items to the kiosk during the meeting and display it in its own section on the kiosk when the need arises.
- Ability to include a passive timer that resets to the home page if there was no action by the user after a certain amount of time.

### Speaker Management for Public Speakers

- Ability to manage public speakers within the voting system.
- Management of speakers includes:
  - Viewing the speakers who have signed up, including the agenda categories and item numbers
  - Ability to re-arrange the order of speakers
  - Ability to sort speakers by alphabetical order
  - Ability to sort speakers by time signed up
  - Ability to sort speakers by the number of items they signed up for
  - Ability to put the speakers into a random order
- Ability to mark speakers as spoken.
- Ability to run a timer for each speaker with the option to run a second timer for amount of time to speak.
- Should not be able to delete speakers, but need to be able to differentiate those that have spoken and those who have not.
- Ability to close general public comment during the meeting once all speakers for general public comment have spoken.
- Ability to end a meeting once the meeting is complete and remove it from the kiosk.
- Once the meeting is complete, the system should generate a list of all speakers who signed up at the kiosk.

- Once the meeting is complete, the system should generate separate lists of speakers for each Council file, including general public comment as its own list for its own Council file, and the system automatically uploads the PDF to the respective Council file.

#### Speaker Management for Councilmembers

- Separate speaker management for Councilmembers requesting to speak where their time and order of speaking can be changed by the Clerk, including timer display controlled by the Clerk and appears on all Councilmembers screens.
- A separate screen to view Councilmembers speaking order for audio management.

## **2.9 Live and on-demand video and audio streaming with closed captioning in English and Spanish**

The City seeks live and on-demand video and audio streaming services that includes, but is not limited to, the following components:

- Ability to index and cross link with the agenda management system and item history from the search portal.
- Live captioning of audio and video in both English and Spanish.
- Captioning should aim for 98% accuracy.
- Ability to search closed captioning.
- Ability to download transcripts.
- Archival capabilities.

## **2.10 Post-meeting workflows with e-signature capability**

The City seeks efficient post meeting workflows that includes, but is not limited to, the following components:

- Ability to generate notification letters identifying the Council's action and, if applicable, the Mayor's concurrence for each item on the Council agenda.
- Post-meeting workflow for signatures and approval by other entities such as the Mayor and Acting Mayor.
- Electronic signature capability with option to sign multiple documents assigned to a user in one single signing.
- Workflow should allow for the ability to adjust required dates for sending and retrieving items from the Mayor.
- Special routing option for Ordinances that allows for the creation of a Declaration of Posting document for each ordinance posted. Published ordinances should also be routed through the workflow, but do not need the additional document created.

## **2.11 Public comment submission and posting to Council files in public portal**

The City seeks a public comment submission portal that includes, but is not limited to, the following components:

- Public e-comment feature that is integrated with the agenda and/or document management solution that automates the receipt and uploading of public comments batched by date and Council file number.
- The portal should allow for the optional acceptance of one PDF attachment for each submitted comment. There can be a size limit for the PDF.
- Ability to batch comments received on the same date for the same Council file into one PDF, including any attachments submitted, to be uploaded by date to that Council file.
- Automatically upload batched PDFs to their designated Council files twice daily.
- Ability for staff to add Council file number manually when a comment is submitted without a Council file number or the number does not exist in the system.
- Include appropriate security protocols to ensure against the use of auto submission.

## **2.12 Deliverables**

### **A. Project Management Plan**

Project management shall be a key responsibility of the Contractor and a continuous function. The Contractor shall prepare a project management plan that includes a detailed plan from project implementation through final acceptance. All communications between the City Clerk and the Contractor shall be coordinated through their respective project managers.

### **B. Development**

The City should be viewed as a partner in developing and configuring the legislative management system. Actively engaging the City in all aspects of development will help create a final product that meets the needs of the internal users as well as the members of the public who will access the system.

### **C. Acceptance Testing**

Acceptance testing will include appropriate Contractor and City staff, and will occur at a time agreeable to both the Contractor and the City. System acceptance testing will test all system components according to the test plan section of the work plan and will be designed to simulate the City Clerk's actual work environment. Tests conducted on the City Clerk's environment shall not prevent the operation of existing systems or cause system interruptions unless previously approved by the City. Testing will include Contractor developed workflows and meeting templates. The Contractor shall maintain records of all acceptance testing results.

### **D. Final Acceptance**

The City shall give final acceptance of software, customization, configuration, data transfer, training, and other services following the Contractor's completion of all such work in accordance

with the Contract and after thirty (30) calendar days of continuous successful and error-free operation of the system in the City Clerk's actual work environment.

If any portion of the system or services are deemed unacceptable, the City shall notify the Contractor within ten (10) calendar days following such operation period. The Contractor will repair or replace unacceptable hardware or software, customizations, or service within a mutually agreed upon time period at no additional charge to the City. Another thirty (30) calendar days successful operation period will follow any corrections or replacements.

The City Clerk will issue a Letter of Acceptance after this period is complete and all variances are resolved.

### **E. Implementation**

The Contractor will install the software in parallel with the current system and proof of concept without interfering in any way with daily operations, and will implement an upgrade/changeover plan that minimizes downtime on existing systems. The Contractor will also either supply or give the City sufficient specifications necessary with the option to purchase the hardware required to implement the proposed solution, and is responsible to configure the hardware and software they supply.

The Contractor will supply all hardware, software, training, and licenses required to install and operate the proposed solution.

### **F. Training**

All training required for successful implementation and operation of the new system must be provided as part of the package price. The Contractor will train all relevant City system administrators and City Clerk staff on using the system and will provide comprehensive training materials and documentation.

### **G. Documentation**

The Contractor shall provide comprehensive system documentation including system administration, workflow development, and detailed documentation defining the system, and its infrastructure and configuration. Documentation for system use shall explain how to use the system to perform business functions, in addition to explaining the screens and components. The Contractor shall provide a list of all documents to be provided with the system. The list shall describe each document and the document's purpose, to help the user locate the appropriate document as needed.

### **H. Technical Support**

The Contractor shall provide the City with ongoing access to technical support staff, software bug fixes, service packs, and the right to future releases of the software as it is developed. The Contractor shall provide a service agreement, subject to the City's approval, that includes access to technical support that is available during the City Clerk's working hours, Monday through Friday, 7:00 am to 5:00 p.m. PST, has an after-hours call center number, and specifies

an appropriate response time for different levels of problems including penalties if target times are missed.

### **I. Ongoing Maintenance**

The Contractor will continue to maintain the system as new issues or requirements are identified. If a system bug is identified, the Contractor will work to fix or provide a mutually agreeable solution. When system updates do need to occur, the Contractor will provide advance notice and work to minimize any impact.

### **J. Data migration, If a new system**

If proposing a new legislative management system, the Contractor must include a plan to migrate all existing data to the new platform.

## **2.13 Optional Services and Transfer of Skills**

Proposers are encouraged to offer materials and services, directly related to the specifications within this RFP, but not included in it, which will enhance the performance of the Contractor in the fulfillment of the goal(s) of this RFP.

# **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.

Proposers must provide each of the following items in their written proposal. Each response in the proposal must be in the same order as each of the numbered items below.

1. **Cover Letter:** Each proposal must include a cover letter limited to one (1) page that references the title of this RFP and the RFP Number, contains a general statement of the purpose for submission, and includes the following detailed company information:
  - a. Full legal name of the Proposer.

- b. Legal business status (individual, partnership, corporation, etc.), address, website (if applicable), email, and telephone number of the Proposer.
  - c. If the Proposer is a corporation, partnership, LLP, LLC, etc., identify the state under whose laws Proposer is organized. Otherwise, if Proposer is an individual, identify the state where Proposer is domiciled.
  - d. Cover letter must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company.
- 2. Table of Contents**
- 3. Executive Summary:** The executive summary should include a brief overview of the Proposal's principal elements and how the proposed approach meets the needs of the City. In addition, it should explain how the proposed solution will differentiate itself from other proposed solutions and the reasons the City should select the proposed solution, such as a list of unique features.
- 4. Company Information, Background and Qualifications:** Each Proposal shall include the following detailed company information:
  - Date entity was established and location of entity when established.
  - Federal corporation ID number.
  - Current location of headquarters.
  - Total number of employees.
  - Total number of employees in the City and Southern California.
  - Specify number of years in business applicable to this RFP.
  - Brief history and description of business entity.
  - Description of experience in implementing government/municipal legislative management systems, including examples of existing clients, especially government agencies, to whom you have provided the proposed services.
- 5. Key Personnel:** All persons expected to work on the duties related to this RFP shall be identified, including, at a minimum, the full name, title, duties, and qualifications of each person listed.
- 6. Proposed Solution:** This section of the proposal shall include a comprehensive description of the proposed solution, including information regarding any additional proposed features, functions, or capabilities that the City should consider to meet the City's stated objectives and goals.
- 7. Implementation Approach, Timeline, Milestones and Training:** This section shall include the following information:
  - Description of the implementation methodology and approach, including the roles and responsibilities of both the City and vendor staff during each phase of implementation.
  - Project schedule that includes all tasks, deliverables, milestones and resources required.
  - Description of a training strategy/plan that includes current and future employees of the City in the use of the proposed solution system.
  - Project organization chart highlighting the key staff who will be assigned to accomplish the work.

8. **Ongoing Support:** The Proposal shall include a description of ongoing support processes, procedures, and methods, including hours of support, methods to access support, after-hours support, any support available to individual users, response time commitments and escalation procedures.
9. **Hardware/Software Requirements:** The Proposal shall include a description of all hardware and software system requirements, on or off premise. Specify any security encryption being used.
10. **Pricing:** The Proposal shall include a clear and comprehensive listing of all costs associated with the proposed solution, including, planning, design, development, implementation, training, hosting (if proposing a hosted solution), licensing, and ongoing maintenance and support of the proposed solution. All costs must be itemized.
11. **Litigation Disclosure:** The Proposal shall include a statement re-confirming eligibility to enter into a Contract with the City by clearly identifying any past or current litigation that the company was/is involved in which also involves or involved the City. If the company has not been involved in any past or current litigation with the City, the Proposal should include a statement to that fact.
12. **Knowledge of City of Los Angeles:** The Proposer shall specifically identify in writing any specific knowledge and experience of prior government work for the City of Los Angeles in the last five (5) years.
13. **List of Open and Pending Contracts:** Proposer shall list all open contracts by project name, location, and contracting entity.
14. **References:** The Proposer must submit a minimum of three (3) different references of clients for whom the Proposer has provided similar services as those listed in this RFP, within the past five (5) years. The list shall include the company name, address, contact person, telephone number of the contact person, and a description of services provided for each client listed as a reference.

## 3.2 Tips for a Successful Proposal

Proposers shall consider the following guidelines in preparing their proposals:

- Ensure proposal is well-organized in its response to the defined objectives.
- Verify that proposal is complete and thoroughly responds to all Proposal Items and Compliance Documents described in the RFP and Checklist on page 34.
- Formulate responses precisely and with detail; avoid vague, general, or open-ended responses. Explain how your response furthers the stated objectives and how you will be able to quantitatively demonstrate your success during the contract term if you are selected.
- Make sure the Proposal demonstrates that your cost estimates are realistic and sustainable.
- If there are significant risks in your strategy, flag these and include plans to mitigate those risks, addressing any contingencies that may arise.
- If there are supports or resources the City could provide that would maximize your success as a Contractor or lower the cost of the proposal, please estimate the cost of these supports, which could include introductions, coordination, resources or services.

Your written submittal in this RFP process will be the primary basis on which the City will consider its award; therefore, proposers should be as thorough and as detailed as possible when responding to each Proposal Item. Proposers will not be able to add to or change their proposals after the proposal submission deadline. The City may deem a proposer non-responsive if the proposer fails to provide all required documentation and copies.

### 3.3 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 34 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.

### 3.4 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: 01/07/2026 at 10:00 AM PST. Here is the joining information:

Google Meet joining info

Video call link: <https://meet.google.com/iqe-sjaj-yeg>

Or dial: (US) +1 602-899-4822 PIN: 883 610 266#

More phone numbers: <https://tel.meet/iqe-sjaj-yeg?pin=6943360359830>

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-cps-rfp@lacity.org](mailto:clerk-cps-rfp@lacity.org) at least five working days prior to the conference.

### 3.5 Questions and Technical Assistance

Except for the pre-proposal conference, all questions must be submitted by email to [clerk-cps-rfp@lacity.org](mailto:clerk-cps-rfp@lacity.org) with the subject line "RFP LMS 2025-26 Question." All questions will be answered in a Q&A document available on the RFP listing on [www.RAMPLA.org](http://www.RAMPLA.org) released on

the following dates: January 2, 2026, January 21, 2026 and February 6, 2026. Proposers shall not communicate with any City staff about this RFP except through the channels identified herein.

### **3.6 Deadline for Submission of Proposals**

Proposals must be submitted via email to [clerk-cps-rfp@lacity.org](mailto:clerk-cps-rfp@lacity.org) by no later than February 19, 2026 by 5:00 PM PST. The subject line should say, "RFP LMS 2025-26 Proposal." Proposals received after this time will be rejected.

## **4. Evaluation and Selection Process**

### **4.1 Evaluation Criteria**

The City Clerk's Office will review and score each complete and fully responsive proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the proposal documentation and information.

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 four areas, including Solution Design and Approach, Demonstrated Ability, Response to Requirements, and Cost Reasonableness, based on the following criteria:

#### **Solution Design and Approach (40)**

- Ability to meet project requirements, expectations, and provide a comprehensive solution;
- Understanding of the project and the tasks to be performed;
- Ability to simply and comprehensively address functional and technical expectations;
- Ability to deliver customizations, if any, within reasonable scope and schedule;
- Reasonableness of work schedule and timeline of deliverables; and
- Expertise and methodology to create competitive differences that will be beneficial to the City.

#### **Demonstrated Ability (30)**

- Experience with Legislative Management Systems and projects of comparable size and scope;
- Expertise of the firm to complete the project;
- Quality of recently completed projects (i.e., adherence to schedules, deadlines, budgets);
- Capacity and resources to provide services under this RFP (i.e., staff size, composition, breadth of services);

- Professional qualifications and education of staff; and
- Workload, availability, and accessibility of staff. Reliability of staff through completion of services.

**Cost Reasonableness (20)**

- While cost will not be the determining factor, costs will be compared with those submitted by other Proposers and evaluated based on the overall value of project services. The City reserves the right to accept other than the lowest priced offer.

**Response to Requirements (10)**

- Overall completeness to RFP package and materials as described in the Proposal Requirements; and
- Clarity and comprehensiveness of the solution presented.

<b>Evaluation Criteria</b>	<b>Maximum Points Possible</b>
Solution Design and Approach	40
Demonstrated Ability	30
Cost Reasonableness	20
Response to Requirements	10
<b>Maximum Points - Total</b>	<b>100</b>

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.

Proposers shall be notified in writing about funding recommendations and evaluation results.

## **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](http://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](http://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](http://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: \_\_\_\_\_

<b>PROPOSAL CHECKLIST</b>	
<u>Follow this sequence in presenting your proposal with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form.</u>	
Table of Contents	
PROPOSAL DOCUMENTS	PAGE NUMBER
Cover Letter (on company letterhead)	
Table of Contents/Proposal Checklist	
Executive Summary	
Company Information, Background and Qualifications	
Key Personnel	
Proposed Solution	
Implementation Approach, Timeline, Milestones and Training	
Ongoing Support	
Hardware/Software Requirements	
Pricing	
Litigation Disclosure	
Knowledge of City of Los Angeles	
List of Open and Pending Contracts	
References	

CITY CONTRACTING REQUIREMENTS AND COMPLIANCE FORMS	
<b>SECTION I – Compliance Documents to be Submitted with Response by All Proposers</b>	
Proposers are required to complete and submit the following documents <b>with their response.</b>	
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)	
<b>SECTION II – Compliance Documents to be Completed and Submitted on RAMPLA.ORG</b>	
Proposers are required to complete and submit the following documents <b>by the proposal due date.</b>	
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.	