

**City of Los Angeles - Information Technology Agency
 WORKDAY PROFESSIONAL SERVICES & SUPPORT BENCH RFQ
 FAS-223-25
 APPENDIX N: RFQ Proposer Checklist**

Document	Submitted Completed Document(s)	Initials
Appendix A: Standard Provisions for City Personal Services Contracts (Rev. 1/25)[v.2]	ACORD insurance certificate must be uploaded to CAO Risk Management website at https://kwikcomply.org/ prior to contract execution.	
Appendix B: Pledge of Compliance with CRO: https://bca.lacity.org/ordinances		
Appendix C: <i>Intentionally not included</i>	N/A	N/A
Appendix D: Headquarters/Workforce Information and Declaration of Non-Collusion		
Appendix E: Equal Benefits Ordinance/ First Source Hiring Ordinance – <i>Submit through RAMP by the RFQ due date.</i>		
Appendix F: Contractor Responsibility Ordinance Questionnaire – https://bca.lacity.org/ordinances		
Appendix G: Living Wage Ordinance and Service Contract Worker Retention Ordinance (LWO/SCWRO) – https://bca.lacity.org/LWO%20Printable%20Forms		
Appendix H: <i>Intentionally not included</i>	N/A	N/A
Appendix I: Slavery Disclosure Ordinance & Disclosure of Border Wall Contracting Ordinance – <i>Submit through RAMP by the RFQ due date.</i>		
Appendix J: Municipal Lobbying Ordinance (City Ethics Form 50) – https://ethics.lacity.org/contracts/bidders		
Appendix K: Bidder Contributions (City Ethics Form 55) – https://ethics.lacity.org/contracts/bidders		
Appendix L: Local Business Preference Program – <i>Optional. Apply for certification through RAMP by the RFQ due date.</i>	Optional	
Appendix M: Iran Contracting Act of 2010		
Appendix N: RFQ Proposer Checklist		
Appendix O: Evaluation Spreadsheet		

