



LOS ANGELES HOUSING DEPARTMENT



Karen Bass, Mayor
Tiena Johnson Hall, General Manager

REQUEST FOR PROPOSALS (RFP)

Real Estate Information Services

Release Date	Monday, August 10, 2026
RFP Submission Deadline	Monday September 28, 2026 Proposals shall be accepted no later than 5:00 p.m. PDT via electronic submission only.
Submission Address	Email to: lahd.contractsprocurement@lacity.org
Mandatory Proposers' Conference (Proposers must participate via webinar, see Section II.G. for details.)	Thursday, August 27, 2026 (2:00 p.m. – 4:00 p.m.) Please register at: https://housing-lacity-org.zoom.us/meeting/register/4CGT5dPsS0KkCoXPIJ22sA
Request for Technical Assistance Deadline	Monday, September 14, 2026 Submit by email only to: lahd.contractsprocurement@lacity.org All questions and answers will be made available to all proposers on the Regional Alliance Marketplace for Procurement (RAMP) website at: www.RAMPLA.org
Business Inclusion Program (BIP) and Outreach Deadline	Sunday, September 13, 2026 No later than 11:59 p.m. (See RFP Section III. B. 10 and Attachment 5 for details)
BIP Summary Sheet Deadline	Tuesday September 29, 2026 No later than 4:30 p.m. PDT

It is the policy of the City of Los Angeles to provide access to its programs and services for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended. 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.

For more information on the City's business outreach opportunities, visit www.RAMPLA.org.

TABLE OF CONTENTS

I.	Background	4
A.	Administrative Entity	4
B.	Overview	4
II.	RFP Specifications	5
A.	Services Solicited	5
B.	Scope of Work	5
C.	Eligible Proposers (Threshold Requirements)	11
D.	Budget and Sources of Funds	12
E.	Contract Term.....	12
F.	Preliminary Schedule.....	12
G.	Mandatory Proposers' Conference	12
H.	Technical Assistance.....	14
I.	Deadline for Submission of Proposals.....	14
J.	Evaluation Criteria	15
K.	Proposal Review Process.....	16
L.	Proposal Appeal Process	16
M.	Disclaimer.....	17
III.	General RFP Information.....	18
A.	General Proposal Conditions.....	18
B.	Statements Required with Proposal	22
C.	Contract Execution Requirements	29
D.	Contractor Evaluation Ordinance.....	35
IV.	Proposal Package.....	36
A.	General Preparation Guidelines	36
B.	Narratives	37
C.	Documents To Be Completed.....	40
D.	Proposal Checklist.....	40

ATTACHMENTS:

ATTACHMENT 1

Living Wage Ordinance and Service Contractor Worker Retention Ordinance

ATTACHMENT 2

LWO Statutory Exemptions

ATTACHMENT 3

Proposer Workforce Information/Non-Collusion Affidavit

ATTACHMENT 4

Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 5

Business Inclusion Program

ATTACHMENT 6

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 7

Local Business Preference Program

ATTACHMENT 8

Standard Provisions for City Contracts Rev. 5/26 [v.1]

ATTACHMENT 9

Required Insurance and Minimum Limits

ATTACHMENT 10

Corporate Documents

ATTACHMENT 11

Child Support Obligations

ATTACHMENT 12

Proposal Checklist – Table of Contents

EXHIBITS TO BE COMPLETED BY THE PROPOSERS/ATTACHED TO PROPOSALS:

EXHIBIT A

Agency Reference Form

EXHIBIT B

Proposed Fee Schedule

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The City of Los Angeles, a municipal corporation (sometimes referred to as “City”) acting by and through the Los Angeles Housing Department (“LAHD”), a department of the City, administers various City programs including, but not limited to the financing of the construction or rehabilitation of affordable housing, the First-Time Home Buyer Purchase Assistance Program, the enforcement of the Rent Stabilization Ordinance (RSO), the Housing Code, and other services to ensure safe, decent and affordable housing in the City. The term the “City” includes “LAHD”.

LAHD will serve as the administrative entity for this Request for Proposals (“RFP”) on behalf of the City. LAHD has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. 26-0600).

Individuals and organizations that submit responses to this RFP are referred to as “Proposers” (the term “Proposer(s)” includes “Bidder(s)”, “Contractor(s)” and “Vendor(s)”). Materials submitted by Proposers in response to this RFP are referred to as “Proposals” (the term “Proposal(s)” includes “Bid(s)”).

B. OVERVIEW

LAHD implements and enforces various City ordinances, including but not limited to the (1) RSO, which protects tenants from excessive rent increases, while allowing landlords a reasonable return on their investment, (2) Housing Code which authorizes the inspection of multi-family residences on a systematic basis to prevent the development of dangerous, substandard and/or unsanitary and deficient living conditions, (3) Just Cause for Evictions Protections Ordinance which provides eviction protections for all non-RSO residential rental units and (4) Foreclosure Registry Program which ensures that all residential city properties in foreclosure, including Real-Estate Owned (REO) properties, are properly registered, and makes foreclosure status and contact information for properties in foreclosure available to the public.

In order to perform its work, LAHD’s various bureaus rely on historical and custom real estate information described in the Scope of Work below, delivered in forms which include, but are not limited to: software applications, valuation models, information, images, hard copy products and applicable user manuals (collectively referred to as “Real Estate Information Services”) for all properties located within the City and is therefore, accepting Proposals from qualified Contractors able to provide accurate Real Estate Information Services to the City.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This RFP seeks a firm qualified to provide Real Estate Information Services to be delivered in forms which may include, but are not limited to: software applications, valuation models, information, images, hard copy products and applicable user manuals (collectively referred to as "Real Estate Information Services"). While LAHD anticipates selecting and funding only one (1) Proposer to provide the real estate information described in the Scope of Work below, LAHD reserves the right to select more than (1) Proposer for any category of service listed in this RFP, which may result in the execution of more than one (1) contract.

B. SCOPE OF WORK

The scope of work solicited under this RFP falls under five (5) categories of services:

1. Online Real Estate and Property Ownership Reports

- Manage (add, modify, and remove) 60 regular user accounts and licenses, with an option to add regular users in addition to the initial 60 users, as well as the option to provide temporary/seasonal user access to online real estate reports for specified City of Los Angeles properties.
- Temporary/Seasonal Licenses: The Contractor shall provide an option to add temporary user licenses to support time-limited staffing needs (e.g., interns, project-specific staff). "Seasonal Access" is defined as a minimum commitment of six (6) consecutive months per user license. These licenses must grant full system functionality identical to regular user accounts and will be billed at the monthly rate established in Exhibit B.
- Provide the ability for users to use, print, download, and email to other Department/city staff all materials available online in addition to all services provided in accordance with the terms and conditions of the parties' Agreement.
- Provide real-estate reports to include, but not be limited to:
 - Records of Sales and Ownership, including sale and purchase dates, recorded sale dates of properties,
 - 3rd-Party Sale Ownership Change events with Documentary Transfer Tax (non-intraparty transfers, legitimate 3rd Party Sales),
 - REO Reports for all Trustee's Deed Upon Sale that grant title to the foreclosing beneficiary with no Documentary Transfer Tax,
 - Property Profile/Reports,
 - Custom Reports,

- Street Maps Search,
 - Comparable Sales,
 - Parcel Maps (Assessor Maps),
 - Neighborhood Information Report,
 - Property Activity Reports,
 - Lien Reports,
 - Supplemental Geography Reports,
 - Transaction Histories,
 - Foreclosure Activity Reports,
 - Document Numbers and Document Images.
- Inclusion of the Assessor Parcel Number (APN), as well as the recorder's official document number for all recordings on the property, past and present.
 - Additional reports such as the Supplemental Geography/Report Purchases (also known as Doc Image), Automated Valuation Model (AVM), Transaction History (Full), and Legal & Vesting and Foreclosure Reports are required to provide users the necessary information for review and filing in case reports.
 - Inclusion of all owner names (including company name if applicable), and mailing address(es) for Owners as sourced directly from Ownership Change Documentation).
 - Provide online tech support services, which shall be available from 7:00 am to 7:00 pm PST, on all business days with contact numbers provided online.

2. Large Real Estate and Ownership Data Set

- **Data Scope:** Provide a full match and append on the data file of APN records including current owner name, full mailing addresses (sourced directly from Ownership Change Documentation), and recording dates to ensure accuracy.
- **Historical Depth:** Provide historical data and records of ownership information, changes of ownership (identifying deeds where documentary transfer tax is not zero), corresponding Situs addresses, and mailing addresses within the City of Los Angeles.
- **Usage Rights:** The City will use and display some or all of this data in its internal systems and reports. Data shall be made available to City staff as needed and may be shared with any City Department.
- **Inventory Maintenance:** The Contractor shall update the list of APNs up to four times a year via spatial analysis of the City's geography to identify new

APNs. Complete ownership information for new APNs must be provided in the same format as existing records.

- **Data Delivery Hierarchy:** The Contractor shall provide access to data via the following methods, in order of City preference:
 1. **Choice #1: Direct Database Access:** Provide secure, read-only access to relevant database tables. This connection must support standard SQL querying and ensure high availability.
 2. **Choice #2: Web API:** Provide a documented RESTful Web API (REST/JSON) allowing the City to programmatically retrieve data updates, filtered by date or APN, without manual downloads.
 3. **Choice #3: FTP Backup (Lowest Priority):** In the event that Direct Access or Web API methods are unavailable, the Contractor shall provide files via a File Transfer Protocol (FTP) site.
- **Specifications for Choice #3 (FTP/Email):**
 1. **Frequency:** Files shall be delivered on a weekly basis.
 2. **Required Output Format:** Data must be provided as a Tab-delimited American Standard Code II (ASCII) text file.
 3. **Naming Convention:** Files must be named using the date generated followed by _OwnerChange.zip (e.g., a file from October 5, 2026, would be 2026_1005_OwnerChange.zip).
 4. **FTP Standards:** The site must support standard FTP protocol on Port 21, with files retained for a minimum of two months.
 5. **Configuration Stability:** No changes to IP addresses, DNS, or credentials shall be made without three months' prior notice to the City.
 6. **Administrative Support:** The Contractor must provide staff capable of modifying FTP server configurations to resolve connection issues.
 7. **Email Fallback:** At the City's request, files may be sent via email if they do not exceed system size limits.
- **Output Record Layout:**
 1. **Data Integrity:** All delivery methods (Direct Access, API, and FTP) must conform to the specified Transact Structured Query Language (TSQL) data types defined in the Output Record Layout list.
 2. **Format Stability:** The record layout and column order are considered fixed and may be modified only when mutually agreed upon in writing.

- **Output Record Layout List:**

1. Assessor Parcel Number (bigint)
2. Recorder's Document Number
3. Property Land Use
4. Owner Occupied Flag (bit) (1 -> owner occupied)
5. Last Recording Date (date time)
6. Last Sale Date (date time)
7. Last Sale Price (money)
8. Owner Name Full
9. Owner First 1
10. Owner 1 Middle
11. Owner Last 1
12. Owner First 2
13. Owner 2 Middle
14. Owner Last 2
15. Mail Address Full
16. Mail Street House Number (int)
17. Mail Street House Number Fraction
18. Mail Pre Direction Code (N, S, E, W, etc.)
19. Mail Street Name
20. Mail Street Type (St, Ave, etc.)
21. Mail Post Direction Code (N, S, E, W, etc.)
22. Mail Unit
23. Mail City
24. Mail State
25. Mail Zip (int)
26. Mail Zip Suffix (int)
27. Mail Carrier Route
28. Site Address Full
29. Site Street House Number (int)
30. Site Street House Number Fraction
31. Site Pre Direction Code (N, S, E, W, etc.)
32. Site Street Name
33. Site Street Type (St, Ave, etc.)
34. Site Post Direction Code (N, S, E, W, etc.)
35. Site Unit
36. Site City
37. Site State
38. Site Zip (int)
39. Site Zip Suffix (int)
40. Site Carrier Route
41. Recording Type (grant deed, quit claim, etc.)
42. Latitude of property
43. Longitude of property
44. Flag to indicate if new owner is a corporation, LLC, or LP
45. Sale Type (if available)

- 46. Document transfer tax stamp amount
- 47. Arm's length flag

3. Data File of Foreclosure Actions

- **Data Scope:** The Contractor will provide a data file defining all foreclosure actions occurring on any property in the City of Los Angeles. This includes, but is not limited to Notice of Default (NOD), Notice of Trustee's Sale (NOS), Trustee's Deeds Upon Sale (TDUS), Notice of Rescissions (NOR), Foreclosure Deeds (FD), and Deeds in Lieu of Foreclosure.
- **Public Facing Data:** Specific fields, including APN, Site Address, Recording Date, Document Number, Lender Name/Contact and REO status, will be displayed on the City's public-facing website.
- **Detailed Records:** Files must include lender/trustee info, original mortgage amounts, default dates, and binary REO flags indicating if a property was transferred to a foreclosing beneficiary without documentary transfer tax.
- **Data Delivery Hierarchy:** Access shall be provided via the following methods, in order of City preference:
 1. **Choice #1: Direct (Read-Only) Database Access:** Secure access to database tables for real-time SQL querying.
 2. **Choice #2: Web API:** Documented REST/JSON API for programmatic retrieval of foreclosure records.
 3. **Choice #3: FTP Backup (Lowest Priority):** Secondary delivery via flat files.
- **Specifications for Choice #3 (FTP/Email):**
 1. **Frequency:** Files shall be delivered on a weekly basis.
 2. **Required Output Format:** Tab-delimited ASCII text file with columns matching the order specified by the City.
 3. **Naming Convention:** Files must be named using the date generated followed by _Foreclosure.zip (e.g., 2026_1005_Foreclosure.zip).
 4. **Retention & Support:** Files shall be kept for two months. The Contractor must provide administrative support to resolve connection or configuration issues.

4. Data File of Assignments, Releases, and Modifications

- **Data Scope:** Provide a weekly data file defining all recordings related to Assignments of Deeds of Trust, Releases/Full Reconveyances, or Loan Modifications within the City of Los Angeles.
- **Required Fields:** Include APN, recording date, document type, Assignor/Assignee names, Assignee mailing address, and original recording references.
- **Data Delivery Hierarchy:** Access shall be provided via the following methods, in order of City preference:
 1. **Choice #1: Direct (Read-Only) Database Access:** Secure access to database tables for real-time SQL querying.
 2. **Choice #2: Web API:** Documented REST/JSON API for programmatic retrieval of assignment/release records.
 3. **Choice #3: FTP Backup (Lowest Priority):** Secondary delivery via flat files.
- **Specifications for Choice #3 (FTP/Email):**
 1. **Frequency:** Files shall be delivered on a weekly basis.
 2. **Required Output Format:** Tab-delimited ASCII text file with columns matching the order specified by the City.
 3. **Naming Convention:** Files must be named using the date generated followed by `_Assignment_Release_Mod.zip` (e.g., `2026_1005_Assignment_Release_Mod.zip`).
 4. **Retention & Support:** Files shall be kept for two months. The Contractor must provide administrative support to resolve connection or configuration issues.
 5. **Email Fallback:** At the City's request, files may be sent via email if they do not exceed system size limits.

5. Data Delivery Standards and Ad-Hoc Services

A. Modern Data Delivery Hierarchy to ensure the City utilizes modern data infrastructure, the Contractor shall provide access to all data sets described in this Scope of Work via the following methods, listed in order of City preference:

- i. **Direct Database Access (Choice #1):** Provision of secure, read-only access to the Contractor's property database for real-time querying by City systems.

- ii. Web API (Choice #2): Provision of a documented RESTful Web API (supporting JSON or XML) to allow for automated, programmatic retrieval of records.
- iii. File Transfer Protocol (Choice #3): As the lowest priority backup, the provision of flat files via the FTP protocols described in Sections II.B.2 through II.B.4.

B. Scope of Additional Services

The City may request ancillary services strictly related to real estate data retrieval and analysis. This includes, but is not limited to:

- Custom ad-hoc historical data extraction beyond the standard City of Los Angeles geography.
- Bulk data re-formatting into non-standard layouts.
- On-site technical consultations for complex system integrations.

C. Cost Control

- Services under this category shall not constitute a change to the general contract scope. All work must be scoped in writing and billed according to the specific hourly rates or unit costs established in Exhibit B – Proposed Fee Schedule. Cumulative fees for these services shall not exceed the contract total.

C. ELIGIBLE PROPOSERS (Threshold Requirements)

Proposals will be accepted only from individuals or organizations that meet the following criteria. **Note: Compliance with the following requirements must be met by the proposal submission deadline listed on the front cover of this RFP.**

1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration with the California Secretary of State;
2. Be in good standing with the California Secretary of State, if a corporation or limited liability company;
3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. Have not been debarred by the federal government, State of California or local government;

5. Not have any outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented, if the Proposer has previously contracted with the State of California or the City of Los Angeles;
6. Have at least 24 consecutive months of direct and/or related experience in the delivery of similar services for which they are requesting consideration through this RFP.

D. BUDGET AND SOURCES OF FUNDS

The anticipated source of funds for this RFP is the City's General Fund. Approximately \$125,000 is anticipated to be available for the provision of Real Estate Information Services, subject to the approval by the Los Angeles City Council and the Mayor.

E. CONTRACT TERM

The initial contract shall commence on or about **April 1, 2027, for a five-year period, through March 31, 2032** subject to: the availability of funds; Contractor's continuing compliance with applicable Federal, State, and local government legislation; a positive evaluation of Contractor's performance; and approval by the Mayor and City Council.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
RFP Released	Monday, August 10, 2026
Proposers' Conference	Thursday, August 27, 2026
Proposal Submission Deadline	Monday, September 28, 2026

G. MANDATORY PROPOSERS' CONFERENCE

A Mandatory Proposers' Conference ("Conference") via [Zoom](#) only, has been scheduled to answer questions about this RFP. See cover page for Conference date and time. **Participation is mandatory for anyone interested in submitting a Proposal in response to this RFP, and failure to participate will result in Proposer ineligibility.** Please plan to participate on time as credit may not be given if a Proposer's representative joins the Conference late.

At this Conference, LAHD staff will review the RFP document and respond to questions regarding requirements of the RFP. LAHD staff will not provide assistance regarding a Proposer's individual program design. It is recommended that you have a copy of the RFP available to you during the webinar for easy reference.

The registration and remote participation information is as follows:

1. Please register for the **Conference** at the URL below.

<https://housing-lacity-org.zoom.us/meeting/register/4CGT5dPsS0KkCoXPIJ22sA>

2. Upon registering, you will receive a confirmation email which provides instructions on how to join. **NOTE:** Please join using the link provided in your confirmation email to ensure participation credit, and do not share your link as it is unique to you and could negatively affect your participation credit.
3. After selecting your unique link, the Zoom program will launch. A passcode is required to join and is provided in your confirmation email. If you do not have, or are unable to download the Zoom program application, you may join via web browser.
4. When attending, please select one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

- After joining a Zoom meeting, you will join with computer audio automatically.

USE YOUR TELEPHONE AS AUDIO:

- After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click Join Audio in the meeting controls.
 - Click the Phone Call tab.
 - Follow the instructions for dialing in:
 - In the Country/Region drop-down menu, select the country or region you're calling from.
 - Call one of the numbers provided.
 - Enter your meeting ID followed by #.
 - Enter your participant ID followed by #.
 - Enter the passcode, if prompted, followed by #.
5. Interested parties without computer access may participate during the scheduled event via telephone only. Instructions for participating via telephone only are as follows:
 - On your phone, dial one of the teleconferencing numbers provided below:
 - +1 669 900 6833 (San Jose)
 - +1 408 638 0968 (San Jose)
 - +1 346 248 7799 (Houston)
 - +1 253 215 8782 (Tacoma)
 - +1 646 876 9923 (New York)
 - +1 301 715 8592 (Washington DC)
 - +1 312 626 6799 (Chicago)
 - Enter the meeting ID number when prompted using your dial pad.
 - Meeting ID number: 898 7143 2895

NOTE: All participants who join via telephone only will need to provide their contact information to LAHD staff at the end of the Conference for participation identification only. Instructions will be provided during the Conference.

For system compatibility information and user guides, please visit the Zoom Help Center at the following address: <https://support.zoom.us/hc/en-us>.

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. Please contact the Contracts and Procurement Unit at lahd.contractsprocurement@lacity.org at least seventy-two (72) hours prior to the date of the Conference to ensure proper accommodations.

H. TECHNICAL ASSISTANCE

With the exception of the Conference, all technical assistance questions must be submitted by e-mail to lahd.contractsprocurement@lacity.org. **Please identify the RFP title on the email subject line to ensure prompt attention from the appropriate LAHD staff.**

To ensure a fair and consistent distribution of information, all questions will be answered by Question-and-Answer (Q&A) documents made available for download on the Regional Alliance Marketplace for Procurement ("RAMP") website at: www.RAMPLA.org. No individual answers will be given. The Q&A documents will be posted on a regular basis to ensure the prompt delivery of information.

I. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals must be submitted electronically to the email address listed on the front cover of this RFP by 5:00 p.m. PDT by the submission deadline date. Proposals submitted via any other alternative method including, but not limited to, file sharing services, will not be accepted or considered.

The cover letter accompanying the Proposal must bear a facsimile signature or signatures scanned into .pdf of the person(s) authorized to sign the Proposal, and be addressed to:

Contracts and Procurement Unit
Los Angeles Housing Department
1910 Sunset Blvd, Ste 300
Los Angeles, CA 90026

Proposers who submit a Proposal will receive an email response confirming receipt of their Proposal. Proposers are encouraged to submit Proposals well in advance of the Proposal due date and time to ensure that Proposals receive a time and date stamp of 5:00 p.m. or earlier.

Timely submission of Proposals is the sole responsibility of the Proposer. LAHD reserves the right to determine the timeliness of all Proposals. **ALL PROPOSALS SUBMITTED AFTER 5:00 P.M. PDT ON THE SUBMISSION DEADLINE DATE WILL NOT BE OPENED.**

J. EVALUATION CRITERIA

LAHD will review and score each timely complete and fully responsive Proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the Proposal documentation and information. A minimum score of 70 is required to be considered for funding. The evaluation will be based on the proximity of a Proposal's prices to competitive market values and relative to other Proposers' pricing, the quality of responses to the RFP, and reasonableness of the Proposer's costs relative to other Proposers' costs. Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at LAHD's sole discretion.

EVALUATION CRITERIA	POINTS
<u>Demonstrated Ability</u> Quality and depth of the Proposer's experience and expertise as it relates to the services for which the Proposer is applying.	20
<u>Demonstrated Capacity</u> Proposer's capacity to provide the required services.	20
<u>Proposed Work Plan</u> Proposed approach to providing the required services.	25
<u>Cost</u> The reasonableness and appropriateness of the proposed costs in relation to all other Proposals.	35
TOTAL POINTS	100
Local Business Preference See Section III. B. 12. for details	Up to 12 points

LAHD reserves the right to require a pre-award interview, site inspection and/or telephone conference call with Proposers.

LAHD's decision to award a contract(s) will be based on the stated evaluation criteria. LAHD reserves the right to modify any portion of this RFP any time prior to the submittal deadline without incurring any liability, obligation, or commitment to any Proposer or potential Proposer for any increase in costs allegedly incurred responding to or attempting to respond to any modified RFP.

The lowest cost Proposer may not be determined to have the best Proposal when all the evaluation factors have been considered.

K. PROPOSAL REVIEW PROCESS

The proposal review process shall include the following major activities to ensure that the procurement meets government audit standards:

1. All proposals shall be reviewed to determine that the minimum eligibility requirements are met (See Section II. C). Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.

Each eligible Proposal shall be reviewed for costs that are reasonable, allowable, necessary and competitive as measured by a review of any line-item budget and/or fee schedule and its competitive standing as compared to other Proposals.

3. At the City's sole discretion, pre-award interviews may be held with top-scoring Proposers. The results of the interview may determine the final funding recommendations.
4. Proposers shall be notified in writing about funding recommendations and evaluation results.

L. PROPOSAL APPEAL PROCESS

1. Appeal Rights

LAHD will notify all Proposers of the results of the Proposal evaluations and of their right to file an appeal. **Proposers may appeal procedural issues only.** Such appeals must be based upon specific facts demonstrating that the **Evaluation Criteria in Section J.** or **Proposal Review Process in Section K.** above were not followed during the review of Proposals. A disagreement or objection to the total points awarded, or differences of opinion about the merits of a Proposal, are not grounds for an appeal.

2. Letters of Appeal

Appeals shall be delivered electronically via email to LAHD at lahd.contractsprocurement@lacity.org, within five (5) business days from the date that the notification of the results of the RFP was emailed. Proposers may file an appeal electronically by submitting a written request and identifying the specific reason for the appeal to:

Harmony Jones, Acting Director of Administrative Services
Los Angeles Housing Department
c/o Contracts and Procurement Unit
RFP Appeal – Real Estate Information Services
1910 Sunset Blvd, Ste 300
Los Angeles, CA 90026

Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted. Written appeals must include the following information:

- a. The name, address and telephone number of the Proposer.
- b. The name/title of RFP to which the organization responded.
- c. Detailed statement of the grounds for appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted. All appeals and protests must be submitted within the time limits set forth in the above paragraphs.

3. Review Panel

A panel composed of selected staff will review the appeal for this RFP. The decision of the panel will be LAHD's final recommendation.

M. DISCLAIMER

LAHD is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Los Angeles City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. LAHD is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

III. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS

1. Costs Incurred by Proposers

All costs of Proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by Proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

2. Best Offer

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

3. Accuracy and Completeness

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.

4. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by email at any time prior to the submission deadline.

5. General City Reservations

Submission Deadline - The City reserves the right to extend the submission deadline should this be in the interest of LAHD. Proposers have the right to revise their proposals in the event that the deadline is extended.

Withdrawal of RFP - LAHD reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any Proposer responding to the RFP.

Reissue of RFP - If an inadequate number of Proposals is received or the Proposals received are deemed non-responsive, not qualified or not cost effective, LAHD may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor subject to the requirements of Los Angeles Administrative Code Section 10.15(a)(10).

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

Verification of Proposal Information - LAHD reserves the right to verify all information in a Proposal. If the information cannot be verified, and if the errors are not willful, LAHD reserves the right to reduce the rating points awarded.

Pre-award Interview - LAHD reserves the right to require a pre-award interview and/or site inspection.

Minor Defects - The City reserves the right to waive minor defects in Proposal in accordance with the City Charter.

Program Personnel - If the selection of the Proposer is based in part on the qualifications of specific key individuals named in the Proposal, LAHD must approve in advance any changes in the key individuals or the percentage of time they spend on the project. LAHD reserves the right to have the contractor replace any project personnel.

Rejection of Proposals - LAHD reserves the right to reject any or all Proposals; to reject unapproved alternate Proposal(s); and reserve the right to reject the Proposal of any Proposer who has previously failed to perform competently in any prior business relationship with LAHD. The rejection of any or all Proposals shall not render LAHD liable for costs or damages.

6. Contract Negotiations

A Proposer approved for funding shall be required to negotiate a contract with LAHD on an offer/counter-offer basis. The best terms and conditions originally offered in the Proposal shall bind the negotiations. LAHD reserves the right to make a contract award contingent upon the satisfactory completion by the Proposer of certain special conditions. The contract offer of LAHD may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, LAHD reserves the right to:

- a. Fund all or portions of a Proposer's Proposal and/or require that one Proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
 - b. Use other sources of funds to fund all or portions of a Proposer's Proposal;
 - c. Require that a funded Proposer utilize a facility designated by LAHD for purposes of implementing its project;
 - d. Elect to contract directly with one or more of the identified collaborators; and
 - e. Require all collaborators identified in the Proposal to become co-signatories to any contract with LAHD.
7. Standing of Proposer

Regardless of the merits of the Proposal submitted, a Proposer may not be recommended for funding if it has a history of contract non-compliance with the LAHD or any other funding source, poor past or current contract performance with the LAHD or any other funding source, or current disputed or disallowed costs with the LAHD or any other funding source.

Proposers that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

LAHD will enter into an agreement only with entities that are in good standing with the California Secretary of State and provide proof of good standing with the California Secretary of State.

8. Confidential Information

Proposals made in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to the Proposer's competitive position or constitute a trade secret. To protect such data from disclosure, the Proposer must specifically identify the pages of the Proposal that contain confidential information by properly marking the applicable pages and inserting the following notice in the front of the Proposal:

"NOTICE"

"The data on the pages of this Proposal identified by an asterisk (*) or marked along the margin with a vertical line, contain information which are trade secrets and/or whose disclosure would cause substantial injury

to the Proposer's competitive position. The Proposer requests that such data be used only for the evaluation of its Proposal, but understands that disclosure will be limited to the extent that the City determines is permissible under federal, state, and local law."

In Proposals containing proprietary information, proprietary paragraphs and/or other data should be clearly marked as noted above. **The Proposer must include one additional electronic copy of the Proposal with the confidential material totally blacked out or otherwise redacted from the text so that one copy is available as public material.** In accordance with the CPRA, this information may, upon request, be released to the public.

Note that wholesale use of headers/footers bearing designations such as "confidential", "proprietary", or "trade secret" on all or nearly all of a Proposal is not acceptable, and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

The City assumes no responsibility for disclosure or use of unmarked data for any purposes. In the event properly marked data are requested, the Proposer will be advised of the request and may expeditiously submit to the City a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the City in making its determination as to whether or not disclosure is proper under federal, state, and local law. The City will exercise care in applying this confidentiality standard, but will not be held liable for any damage or injury that may result from any disclosure that may occur. The Proposer agrees to assume and pay for all costs incurred by the City, including attorneys' fees awarded by a court, if Proposer requests the City to resist disclosure of material provided to the City by the Proposer, provided the City determines the said materials are exempt under federal, state, and local law. Further, in the event that you request that portions of your Proposal remain confidential and not be disclosed, please confirm your assurance to indemnify, defend and hold the City of Los Angeles harmless from any claim relating thereto by including the following statement in your cover letter:

"The Proposer undertakes and agrees to defend, indemnify, and hold harmless the City of Los Angeles and any of its boards, officers, agents, and employees (collectively, the City) from and against all suits, claims, and causes of action brought against the City for the City's refusal to disclose the Proposer's trade secrets or Proposer's other technical, financial or other information to any person making a request pursuant to the State of California Public Records Act (California Government Code Section 6250 et seq.). The Proposer's obligations herein include, but are not limited to, all reasonable attorney's fees (both in house and outside counsel), reasonable costs of litigation incurred by the City or its attorneys (including all actual costs incurred by the City, not merely those costs recoverable by a prevailing party, and specifically including

costs of experts and consultants) as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes of action brought against the City, through and including any appellate proceedings. The Proposer's obligations to the City under this indemnification provision shall be due and payable on a monthly, on-going basis within thirty (30) days after each submission to Proposer of the City's invoices for all fees and costs incurred by the City, as well as all damages or liability of any nature."

Failure to include this exact statement shall constitute a waiver of a Proposer's right to exemption from disclosure under the California Public Records Act.

The Proposer will receive prompt notice from the City of any (1) communication to the City challenging the City's refusal to disclose the Proposer's information, and (2) any complaint or petition to the court challenging the City's refusal to disclose the Proposer's information. Further, should the Proposer choose to intervene in any court action relating to the City's refusal to disclose the Proposer's information, the City will not oppose the Proposer's motion to intervene.

9. Discount Terms

Proposers agree to offer LAHD 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.

B. STATEMENTS REQUIRED WITH PROPOSAL

1. Contractor Responsibility Ordinance (CRO) Questionnaire and CRO Pledge of Compliance

Every RFP, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

The Ordinance requires that all Proposers must complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the Proposer being deemed non-responsive.

Additionally, if a contract is awarded pursuant to this procurement, the Contractor must update responses to the questionnaire, within thirty calendar

days, after any changes to the responses previously provided if such change would affect Contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the Contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, each Contractor must: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the Contractor is not in compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the Contractor has violated Section 10.40.3 (a) of the Ordinance.

All Proposers shall submit a completed CRO Questionnaire and Pledge of Compliance signed under penalty of perjury with their Proposal.

Refer to links below:

<https://bca.lacity.org/Uploads/cro/CRO%20Personal%20Services%20Questionnaire%20FINAL%2001.23.2020.pdf>

and

https://bca.lacity.org/Uploads/cro/CRO_Pledge%20of%20Compliance_Fillable%20%281%29.PDF

If a Proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the Proposal.

THESE STATEMENTS ARE REQUIRED WITH THE PROPOSAL.

2. Municipal Lobbying Ordinance City Ethics Commission (CEC) Form 50

All Proposers must submit a completed Certification CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance:

<https://ethics.lacity.org/wp-content/uploads/Laws-Lobbying-MLO.pdf>. (Refer to the link below to access the Certification CEC Form 50, <https://ethics.lacity.org/pdf/forms/City/CEC50.pdf>).

NOTE: Failure to submit this completed CEC Form 50 will result in Proposer being deemed non-responsive and the Proposal will be rejected.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

3. Municipal Campaign Finance Ordinance CEC Form 55

Proposers are subject to City of Los Angeles 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, 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 submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access the form <https://ethics.lacity.org/pdf/forms/City/CEC55.pdf>). 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 shall be deemed nonresponsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. (See Form 55 Instructions at the following link: [https://ethics.lacity.org/PDF/forms/CEC Form 55 Instructions.pdf](https://ethics.lacity.org/PDF/forms/CEC%20Form%2055%20Instructions.pdf)). Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

4. Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavits

All 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, Equal Benefits Ordinance (EBO) and the Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

Effective July 1, 2016, the Equal Benefits Ordinance and First Source Hiring Ordinance Compliance affidavits were combined into one web application form available on the City of Los Angeles Regional Alliance Marketplace for Procurement (RAMP) residing at www.RAMPLA.org. All Proposers shall complete and upload the joint affidavit prior to the award of a City contract, the value of which exceeds \$25,000.

If subject to the ordinances, a Proposer will be required to complete the web application form, electronically sign, and submit. If a form was uploaded and verified prior to July 1, 2016, these will continue to be valid until they expire or are deleted (generally three years from upload date). When the form expires, a Contractor will be required to complete the new web application form.

Equal Benefits Ordinance

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit, your company is certifying compliance with the requirements of said ordinance. If selected as a successful Proposer your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance (OCC) prior to contract award. The EBO Affidavit shall be effective for a period of three years from the date it is first uploaded onto the City's RAMP website. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

First Source Hiring Ordinance

Prime Contractors who are awarded a contract that is subject to the requirements of the FSHO must complete and upload the FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over \$25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer selected for contract award.

Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

Proposers shall complete and submit ONLINE, with their Proposal, the EBO/FSHO Affidavit, or Request for Waiver, if applicable.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
www.RAMPLA.org)

5. Disclosure Ordinances Affidavit (Slavery Disclosure Ordinance, Disclosure of Border Wall Contracting Ordinance)

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

You must register on RAMP (www.RAMPLA.org) to access the updated Disclosure Ordinances 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 should be completed and submitted by the time of RFP submission.

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.RAMPLA.org)

6. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt 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 shall refer to **Attachment 1**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions (see **Attachment 2**: LWO Statutory Exemptions) shall apply for an exemption from the Ordinance by submitting with their Proposal the applicable form below:

- LW-10 - Exemption Application
<https://bca.lacity.org/Uploads/eeo/2021%20LWO%2010%20-%20OCC%20Exemption%20Application.pdf>
- LW-26 Small Business Exemption Application
https://bca.lacity.org/Uploads/lwo/LW26_Small_Business_Exemption_Application_%28English%29.pdf
- LW-28 501(c)3 Nonprofit Exemption Application
https://bca.lacity.org/Uploads/lwo/Template_LW%2028%20-%20501c3%20Nonprofit%20Exemption%20Application.pdf

- LW-29 Non-Coverage Determination Application
https://bca.lacity.org/Uploads/lwo/LW29_NonCoverage_Determination_Application.pdf

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL, IF APPLICABLE.

7. Proposer Workforce Information/Non-Collusion Affidavit

Proposers shall submit with their Proposal a statement indicating their headquarters address, as well as the percentage of their workforce residing in the City of Los Angeles. Proposers shall also submit a completed Workforce Information/Non-Collusion Affidavit. (See **Attachment 3: Workforce Information/Non-Collusion Affidavit**).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

8. Business Services Implementation Plan Collaborator Agreements

Proposals shall include completed forms from each organization intending to formally collaborate with Proposers (see **Attachment 4: Business Services Implementation Plan/Collaborator Agreements**).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

9. Subcontractors

If a proposer plans to utilize subcontractors for the project, a list of the subcontractors must also be submitted with the proposal.

10. Business Inclusion Program

All Proposers shall comply with the City's Business Inclusion Program (BIP) requirements, in identifying sub-contracting opportunities and completing the BIP Outreach process, to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants.

All Proposers including those with existing sub-contractors and those not planning to use sub-contractors, must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 5: Business Inclusion Program**. Additionally, BIP processes, including, but not limited to, the outreach and summary sheet, must be completed on the Regional Alliance Marketplace for Procurement (RAMP) website (www.RAMPLA.org) using the BIP Outreach system. The BIP Outreach system is accessible from the opportunity's RAMP webpage. A walkthrough manual is available for additional support on the

RAMP website in its Support section, and at the following URL:
https://www.rampla.org/resource/1658335402000/RAMP_BIP_walkthrough.

A PROPOSER'S FAILURE TO COMPLETE THE BIP OUTREACH PROCESS, AS SPECIFIED IN ATTACHMENT 6, BY THE REQUIRED DEADLINES WILL RESULT IN A PROPOSAL BEING DEEMED NON-RESPONSIVE.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

THE SUMMARY SHEET MUST BE SUBMITTED BY 4:30 P.M. ON THE FIRST CALENDAR DAY FOLLOWING THE DAY OF THE RFP RESPONSE SUBMITTAL DEADLINE.

11. 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 of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign and submit **Attachment 6**: "Iran Contracting Act of 2010 Compliance Affidavit."

12. Local Business Preference Program

Proposers are advised, any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of the Local Business Preference Program (LBPP), LAMC 10.25 *et seq.* Ordinance Number 188111 (https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-38896).

Per the Local Business Preference Program, Awarding Authorities shall grant a six percent Local Business Preference to Local Businesses for contracts involving consideration in excess of \$150,000. A Local Business that is also a City Business shall be awarded an additional 4% preference. Qualifying Contractors who participate in the LBPP by also qualifying as a Local Small Business or Local Transitional Employer will receive an additional 2% preference credit for each additional certification to their Proposal in excess of \$150,000. A Local Business that is not eligible for the additional preference, but that identifies a Subcontractor(s) that is certified by the Designated Administrative Agency (DAA) as a Local Small Business or a Local Transitional Employer, shall receive up to a maximum of 2% preference for each additional certification. When applying the Local Business Preference to a Proposal, the Awarding Authority shall apply the preference in the form of additional points to the Proposal's final score such that the score awarded to a Proposal submitted by a Local Business is increased by the applicable percent of the total possible evaluation points. The Awarding Authority shall provide a preference of up to five percent to a Bid or Proposal submitted by a business that does not qualify as a Local Business, but that identifies a Subcontractor that is certified by the

DAA as a Local Business, City Business, Local Small Business, or Local Transitional Employer. The maximum preference awarded to a City Business under this article shall not exceed 12%.

Local Business Certification Affidavit of Eligibility: All Proposers (including Proposer's subcontractors) who are claiming eligibility to the Local Business Preference Program criteria, shall download and submit the Local Business Preference Program Application/Renewal Form on [RAMP](#) by the submission deadline.

The rules and procedures for implementing the Local Business Preference Program can be found on the Bureau of Contract Administration website at: [https://bca.lacity.gov/sites/default/files/Uploads/soe/BIS%20-%20LBPP%20Rules%20&%20Procedures.final%20\(rev.%2010.16.25\).pdf](https://bca.lacity.gov/sites/default/files/Uploads/soe/BIS%20-%20LBPP%20Rules%20&%20Procedures.final%20(rev.%2010.16.25).pdf), or by reviewing **Attachment 7**.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL, IF PROPOSER IS INTERESTED IN ADDITIONAL LOCAL BUSINESS PREFERENCE POINTS.

C. CONTRACT EXECUTION REQUIREMENTS

If recommended for funding, the Proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the Standard Provisions for City Contracts attached as **Attachment 8**, which shall also be attached to the agreement. **Failure to comply with these requirements will result in non-execution of the contract.**

Note: additional provisions may be required based on the needs of the City and LAHD.

The agreement with the selected Proposer(s) will be on a to-be-negotiated fee-for-performance basis.

1. Insurance Certificates

Contractors will be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution (refer to **Attachment 9: Required Insurance and Minimum Limits**, and the following link for Insurance Instructions and Information http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf).

2. Secretary of State Documentation

Organizations must be in good standing and authorized to do business in California, as registered Contractors with the State of California. Visit the Secretary of State's website for more information at: <https://bizfileonline.sos.ca.gov/>.

Note: Proposers must be registered and in good standing with the California Secretary of State by the Proposal submission deadline, as stated in Section II. C. Eligible Proposers (Threshold Requirements).

3. Corporate Documents

All Contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, Unique Entity Identifier, and a Resolution of Executorial Authority with a Signature Specimen (see **Attachment 10**: Corporate Documents).

4. City Business License Number

All Contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC), call the Office of Finance at (213) 473-5901 and pay the respective business taxes. The address is: Los Angeles City Office of Finance, Tax and Permit Division, City Hall, 200 N. Spring Street, Room 101, Los Angeles, CA 90012. Visit the Office of Finance's website for more information at: www.finance.lacity.org.

5. Proof of IRS Number (W-9)

All Contractors are required to complete and submit Proof of IRS Number (W-9) form. (Refer to link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> Request for Taxpayer Identification Number (Form W-9).

6. Nonprofit Status Documentation from the Internal Revenue Service (IRS)

Proposers must submit a copy of their notice from the IRS designating the agency as a 501(c)(3) organization or other evidence of its tax-exempt status from the IRS, if applicable.

7. Certifications

Contractors shall provide copies of the following documents to the City:

- a. A Certificate Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549.
- b. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractors shall also file a Disclosure Form, at the end

of each calendar quarter during which any event requiring disclosure, or which materially effects the accuracy of the information contained in any previously filed Disclosure Form, occurs

- c. A Certificate Regarding Drug-Free Workplace Requirements, if applicable.

8. Collaboration

LAHD may, at its discretion, require two or more Proposers to collaborate as a condition to contract execution.

9. Non-Discrimination/Equal Employment Practices/Affirmative Action

Effective July 1, 2016 the Non-Discrimination/Equal Employment Practices and Affirmative Action (ND/EEP and AA) provisions were amended to eliminate the need for Contractors to complete affidavits on RAMP. By affixing its signature to a contract, the Contractor agrees to adhere to the ND/EEP and AA for the duration of the contract. When a Contractor signs the contract, it will also be acknowledging its responsibility to comply with both the ND/EEP and AA provisions. The AA provisions will now apply to all construction contracts and all non-construction contracts of \$25,000 or more.

Proposers 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 the URL below.

<https://bca.lacity.org/Uploads/eeo/NDEEOAAP%20Admin%20Code.pdf>

10. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall:

- a. Comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 et seq., the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 et seq., the Fair Housing Act, and its implementing regulations and any subsequent amendments; and California Government Code Section 11135.
- b. Not discriminate in the provision of its programs, services or activities on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability.
- c. Provide reasonable accommodation upon request to ensure equal access to all of its programs, services and activities.

Contractor represents that it will certify that any construction for housing performed with funds provided through any future contract will be done in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40.

Contractor represents that it will certify that its buildings, and facilities used to provide services in accordance with any future contract, are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

Contractor understands that the City is relying upon these certifications and representations as a condition of funding any future contract.

Contractor will require its subcontractors, if any, to include this language in any subcontract.

Contractor must be in compliance with these provisions at the time the contract is executed.

11. Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

This contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor/consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of Contractor/consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of Contractor/consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of Contractor/consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor/consultant under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than 90 days after notice of such failure to Contractor/consultant by City. Any subcontract entered into by the Contractor/consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall

incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor/consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/consultant under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than 90 days after notice of such failure to Contractor/consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110 (see **Attachment 11**: Child Support Obligations).

12. Fair Chance Initiative for Hiring Ordinance

City Contractors and subcontractors with 10 or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant's criminal history information until a job offer is made and from withdrawing a job offer unless the employer performs an assessment of the applicant's criminal history and the duties of the position. Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. Additional information and forms can be found at Department of Public Works, Bureau of Contract Administration at: <https://bca.lacity.org/fair-chance>.

13. Nonresident/Foreign Tax Withholding

The City must generally impose California withholding tax of 7% on payments issued to nonresident vendors, unless otherwise exempted. In cases where a nonresident vendor is of a foreign status, such payments are generally subject to an additional 30% federal withholding tax, unless otherwise exempted or reduced by an applicable income tax treaty or other legal provision.

Nonresident vendors should submit the applicable Franchise Tax Board's (FTB) nonresident tax forms to clarify their tax withholding status. Examples of State nonresident tax forms are listed below. State income tax forms can be accessed through the FTB link: <https://www.ftb.ca.gov/forms/index.html>

California Nonresident Income Tax	Form Number	Form Description
	Form 590	Used to indicate that the vendor has submitted a Form 590 and is claiming an exemption from withholding
	Form 587	Used to indicate that the vendor submitted Form 587 and to allocate expected gross payments to amounts subject to withholding.
	Form 588	CA Non-Resident Withholding Waiver Request. Should be accompanied with FTB approval.
California Nonresident Income Tax	Form 589 C	CA Non-Resident Reduced Withholding Request. Should be accompanied with FTB approval.

Foreign vendors should submit the applicable federal withholding tax forms in addition to the applicable Franchise Tax Board Form(s). Examples of certain federal withholding tax forms are listed below. Federal withholding tax forms can be found using the following link:
<https://apps.irs.gov/app/picklist/list/formsInstructions.html>

Federal Nonresident Income Tax	Form Number	Form Description
	8233	Exemption From Withholding for Independent Personal Services (Individuals)
	W-8BEN	Certificate of Foreign Status for U.S Tax (Individuals)
	W-8BEN-E	Certificate of Status of Foreign Status for U.S. Tax (Entities)
	W-8ECI	Certificate of Foreign Person's Claim of Effectively Connected Income
	W-8EXP	Certificate of Foreign Government or Other Foreign Organization tax exemption
Federal Nonresident Income Tax	W-8IMY	Certificate of Foreign Intermediary and tax exemption

14. Mayoral Executive Directive 35: Equitable Access to Contracting Opportunities

Pursuant to Mayoral 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.

D. CONTRACTOR EVALUATION ORDINANCE

At the end of this contract, LAHD will conduct an evaluation of the Contractor's performance. LAHD may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on 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 with a copy of LAHD’s final evaluation and allowed 14 calendar days to respond. LAHD will use the LAHD final evaluation, and any response from the Contractor, to evaluate Proposals and to conduct reference checks when awarding other personal services contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a Proposer does not follow these instructions and/or information is omitted or a required attachment is not submitted, the Proposer may be determined to be ineligible and excluded from the review.

1. The Proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original Proposal. An authorized representative of the Proposer organization who has legal authority to bind the organization in contract with the City must sign the Proposal. The submitted Proposal must include a scanned version of the embossed seal and authorized signature.
2. Proposers must submit an original Proposal, sent by email, and must bear a facsimile signature or signatures scanned into .pdf (or signatures in another electronic format designated by City) reflective of the person(s) authorized to sign the Proposal.
3. All Proposals must be accompanied by a cover letter that should be limited to **two (2) pages**. The letter must:
 - Include the title, address, telephone number, number, and e-mail of the person(s) who will be authorized to represent the Proposer and each collaborator. Also include the above contact information for the Proposer's contract manager and accounting liaison.
 - State the number of years of direct and/or related experience in administering part or all of the services solicited in this RFP.
 - Be signed by the person(s) authorized to bind the agency to all commitments made in the Proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the Proposal. If a Board Resolution cannot be obtained prior to Proposal submission, it may be submitted no later than **one (1) calendar week** after the Proposal submission deadline.
 - Identify the individual or firm, which prepared or assisted in preparing the Proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.
 - Include confidential information statements as described in Section III. A. 8, if applicable.
4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.

5. Narratives are limited the number of pages as indicated per narrative question and must follow these standards:
 - Font size – 12 points
 - Margins – At least 1 inch on all sides
 - Line spacing – Single-spaced
 - Prepare in PDF format only

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

Requested attachments, exhibits, charts, and/or samples are exempt from the page limit.

6. Each page of the Proposal, including attachments, must be numbered sequentially at the bottom of the page to indicate Page ___ of ___.
7. 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.
8. The Proposal Checklist lists all narratives, attachments and certifications that must be included in the proposal. In assembling the completed Proposal, please insert the documents as they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents (See **Attachment 12**).
9. Answers should be as concise as possible while providing all the information requested.
10. In completing the narratives and attachments, including the fee schedule, please include and clearly identify the services to be provided by, and the demonstrated ability of, subcontractors, if any.

B. NARRATIVES

Narrative 1: Demonstrated Ability (20 points) – Limit 4 Pages

Provide a narrative description of the quality and depth of the Proposer's experience and that of the assigned personnel as they relate to providing data and other services described in the Scope of Work. Include:

- a. Agency Experience and Standards - the number of years and/or months the firm has been in operation and has performed similar services. Please also state as well as, how far back does your organization have historical data for properties in the City of Los Angeles.

- b. Sources of data, timeliness and frequency of updating, geographic coverage, system requirements, and technology.
- c. The level of accuracy, quality control methodology, speed of accessibility and comprehensive information about the properties
- d. Type of technology and infrastructure to ensure reliable scalability and reliability for high volume transactions.
- e. Use the form attached to this RFP as **Exhibit A – Agency Reference Form** to provide references from three (3) agencies with whom the Proposer has contracted for the delivery of real estate data similar to the data requested under this RFP and attach it to your completed Proposal. Exhibit A will not count against your page limit.

Narrative 2: Demonstrated Capacity (20 points) - Limit 3 Pages

Provide a narrative description of the Proposer's organization including: An organization chart and a list of personnel assigned by the Contractor/subcontractor(s) to provide services to LAHD under the proposed contract, as well as their job descriptions. Also include:

- a. Description of the Proposer's electronic communication and technological abilities, recordkeeping, and billing procedures to ensure timely and accurate accounting and payment.
- b. Provide contact person(s) – name(s), title(s), address(es) and phone number(s).

Narrative 3: Proposed Work Plan (25 points) - Limit 4 Pages

Provide a narrative description of how the Proposer intends to provide the services described in the Scope of Work within LAHD's requested time frames. The response must specifically address the three-tier delivery hierarchy (Direct Access, Web API, and FTP).

Include:

- **Technical Implementation:** Describe the architecture and security protocols for providing the City with **Direct (read-only) Database Access**.
- **API Capabilities:** Detail the specifications of your **Web API**, including supported formats (JSON/REST), authentication methods, and documentation availability.
- **Data Presentation:** How information will be presented and the type of applications to be used for online reporting.

- **Redundancy and Reliability:** Address the company's back-up plans and failover procedures (including the **FTP Choice #3 backup**) to avert any unforeseen technology breakdown that could affect delivery.
- **Security and Performance:** Detail data encryption standards, response times for data inquiries, and user access management.
- **Data Types:** List the types of data to be included (property data, sales history, mortgage data, etc.) in addition to the required ownership and foreclosure data.
- **Custom Orders:** Proposed timeframes to deliver special custom orders of historic data or ad-hoc formatted reports.

Narrative 4: Cost (35 points) – Limit 3 Pages

Complete the form attached to this RFP as **Exhibit B- Proposed Fee Schedule** and attach to your completed Proposal. Exhibit B shall include Proposer's estimated fees for the provision of the service products and for each proposed fee, a narrative justification for each proposed fee.

Include:

- **Implementation and Maintenance Fees:** Specifically identify any one-time setup costs or recurring maintenance fees associated with establishing **Direct (read-only) Database Access** (Choice #1) and the **Web API** (Choice #2).
- **Tiered Pricing:** Provide a breakdown of monthly costs for the 60 regular user licenses, including the specific monthly rate for "Seasonal Access" licenses (minimum 6-month commitment).
- **Ad-Hoc and Ancillary Rates:** Detail the hourly rates or unit costs for additional services such as custom historical data extraction or specialized API integration support.
- **Discount Terms:** Clearly state any discounts offered to the City or terms offered to your best customers for similar goods and services.
- **Cost Justification:** Provide a narrative explaining the reasonableness and appropriateness of the proposed costs in relation to the quality and volume of data provided.

Additional Information

Provide a Data Dictionary including all data available through this RFP and submit as an attachment to your Proposal labeled **Exhibit C – Data Dictionary**. This is for informational purposes only and will not be evaluated.

C. DOCUMENTS TO BE COMPLETED

Proposers must complete and submit all of the attachments and certification forms listed. **Do not assume that any document is not applicable.** If the Proposer does not follow all the instructions and/or requirements in this RFP, the Proposer may be determined to be ineligible and excluded from the review. Use the Proposal Checklist as a guide.

D. PROPOSAL CHECKLIST

The **Proposal Checklist (Attachment 12)** is to serve as the Table of Contents for your Proposal and as a guide for all documents, which must be submitted with the RFP. It lists all Narratives, Attachments, and Certifications (if applicable) that must be included as part of the Proposal. Indicate in the page number column where the information can be found in your Proposal. In assembling the complete Proposal, please insert the attachments where they are indicated in the Proposal Checklist.