

REQUEST FOR PROPOSALS

STATE MANDATE CLAIMS PREPARATION AND CONSULTING SERVICES



ISSUED BY

CITY OF LOS ANGELES

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

May 11, 2026

REQUEST FOR PROPOSALS (RFP) OVERVIEW

DATE ISSUED:	May 11, 2026
RAMP ID NUMBER:	229068
TITLE:	State Mandate Claims Preparation and Consulting Services
DESCRIPTION:	Prepare, file, and research the maximum allowable state mandate reimbursement claims for the City of Los Angeles (City). The Contractor will be required to provide City staff with legislation related to state mandates and Commission on State Mandate parameters and guidelines. The Contractor will assist City staff to determine what claims may be filed, gather costs data to support cost claims, as well as perform in-service training to designated departmental personnel. The Contractor will assist the City to identify and prepare incorrect reduction or test claims. It will also represent the City in the event of state audit of state mandate claims submitted on behalf of the City.
MANDATORY, VIRTUAL PROPOSERS CONFERENCE:	A Mandatory , virtual pre-proposal conference will be held on May 25, 2026 at 10:00 AM Pacific Time. Attendees are required to register at: LINK
PROPOSAL DEADLINE:	June 11, 2026 5:00 PM Pacific Time
PROPOSAL DELIVERY ADDRESS:	Please send electronic submissions via the Regional Alliance Marketplace for Procurement (RAMP) www.rampla.org under the opportunity no. 229068.
QUESTIONS:	Proposers may submit questions regarding the Request for Proposals (RFP) will be submitted and answered on the RAMP website at www.rampla.org . No individual responses will be provided. The deadline to submit questions is May 25, 2026 at 5:00 PM Pacific Time. The final question responses will be posted on RAMP on May 27, 2026.

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STATE MANDATE CLAIMS PREPARATION AND CONSULTING SERVICES

1.0 INTRODUCTION

The CITY of Los Angeles (“CITY”) is seeking proposals from one or more consultants, individuals, or firms to:

1. Prepare, file, and research the maximum allowable state mandate reimbursement claims for the CITY of Los Angeles. The CONTRACTOR will:
 - a. Notify CITY staff with legislation related to state mandates and the Commission on State Mandate (COSM) parameters and guidelines;
 - b. Assist CITY staff with determining the claims that may be filed, gather cost data to support cost claims, as well as perform in-service training to designated departmental personnel;
 - c. Assist the CITY in identifying incorrect reductions and preparing all relevant forms including incorrect reduction and test claim forms; and,
 - d. Represent the CITY in the event of state audit of state mandate claims submitted on behalf of the CITY.
2. The CONTRACTOR must be familiar with applicable federal, state, and municipal laws regarding the services to be provided pursuant to this RFP.

The issuing date for the RFP is **May 11, 2026**. A mandatory, virtual pre-submittal proposers conference is scheduled for **10 AM PDT on May 25, 2026, all questions are due by 5 PM PDT on May 25, 2026**. Potential applicants must register for a mandatory proposer’s conference at the following [LINK](#)., and failure to participate in the proposer conference will disqualify any subsequent solicitation for this opportunity.

The closing time and date for this RFP is **5 PM PDT on June 11, 2026**. Responses may be submitted at any time prior to the due date.

A panel will evaluate the proposals and make recommendations to the CAO for final selection. The CAO reserves the right to invite panelists from other CITY departments as necessary.

2.0 BACKGROUND

In 1979, California voters approved Proposition 4 (the Gann Limit) which, among other things, placed Article XIII B, Section 6, into the California Constitution. This section states that when the State of California requests any local government entity to carry out a new program or provide a higher level of service, the state shall provide funds to reimburse local governments for their costs.

In addition, Chapter 486, Statutes of 1985 (AB 1375, Knox), created a reimbursable mandate for the administrative costs associated with (1) filing an initial test claim; and (2) the process and procedures set forth by the state to obtain reimbursement for state mandated programs. Claimants are eligible for reimbursement for costs including preparing the final test claims as well as for employee salaries and benefits related to the reimbursement process.

3.0 TERMINOLOGY

The following terms shown below in bold print and quotes, whether used in this RFP or a CONTRACT resulting from this RFP, shall be defined and interpreted as follows:

“CITY” means the City of Los Angeles, California, a municipal corporation.

“CITY ADMINISTRATIVE OFFICER” or **“CAO”** means the City of Los Angeles’ Office of the City Administrative Officer.

“CONTRACT” means the particular CONTRACT awarded as a result of this RFP, and executed by the CONTRACTOR and CITY, of which this RFP, including the Standard Provisions for CITY CONTRACTS and Certifications, are a part.

“CONTRACTOR” means the person, partnership, agency, firm or corporation, to whom CITY awards a CONTRACT as a result of this RFP, and who is a party thereto.

“PROPOSAL” means a formal written response prepared and delivered in accordance with this RFP.

“PROPOSER” means a person/company that submits a PROPOSAL in response to this RFP. The PROPOSER must have the authority to submit the PROPOSAL on behalf of themselves or the company for which the PROPOSAL is submitted.

“REQUEST FOR PROPOSALS” or **“RFP”** means this document, which is used by the PROPOSERS as a basis for preparing and submitting their PROPOSAL.

“WORK” means services, labor, and/or materials provided to CITY according to CONTRACT provisions.

4.0 RFP AND CONTRACT ADMINISTRATOR

The CAO for the CITY, serves as the CITY’s Senate Bill (SB) 90 coordinator and desires to maximize reimbursements for costs incurred by various CITY departments in carrying out State of California mandated programs. The CAO serves as the administrative entity for this RFP. All questions regarding this RFP shall submitted on RAMP at the bottom of the opportunity listing. All invoices for payment shall be submitted to the City Department requesting the services from the CONTRACTOR and a copy to the CAO for review and payment.

5.0 TERM AND COST OF CONTRACT(S)

The initial CONTRACT period shall be for one year, with two additional one-year options to extend the Agreement, subject to CITY needs, availability of funds, and the CONTRACTOR’s satisfactory performance. The Proposer to whom a CONTRACT is awarded will be required to enter into a written CONTRACT with the CITY in a form approved by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final CONTRACT. However, the CITY reserves the right to further negotiate the terms and conditions of the CONTRACT with the selected Proposer.

The document titled “Standard Provisions for CITY CONTRACTs (Rev. 1/25) [v.2]” will be incorporated into and made a part of the final CONTRACT.

6.0 SCOPE OF SERVICES

Scope of Work

1. The CONTRACTOR shall assist the CITY in identifying and preparing state mandate claims consistent with the SB 90 claims process. Potential claims include but are not limited to the following:
 - a. Newly mandated programs or service levels as identified by the California Legislature, the courts, or through test claims filed by local jurisdictions with the COSM;

- b. Claims based on instructions provided by the State Controller, an annual and as-needed claiming process with specific deadlines used by local jurisdictions to pursue reimbursement for new or existing mandated costs for prior and current years; and
 - c. Claims based on the preparation and justification by local jurisdictions, which include documentation of all direct costs and the documentation of all indirect costs to the extent permitted.
2. The CONTRACTOR's role is to identify new state mandates approved by legislation and assist the CITY in its claims preparation activities, including those related to state audits. State mandated claims preparation services include, but are not limited to, the following on an as-needed basis:
- a. Perform and carry out, in a professional manner, services with respect to the preparation and filing of state mandate reimbursement claims with the State Controller in a manner consistent with the parameters and guidelines issued by the COSM and/or legislation, reasonable reimbursement methodology, or other determined methodology, for the following state mandate claims, including, but not limited to, Animal Adoption, Public Records Act, Open Meetings Act, and various law enforcement claims;
 - b. Conduct interviews and gather information on departmental and organizational costs incurred for mandated services. Meet with CITY departments regarding claims that can be filed, obtain raw data from departments, assist in gathering data to support cost claims, assist in development and preparation of time studies as needed, prepare claims that utilizes the CITY's Cost Allocation Plan rates, submit claims with all back up documentation to departments for review, make corrections as requested, provide departments with corrected claim forms and backup documents, submit claims to the respective departments for signature, and submit claims to the State Controller's Office by the filing deadline;
 - c. Perform in-service training to designated departmental personnel regarding SB 90 issues prior to submission of new or existing claims to the state;
 - d. Assist the CITY to identify, prepare, and file test claims in accordance with the State's requirements and procedures to file a test claim;
 - e. Provide the CITY with an annual list of potential test claims 60 days from date of the approval of the State budget;

- f. File new or first-time claims identified and approved by the Legislature or the COSM during the fiscal year and succeeding state mandated claims to the State Controller;
- g. Agree to perform any reasonable and necessary follow-up services with respect to such filed mandate reimbursement process claims as reasonably requested by the CITY;
- h. Assist the CITY in monitoring payment status of all claims submitted on behalf of the CITY;
- i. Be responsible for, but not limited to, the following in relation to state audit (even after the state audit occurs after termination of the CONTRACT):
 - 1. Assist the CITY in the review of and response to any audit or desk review by the State Controller's Office relating to any mandate reimbursement process claims filed (e.g., attend entrance and exit conference as requested by the CITY, respond to the State Auditor inquires, etc.);
 - 2. Respond to State Controller requests for additional information and clarification related to any filed claim.
- j. At the CITY's option, prepare and submit an Incorrect Reduction Claim in the event that the State Controller reduces a mandate reimbursement process claim by at least one thousand dollars (\$1,000.00);
- k. Provide qualified personnel to assist CITY staff as needed with regards to SB 90 related issues;
- l. Provide expert consultation as requested by CITY staff; and,
- m. Develop and provide custom reports as required by the CITY.

7.0 GENERAL PROPOSAL CONDITIONS

All proposals submitted are subject to the following general conditions:

ACCEPTANCE OF TERMS AND CONDITIONS

The submission of a proposal pursuant to this RFP constitutes acknowledgement and acceptance of all terms and conditions set forth herein.

COST OF RESPONDING TO RFP

The PROPOSER understands and agrees that the CITY is not responsible for any costs incurred by the PROPOSER in responding to this RFP. PROPOSERS who respond to this RFP, including attendance at a MANDATORY, virtual pre-submittal proposers conference do so solely at their own expense.

CITY'S RIGHT OF WITHDRAWAL OF RFP AND REJECTION OF PROPOSALS

Notwithstanding any other provisions of this RFP, the CITY reserves the right to withdraw this RFP at any time without prior notice. The CITY also reserves the right to reject any and all proposals submitted or to waive any minor administrative irregularities contained in any proposal, when to do so would be in the best interest of the CITY.

GENERAL CITY RESERVATIONS

The CITY reserves the right to extend the submission deadline should this be in the interest of the CITY. PROPOSERS have the right to revise their PROPOSALS in the event that the deadline is extended.

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 execute a sole-source CONTRACT with a vendor.

The CITY shall review and rate submitted proposals. The PROPOSER may not make any changes or additions after the deadline for receipt of proposals. The CITY reserves the right to request additional information or documentation, as it deems necessary.

The CITY reserves the right to verify all information 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 awarded.

The CITY reserves the right to require a pre-award interview and/or site inspection.

The CITY reserves the right to waive minor defects in the PROPOSAL in accordance with the City Charter.

If the selection of the PROPOSER is based in part on the qualifications of specific key individuals named in the PROPOSAL, the CITY must approve in advance any changes in

the key individuals or the percentage of time they spend on the project. The CITY reserves the right to have the CONTRACTOR replace any project personnel.

The CITY reserves the right to withhold business with any selected PROPOSER for reasons which include, but are not limited to, substantial changes in the staffing of a selected proposer which are unacceptable to the CITY.

PROPOSER'S RIGHT TO WITHDRAW PROPOSAL

A PROPOSER may withdraw a submitted proposal in writing at any time prior to the specified due date and time. Faxed withdrawals will not be accepted. A written request to withdraw, signed by an authorized representative of the PROPOSER, must be submitted to the CITY at the email address specified herein for submission of proposals. After withdrawing a previously submitted proposal, the PROPOSER may submit another proposal at any time up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline must be firm and may not be withdrawn after the submission deadline for a period of three hundred sixty-five (365) calendar days following the deadline for submission of proposals specified in this RFP.

DISPOSITION OF PROPOSALS AND DISCLOSURE OF INFORMATION

All proposals submitted in response to this RFP will become the property of the CITY and will be a matter of public record subject to the State of California Public Records Act (California Government Code Section 6250 *et seq.*). Any department or agency of the CITY has the right to use any or all ideas presented in the PROPOSAL without any change or limitation. Selection or rejection of a PROPOSAL does not affect these rights. PROPOSERS must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the PROPOSER claims is exempt from disclosure under the California Public Records Act. Any PROPOSER claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the PROPOSER claims is not subject to disclosure under said Act.

Any PROPOSER claiming such an exemption must also 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 will 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 will constitute a waiver of a PROPOSER'S right to exemption from disclosure.

If a dispute arises among the CITY, the PROPOSER and a person seeking disclosure of such records, the CITY shall notify the PROPOSER so that the PROPOSER has the opportunity to seek a court order precluding the disclosure of such information. In the absence of the PROPOSER obtaining such an order, the CITY shall have the right to release the information.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing bidders until allowed by law.

CONFERENCES DURING THE EVALUATION PERIOD

After submission of proposals and continuing until a CONTRACT is awarded, all CITY personnel and agents of the CITY involved in the RFP process will refrain from holding any meeting, conferences, or technical discussions with any PROPOSER except as provided in this RFP. PROPOSERS must not communicate in any manner with the CITY or their agents regarding this RFP or the proposals during this period of time unless otherwise authorized in writing by the RFP/CONTRACT Administrator. Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal submitted.

PROPOSAL SUBMITTAL CONDITIONS OR LIMITATIONS

Proposals that set forth conditions or limitations to those set forth in the RFP may be considered non-responsive and, therefore, may be rejected.

PROPOSAL INTERPRETATIONS AND ADDENDA

Any change to or interpretation of this RFP will be communicated by the CAO to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations will become a part of this RFP and may be incorporated into any CONTRACT awarded pursuant thereto.

8.0 CONTENTS OF PROPOSAL

The response to this RFP must be made in accordance with the format and in the order set forth herein. Failure to adhere to this format and order may be considered non-responsive and, therefore, be cause for rejection of the proposal. It is requested that proposals be prepared simply and economically, avoiding the use of unnecessary promotional material. It is the CITY's intent to award a CONTRACT, in a form approved by the City Attorney, to the selected PROPOSER. This RFP and the proposal submitted

or any part thereof, may be incorporated into and made a part of the CONTRACT. Proposals accepted by the CITY constitute a legally binding CONTRACT offer by the PROPOSER.

IN WRITING

All proposals must be submitted on www.rampla.org. The PROPOSER must complete and all applicable documents, including forms and appendices as uploaded documents or digital submission as prescribed on the opportunity listing on www.RAMPLA.org. The CITY may deem a PROPOSER non-responsive if the PROPOSER fails to provide or submit all required documentation.

COVER LETTER

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

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

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

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

PROPOSALS must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.

TABLE OF CONTENTS

Immediately following the cover letter there shall be a comprehensive Table of Contents, which must include a clear description of the content of the PROPOSAL identifying the information set forth therein by sequential page number and by section reference number.

ELIGIBLE PROPOSERS

Proposals will be accepted only from individuals or organizations that meet the following:

1. Are qualified to conduct business in the State of California and are in good standing with the applicable regulatory oversight agencies;
2. If a corporation or limited liability company, the Proposer must be in good standing with the California Secretary of State;
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. If the Proposer has contracted with the State of California or the CITY of Los Angeles, it does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented.
6. Registered and attended the mandatory preproposal conference outlined further in Section 9 of this RFP.

LITIGATION DISCLOSURE

PROPOSER shall reconfirm eligibility to enter into a CONTRACT with CITY by clearly identifying any past or current litigation that their corporation was/is involved in which also involves or involved the CITY. If the corporation has not been involved in any past or current litigation with CITY, then PROPOSER must so state.

LIST OF OPEN AND PENDING CONTRACTS

PROPOSER shall list all open CONTRACTs with the CITY by project name, location, and contracting entity.

COST CONFORMANCE

PROPOSER shall list all CONTRACTs in the past five years and identify cost conformance information for each, including costs over, under, or equal to the originally agreed upon CONTRACT total compensation amount. The list may include notes to explain any reasons for Cost non-Conformance. Regardless of the merits of the PROPOSAL submitted, a PROPOSER may not be recommended for services if it has a history of CONTRACT non-compliance with the CITY, or poor past or current contract performance with the CITY.

COST OF SERVICES

Provide the firm's not-to-exceed fees for each state mandate claim listed in Appendix C, List of State Mandate Claims for the City of Los Angeles, and hourly rates for as-needed general advisory services. These general advisory services include, but are not limited to the following:

- Conduct interviews and gather information on departmental and organizational costs incurred for mandated services;
- Perform in-service training to designated departmental personnel regarding SB 90 issues prior to submission of new or existing claims to the state;
- Assist the City to identify, prepare, and file test claims in accordance with the State's requirements and procedures to file a test claim;
- Gather the necessary data and prepare claims for signature by a representative of the City, and if requested, Contractor will deliver the claims to the State Controller and obtain a receipt from that agency specifying the claims were filed;
- Provide the City with an annual list of potential test claims 60 days from date of the approval of the State budget;
- File new or first-time claims identified and approved by the Legislature or the COSM during the fiscal year and succeeding state mandated claims to the State Controller;
- Agree to perform any reasonable and necessary follow-up services with respect to such filed mandate reimbursement process claims as reasonably requested by the City;
- Assist the City in monitoring payment status of all claims submitted on behalf of the City;

- Be responsible for, but not limited to, the following in relation to state audit (even if the state audit occurs after termination of the contract):
 - Assist the City in the review of and response to any audit or desk review by the State Controller's Office relating to any mandate reimbursement process claims filed by Contractor (e.g., attend entrance and exit conference as requested by the City, respond to the State Auditors inquiries, etc.)
 - If the City should be field audited by the State, Contractor will make work papers and records available to the State auditors and respond to State Controller requests for additional information and clarification related to any filed claim. Contractor will also meet with the City representatives and provide guidance during the field audit.
- At the City's option, prepare and submit an Incorrect Reduction Claim in the event that the State Controller reduces a mandate reimbursement process claim by at least one thousand dollars (\$1,000.00);
- Provide qualified personnel to assist City staff as needed with regards to SB 90 related issues;
- Provide expert consultation as requested by City staff; and,
- Develop and provide custom reports as required by the City.

Fees submitted as a sliding scale, percentage, or range will be considered non-responsive and will be rejected. The City reserves the right to further negotiate compensation, as appropriate, prior to award.

The City will not provide reimbursement for transportation or lodging expenses to firms located outside of the Los Angeles County area, unless the City specifically requests that staff outside the area be available in Los Angeles to perform duties in accordance with the CONTRACT.

PROPOSERS agree to offer the CITY any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement which meet the discount terms.

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.

Should a PROPOSER be selected to CONTRACT with the CITY for the services detailed in this RFP, the CITY reserves the right to negotiate with the PROPOSER any cost proposals before awarding the CONTRACT. The CITY also reserves the right to not require services that are not legally-mandated.

INFORMATION REQUESTED AND NOT FURNISHED

The information requested and the manner of submission is essential to permit prompt evaluation of all PROPOSALS. Accordingly, 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.

ADHERENCE TO RFP FORMAT

Responses to this RFP must be made in accordance with the format set forth in this Section. Failure to adhere to this format may be cause for rejection of the PROPOSAL as non-responsive.

The PROPOSAL must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the PROPOSER knowingly and willfully submits false performance or other data, the CITY reserves the right to reject that PROPOSAL. If it is determined that a CONTRACT was awarded as a result of false performance or other data submitted in response to this RFP, the CITY reserves the right to terminate the CONTRACT. Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

ALTERNATIVES

The PROPOSER shall not change any wording in this RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the PROPOSAL documents. This letter shall fully describe in writing any omissions or deviations from the requirements set forth in this RFP and the reasons why said omissions or deviations are in the best interest of CITY. The effect of any omissions or deviations, including cost, on the proposed work shall also be included.

Alternatives that do not substantially meet CITY'S requirements cannot be considered. PROPOSALS offered subject to conditions and/or limitations by the PROPOSER may be rejected as non-responsive.

PROPOSAL ERRORS

PROPOSER is liable for all errors or omissions incurred by PROPOSER in preparing the PROPOSAL. Except as provided elsewhere in this RFP, PROPOSER will not be allowed to alter PROPOSAL documents after the due date for submission.

CITY reserves the right to make corrections or amendments due to errors identified in PROPOSAL by CITY or PROPOSER. This type of correction or amendment will only be allowed for errors such as typing, transposition or any other obvious error. Any changes will be date and time stamped and attached to PROPOSAL. All changes must be coordinated in writing with, authorized by and made by CITY.

WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES

CITY reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any PROPOSAL.

INTERPRETATION AND CLARIFICATIONS

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 CITY. CITY reserves the right to modify requirements on this RFP, determined by CITY, to be in its best interest. Any such modifications will be posted on the CITY'S Regional Alliance Marketplace for Procurement (RAMP) as "Amendments" to the RFP. It is the responsibility of PROPOSERS to check RAMP periodically for any amendments.

QUALIFICATIONS OF THE PROPOSER

Describe the team assigned to this engagement, including their names, titles, office addresses, telephone numbers, their roles and responsibilities and their relevant SB90 work experience. The individual(s) charged with the day-to-day responsibilities should be clearly identified in the proposal. (Note: Replacement of any key assigned individual will require the written consent of the City.)

Provide a brief description and history of the firm's capabilities and experience, including the number of years, serving as state mandate consultant. Indicate the precise role your firm played and state the roles of the individual members of the proposed team. Describe any benefits to the state mandate claimant from these transactions and include any special problems or challenges encountered and the solutions provided. Indicate the firm's experience with test claims, incorrect reduction claims, and state audits. List at least three

references from any of the transactions cited above. Provide their names, titles, jurisdictions, office addresses, e-mail addresses and telephone numbers.

Provide a list of all CITY contracts held by the PROPOSER within the last ten (10) years, specifying the following information:

- a. City entity or department that administered the contract;
- b. Contract number;
- c. Dollar amount of the contract;
- d. Dates and periods during which the contract was in effect;
- e. A short description of the services provided.

Indicate any additional tasks that may be appropriate within the scope of work of this engagement. Please address any issues that you feel the CITY should consider going forward. Provide the firm's not-to-exceed fees for each state mandate claim listed in Appendix C, List of State Mandate Claims for the City of Los Angeles, and hourly rates for as-needed general advisory services. Please refer to the Cost of Services section for more details on the general advisory services. Fees submitted as a sliding scale, percentage or range will be considered non-responsive and will be rejected. The CITY reserves the right to further negotiate compensation as appropriate prior to award.

SUBCONTRACTORS

If a PROPOSER intends to use subcontractors, the proposal must identify each subcontractor, its task(s), schedules of performance and costs. The proposal must also provide information on the qualification and experience of each subcontractor. Subcontractors are not subject to the same five-year minimum requirement as described above for Proposers. Key personnel for subcontractors must be identified and a brief but complete statement of such key personnel's experience and background must also be provided. Notwithstanding the fact that a CONTRACTOR may utilize subcontractors, the CONTRACTOR will remain responsible for performing all aspects of the scope of services and for ensuring that all work is performed appropriately and on schedule. The CITY reserves the right to reject any potential subcontractor while also retaining the original bidder.

CONFLICT OF INTEREST

No employee of the CITY of Los Angeles whose position enables him/her to influence the selection of a response to this RFP, or any competing RFP, or any spouse or economic dependent of such employees, shall be employed in any capacity by a respondent to this

RFP or have any other direct or indirect financial interest in the selection of the consultant for this CONTRACT.

The CONTRACTOR and any subcontractors under any CONTRACT resulting from this RFP will be subject to Section 1090 of the California Government Code governing potential conflicts of interests involving public agencies within the State of California. In addition to the CONTRACTOR and any subcontractors themselves, officers and employees of the CONTRACTOR and any subcontractors who perform work for the CITY pursuant to this CONTRACT are subject to and shall comply with California Government Code Section 1090 and other State conflicts laws, such as the Political Reform Act, relating to conflicts of interests. The CONTRACTOR and any subcontractors, and their officers and employees, are hereby advised to obtain independent legal counsel in order to fully understand the penalties for violating Government Code Section 1090 and the other State conflicts laws, including criminal prosecution.

CORPORATION OR OTHER ENTITY CAPABILITY

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

INFORMATION ON BUSINESS LOCATION AND WORKFORCE

It is the policy of the CITY to encourage businesses to locate or remain in the CITY. Therefore, the City Council requires all CITY departments to gather information on the headquarters addresses and certain information on the employees of the firms contracting with the CITY. If the PROPOSER is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit such a list. This information can be completed in the PROPOSER Workforce Information form, Appendix A.

PROPOSAL DEVIATION FROM RFP

The proposal must specify any deviation from the terms, conditions, and/or specifications of this RFP. Each such deviation must be fully identified and must include both the nature

and the reason for the deviation, as well as a statement explaining the benefit to the CITY as a result of the deviation. The proposal must state specifically, "We have excluded no items in the Request for Proposal," or "We have included additional items in the Request for Proposal," and provide a list of all additional items.

ADDITIONAL DATA PROPOSER WISHES TO PRESENT

The proposal must include any other relevant information the PROPOSER believes is essential to the evaluation of the proposal. If the PROPOSER does not wish to present any additional data, the proposal must state specifically, "There is no other information we wish to present."

STATEMENT OF NON-COLLUSION

Each proposal must submit on RAMP a Statement of Non-Collusion.

NONDISCRIMINATION, EQUAL EMPLOYMENT PRACTICES AND AFFIRMATIVE ACTION PROGRAM (NON-CONSTRUCTION AND CONSTRUCTION)

PROPOSERS are advised that any CONTRACT awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, Non-discrimination Clause.

All CONTRACTS (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3, Equal Employment Practices Provisions. By affixing its signature on a CONTRACT that is subject to the Equal Employment Practices Provisions, the CONTRACTOR shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the CONTRACT.

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 contends similar language shall

be made available to the Office of CONTRACT Compliance upon request. PROPOSER 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 web site at <http://bca.lacity.org>.

CHILD SUPPORT OBLIGATIONS

PROPOSERS are advised that any CONTRACT awarded pursuant to this RFP will be subject to the applicable provisions of Los Angeles Administrative Code Section 10.10, Child Support Obligations. CITY policy also requires that all CONTRACTORS performing work for the CITY comply with all applicable state and federal reporting requirements relative to legally mandated child support.

SERVICE CONTRACTOR WORKER RETENTION AND LIVING WAGE ORDINANCES

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., Service CONTRACTOR Worker Retention Ordinance (SCWRO).

PROPOSERS who believe that they meet the qualifications for one of the exemptions shall apply for exemption from the Ordinance by completing and submitting with the appropriate Exemption/Non-Coverage Application form with their proposal. 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). These forms and more detailed information about the ordinances are available on the Bureau of CONTRACT Administration's website at <https://bca.lacity.org>.

EQUAL BENEFITS ORDINANCE / FIRST SOURCE HIRING ORDINANCE

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

EQUAL BENEFITS ORDINANCE

PROPOSERS are advised that any CONTRACT awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, EBO.

All PROPOSERS shall complete and submit the Equal Benefits Ordinance Compliance Affidavit, available on the CITY'S RAMP residing at <https://www.rampla.org>, prior to award of a CITY CONTRACT, which exceeds \$25,000. The affidavit shall be valid for a period of three (3) years from the date it is first uploaded onto the CITY'S 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 EBO Affidavit.

PROPOSERS seeking additional information regarding the requirements of the EBO may visit the Bureau of CONTRACT Administration's website at <http://bca.lacity.org>.

FIRST SOURCE HIRING ORDINANCE

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.*, FSHO.

All PROPOSERS shall complete and electronically sign the FSHO Compliance Affidavit available on the CITY'S RAMP residing at <https://www.rampla.org> prior to award of a CITY CONTRACT. The affidavit shall be valid for a period of three years from the date it is first uploaded on the CITY'S RAMP.

PROPOSERS seeking additional information regarding the requirements of the FSHO may visit the Bureau of CONTRACT Administration's website at <http://bca.lacity.org>.

CONTRACTOR RESPONSIBILITY ORDINANCE

PROPOSERS are advised that any CONTRACT awarded will be subject to the provisions of the CONTRACTOR Responsibility Ordinance (Los Angeles Administrative Code, Section 10.40 *et seq.*).

SLAVERY DISCLOSURE ORDINANCE

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any CONTRACT awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. All PROPOSERS shall complete and upload, the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the CITY'S RAMP residing at <https://www.rampla.org> prior to award of a CITY CONTRACT.

PROPOSERS seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of CONTRACT Administration's web site at <http://bca.lacity.org>.

MUNICIPAL LOBBYING ORDINANCE

The PROPOSER shall complete the applicable Municipal Lobbying Ordinance Compliance Form – Proposer Certification CITY Ethics Commission (CEC) Form 50.

PROPOSERS 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 response until either the CONTRACT is approved or, for successful PROPOSERS, twelve (12) months after the CONTRACT is signed. The PROPOSER's principals and subcontractors performing \$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 complete CEC Form 55. 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 the notice in CONTRACTs with subcontractors. Responses submitted without a completed CEC Form 55 will 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 CEC at (213) 978-1960 or ethics.lacity.org.

FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE

Any CONTRACT awarded pursuant to this RFP/RFP/RFQ will be subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO), Section 10.48 of the Los Angeles Administrative Code. The Ordinance provides, among other things, that CONTRACTORS/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post FCIHO information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position. PROPOSERS seeking additional information regarding the requirements of the Fair Chance Initiative for Hiring Ordinance may visit the Bureau of CONTRACT Administration's website at <http://bca.lacity.org>.

CONTRACTOR EVALUATION ORDINANCE

PROPOSERS are advised that any CONTRACT awarded as a result of this RFP process will be subject to the provisions of the CONTRACTOR Evaluation Ordinance (Los Angeles Administrative Code, Section 10.39 *et seq.*). In accordance with this Ordinance, the CITY must conduct an evaluation of a CONTRACTOR's performance at the end of the CONTRACT.

The CITY may also conduct evaluations of the CONTRACTOR's performance during the term of the CONTRACT. 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 Agreement. Information from the evaluations will be kept in a centralized database, and CITY departments will consider that information when awarding future CONTRACTs.

IRAN CONTRACTING ACT OF 2010

In accordance with California Public CONTRACT Code Sections 2200-2208, all proposers submitting proposals for, entering into, or renewing CONTRACTs with the CITY 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".

EXECUTIVE DIRECTIVE 35

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

OTHER MANDATORY COMPLIANCE FORMS

PROPOSERS are advised that other compliance and proposal requirements may not be listed in this RFP but is part of the online PROPOSAL submission. All documents listed in the online submission portal are required. Failure to complete all submission requirements on the RAMP submission portal may disqualify your submission.

9.0 PRE-PROPOSAL CONFERENCE

MANDATORY PROPOSERS CONFERENCE

A MANDATORY proposers conference will be held on **10 AM PDT on May 25, 2026.** Click the following link to register for the Proposers conference: [LINK](#)

SUBMITTAL OF WRITTEN QUESTIONS

At the MANDATORY proposer conference, a panel of CITY representatives will be available to reply to relevant questions from prospective PROPOSERS concerning this RFP. To maximize the effectiveness of the conference, PROPOSERS are asked to submit questions on RAMP at the bottom of the opportunity listing no later than **5 PM PDT on May 25, 2026.** The subject line should include the words State Mandate Claims Preparation and Consulting Services. Responses to written questions will be posted on RAMP.

ATTENDANCE AT CONFERENCE

Attendance at the proposer conference is **mandatory**. Attendees at the conference will be responsible for taking their own notes. The meeting will be held virtually. Failure to register and attend the conference will disqualify any PROPOSALS.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

As an entity covered under Title II of the Americans with Disabilities Act, the CITY does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposals, programs, services, and activities. If an individual with a disability requires accommodations to attend the Pre-Proposal Conference, the option to request accommodations is available on the Pre-proposal registration: [LINK](#) Please request any accommodation requests at least three (3) business days prior to the scheduled event.

10.0 DEADLINE FOR SUBMISSION OF PROPOSALS

NUMBER OF COPIES REQUIRED

The PROPOSER must submit an original proposal and must bear the actual signature(s) of the person(s) authorized to sign the proposal.

DEADLINE AND ADDRESS FOR SUBMITTAL OF PROPOSAL

Proposals must be submitted on www.rampla.org no later than **5 PM PDT on June 11, 2026**. The submission portal is at the bottom of the RAMP opportunity listing. Timely submission of proposals is the sole responsibility of the PROPOSER.

Proposals must submit on www.rampla.org on or before the submission deadline specified in this RFP. **Any proposal received after the deadline, regardless of reason, will not be accepted.** The addition of substantive supplemental information or modifications to the proposal will not be allowed after the submission deadline. The CITY reserves the right to determine the timeliness of all proposal submissions.

WITHDRAWAL OF PROPOSALS

PROPOSER may withdraw submitted PROPOSAL in writing at any time prior to the specified deadline. Signed withdrawal requests on PROPOSER'S letterhead may be attached to an email and sent to cao.rfpresponse@lacity.org. After withdrawing a previously submitted PROPOSAL, the PROPOSER may submit another PROPOSAL at

any time up to the specified deadline. All PROPOSALS submitted and not withdrawn prior to the end of the submission deadline must be firm and may not be withdrawn after the submission deadline for a period of three hundred and sixty-five calendar days following the deadline for submission of PROPOSALS.

11.0 EVALUATION PROCESS AND CRITERIA

EVALUATION PROCESS

PROPOSALS will be evaluated by a review committee composed of representatives of the CITY and other governmental entities at the discretion of the CITY. The Committee will evaluate the PROPOSALS on the basis of which PROPOSAL is the most responsive and responsible in performing the professional, scientific, expert, technical or other special services set forth in this RFP. PROPOSALS will be awarded a maximum of 100 points.

EVALUATION CRITERIA

CITY will review and score each complete and fully responsive PROPOSAL. PROPOSALS shall be evaluated based on the quality of applicant responses to the RFP and reasonableness of the PROPOSER’s costs as compared against other PROPOSERS. PROPOSALS will be evaluated based on the following measures:

	Description	Points
1	Services to be provided, capabilities of assigned staff, firm experiences as a state mandate consultant, any benefits to the state mandate claimant from past experiences and any special problems or challenges encountered and the solutions provided. Experience with test claims, incorrect reduction claims, and state audits.	30
2	The team assigned to this engagement, the names, titles, their roles and responsibilities and their relevant SB 90 work experience.	30
3	The firm’s not-to-exceed fees for each state mandate claim and hourly rates for as-needed general advisory services.	30
4	Quality and responsiveness of the proposal.	10

All proposals from eligible PROPOSERS will be scored and ranked by a panel of CITY staff based on proposal quality and responsiveness; experience and capabilities of assigned staff; firm experiences and resources; compliance with CITY policies including local presence; and fees. The CITY reserves the sole right to assign weightings to the selection criteria. To be considered for the engagement, firms must have references that can attest to the quality of the firms’ past work experience. The CITY reserves the sole right to judge the contents of all proposals and, at its sole discretion, may disqualify

proposals if they are incomplete and/or do not follow content and format guidelines. At the CITY's sole discretion, oral interviews may be held with top scoring PROPOSERS. These interviews will be evaluated and included as part of the overall evaluation process.

Firms will be recommended to the Mayor to serve as state mandate claims CONTRACTOR for a term of one year, with the option of two one-year extensions. The CITY reserves the right in its sole discretion to select the firms and the nature of their engagement for each transaction as deemed appropriate by the CITY.

DEMONSTRATED ABILITY (60 POINTS) – Limit to five (5) pages

The PROPOSER must demonstrate the knowledge and ability to perform requested services as described in this RFP. Respond to the following questions to describe your qualifications and capability to provide the services solicited. (You do not need to answer questions individually.) Use concrete language and quantifiable measurements whenever possible.

Narratives are limited to the number of pages indicated and must follow these standards:

- Font size – 12 points
- Margins – At least 1 inch on all sides
- Line spacing – Single-spaced
- Single-sided, standard 8.5-inch x 11-inch paper

Pages in excess of the stated limits will not be read and will not be considered in scoring.

- a. Each page of the PROPOSAL, including exhibits, must be numbered sequentially at the bottom of the page to indicate Page ___ of ___.
- b. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.) so that proposals can be easily converted to CONTRACT form.
- c. The PROPOSAL Checklist lists all narratives, exhibits and certifications that must be included in the proposal. In assembling the completed proposal, please insert the exhibits and certifications where they are indicated in the PROPOSAL Checklist. The PROPOSAL Checklist will serve as your Table of Contents.

- d. Answers should be as concise as possible while providing all the information requested.
- e. In completing the narratives and exhibits, including the budget, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.
- Describe the team assigned to this engagement, including their names, titles, office addresses, telephone numbers, their roles and responsibilities and their relevant SB 90 work experience. The individual(s) charged with the day-to-day responsibilities should be clearly identified in the proposal. (Note: Replacement of any key assigned individual will require the written consent of the CITY).
- Provide a brief description and history of the firm's capabilities and experience, including the number of years, serving as state mandate consultant. Indicate the precise role your firm played and state the roles of the individual members of the proposed team. Describe any benefits to the state mandate claimant from these transactions and include any special problems or challenges encountered and the solutions provided. Indicate the firm's experience with test claims, incorrect reduction claims, and state audits. List at least three references from any of the transactions cited herein. Provide their names, titles, jurisdictions, office addresses, e-mail addresses and telephone numbers.
- Provide a list of all CITY CONTRACTs held by the Proposer within the last ten (10) years, specifying the following information:
 - a. CITY entity or department that administered the CONTRACT;
 - b. CONTRACT number;
 - c. Dollar amount of the CONTRACT;
 - d. Dates and periods during which the CONTRACT was in effect; and,
 - e. A short description of the services provided.
- Indicate any additional tasks that may be appropriate within the scope of work of this engagement. Please address any issues that you feel the CITY should consider going forward.

FEES (30 POINTS)

The PROPOSER must provide the firm's not-to-exceed fees for each state mandate claim listed in Appendix C, List of State Mandate Claims for the City of

Los Angeles, and hourly rates for as-needed general advisory services. Please refer to the Cost of Services section for more details on the general advisory services. Fees submitted as a sliding scale, percentage or range will be considered non-responsive and will be rejected. The CITY reserves the right to further negotiate compensation as appropriate prior to award.

ORAL PRESENTATIONS

After evaluations are completed, the CITY may require PROPOSERS the opportunity to give an oral presentation. However, no proposal may be altered or enhanced during an oral presentation.

12.0 PROTEST PROCESS

Any protest to a proposal award must be:

- In writing;
- Stating the specific reasons for the protest; and
- Stating how the PROPOSER's proposal met the requirements of the RFP.

Upon receipt of a written protest, the RFP Administrator will furnish the protester with a written statement setting forth the reasons for the proposed award. An administrative hearing will be held within five (5) working days after receiving the protest, unless waived by the PROPOSER.

At or prior to the hearing, the protester may submit written documentation as to why the award should not be made according to the CITY'S plans. Following the hearing, the RFP Administrator will provide written notification of the determination to the protesting party. Such notification shall be mailed within five (5) working days.

13.0 CONTRACT TERMS AND CONDITIONS

The CITY anticipates issuing an initial CONTRACT for one (1) year with two (2) additional one-year options to extend the Agreement subject to the CITY'S needs, availability of funds, and the CONTRACTOR's satisfactory performance. The PROPOSER(S) to whom the CONTRACT is awarded will be required to enter into a written CONTRACT with the CITY in a form approved by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final CONTRACT. However, the CITY reserves the right to further negotiate the terms and conditions of the CONTRACT with the selected PROPOSER. The best terms and conditions originally offered in the proposal shall bind the negotiations. The CITY reserves the right to make a CONTRACT

award contingent upon the satisfactory completion by the PROPOSER of certain special conditions. The CONTRACT offer of the CITY may contain additional terms or terms different from those set forth herein.

The document titled “Standard Provisions for CITY CONTRACTs (Rev. 1/25) [v.2]” will be incorporated into and made a part of the final CONTRACT.

CITY STANDARD PROVISIONS FOR PERSONAL SERVICES CONTRACTS – INSURANCE/INDEMNITY

The selected PROPOSER(S) shall access insurance information on the internet through the CITY Administrative Officer (CAO) Risk Management website. For information, go to: http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf

Through the KwikComply system, a broker can have insurance approval within twenty-four (24) hours. Insurance requirements for this RFP are provided as an attachment to the Appendix B Required Insurance and Minimum Limits.

CITY BUSINESS TAX REGISTRATION CERTIFICATE

The selected PROPOSER(S) shall obtain and keep current a Business Tax Registration Certificate Number 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. CONTRACTORS may apply online through the Los Angeles Office of Finance: <https://finance.lacity.org/tax-education/new-business-registration/how-register-btrc>

14.0 APPENDICES

Appendix A Proposer Workforce Information

Appendix B Required Insurance and Minimum Limits

Appendix C List of State Mandate Claims for the City of Los Angeles

15.0 PROPOSER CHECKLIST

REQUIRED CONTENT OF PROPOSAL (REFER TO SECTION 8 FOR DETAILS)

- Cover Letter with Appropriate Signatures
- Table of Contents
- Proposer Demonstrated Ability
- Proposer Program Design
- Project Schedule

- Litigation Disclosure
- List of Open and Pending Contracts
- Proposer References
- Cost Conformance
- Cost of Services
- Alternatives
- Qualifications of the Proposer
- Subcontractors
- Conflict of Interest
- Key Personnel
- Corporate or Other Entity Capability
- Statement Regarding Proposal Deviation from RFP
- Statement Regarding Additional Data
- Statement Regarding California Public Records Act (If Proposer Claims Any Exemption)

REQUIRED RELATED DOCUMENTS TO BE SUBMITTED WITH PROPOSAL

- Information on Business Location and Workforce (Appendix A)
- Required Insurance and Minimum Limits (Appendix B)
- List of State Mandate Claims for the City of Los Angeles (Appendix C)

REQUIRED RELATED DOCUMENTS TO BE SUBMITTED ONLINE (RAMP)

- Americans with Disabilities Act
- Bidder Campaign Contribution CEC Form 55
- Business Tax Registration Certificate
- Child Support Obligations
- Contractor Evaluation Ordinance
- Contractor Responsibility Ordinance (CRO)
- Contractor Workforce Information
- CRO Pledge of Compliance
- CRO Questionnaire
- Disclosure Ordinances
- Equal Benefits Ordinance/First Source Hiring Ordinance
- Executive Directive 35 Equitable Access to Opportunities
- Fair Chance Initiative for Hiring Ordinance
- Insurance Certificates
- Iran Contracting Act of 2010
- Living Wage Ordinance Exemptions/ Service Contract Worker Retention Ordinance
- Local Business Preference Program

- Municipal Lobbying Ordinance CEC Form 50
- Non-Collusion Affidavit
- Nondiscrimination, Equal Employment Opportunity, and Affirmative Action Program
- Service Contractor Worker Retention and Living Wage Ordinances
- Slavery Disclosure Ordinance
- Acceptance of the Standard Provisions for City Contracts (Rev. 1/25) [v.2]