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January 7, 2026

REF: FAS-005-26

REQUEST FOR QUALIFICATIONS

CITYWIDE INFORMATION TECHNOLOGY (IT) PROFESSIONALS

The City of Los Angeles (City) Information Technology Agency (ITA) invites responses from firms possessing the necessary certification and experience to provide contract staff capable of providing the following IT Professionals service categories: Application Design/Programming, Systems Programming and Infrastructure Operations Support, Database Design/Data Analysis and Data Management, and Project Management.

The attached Request for Qualifications (RFQ) provides more detailed information regarding the City's needs, as well as the City RFQ process. Respondents must address all items discussed in the RFQ and provide reference material that supports compliance with these specifications. ITA invites qualified consultants to provide the services described herein to respond by submitting written responses containing the information requested in the RFQ. The contract resulting from this RFQ will be for five (5) years with one (1) two-year option to extend.

Responses from minority-owned or women-owned enterprises are encouraged. As a covered entity 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.

Selection will be made on the basis of an evaluation by ITA. The factors to be utilized in evaluating each response will include, but are not limited to: company experience, references, ability to recruit and provide contractor staff, qualifications of contractor staff, and contract rates and fees, conformance to all specifications and requirements outlined in the RFQ and appendices, and the City's best interest. Responses selected may not necessarily be those that set forth the lowest price.

All forms and requirements noted in the RFQ must be completed and included with your response. The City reserves the right to reject any and all responses and the right to waive any informalities in the response when to do so would be in the best interest of the City.

January 7, 2026

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Respondents must submit an electronic copy of the response in Adobe PDF format by uploading it through the Google Form at <https://forms.gle/ESfKuMkV4NTZKkvs6>. The deadline for submission of responses is **3:00 PM Pacific Time (PT) on Friday, March 13, 2026.**

All questions related to this RFQ shall be submitted through the “Citywide Information Technology Professionals RFQ Questions” Google form at <https://forms.gle/XQonHBq6MAcWsVBk7> no later than **12:00 Noon (PT) Friday, February 27, 2026.** Responses to questions submitted by the deadline will be posted on www.rampla.org as an addendum to the RFQ.

This RFQ, the attachments, and appendices are available for download on the City’s website, www.rampla.org. Registration on this website is free. If you have difficulty registering on the City’s website or you are unable to download the RFQ and/or the attachments and appendices, please send an e-mail to the support team at support@rampla.org for assistance.

Sincerely,



Maria Ramos
Chief Management Analyst



**INFORMATION TECHNOLOGY AGENCY
REQUEST FOR QUALIFICATIONS
CITYWIDE INFORMATION TECHNOLOGY (IT) PROFESSIONALS**

**RFQ # FAS-005-26
January 27, 2026**

**DEADLINE FOR QUESTIONS:
12:00 Noon (PT) February 27, 2026**

**To submit questions:
Use the web form <https://forms.gle/XQonHBq6MAcWsVBk7>**

**RFQ RESPONSE DUE DATE:
3:00 PM (PT) March 13, 2026**

**To submit responses:
Use the web form at <https://forms.gle/ESfKuMkV4NTZKkvs6>**

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ATTACHMENTS

- Appendix A: Standard Provisions for City Services Contracts (Rev. 1/25)[v.2]
- Appendix B: Pledge of Compliance with Contract Responsibility Ordinance (CRO)
- Appendix C: Intentionally not included
- Appendix D: Headquarters/Workforce Information/Declaration of Non-Collusion
- Appendix E: Equal Benefits Ordinance/ First Source Hiring Ordinance (EBO/FHSO)
- Appendix F: Contractor Responsibility Ordinance Responsibility Questionnaire (CROQ)
- Appendix G: Living Wage Ordinance and Service Contract Worker Retention Ordinance
- Appendix H: Intentionally not included
- Appendix I: Slavery and Border Wall Contracting Disclosure Ordinance
- Appendix J: Municipal Lobbying Ordinance (City Ethics Form 50)
- Appendix K: Bidder Contributions (City Ethics Form 55)
- Appendix L: Local Business Preference Program (LBPP)
- Appendix M: Iran Contracting Act of 2010
- Appendix N: Rates and References

I. INTRODUCTION

The City of Los Angeles (City) Information Technology Agency (ITA) invites responses from firms interested in providing, by contract, information technology professionals on an as-needed basis. Contract(s) will be awarded for a term of five (5) years with one (1) additional two-year option to renew or extend at the City's sole discretion. The intent of the contract(s) to be awarded as a result of this Request for Qualifications (RFQ) is to obtain the services of high-quality contract staff for use in two distinct situations:

1. Temporary situations which do not justify the addition of permanent staff; and/or
2. Situations that require unique skill sets in various aspects of Information Technology.

ITA is soliciting responses consistent with our objective of contracting with firms that have access to persons possessing technical expertise in specialized software, systems, networks or applications areas. In this instance, the City's primary objective is to establish availability of individuals with specialized knowledge for short periods of time. ITA is seeking firms with the capability to provide temporary assistance on IT development and implementation projects, utilizing specialized software, or in transferring/disseminating detailed implementation knowledge to City staff in the use of specialized software. These technical areas may include, among others, the use of application development tools, expert software, data administrations and support, document writing skills, project management skills, quality assurance skills, and infrastructure and network operations.

Therefore, responses are solicited from firms that can provide temporary personnel in these areas and who can perform the duties as described in Section II. Scope of Work.

Traditionally, the City has established contractual agreements with multiple firms. For this RFQ, respondents should offer strong arguments for its company's selection, as it is the City's intent to execute contracts with sufficient firms to ensure availability of qualified staff when requested. Use of these contracts is dependent on available funding. Whenever the City determines the appropriateness of using contract staff, the City will generally announce its intention to use contract staff through issuance of a request for resumes to all contracted vendors. The City, at its discretion, reserves the right to contact a single vendor in situations which, without limitation, require the services of an individual who possesses very specialized abilities and/or which involves selection and possibly relocation of selected contract staff and/or when time is of the essence.

II. SCOPE OF WORK

The Respondents selected under this RFQ and awarded a resulting contract ("Contractor") shall provide contract personnel to assist the City in the performance on an ITA approved work project.

The contract personnel to be provided shall have experience and capability to perform the following types of services as the City may require:

- **Skill Category I – Application Design/Programming**
 - Design, develop, install and support of information technology (IT) applications, including but not limited to custom applications, enterprise resource planning (ERP) systems, customer relationship management (CRM) systems, IoT device applications, social media, content management (CMS), Artificial Intelligence (AI), and other IT platforms.
 - Design and develop user interfaces, application programming interfaces (API), web designs, and functional/technical designs.
 - Perform application configuration and migration implementation.
 - Develop and execute test plans.
 - Troubleshoot and resolve system issues.
 - Perform business and systems analysis to facilitate and coordinate the development of technology solutions to meet departmental business and operational requirements and evaluate technology alternatives.

- **Skill Category II – Systems Programming and Infrastructure Operations Support**
 - Design, develop, install, administer and support stability and efficiency of complex control software, network systems, data communications systems, mainframe, virtual servers, storage systems and cybersecurity.
 - Design, implement and maintain cloud instances addressing application, security and general computing needs.
 - Configure and manage large multi-segmented networks, manage and optimize control, network system performance and interoperability.
 - Perform daily operational support in a computer data processing environment.

- **Skill Category III – Database Design/Data Analysis and Data Management**
 - Design, develop, implement and maintain workgroup and enterprise databases and data administration and management processes which ensure the availability, integrity and efficient integration of data used by many applications.
 - Design logical and physical databases, create databases, develop stored procedures, performance tuning, perform database backups and restores, assist with data integration and data mapping, develop data validation and tuning tools and procedures, and troubleshoot and resolve database issues.
 - Collect, organize, and map datasets; identify, gather, and refine context-based data; and perform analysis using statistical

methods, predictive algorithms, machine learning languages, visualization tools, and reasoning methods.

- **Skill Category IV – Project Management**

- Provide IT project management and auditing services such as developing project plans and project schedules, managing and tracking project activities and deliverables to ensure on-time, on-budget delivery of complex IT implementation and enhancement projects, or conducting project auditing or compliance review services.
- Assist in the development of Requests for Proposals, Requests for Qualifications, and contracts, developing project charters, defining, managing, and tracking project scope, cost, and schedule, preparing project status reports, identifying and resolving issues and mitigating project risks, and ensuring compliance with local, state, or federal regulations or guidelines.

III. SUBMISSION REQUIREMENTS

The City intends to execute contracts only with vendors that are willing to accept all terms and conditions of the Standard Provisions for City Services Contracts (**Appendix A**) in its entirety.

Respondents are required to submit an electronic file copy of the response in Adobe PDF format by uploading it through the Google Form at <https://forms.gle/ESfKuMkV4NTZKkvs6>. Each submission must include all applicable documents, forms, attachments, exhibits, and cover letter as detailed in Section IV, Response.

If Respondents wish to protect proprietary information contained within their response, they must also include an additional PDF copy with the confidential material totally blacked out from the text so that one copy is available as public material (see Section XII, Property of City/Proprietary Materials for more details).

All responses must be received by the deadline specified in this RFQ. Late responses will not be accepted and shall be returned to the Respondent unopened. The City reserves the right to determine the timeliness of all response submissions.

All responses shall be submitted to the address specified below no later than March 13, 2026, 3:00 PM (PT):

<https://forms.gle/ESfKuMkV4NTZKkvs6>

Respondents may withdraw their submitted response in writing at any time prior to the specified due date and time. A written request, on the Respondent's letterhead and

signed by an authorized representative of the Respondent, must be submitted to Tim Jennings at tim.jennings@lacity.org. After withdrawing a previously submitted response, the Respondent may submit another response at any time up to the response submission deadline.

A. FORMAT AND SUBMISSION REQUIREMENTS

All responses submitted shall be based on the material contained in the RFQ, attachments, addenda, and other material published by the City or ITA relating to this RFQ on the RAMP platform. The Respondent shall disregard any previous draft material and oral presentations that may have been obtained by the Respondent. Failure to adhere to this format may be cause for rejection of the response as non-responsive.

Each response shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

Responses shall be submitted in accordance with the requirements and format set forth in this RFQ and shall constitute acknowledgement and acceptance of all terms and conditions set forth herein. Any implied costs for services shall be itemized in the response. Exceptions with any of the terms and conditions set forth herein shall be itemized in the response. Failure to do so will be construed as acceptance of all RFQ provisions, requirements and specifications.

All responses must be submitted in typewritten English language. Respondents shall complete and return all applicable documents, including forms, attachments, appendices, addenda, and exhibits to this RFQ with their Response. The City may deem a Respondent non-responsive if the Respondent fails to provide all required documentation and copies.

Numerical data furnished herein shall use the U.S. dollar-foot-pound-second units of measurements, except where specified.

B. ACCURACY AND COMPLETENESS

The cover letter, response, and all attached documents must set forth accurate and complete information as required in this RFQ. Unclear, incomplete, and/or inaccurate documentation will not be considered. Falsification of any information in the response or accompanying documents may, at the City's discretion, result in disqualification of the Respondent from the selection process, or in termination of a contract, if discovered in the future. If a Respondent knowingly and willfully submits false performance or other data, the City reserves the right to reject the

Respondent's response. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFQ, the City reserves the right to terminate the contract for cause. Portions of a response that include content from this RFQ that have been altered in any manner must be footnoted and referenced in a separate appendix to the response.

C. CONTRACTUAL TERMS AND CONDITIONS

Respondents shall describe any special discounts, terms, conditions, warranties, or guarantees offered that should be included in the evaluation of the response.

D. CONFIDENTIAL INFORMATION

Responses submitted in response to this RFQ are subject to the California Public Records Act (CPRA), California Government Code §7922.000 et seq. If the Respondent claims that a portion of their submission contains information that they would like to protect from disclosure, they must follow the procedures set forth in Section XII, Property of City/Proprietary Material. The City will endeavor to notify a Respondent of any requests for their information. However, a Respondent may be required to seek a court determination of the protected status to protect against disclosure or when the City determines such determination is required or appropriate.

E. SIGNATURE REQUIREMENTS

The response and cover letter, as well as all documents, forms, attachments, appendices, and exhibits must be signed by a representative or officer of the Respondent. That representative shall have authority to bind the Respondent to all provisions of the response, the RFQ, any subsequent changes, and to the contract if an award is made. Consortiums, joint ventures, or teams submitting responses will not be considered responsive unless it is established that all contractual responsibility rests solely with one Respondent or one legal entity. The response must identify the responsible entity.

If the Respondent is a partnership, the response and cover letter must be signed in the name of the partnership by a general partner. If the Respondent is a corporation, the response and cover letter must be signed on behalf of the corporation by two (2) authorized officers (a Chairman of the Board, President, or Vice-President and a secretary, treasurer, or chief financial officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.

Electronic signatures that comply with California's electronic signature laws will be accepted on all documents and forms.

F. INFORMATION REQUESTED AND NOT FURNISHED

The information requested and the manner of submission are essential to permit prompt evaluation of all responses. Accordingly, the City reserves the right to declare as non-responsive and reject any responses in which information is requested but is not furnished or when a direct or complete answer is not provided.

G. ALTERNATIVES

Respondents shall not change any wording in the RFQ or associated documents. Any explanation or alternative offered shall be submitted in a letter attached to the front of the response documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Responses offered subject to conditions and/or limitations may be rejected as non-responsive.

H. MULTIPLE RESPONSES

Respondents may not submit multiple responses in response to this RFQ.

I. RESPONSE ERRORS

Respondent is liable for all errors or omissions incurred by Respondent in preparing the response. A Respondent will not be allowed to alter its response documents after the due date for submission.

J. WAIVER OF MINOR ADMINISTRATIVE IRREGULARITY

The City reserves the right at its sole discretion to waive administrative irregularities or informalities contained in any response if it is deemed to be in the best interests of the City.

K. ADDENDUM(A)

ITA reserves the right to issue addendum(a) to this RFQ that may add additional requirements to be considered responsive. All Respondents must acknowledge addendum(a) issued as a result of any change in this RFQ. Failure to indicate receipt of addendum(a) may result in a response being rejected as non-responsive.

L. PERSONNEL INFORMATION REQUIREMENTS

In general, persons performing the types of tasks described in Section 2. Scope of Work must have, at a minimum, a bachelor's degree from a recognized four-year

college or university; course work in information systems, computer engineering, or computer science may also be required. In addition, two or more years of full-time paid experience in one or more specific technical areas is required.

In general, persons performing the types of tasks described in Section 2. Scope of Work must have one or more years of full-time paid experience in the operation of distributed business applications with multiple media storage devices and a teleprocessing network or in the processing and controlling of computer-based information systems.

Respondent shall include the names of all key personnel and sample resumes who are employed by the Respondent and who would be assigned to perform services pursuant to a contract. The selected Respondent shall utilize only experienced, responsible, and capable people in the performance of the work. The selected Respondent shall remove from the job its employees who endanger persons, property, or whose continued service under contract is inconsistent with the interests of the City as may be determined by the City.

The City will only consider firms who employ contract staff as common law employees for income and employment tax purposes. The response must include a statement confirming W-4 employment status of contract employees. Contract staff may be required to perform work in person, remotely, or a hybrid arrangement, depending on the needs of the requesting Department. Work location requirements will be included in each task order solicitation. For all projects, contract staff are prohibited from performing any work or accessing City systems, networks, or data from outside the United States. All contract staff must be physically located within the United States while assigned to a City project. Any exception to this requirement requires advance written approval from the ITA General Manager, must be explicitly identified when such contract staff is proposed, and shall not be permitted after project assignment.

Respondent shall designate a Contract Liaison/Representative with full authority to administer the contract of the Respondent.

Respondent shall also provide an organizational chart of its company, depicting its parent company, subsidiaries and subdivisions if any, plus relationships to such other companies.

The chart shall also illustrate the chain of command from the head of the company to the Contractor Liaison/Representative.

M. COST OF RFQ

The City is not responsible for any costs incurred by the Respondent while preparing and submitting responses. All costs of response preparation shall be borne by the Respondent. The City shall not, in any event, be liable for any pre-contractual expenses incurred by Respondents in the preparation and/or submission of the responses. Responses shall not include any such expenses as part of the proposed budget.

N. RESPONDENT'S ADDRESS

The address given in the response shall be considered the legal address of the Respondent and shall be changed only by written notice to the City. The Respondent shall supply an address to which certified mail can be delivered. The delivery of any communication to the Respondent personally, or to such address, or the depositing in the United States Mail, registered or certified with postage prepaid, addressed to the Respondent at such address, shall constitute a legal service thereof. Also, telephone numbers, and email addresses must be provided.

O. CITY BUSINESS TAX REGISTRATION CERTIFICATE (BTRC)

The selected Respondent will be required to provide evidence of a valid Business Tax Registration Certificate (BTRC) issued by the City of Los Angeles. The selected Respondent shall obtain and keep current, a BTRC and all such certificates required of it, and shall not allow any such certificate(s) to be revoked or suspended while any contract is in effect. The Office of Finance administers this program. They are located at City Hall 200 N. Spring St, Room 101, Los Angeles, CA 90012. Their phone number is (844) 663-4411. Forms and instructions can be accessed via the internet at <https://finance.lacity.org>. The selected Respondent will be required to submit a completed W-9 form, a completed Form 590, and provide a copy of the valid Business Tax Registration Certificate.

P. RECORD RETENTION PRACTICES

Respondent must provide a detailed description of its record and retention practices. This section shall include information pertaining to the nature of documentation utilized by the Respondent (electronic, logs, files, etc.), the type of information retained in each file, the procedures for physically maintaining all active and closed files, and a description of long-term storage practices.

Upon selection for interview, Respondents may be requested to provide sample documentation reflecting record-retention practices utilized by the firm in their standard course of providing service. Sample documentation should reflect

matters that took place at least one year prior to the date of interview, and be properly redacted to preserve any confidentiality with existing/prior clients.

IV. RESPONSE

All Respondents must submit their response online in PDF format (including all forms, attachments, appendices, and exhibits unless otherwise directed). Respondents' submissions must be received by ITA at the address specified below **no later than March 13, 2026 at 3:00 PM (Pacific Time)**.

All responses to this RFQ should be submitted through the Google web form at:

<https://forms.gle/ESfKuMkV4NTZKkvs6>

Each page (excluding charts and drawings) shall be typed double-spaced using 12-point font.

A. RESPONSE FORMAT

Each Respondent shall provide the following information in their response:

RESPONSE FORMAT	
1.	Response
	a. Cover Letter
	b. Table of Contents
	c. Executive Summary
	d. Respondent's Narrative Response
	e. Joint Ventures
	f. Proposed Rate Structure
	g. Submittal
2.	General Requirements/Appendices
3.	Receipt of Addendum(a)

1. Response

The response shall be submitted through the Google Form listed above as a single PDF-format file that includes the following:

a) Cover Letter

The response must be accompanied by a cover letter limited to two pages that references the title of this RFQ, contains a general

statement of the purpose for submission, and includes the following detailed company information:

- Full legal name of the Respondent;
- Legal business status (individual, partnership, corporation, etc.), address, and telephone number of the Respondent;
- If Respondent is a corporation, partnership, LLP, LLC, etc., identify the state under whose laws Respondent is organized. Otherwise, if Respondent is an individual, identify the state where Respondent is domiciled;
- Name, title, address, email address, and telephone number of the person or persons authorized to represent the Respondent in order to enter into negotiations with the City with respect to the RFQ and any subsequent awarded contract. The cover letter must also indicate any limitation of authority for any person named.
- Acceptance of Standard Provisions for City Services (Appendix A). Respondent must include a statement that reads as follows:

“(Insert Full legal name of the Respondent) has carefully read, understands and accepts all terms and conditions of the Standard Provisions for City Services Contracts (Rev 1/25)[v.2] (Appendix A) without revision, in their entirety.”

This statement shall be signed by a person(s) authorized to bind the company to all commitments made in the response.

The City may deem a response nonresponsive if modifications to the Standard Provisions are requested.

- The following confidential information statement to indemnify the City from any claim or liability as stated in Section XII, Property of City/Proprietary Material, shall be included in the response cover letter if the response contains information that Respondent would like to protect from disclosure:

"This Respondent 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 its or the City's refusal to disclose any information this Respondent claims as

copyrighted material, trade secrets, or other proprietary information that is protected from disclosure to any person making a request therefore."

A representative or officer of the Respondent must sign the cover letter, all documents, forms, attachments, appendices, and exhibits. That representative shall have been authorized to bind the Respondent to all provisions of the RFQ and any subsequent changes to the contract, if an award is made.

b) Table of Contents

The response shall include a table of contents that must identify the information set forth therein by sequential page numbers and section reference numbers.

c) Executive Summary

The executive summary shall be placed after the table of contents and shall provide a narrative overview of the Respondent's qualification and experience in meeting the objectives and goals of this RFQ and resulting contract.

d) Respondent's Responses

Respondent's responses in narrative format must include the following:

1. What makes Respondent's company unique? Include any ideas or innovations which make the firm a leader in the field.
2. A description of Respondent's pre-screening procedures used to adequately determine the suitability of referrals for specific positions, including the methodology for determining that candidates' skills levels are appropriate for specific identified positions.
3. A total count of the current number of personnel resources available for each of the service descriptions listed in Section 2. Scope of Work. Count each personnel resource only once, even if they could fill more than one listed role. The cumulative count should include all personnel resources

available. Count only personnel resources who are available to work in the Los Angeles area.

(a) Respondents are not required to provide personnel resources in all categories.

4. In order to evaluate Respondents' qualifications and experience, as set forth in this RFQ, all responses submitted in response to this RFQ must include detailed information regarding applicable experience, in the metropolitan Los Angeles area, including but not limited to, the following:

(a) A detailed description of Respondents' qualifications and experience in providing services similar to those proposed in this RFQ within the past five (5) years; and,

(b) A representative list, minimum of three (3) clients for which the Respondent has provided services, within the past five (5) years, similar to those proposed in the RFQ. References must include a contact name, email address, and telephone number of an individual familiar with the described services.

Reference information must be submitted in the spreadsheet included in Appendix N.

5. Provide sample resumes of individuals that are representative of Respondent's company for the service descriptions listed in Section 2. Scope of Work for which the Respondent has personnel resources. Provide at least three (3) sample resumes per each Skill Category below. Provide a separator sheet with the text of each skill set category (listed below) and place the resumes behind the appropriate separator sheet. If the Respondent does not have the required resumes for a particular skill set category, place a page indicating "No resources available at this time" or "Number of required resumes not met - X" behind the appropriate separator sheet where "X" is the number of resumes submitted. The skill set categories are as follows:

- Skill Category I - Application Design/Programming
- Skill Category II - Systems Programming and Infrastructure Operations Support
- Skill Category III - Database Design / Data Analysis and Data Management
- Skill Category IV - Project Management

e) Joint Ventures

Any response that is a joint venture must submit the qualification documentation requested herein for each member of the joint venture.

f) Proposed Rates Structure

1. Rate Structure – Individual Contractor Rates

All responses must include a detailed fee schedule indicating the hourly fee range the City would be charged for each skill set category listed in Section 2. Scope of Work. The fee range shall be categorized as Proficient (lowest rate) to Advanced (highest range). Proficient is defined as a personnel resource that can satisfactorily provide the required services and experience with less than two years of experience in the specific area of expertise required. Advanced is defined as having extensive experience, significant knowledge, is considered an expert in the specific area of expertise, and can perform those duties with little or no supervision or guidance. **Rate Structure information must be submitted in the spreadsheet included in Appendix N.**

2. Benefits - Respondents must specify the benefits they provide for their employees that are included in the Respondent's employment package with its personnel resources, such as vacation, sick time, holidays, medical insurance, 401k, etc. **Overhead cost information must be submitted in the spreadsheet included in Appendix N.**

3. Rate Justification - Provide a discussion of the methodology used for setting rates, including the types of items included in overhead charges. List all factors used to determine final bill rate. Of particular interest are the calculations used to get from the hourly rate paid to the Respondent's employee to the rate charged to the City.

The differential between the hourly rate paid to the Respondent's employee and the rate charged to the City will be a factor in the evaluation and this table will be included in the awarded contracts.

2. Submittal and General Requirements

In order for a response to be considered responsive and qualify for further evaluation, all requested submittal and general requirements described in Section III. Submittal Requirements & Section XII. General Requirements, including the Appendices A-M herein, must be completed, signed and labeled accordingly. Appendices B, D, F, G, J, K, M, and N must be submitted as separate PDF-format files through the Google form with the rest of the response. The affidavits contained in Appendices E and I will be submitted through RAMP.

RESPONDENTS ARE STRONGLY ENCOURAGED TO READ THE GENERAL REQUIREMENTS CAREFULLY AND TO PROVIDE ALL REQUESTED INFORMATION.

Additional information regarding General Requirements may be obtained by submitting a question at the Google Form found at <https://forms.gle/XQonHBq6MAcWsVBk7>.

3. Receipt of Addendum(a)

Respondents are required to complete and submit the receipt for all Addenda issued by the City in a single PDF-format file through the Google form with the rest of their response or it may be deemed non-responsive and result in its rejection. Any and all Addenda will be posted on the Regional Alliance Marketplace for Procurement (RAMP) website, which may be found at <https://rampla.org>. See Section VI.B for more information.

V. EVALUATION

After receipt of response, but prior to award, the City may require the Respondent to submit additional information, including a presentation with a question and answer period.

The City may consider any response that does not contain a statement in the cover letter confirming Acceptance of Standards Provisions for City Services Contract non-responsive.

The City, at its option, may reject any and all responses submitted in response to this RFQ, or waive any administrative irregularities, or waive any informality in a response when to do so would be to the advantage to the City or its taxpayers

The successful response(s) will not necessarily be those that set forth the lowest price. Responses will be evaluated by a Response Review Committee based on the evaluation criteria specified below.

The City shall perform an initial responsiveness review to determine compliance with the Submission Requirements as defined in Section IV and General Requirements in Section XII. Responses that are deficient in meeting the minimum qualifications at the time of submittal shall be deemed non-responsive to this RFQ.

Responses that meet all the requirements for the initial responsiveness review shall be evaluated and scored based on the following Evaluation Criteria herein:

A. EVALUATION CRITERIA

In determining the successful Respondent, the City will utilize a point scoring method. Points will be assigned by the evaluation team and will be averaged to determine a final score. The maximum score for any response shall be one hundred (100) points. Maximum point values are allocated as follows:

	EVALUATION CRITERIA	Weight (%)
1.	Company Experience & Client References <i>Refer to Sections IV.A.1.d.1 and IV.A.1.d.4.</i>	20
2.	Ability to recruit and provide contractor staff (includes pre-screening, selection methodology, etc.) <i>Refer to Sections IV.A.1.d.1, IV.A.1.d.2, IV.A.1,d,3, and IV.A.1.d.5.</i>	20
3.	Qualifications of contractor staff (based on resumes, quality of candidates, etc.) <i>Refer to Section IV.A.1.d.3 and IV.A.1.d.5.</i>	30
4	Contract Rates and Fees <i>Refer to Section IV.A.1.f.</i>	30
	Total	100
	Additional bonus for Local Business Preference Program (LBPP) may apply, with a maximum of 12 points. Please refer to Appendix L for details on how the points are calculated.	12
	Total	112

1. Company Experience & Client References (20 Points)

The Respondent's response to Sections IV.A.1.d.1 and IV.A.1.d.4 shall constitute the basis of this category's scoring.

2. Ability to recruit and provide contractor staff (includes pre-screening, selection methodology, etc.) (20 Points)

The Respondent's response to Sections IV.A.1.d.1, IV.A.1.d.2, IV.A.1.d.3, and IV.A.1.d.4 shall constitute the basis of this category's scoring.

3. Qualifications of contractor staff (based on resumes, quality of candidates, etc.) (30 Points)

The Respondent's response to Section IV.A.1.d.3 and IV.A.1.d.4 shall constitute the basis of this category's scoring.

4. Contract Rates and Fees (30 Points)

The Respondent's response to Section IV.A.1.f shall constitute the basis of this category's scoring.

VI. COMMUNICATION

A. GENERAL COMMUNICATION BEFORE RESPONSE DEADLINE

All general communications regarding the RFQ or request for additional information from potential Respondents to the RFQ shall be submitted through the "Citywide Information Technology Professionals RFQ Questions" web form at <https://forms.gle/Rnue2GfYf4L3AZB28>. The City will respond to any Respondent-submitted questions in writing and post them on the RAMP website at <https://rampla.org> for all Respondents to review.

Questions or comments regarding this RFQ submitted after the deadline date for questions will NOT be answered. **Questions must be received in writing no later than February 27, 2026 by 12:00 Noon (PT).**

B. CLARIFICATIONS AND ADDENDA

The City may modify the RFQ or the RFQ process at any time. Responses to questions, and any changes in the process or updates to the schedule above will be posted on the Regional Alliance Marketplace for Procurement (RAMP) at <https://rampla.org>. (Search for opportunities from Department "Information Technology Agency.")

If a determination is made that a clarification or change to the RFQ document is required, or if the City obtains additional information that the City deems may be useful to Respondents, a written addendum will be posted on the website noted above. Respondents are responsible for obtaining all RFQ materials. A Respondent interested in receiving a notice of changes should register as a vendor on RAMP with the NAICS codes for this opportunity. While those registered on RAMP should receive notice of any clarifications or addenda, Respondents are strongly encouraged to regularly visit the opportunity's listing to check for updates.

C. PROHIBITION OF COMMUNICATION DURING EVALUATION PERIOD

After the submission of responses and continuing until a contract has been awarded, all City personnel involved in the project will be specifically directed against holding any meetings, conferences, or technical discussions with any Respondent, regarding the RFQ, except as provided in the RFQ. Respondents shall not initiate communication in any manner with City personnel regarding this RFQ or the responses during this period of time, unless authorized, in advance, by the City or ITA. Failure to comply with this requirement may automatically terminate further consideration of that Respondent's response. This is not intended to prevent current contractors from conducting ongoing business under existing contracts.

VII. RFQ SCHEDULE

This schedule indicates estimated dates for the RFQ and contracting process. The City reserves the right to adjust this schedule as necessary.

DATE	EVENT
January 27, 2026	Release of RFQ
February 27, 2026 Friday by Noon (PT)	Deadline for questions. Submit questions through web form at: https://forms.gle/XQonHBq6MAcWsVBk7 .
March 13, 2026 Friday by 3:00 PM (PT)	RFQ RESPONSES DUE. Submit through web form at: https://forms.gle/ESfKuMkV4NTZKkvs6

VIII. AWARD OF CONTRACT

Prior to award of the contract, the successful Respondents may be required to attend negotiation meetings. The purpose of the meetings will be to discuss and negotiate contract requirements, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving, and payment procedures, etc., in order to ensure successful administration of the contract.

The City may award a contract on the basis of responses submitted, without discussions, or may negotiate further with those Respondents within a competitive range at the sole discretion of the City. Responses should be submitted on the most favorable terms the Respondent can provide.

In the event that one or more contracts are awarded, ownership and title of all reports, documents, plans, drawings, specifications, and estimates produced as part of the contract will automatically be vested in the City of Los Angeles, and no further agreement will be necessary to transfer ownership to any City entity.

A. EXECUTION OF CONTRACT

A response to this RFQ is a legally binding offer to contract with the City based upon the terms, conditions, service level agreement and specifications contained in the response submitted. A contract will be formed when ITA awards the contract to the selected Respondent.

The Respondent to whom a contract is awarded shall be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFQ and the response, or any part thereof, will be incorporated into and made a part of the final contract. However, the City reserves the right at its sole discretion to further negotiate the terms of the contract with the selected Respondent. All work assigned to the Respondent under a resulting contract will be subject to available funding, and no minimum level of work or funding is guaranteed. The contract will, in any event, include fixed prices to be paid by the City for the Respondent to perform the services as provided herein under "Services Required."

Any contract made pursuant to this RFQ must be accepted in writing by the Respondent.

The Standard Provisions for City Contracts (Rev. 1/25)[v.2] (Appendix A) will be incorporated and made part of the final contract. It is City policy that the terms and conditions of the Standard Provisions for City Contracts apply in their entirety to

City contracts. The City reserves the right to negotiate any such terms and conditions in its sole discretion as it deems is in the best interest of the City.

B. INSURANCE

After the award of the contract but before work commences, the selected Respondent must submit proof of insurance (ACORD certificate) to the Risk Manager electronically at <https://kwikcomply.org/>. Insurance requirements for the services requested in this RFQ are described in Exhibit 1 of the "Standard Provisions for City Contracts" (Appendix A). The Acord certificate must be updated in Kwik Comply for the life of the contract.

C. PAYMENT TERMS/COMPLETED INVOICES

The City's payment terms are payment within thirty (30) days. Payment may be sooner where cash discounts are offered for early payment. In no event will payment be made prior to the City's verifying and approving: 1) the services were received; 2) the work was approved, and; 3) a proper invoice has been submitted.

A proper invoice shall include, but may not be limited to:

- Vendor name and remittance address;
- Vendor invoice number and date of invoice;
- City's work/Job Order service request number;
- Inclusive dates of service;
- Requesting City department name and address;
- Payment term, total due, fixed price, and due date;
- The actual number of hours worked to perform the services, including materials and deliverables purchased by Contractor;
- If materials and deliverables are purchased by Contractor in order to perform the requested communication services, a copy of the packing slip and invoice shall be attached to the invoice;
- Any equipment rented shall only be invoiced for the actual cost of rental. A copy of the rental receipt showing the amount paid by the contractor shall be provided when invoicing;
- City contract number, the Contractor's State of California Sales and Use Tax Permit Number, and City of Los Angeles Business Tax Registration Certification (BTRC) Number;
- Summary of Name, Title, Hours, Rate, and Total Due for personnel working the time;
- Copies of actual timesheets supporting the charges, indicating date and hours worked by Demand number;
- Certification by a duly authorized officer of Contractor;

- Discounts and terms (if applicable);
- Remittance address (if different from Contractor address).

D. CONTRACTOR PERFORMANCE EVALUATION

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of 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 a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City may use the final City evaluation, and any response from the Contractor to evaluate responses and to conduct reference checks when awarding other personal services contracts.

E. MULTIPLE CONTRACTS

The City may award multiple contracts as a result of this RFQ. The Respondents to whom contracts are awarded shall be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFQ, the Standard Provisions for City Contracts (Rev. 1/25)[v.2] (Appendix A) and the response, or any part thereof, will be incorporated into and made a part of the final contract. However, the City reserves the right at its sole discretion to further negotiate the terms of the contract with the selected Respondent(s). All work assigned to a Respondent under a resulting contract will be subject to available funding, and no minimum level of work or funding is guaranteed.

IX. PROTEST

All Respondents will be afforded the opportunity to protest the awarding of a contract under this RFQ. Any protest must be submitted in writing to the ITA General Manager at the address shown below within fourteen (14) calendar days of <https://rampla.org> electronically notifying Respondents of a change in the RFQ status to "bidder selected."

The procedure and time limits set forth in this paragraph are mandatory and are the Respondents' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

At a minimum, any written protest document must include the following:

- Name, address, email address, and telephone number of the protesting party;

- Name and number of this RFQ;
- Name, address, email address, and telephone number of the person representing the protesting party;
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest;
- Request for a ruling from the ITA; and
- Statement as to the form of relief requested.

Protests and attached documentation must be sent to the following address:

**Ted Ross, General Manager
INFORMATION TECHNOLOGY AGENCY
200 North Main Street, Room 1400
Los Angeles, CA 90012**

After the receipt of a timely written protest, the City, at its sole discretion, may require the protesting party, and/or any other Respondent to submit additional information and/or to meet in person with City personnel.

The ITA General Manager or their designee will consider the Response Review Committee's recommendation for awarding a contract, together with all timely written protests and other pertinent information, and will select the Respondent(s) to be awarded the contract and notify all Respondents of the final selection.

X. TERM OF CONTRACT

The term of the resulting contract shall be 5 years with 1 additional two-year option to extend at the City's sole discretion.

XI. GENERAL REQUIREMENTS

Respondents are required to comply with all the requirements included in this section. All materials or services supplied by the Respondent shall conform to the applicable requirements of the City Charter, City ordinances, and State law, as well as conforming to the requirements contained in this RFQ. All forms and/or exhibits included in this RFQ must be signed and submitted with their response where applicable. Please note that, in addition to being completed and submitted with your response, several of these required documents must be completed by the Respondent and uploaded at <https://rampla.org>.

A. STANDARD PROVISIONS FOR CITY CONTRACTS (APPENDIX A)

The Standard Provisions for City Contracts (Rev. 1/25) [v.2] (Appendix A) will be incorporated and made a part of the final contract. It is City policy that the terms and conditions of the Standard Provisions for City Contracts apply in their entirety to City contracts. The City may deem responses nonresponsive if modifications to the Standard Provisions are requested.

B. NON-DISCRIMINATION, EQUAL EMPLOYMENT PRACTICES & AFFIRMATIVE ACTION PROGRAM

Respondents are advised that any contract awarded pursuant to this RFQ process shall be subject to the applicable provisions of Los Angeles Administrative Code Section ("LAAC") 10.8.2., Non-discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4 Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contains similar language shall be made available to the Office of Contract Compliance upon request.

Respondents seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at <https://bca.lacity.org>.

C. EXECUTIVE DIRECTIVE 35 COMPLIANCE

Respondents are advised, pursuant to Executive Directive 35, if a Respondent 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.

D. DECLARATION OF NON-COLLUSION (APPENDIX D)

Pursuant to the LAAC, Division 10, Chapter 1, Article 2, Section 10.15, each response must include the declaration from the Respondent that the response is genuine, and not a sham or collusive, or made in the interest or on behalf of any person, and that the Respondent has not directly or indirectly induced or solicited any other Respondent to submit a sham response/bid, or any other person, firms, or corporation to refrain from bidding and that the Respondent has not sought by collusion to secure for himself/herself an advantage over any other Respondent.

Respondents must complete and submit the Declaration of Non-Collusion, which is included in Appendix D, signed by an officer authorized to bind the Respondent with the response. **Failure to submit this declaration with the response may render the response non-responsive and may result in its rejection.**

E. EQUAL BENEFITS ORDINANCE (EBO) (APPENDIX E)

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Respondents are required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the Regional Alliance Marketplace for Procurement (RAMP) at <https://rampla.org>. Respondents are responsible for creating a RAMP profile and completing and submitting the affidavit. (See the following section for details about the FSHO.)

Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Respondents shall complete and submit the Equal Benefits Ordinance Compliance Affidavit, available at <https://rampla.org> for award of a City contract that exceeds \$25,000. The affidavit shall be valid for a period of three years from the date it is first uploaded onto RAMP. Respondents do not need to submit supporting documentation with their responses. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO Affidavit.

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

A sample of the EBO/FSHO affidavit is included in Appendix E. However, **Respondents must download the form from <https://rampla.org>, complete, and upload the form by the response due date or their responses may be deemed non-responsive.**

F. FIRST SOURCE HIRING ORDINANCE (FSHO) (APPENDIX E)

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Respondents are required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on <https://rampla.org>. Respondents are responsible for creating a RAMP profile and completing and submitting the affidavit. (See the section above for additional details about the EBO.)

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All Respondents shall complete and electronically sign the FSHO Compliance affidavit available at <https://rampla.org> for award of a City contract. The affidavit shall be valid for a period of three years from the date it is first uploaded on RAMP. Sample affidavits can be found in Appendix E.

Respondents seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's website at <https://bca.lacity.org>.

A sample of the EBO/FSHO affidavit is included in Appendix E. **However, Respondents must download the form from <https://rampla.org>, complete, and upload the form by the response due date or their responses may be deemed non-responsive.**

G. PLEDGE OF COMPLIANCE WITH CONTRACTOR RESPONSIBILITY ORDINANCE (APPENDIX B) AND CONTRACTOR RESPONSIBILITY ORDINANCE QUESTIONNAIRE (APPENDIX F)

Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO).

All Respondents shall complete and return, with their response, the Pledge of Compliance with the Contractor Responsibility Ordinance (Appendix B) and the Contractor Responsibility Ordinance Questionnaire (Appendix F). Sample forms

are provided in Appendices B and F respectively; however, the most recent forms must be downloaded at <https://bca.lacity.org/ordinances>. **Failure to submit the completed Questionnaire and Pledge with the response may result in the response being deemed non-responsive.**

H. LIVING WAGE ORDINANCE AND WORKER RETENTION ORDINANCE (LWO/WRO) (APPENDIX G)

Unless approved for an exemption, contractors under contracts 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, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Worker Retention Ordinance (WRO). Respondents shall refer to Appendix G for further information regarding the requirements of the Ordinances.

Respondents who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their response. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501(c)(3) Non-Profit Exemption Application (Form OCC/LW-28), and Non-Coverage Determination Application (Form OCC/LW-29). The List of Statutory Exemptions, the Application and the Certification are included in the Appendix G. Otherwise, the Living Wage Ordinance forms LW 18 and LW 6 will be required from the selected Respondent. Please download the form(s) from <https://bca.lacity.org/LWO%20Printable%20Forms> and include the completed form(s) with your response. All Living Wage Ordinance forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at <https://bca.lacity.org>. **Failure to return the completed forms with the response may result in the response being deemed non-responsive.**

I. DISCLOSURE ORDINANCES AFFIDAVIT (APPENDIX I)

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 RFQ 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 at <https://rampla.org>. Respondents will be required to register on RAMP in order to access the new compliance affidavit web form. The web form can be found by clicking on the "Profiles" tab. Scroll to the "Company Profile" section and click on "Compliance Documents." **The web form must be completed and submitted by the time of RFQ submission or your response will be deemed non-responsive.**

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

A sample of the affidavit is included in Appendix I. Respondents must download the actual form from <https://rampla.org>.

J. LOS ANGELES MUNICIPAL LOBBYING ORDINANCE (APPENDIX J)

The Los Angeles Municipal Lobbying Ordinance (Municipal Code, Section IV8.09) requires all service contracts with a value greater than \$25,000 and a term of at least three months to submit with its response a certification, on a form (CEC Form 50) proscribed by the City Ethics Commission, that the Respondent acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance, if the Respondent qualifies as a lobbying entity. Respondents must submit a completed CEC Form 50 (a sample form can be found in Appendix J) to the awarding authority at the same time the response is submitted. **Failure to return the completed form with the response may result in the response being deemed non-responsive.**

A sample of the affidavit is included in Appendix J. The most recent form must be downloaded from <https://ethics.lacity.org/contracts/bidders/>.

K. COMPLIANCE WITH LOS ANGELES CITY CHARTER SECTION 470(C)(12) (APPENDIX K)

Persons who submit a response to this solicitation are subject to Charter Section 470(c) (12) and related ordinances. As a result, Respondents 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 response until either the contract is approved or, for successful Respondents, 12 months

after the contract is signed. The Respondent'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.

Respondents must submit a completed CEC Form 55 (a sample form can be found in Appendix K) to the awarding authority at the same time the response is submitted. **Failure to submit the completed form with the response may result in the response being deemed non-responsive.** The form requires Respondents to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Respondents must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Respondents who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or <https://ethics.lacity.org/>.

The Contract resulting from this RFQ will contain a provision read as follows:

“The Contractor, Subcontractors, and their Principals are obligated to fully comply with City of Los Angeles Charter Section 470(c) (12) and related ordinances, regarding limitations on campaign contributions and fundraising for certain elected City officials or candidates for elected City office if the contract is valued at \$100,000 or more and requires approval of a City elected official. Additionally, Contractor is required to provide and update certain information to the City as specified by law. Any Contractor subject to Charter Section 470(c) (12) shall include the following notice in any contract with a subcontractor expected to receive at least \$100,000 for performance under this contract:

“Notice Regarding Los Angeles Campaign Contribution and Fundraising Restrictions

“As provided in Charter Section 470(c) (12) and related ordinances, you are a subcontractor on City of Los Angeles contract # _____ . Pursuant to City Charter Section 470(c) (12), subcontractor and its principals are prohibited from making campaign contributions and fundraising for certain elected City officials or candidates for elected City office for 12 months after the City contract is signed. Subcontractor is required to provide to

Contractor names and addresses of the subcontractor's principals and contact information and shall update that information if it changes during the 12-month time period. Subcontractor's information included must be provided to Contractor within 5 business days. Failure to comply may result in termination of the contract or any other available legal remedies, including fines. Information about the restrictions may be found at the City Ethics Commission's website at <https://ethics.lacity.org/> or by calling (213) 978-1960."

Contractor, Subcontractors, and their Principals shall comply with these requirements and limitations. Violation of this provision shall entitle the City to terminate this Agreement and pursue any and all remedies available at law. The most recent version of the form must be downloaded at <https://ethics.lacity.org/contracts/bidders/>.

L. LOCAL BUSINESS PREFERENCE PROGRAM (APPENDIX L)

Respondents are advised that any response 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 Response's final score under certain conditions.

If applicable, Respondents may choose to complete and upload the LBPP Application/Renewal Form available on RAMP at www.RAMPLA.org before the response submission deadline. The City may request supporting documentation to verify qualification for designation as a Local Business. Only those Respondents who apply and qualify for a Local Business designation (or otherwise qualify by using a qualified Local Subcontractor) by the RFQ due date will be eligible for additional points that can be awarded under the ordinance.

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

The Local Business Preference Program Ordinance requirements can be found in Appendix L.

M. IRAN CONTRACTING ACT OF 2010 (APPENDIX M)

In accordance with California Public Contract Code Sections 2200-2208, a Respondent submitting a response to this RFQ for goods and services estimated

at \$1,000,000 or more is required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit" attached as Appendix M. **Failure to complete and submit this affidavit with the response may result in the response being deemed non-responsive.**

XII. PROPERTY OF CITY/PROPRIETARY MATERIAL

Responses submitted in response to this RFQ are subject to the California Public Records Act, California Government Code Section 7922 et seq. If the Respondent claims that a portion of its submission contains information that it would like to protect from disclosure, it must include that notification in its response cover letter along with the following statement:

"This Respondent 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 it's or the City's refusal to disclose any information this Respondent claims as copyrighted material, trade secrets or other proprietary information that is protected from disclosure to any person making a request therefore."

Failure to include such a statement shall constitute a waiver of a Respondent's right to exemption from this disclosure. The City will endeavor to notify a Respondent of any requests for its information. However, a Respondent may be required to seek a court determination of the protected status to protect against disclosure or when the City determines such determination is required or appropriate.