TASK ORDER SOLICITATION
ON-CALL PROFESSIONAL CONSULTANT SERVICES

AUDIT SERVICES

PARKING OPERATOR REVENUE AUDIT
TOS# JJ-102

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION
PARKING FACILITIES DIVISION

June 16, 2026

1. INTRODUCTION

The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench List in the Audit Services category to deliver a formal Audit Report detailing the methodology, findings, and recommendations related to the current contractor's revenue activities during the Non-Contractual Period.

1.1. BACKGROUND

This Task Order Solicitation (TOS) outlines the scope of work, requirements, selection process, and documentation necessary to respond to this Project. All Task Order Proposals are due **August 4, 2026 by 3:00 PM**.

2. SCOPE OF WORK

LADOT and the current contractor agreed that the contractor would begin to perform parking lot management services beginning in July 2023, while a formal contract was being developed. A formal contract was approved and executed in September 2025. During the Non-Contractual Period from July 2023 to September 2025, our current contractor collected revenues on behalf of LADOT and withheld a portion of these funds. The services provided during this period were subsequently ratified under the terms of the executed contract. LADOT reserved the right to subject the current contractor to a third-party audit.

2.1. SCOPE OVERVIEW

The Consultant shall assess the accuracy and completeness of revenues collected and reported by the current contractor, determine the total amount of funds withheld by the contractor, and evaluate the operational status and transactional accuracy of manual collection activities, electronic sales/services equipment (handheld and automated equipment), and website (www.parking.com) operated by the current contractor for LADOT's sales/services, as related to activities occurring during the Non-Contractual Period.

2.2. SCOPE OF SERVICES REQUIRED

The Consultant shall provide details on how they will most effectively provide and coordinate the following key tasks, including deliverables for each, as described below. This shall also include details on any optional work described below.

Task 1 **ASSESSMENT OF CURRENT CONTRACTOR'S REVENUE CONTROL PROCESS**

- Review Current Contractor's processes and procedures used during the Non-Contractual period.
- Identify any weaknesses or gaps in processes and procedures.
- Evaluate whether processes and procedures were operating effectively.

Task 1 Deliverable - The consultant shall provide a final audit report summarizing findings and gaps in processes and procedures, along with supporting documentation showing the evidence reviewed.

Task 2 VERIFICATION OF REVENUE COLLECTION AND FUNDS WITHHELD

- Review Current Contractor's financial records, including, but not limited to, bank statements, deposit slips, cash logs, and transaction reports pertaining to revenues collected on behalf of LADOT during the Non-Contractual Period.

- Reconcile reported collections with supporting documentation and, where possible, with source transaction data.

- Verify the total amount of funds withheld by our Current Contractor and trace the flow of these funds.

Task 2 Deliverable - The consultant shall provide supporting documentation showing the reconciliation of revenue totals, a summary of funds withheld, and a final audit report explaining any differences or unresolved items.

Task 3 ASSESSMENT OF MANUAL COLLECTIONS

- Examine transaction records, logs, and/or tickets to assess the accuracy of revenues manually collected by parking attendant(s) and reported by our Current Contractor.

Task 3 Deliverable - The consultant shall provide supporting documentation showing the review of manual collection records (such as tickets, logs, and attendant reports), a final audit report summarizing findings, and a log of any discrepancies identified.

Task 4 ASSESSMENT OF ELECTRONIC SALES EQUIPMENT AND WEBSITE

- Review documentation related to the electronic sales equipment used by our Current Contractor for LADOT's sales/services, including make, model, and serial numbers.

- Examine equipment logs, transaction records, error reports, and diagnostic data generated by the equipment during the Non-Contractual Period to assess operational uptime and accuracy.

- Review any calibration, maintenance, or repair records for the equipment pertaining to the Non-Contractual Period.

- Review website (www.parking.com) transaction data.

- Compare transaction data recorded by the equipment and website to the revenues reported as collected by our Current Contractor.

Task 4 Deliverable - The Consultant shall provide supporting documentation demonstrating the review of electronic sales equipment and website transactions. Any issues identified shall be documented and summarized in the final audit report.

Task 5 RECONCILIATION AND REPORTING

- Reconcile findings regarding revenues collected from all sources.
- Reconcile funds withheld and amounts remitted.
- Verify the accuracy and reliability of electronic sales equipment and website transaction records.
- Identify, quantify, and explain any differences and discrepancies.
- Prepare reports and analytical reports for review and final issuance.

Task 5 Deliverable - The Consultant shall prepare and submit:

- A draft audit report summarizing the results of all tasks performed for review and comment.
- A final audit report incorporating City comments and responses within 15 business days after receipt of comments.

Task 6 INTERIM VIRTUAL CHECK-IN MEETINGS

- Conduct a minimum of one (1) monthly virtual check-in meeting to review progress, discuss issues, and confirm next steps.

- The consultant shall prepare the meeting agenda and provide meeting notes after each meeting.

Task 6 Deliverable - Brief monthly progress updates summarizing work completed to date, issues identified, and next steps. The consultant shall also provide meeting agendas and notes documenting discussion and action items. The consultant shall provide supporting documentation showing the review of electronic sales equipment and website transactions, and any issues identified, which will be summarized in the final audit report.

Note: *Supporting documentation for each task shall be provided separately and made available upon request to support the findings and conclusions presented in the final audit report. The final audit report will summarize the results, while supporting documentation will include detailed evidence and documentation of the work performed.*

3. PROJECT BUDGET

The consultant shall provide a comprehensive cost proposal which details all anticipated expenses to complete the audit, including labor, materials, and any incidental costs. The budget should reflect a realistic allocation of resources to fulfill the Scope of Work efficiently and in accordance with the requirements of this Task Order Solicitation. All costs must be clearly justified and presented in a format suitable for evaluation.

4. OTHER REQUIREMENTS

All data collected, created, or generated in the course of the Project shall be the exclusive property of the City of Los Angeles. The City of Los Angeles shall have sole ownership of such data and all associated intellectual property rights. The consultant shall not use, disclose, or retain such data for any purpose other than performing the Project, except as expressly authorized in writing by The City of Los Angeles.

5. TENTATIVE PROPOSED PROJECT SCHEDULE

Project Milestone	Due Date (All dates are tentative)
Execute Task Order and Issue Notice to Proceed (NTP)	September 2, 2026
Project Launch meeting between LADOT and Consultant	September 9, 2026
Begin Audit	September 16, 2026
Monthly Check-In Meeting	October 20, 2026
Draft report Due	November 3, 2026
Delivery of Final Report	November 17, 2026

6. QUALIFICATIONS

This project requires the Consultant to have the following qualifications/skills/knowledge:

- Demonstrated experience performing operational, compliance, or transactional audits, including cash collection and revenue reporting processes.
- Experience evaluating accuracy, completeness, and reconciliation of financial or transactional records.
- Experience auditing electronic sales equipment, websites, and automated transaction systems.
- Experience reviewing manual cash handling and collection processes.
- Knowledge of internal control best practices and procedures for revenue collection and reporting.
- Independence from the Contractor and absence of conflicts of interest related to the audit subject matter.

- Audit team includes personnel with recognized professional audit or operational review credentials (e.g., CPA, CIA, CFE, or equivalent).
- Designation of an Audit Lead with a minimum of [7] years of relevant operational or compliance audit experience, responsible for overall audit execution and reporting.
- Experience documenting findings in reports suitable for management review and potential corrective action.
- Experience with high-volume transactional operations or government/public-sector revenue audits.

7. SOLICITATION RESPONSE SCHEDULE & REQUIREMENTS

The following is the tentative solicitation response schedule:

Issue Task Order Solicitation	DATE: June 16, 2026 / 12:00 PM
Mandatory Pre-Submittal Meeting	DATE: June 30, 2026 / 10:00 AM
Question Submittal Period Ends	DATE: July 7, 2026 / 3:00 PM
BIP Outreach Due Date	DATE : July 21, 2026 / 12:00 AM
Task Order Proposals Due	DATE: Aug 4, 2026 /3:00 PM
Conduct Interviews	DATE(S): TBD
Finalize Selection	DATE: Aug 20, 2026
Execute Task Order Agreement	DATE: September 2, 2026

Issue TOS Notice to Proceed	DATE : September 2, 2026

Up to the top three (3) Consultants may be invited to participate in an on-site oral interview *and product demonstration as a part of the evaluation process.* Selected Consultants will receive a minimum of five (5) business days advanced notice prior to the interview. Upon invitation, Proposers will be provided with detailed interview and presentation instructions, including format, required materials, and evaluation criteria.

8. GENERAL REQUIREMENTS

8.1. SUBCONTRACTING

The Consultant shall perform the key tasks contemplated and overall project management of the TOS with resources available within its own organization. No portion of the work pertinent to this project shall be subcontracted without written authorization by LADOT, except for subcontractors and work scopes expressly identified in the approved Cost Proposal.

8.2. Business Inclusion Program

The City's Business Inclusion Program (BIP) subcontractor outreach process requires respondents to solicitations to perform subcontractor outreach. This policy is required under this TOS. All proposers must perform subcontractor outreach and negotiate in good faith with the following category of firms, which could perform a portion of the scope of work required in the TOS:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Small Business Enterprise (SBE)
- Emerging Business Enterprise (EBE)
- Disable Veteran Business Enterprise (DVBE)
- Other Business Enterprise (OBE)

As proof of the Consultant outreach efforts, the Consultant is required to perform the BIP Outreach on the City's Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org and submit TOS Schedule A, Subconsultant Information Form with the proposal. BIP instructions are provided in Attachment C - BIP_TOS_LADOT Requirements and additional guidance is available in the BIP manual available on RAMP.

Proposers must pass all BIP indicators; failure to comply with the City's BIP requirements will render the Task Order Proposal non-responsive and result in its rejection.

8.3. LOCAL BUSINESS PREFERENCE PROGRAM

The Local Business Preference Program (LBPP) will be applied to this Task Order Solicitation. Qualifying consultants eligible for Local Business Prime or Local Business Subcontractor(s) preference points will be awarded the appropriate points that will be added to the Consultant's evaluation score, provided their Task Order Proposal is in excess of $150,000.

The local business must be certified by the Bureau of Contract Administration, Office of Contract Compliance, and identified on RAMP prior to the TOS due date in order to participate in the LBPP. Refer to the Bureau of Contract Administration's website at https://bca.lacity.org/BIS-Program-and-Local-Business-Preference or Appendix A, Section M – Local Business Preference Program of the Request for Qualifications (RFQ) for On-Call Professional Consultant Services for additional details.

8.4. INSURANCE REQUIREMENTS

The awarded Consultant must comply with all of the insurance requirements set forth in the Standard Provisions for City Contracts Exhibit 1 (Form Gen 146) attached hereto and incorporated herein as Attachment B.

Required insurance shall be fully paid for, and evidence of such payment provided to the City upon the City's request, in advance of the signing of the Task Order Agreement. Moreover, insurance certificates must include an Additional Insured

Endorsement naming the City as an additional insured, completed by the Contractor's insurance company or its designee.

Prior to execution of the Task Order Agreement, the awarded Consultant shall request their Insurance Broker/Agent to complete an Acord 25 Form (Certificate of Liability Insurance) with the required minimum limits and submit to CAO Risk Management via https://kwikcomply.org.

8.5. COST PROPOSAL

The compensation for services provided under this Task Order Solicitation must be based on the Lump Sum Method

Lump Sum Method:
Proposers must prepare a Cost Proposal worksheet summarizing each task, including total costs as outlined above. Proposed project costs shall be inclusive of staff salaries, travel costs, and direct expenditures. Include proposed subconsultants' roles and costs for each of the tasks as appropriate.

Please follow the format provided as Attachment D of this Solicitation (Parking Operator Revenue Audit).

Proposers must prepare a Cost Proposal worksheet summarizing each task outlined above. Staff roles and rates shall not deviate from the Hourly Rate Form (Attachment C of the On-Call Professional Consultant Services contract).

If employee classifications required for this project are not listed on the Hourly Rate Form, proposers may submit a written request with their proposal to add new employee classifications/titles, with an explanation for the addition. Requests to add a classification/title that already appears on the Hourly Rate Form with differing rates will be denied. Proposers may use the newly requested classification/title to respond to this Task Order Solicitation. Written approval of the requested change will be provided by LADOT Contract Administration prior to execution of a Task Order Agreement. The approved employee classifications/titles will only apply to the resulting Task Order Agreement relating to this Task Order Solicitation.

Include proposed subconsultants' roles and costs for each of the tasks as appropriate.

8.6. SUBMITTAL REQUIREMENTS

Proposals must be submitted **no later than 3:00 PM on August 4, 2026 Date** PST
All solicitation responses must be submitted as follows:

At this time, LADOT will not accept any hard copy responses, including hand-delivery, USPS, or mail courier. All solicitation responses must be received by the deadline stated above and submitted electronically through Hightail (https://spaces.hightail.com/signup) to **aron.thompson@lacity.org** with a copy to lindsey.estes@lacity.org and emerson.belen@lacity.org. The file name must contain the respondent company name, TOS#, Project name, and Part 1 or 2 (e.g.LADOT_TOS#G-016_ProjectA_Part1).

Hightail offers registration for a free account that allows senders to send files with a maximum size of 100MB. Senders will receive an email confirmation once the recipient receives a link to the files. Access to the files will expire after a certain number of days (automatically generated by the system).

Any technical difficulties encountered while submitting a proposal through Hightail must be reported immediately to both the PM at **aron.thompson@lacity.org** and the Contract Administrator at lindsey.estes@lacity.org. The e-mail must be received prior to the TOS Proposal due date/time and must include the following:

1. Company Name and contact information;
2. Description of difficulties encountered, including screenshots or other information to document the technical issue encountered; and
3. Description and supporting documentation, if applicable, of attempts to troubleshoot with Hightail.

Based on the evaluation of the above information, the Department may provide the Consultant the opportunity to submit the proposal via an alternate method. If the above procedures are not followed as stipulated or sufficient evidence is not provided, the Department will not accept the proposal.

NOTE: If your company has gone through a name change or other substantive change since the execution of your bench contract, reach out to dot.contracts@lacity.org prior to submitting a proposal. The proposal must be submitted under the same company name associated with the bench contract.

8.7. Organization of Proposals:

Proposal must be in PDF format with Optical Character Recognition (OCR) enabled and submitted as follows:

Part 1: This portion of the response shall include documents as described below and shall not exceed 40 pages, exclusive of cover, dividers, resumes, and other response requirements as described further in this document. The Appendix shall be included in this portion of the response.

Part 2: The Cost Proposal/Fee estimate and Business Inclusion Program (Schedule A) documents must be submitted as a separate PDF file.

All solicitation responses shall include the following:

<u>Part 1</u>

a. Cover Letter: Provide a cover letter signed by an officer of the firm, indicating the firm's Interest in the project and highlighting its qualifications to perform the work. The letter must also summarize the firm's experience with the tasks described in Section 2.3 (Scope of Services) and describe the firm's approach to completing those tasks and deliverables.

b. Project Team: Provide project team bio sketches and describe background, roles, and responsibilities of key team members by task, including sub-consultants. (Provide resumes of those who will actually work on the project in the Appendix.)

c. Statement of Qualifications/Related Experience: The proposer shall submit a Statement of Qualifications describing the firm's relevant experience and capabilities, including a brief firm overview, descriptions of similar audits or reviews of revenue collection operations (with scope, dates, and key outcomes), a summary of the firm's audit approach and methodology, and identification of key personnel assigned to the project. <u>The statement shall include at least two references for similar projects completed within the past five years, with contact name, title, email, and phone number.</u> The Statement of Qualifications shall be no more than three pages, in 12-point font.

d. Project Plan/Approach: Proposers shall submit a Project Plan that demonstrates their understanding of the Scope of Services and describes the verification approach for reviewing revenues, collections, funds withheld, and manual and electronic collection activities. The Project Plan shall also describe the format and content of the written audit report, including findings, comparison of reported collections to source records, and conclusions.

e. Detailed Schedule: Proposers shall develop and submit a detailed schedule that reflects all tasks and sub-tasks leading to the final audit report.

The following response requirements are excluded from the page limit established above.

Part 2

f. Cost Proposal/Fee Estimate: Lump Sum Method

g. Business Inclusion Program Schedule A Subconsultant Information Form (refer to Section 7.2)

h. Appendix: submitted as concise attachments to the proposal

i. References and Experience: The Proposer shall provide a brief description of the firm's similar scope and complexity. Experience descriptions shall include reviews of financial and transactional activity comparable to the services requested under this TOS.

j. Provide similar audits, a summary of the audit approach, and references with contact information.

k. Resumes: Provide resumes for all key personnel assigned to the project, including relevant audit experience and professional certifications.

l. Non-Collusion Affidavit: See Attachment A. Must be submitted with proposal (by Prime only).

Proposals not containing the information as requested in this section may be deemed incomplete and may not be considered for award.

Proposals will be evaluated based on the overall best value to LADOT based on the criteria set out in this TOS or otherwise reasonably considered relevant. Proposals should present information in a straightforward, concise manner, while ensuring complete and detailed descriptions of the Consultant's ability to meet the requirements of this TOS.

NOTE: Any information that should be considered as proprietary should be identified within the Proposal.

8.8. SELECTION CRITERIA

Based upon the following criteria, LADOT will assign a total point value for each proposal and, if needed, the highest-ranked Proposer(s) may be invited to advance to the second round of evaluation.

	Criteria	Weight
1	**<u>Verification Approach</u>** The proposer's methodology for verifying revenue, collections, and related records, including the specific procedures and tools to be used.	***30%***
2	**<u>Relevant and Past Experience</u>** The proposer's demonstrated experience on similar projects, particularly those involving revenue verification, collections, and operational process reviews.	***20%***
3	**<u>Qualifications of Key Personnel</u>** The qualifications, certifications, and relevant experience of the staff assigned to the project, including roles and responsibilities.	***20%***
4	**<u>Schedule and Project Management</u>** The proposer's proposed project management plan, including proposed schedule and methods for monitoring progress and addressing issues.	***20%***
5	**<u>Cost/Price Reasonableness</u>** The proposer's pricing structure and total cost, evaluated for fairness, completeness, and alignment with the project requirements.	***10%***
TOTAL		100%

The departments may choose to conduct interviews, oral presentations, and/or seek clarification from Proposer(s) prior to the award of the Task Order Agreement.

9. MANDATORY PRE-SUBMITTAL MEETING

A mandatory pre-submittal meeting will be held for firms interested in submitting a bid in response to this Task Order Solicitation. The meeting will be held **on June 30, 2026 at 10:00 am** to discuss requirements of the solicitation response.

Click on the following link: https://us02web.zoom.us/webinar/register/WN_I1AmgyUfT3ehZ8GkmTtXww to register for the Mandatory -Pre Proposal Meeting.

LADOT reserves the right to reschedule or cancel the pre-submittal meeting as necessary.

10. SOLICITATION ADMINISTRATORS

Lindsey Estes, Department Contract Coordinator
Lindsey.estes@lacity.org

Aron Thompson, Senior Management Analyst
Email address: Aron.Thompson@lacity.org

11. QUESTIONS AND ANSWERS

All questions related to this Task Order Solicitation must be submitted by July 7, 2026 at 3:00 pm via Google Form submission at the following link: **Pre-Submittal Questions** . LADOT may combine and rephrase similar questions into a single question with an appropriate response to be provided to all parties who were sent this solicitation. Responses will be posted on RAMP.

12. DISCLAIMER

The Task Order Solicitation does not commit the City to proceed with the project, pay any costs incurred in the preparation of a response to this request, or to procure or contract for further services. The City reserves the right to accept or reject any responses received as a result of this solicitation or to cancel this solicitation in part or in its entirety.

Notwithstanding any provisions in this solicitation, all provisions of the existing On-Call Professional Consultant Services contract are in full force and effect during the performance of the services and are incorporated herein by reference.

13. ATTACHMENTS

Attachment A - Non-Collusion Affidavit
Attachment B - Form Gen 146
Attachment C - Business Inclusion Program Outreach Instructions and Forms
Attachment D - Sample Fee Schedule for Percentage of Completion Method

Attachment A

Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The appropriate, authorized operator's designate must sign and, if available, affix the corporate seal (see space below).

I, ____, depose and say that I am

__________________________________, of ____
,
("President," "Vice-President," etc.) (Insert Name and Address of Organization)

who submits this proposal to the City of Los Angeles, Department of Transportation, and hereby declare that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Date: _______________________________ at

____

(Month, Day, Year) (City, State)

(Corporate Seal, if available) I certify under penalty of perjury that the foregoing is correct.

____

(Signature)

ATTACHMENT B

Form Gen 146

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services Date: 07/14/2023

Agreement/Reference: Audit Services (Service Category: #4.11)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

✔ **Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)**

WC ***Statutory***

EL **$1,000,000**

☑ Waiver of Subrogation in favor of City

☐ Longshore & Harbor Workers

☐ Jones Act

✔ **General Liability** City of Los Angeles must be named as additional insured — **$1,000,000**

☑ Products/Completed Operations

☐ Fire Legal Liability

☐

☐ Sexual Misconduct

✔ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) — **$1,000,000**

✔ **Professional Liability** (Errors and Omissions) — **$1,000,000**

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

☐ All Risk Coverage

☐ Flood

☐ Earthquake

☐ Boiler and Machinery

☐ Builder's Risk

☐

Pollution Liability

☐

Surety Bonds - Performance and Payment (Labor and Materials) Bonds — 100% of the contract price

Crime Insurance

Other: Umbrella Liability = $1 Million per occurence; $1 Million General Aggregate

ATTACHMENT C

Business Inclusion Program (BIP)

CITY OF LOS ANGELES BUSINESS INCLUSION PROGRAM (BIP)
FOR A REQUEST FOR PROPOSAL (RFP)

Performance of a BIP outreach 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) subconsultants must be completed on the Regional Alliance Marketplace for Procurement (RAMP), www.rampla.org.

All BIP outreach documentation must be submitted on the RAMP by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline.

The Department of Transportation anticipated levels of

MBE Participation	18%
WBE Participation	4%
SBE Participation	25%
EBE Participation	8%
DVBE Participation	3%

NOTE: BIP outreach information and/or assistance may be obtained through: Lindsey Estes at lindsey.estes@lacity.org or (213) 928-9772.

CITY OF LOS ANGELES' POLICY
BUSINESS INCLUSION PROGRAM (BIP) FOR A REQUEST FOR PROPOSAL (RFP)

SUMMARY

This policy sets forth the City of Los Angeles' rules and procedures to be followed by respondents on advertised personal services contracts in regards to the City's BIP outreach requirements. In general, this policy provides that respondents for contracts must demonstrate compliance with the indicators relating to an active outreach program to obtain participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Failure to demonstrate an outreach on the RAMP to comply with the indicators will render the proposal non-responsive.

A. GENERAL

This policy statement explains how the City's BIP will be administered within the Awarding Authority for personal services contracts. The Awarding Authority is committed to ensuring full and equitable participation by minority, women, small, emerging, disabled veteran, and other businesses in the provision of all goods and services to the Awarding Authority on a contractual basis. The BIP is set forth in this policy Statement. Respondents to this Awarding Authority shall be fully informed concerning the requirements of this Program. **Failure to comply with the City's BIP outreach requirements will render the response non-responsive and result in its rejection.**

Additional information and/or assistance in implementing this Program may be obtained through Lindsey Estes at lindsey.estes@lacity.org or (213) 928-9772.

B. DEFINITIONS

1. Minority or Women Business Enterprise (MBE or WBE): For the purpose of this program, Minority or Women Business Enterprise shall mean a business enterprise that meets both of the following criteria:

    a. A business that is at least 51 percent owned by one or more minority persons or women, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and

    b. A business whose management and daily business operations are controlled by one or more minority persons or women.

2. Small Business Enterprise (SBE): For the purpose of this program, Small Business Enterprise shall mean a business enterprise that meets the following criteria:

    a. A business (personal or professional services, manufacturer, supplier, vendor) whose three (3) year average annual gross revenues does not exceed $7 million.

    b. A business (construction contractors) whose three (3) year average annual gross revenues does not exceed $15 million.

3. Emerging Business Enterprise (EBE): For the purpose of this program, Emerging Business Enterprise shall mean a business enterprise whose three (3) year average annual gross revenues do not exceed $5 million.

4. Disabled Veteran Business Enterprise (DVBE): For the purpose of this program, Disabled Veteran Business Enterprise shall mean a business enterprise that meets the following criteria:

   a. A business that is at least 51 percent owned by one or more disabled veterans.

   b. A business whose daily business operations must be managed and controlled by one or more disabled veterans.

5. Other Business Enterprise (OBE): For the purpose of this program, Other Business Enterprise shall mean any business enterprise which either does not otherwise qualify or has not been certified as a Minority, Women, Small, Emerging, and/or Disabled Veteran Business Enterprise.

6. Minority person: For the purpose of this program, the term "Minority person" shall mean African Americans; Hispanic Americans; Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians); Asian-Pacific Americans (including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas); and Subcontinent Asian Americans (including persons whose origins are from India, Pakistan and Bangladesh).

7. Disabled Veteran: For the purpose of this program, the term "Disabled Veteran" shall mean a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10% or more; and the veteran must reside in California.

8. Certification must be current **<u>on the date the Awarding Authority awards a contract for the project</u>** if credit is to be allowed towards the anticipated levels of MBE, WBE, SBE, EBE, and/or DVBE participation on this contract.

   a. Certification as a Minority or Women Business Enterprise: an MBE/WBE must be certified by 1) City of Los Angeles, Bureau of Contract Administration; 2) State of California Department of Transportation (Caltrans); 3) Any certifying agency that is a part of the State of California Unified Certification Program (CUCP) as long as the certification meets all of the City of Los Angeles' MBE/WBE certification requirements; 4) Southern California Minority Supplier Development Council (SCMSDC) for MBE certifications; 5) Women's Business Enterprise Council West (WBEC)-West) for WBE certifications; or 6) California Public Utilities Commission's Supplier Clearinghouse (CPUC).

      Applications for certification and directories of MBE/WBE certified firms are available at the following locations:

      1. <u>City of Los Angeles</u>
         Bureau of Contract Administration, Office of Contract Compliance
         1149 S. Broadway, Suite 300, Los Angeles, CA 90015
         Telephone: (213) 847-2684
         E-mail address: bca.certifications@lacity.org
         Internet address: https://bca.lacity.org/certifications-printable-forms

      2. <u>California Department of Transportation, Office of Business and Economic Opportunity</u>
         1823 14th Street, Sacramento, CA 95814
         Telephone: (916) 324-1700
         Internet address: www.dot.ca.gov/programs/business-and-economic-opportunity

      3. <u>Southern California Minority Supplier Development Council</u> (for a fee)
         800 W. 6th Street, Suite 850, Los Angeles, CA 90017
         Telephone: (213) 689-6960

Fax: (213) 689-1707
Internet address: www.scmsdc.org

4. Women's Business Enterprise Council – West (WBEC-West)
400 Corporate Pointe, Suite 300 Culver City, CA 90230
Telephone: (310) 461-4361
E-mail: office@wbec-west.org
Internet address: www.wbec-west.com

5. California Public Utilities Commission's Supplier Clearinghouse (CPUC)
10100 Pioneer Boulevard, Suite 103, Santa Fe Springs, CA 90670
Telephone: (562) 325-8685
Fax: (562) 278-0153
Internet address: http://www.thesupplierclearinghouse.com/

b. Certification as a Small or Emerging Business Enterprise: An SBE must be certified by either 1) City of Los Angeles, Bureau of Contract Administration as a Local, Small Business Enterprise; or 2) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services as long as the certification meets all of the City of Los Angeles' SBE and/or EBE certification criteria.

Note: The City of Los Angeles, Bureau of Contract Administration does not offer EBE certifications. However, if a company holds a City of Los Angeles certification as a Local, Small Business Enterprise, they can request an SBE and EBE designation on their RAMP company profile. The State of California does not offer EBE certifications. For the purposes of this program, the State's Microbusiness certification will be considered synonymous with the City's EBE certification.

Applications for certification and directories of SBE/EBE certified firms are available at the following locations:

1. City of Los Angeles
Bureau of Contract Administration, Office of Contract Compliance
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
Telephone: (213) 847-2684
E-mail: bca.certifications@lacity.org
Internet address: https://bca.lacity.org/certification

2. Office of Small Business & Disabled Veteran Business Enterprises (OSDS) Resources
707 3rd Street, West Sacramento, CA 95605
Telephone: (916) 375-4940
E-mail: OSDSHelp@dgs.ca.gov
Internet address: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

c. Certification as a Disabled Veteran Business Enterprise: A DVBE must be certified by either: 1) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services; or 2) Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, Center for Verification and Evaluations as Service-Disabled Veteran-Owned Small Business (SDVOSB) and be headquartered in California.

Applications for certification/verification and directories of DVBE and SDVOSB certified/verified firms are available at the following locations:

1. Office of Small Business & Disabled Veteran Business Enterprises Services (OSDS)
707 3rd Street, West Sacramento, CA 95605 Telephone: (916) 375-4940
E-mail: OSDSHelp@dgs.ca.gov
Internet address: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

2. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization (OSDBU)
Internet address: https://www.va.gov/osdbu/

9. Business Inclusion Program Outreach Documentation: The respondent must take affirmative steps prior to submission of their RFP response to ensure that a maximum effort is made to recruit subconsultants. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services. Affirmative steps for BIP Outreach Documentation are outlined in Paragraph C herein. The BIP Outreach Documentation must be submitted as described in Paragraph C herein. Failure to submit the BIP Outreach Documentation will render the response non-responsive.

10. Subcontract: For the purpose of this program, the term "Subcontract" denotes an agreement between the prime Consultant and an individual, firm or corporation for the performance of a particular portion(s) of the work which the prime Consultant has obligated itself.

11. Subconsultant: An individual, firm, or corporation having a direct contract with the consultant for the performance of a part of the work which is proposed to be constructed or done under the contract or permit, including the furnishing of all labor, materials, or equipment. For the purposes of this Program, a subconsultant may also be referred to as a subcontractor.

12. Vendor and/or supplier: A firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. The firm must engage in, as its principal business, and under its own name, the purchase and sale of the products in question. A vendor and/or supplier of bulk items such as steel, cement, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment.

13. Manufacturer: A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the consultant.

14. Broker: A firm that charges for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, insurance or bonds, materials or supplies required for performance of the contract. The fee or commission is to be reasonable and not excessive as compared with fees customarily allowed for similar services.

15. Participation Recognition: This applies to recognition as an MBE, WBE, SBE, EBE, DVBE, and OBE.

    a. All listed MBE, WBE, SBE, EBE, and/or DVBE firms must be certified as defined under Paragraph B, Definitions, Item 8, **on the date the Awarding Authority awards a contract for the project** before credit may be allowed toward the respective MBE, WBE, SBE, EBE, and/or DVBE pledged participation level.

b. Work performed by a MBE, WBE, SBE, EBE, and/or DVBE prime consultant will not be a consideration when determining a prime consultant's BIP Outreach. The prime consultant will be required to make a BIP Outreach to obtain certified MBEs, WBEs, SBEs, EBEs, and DVBEs through subconsulting or materials and supplies acquisition to reach anticipated participation levels.

c. Recognition for materials and/or supplies is limited to 60 percent of the amount to be paid to the vendor for such materials/supplies in computing the levels of MBE, WBE, SBE, EBE, DVBE and/or OBE participation, unless the vendor manufactures or substantially alters the materials/supplies.

d. MBE, WBE, SBE, EBE, DVBE and/or OBE credit for brokers required for performance of the contract is limited to the reasonable fee or commission charged, as not considered excessive, as compared with fees customarily allowed for similar services.

e. A firm which qualifies as both an MBE and a WBE will be credited as either MBE participation or as WBE participation, but will not be credited for both. However, an MBE and/or WBE firm may also receive SBE, EBE and/or DVBE credit if so qualified.

f. A listed MBE, WBE, SBE, EBE, DVBE and/or OBE firm must perform a commercially useful function, i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work. Additionally, a firm listed for participation credit must be performing work or a service which is considered a normal part of their business activity offered to the public.

g. MBE and/or/WBE credit shall not be given to a Joint Venture partner listed as a subconsultant by a Joint Venture respondent.

h. A SBE, EBE, DVBE prime consultant shall receive pledged participation credit for the work performed by its own workforce.

i. A listed firm whose participation is credited initially as an OBE, but becomes certified or obtains additional certifications subsequent to the date of the contract award, will receive the appropriate participation credit for any work performed after becoming certified. Additionally, if the subconsultant has a status change in any of its certifications during the performance of work under the contract, the firm will not receive certification credit for work performed after the certification status change.

C. <u>BIP OUTREACH DOCUMENTATION</u>

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. In order to maximize this participation while minimizing the administrative impact on city staff and RFP respondents alike, the Mayor's Office has developed a Business Inclusion Program (BIP). The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and department's achievement of its annual goals. A respondent's BIP Outreach to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by their compliance with the following BIP Outreach process which will be performed on the City's Regional Alliance Marketplace for Procurement (RAMP). The RAMP can be accessed at www.rampla.org. Failure to meet the anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels will not be the basis for disqualification or determination of noncompliance with this policy. <u>However, failure to comply with the BIP Outreach documentation requirements as described in this</u>

section will render the RFP response non-responsive and will result in its rejection. *Compliance with the BIP Outreach requirements is required even if the proposer has achieved the anticipated MBE, WBE, SBE, EBE, and DVBE participation levels.* Adequacy of a respondent's BIP Outreach will be determined by the Board of Public Works (Board) after consideration of the indicators of BIP Outreach as set forth below.

Any technical difficulties encountered (i.e.: inability to log in, system log out, receiving an error message when you believe you have met the requirements, etc.) while utilizing the RAMP should be reported immediately using the following steps:

1. E-mail RAMP Support at support@rampla.org.
2. E-mail Lindsey Estes at lindsey.estes@lacity.org with a cc: to robin.quintanilla@lacity.org
3. If you are not contacted within 15 minutes during normal City working hours (7:00 a.m. to 4:30 p.m. Monday-Friday), call Lindsey Estes at (213) 928-9772

If the above procedures are not followed as stipulated, incomplete outreach and/or incomplete documentation may not be accepted.

Each indicator (2-7) is evaluated on a pass/fail basis. All indicators (2-7) must be passed to be deemed responsive. Only BIP Outreach documentation submitted under the respondent's name will be evaluated. Therefore, submission by a third party will result in the respondent being deemed non-responsive. BIP Outreach may be completed by any Joint Venture member on behalf of the Joint Venture or under the name of the Joint Venture.

1	**LEVEL OF ANTICIPATED MBE, WBE, SBE, EBE, and DVBE PARTICIPATION**

The proposer has performed a BIP Outreach in an attempt to obtain potential subconsultant participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs which could be expected by the Board to produce a reasonable level of participation by interested business enterprises, including the MBE, WBE, SBE, EBE and DVBE anticipated percentages set forth on Page 1 herein and to have the proposer meet the subconsulting expectations for the project.

Required Documentation: No documentation is required from the proposer.

2	**ATTENDED PRE-SUBMITTAL MEETING**

The proposer attended the pre-submittal meeting scheduled by the Project Manager to inform all proposers of the requirements for the project for which the contract will be awarded. This requirement may be waived if the proposer certifies it is informed as to those project requirements and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months.

Required Documentation: An employee of the proposer's company must attend the pre-submittal meeting scheduled for this project. Credit may not be given if the employee arrives late or fails to sign the pre-submittal meeting attendance roster. This requirement will be waived if the proposer both certifies in writing that it is informed as to the BIP Outreach requirements for the project and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months as is evidenced by City records. The waiver must also include the NAICS codes for the subconsultant the Prime met with at the matchmaking event, and those NAICS codes **MUST** be included in the opportunity the Prime is bidding on.

Note: If the RFP states that the pre-submittal meeting is mandatory, then attendance at the pre-submittal meeting is the only way to pass this indicator.

3	**SUFFICIENT WORK IDENTIFIED FOR SUBCONSULTANTS**

The proposer has identified the minimum number, as determined by the Awarding Authority, of specific areas of work that will be performed by subconsultants. This will ensure an opportunity for subconsultant participation among MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs.

***Required Documentation*:** Outreach via e-mail in the selected work areas. This outreach must be performed using the RAMP's BIP Outreach system. The outreach must be to potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants who are currently registered on the RAMP. Failure of the proposer to outreach in all of the work areas selected by the City as potential subconsulting work areas may result in the RFP response being deemed non- responsive.

Note: City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

4	**WRITTEN NOTICES TO SUBCONSULTANTS**

All notifications must be provided utilizing RAMP, and made not less than **fifteen (15) calendar days** prior to the date the RFP responses are required to be submitted. In all instances, proposers must document that invitations for subcontracting bids were sent to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each area of work to be performed.

***Required Documentation*:** E-mail notification in each of the selected work areas to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work area to be performed. The notification must be performed using the RAMP's BIP Outreach system. The notification must be to potential subconsultants currently registered on the RAMP. If the proposer is aware of a potential subconsultant that is not currently registered on the RAMP, it is the proposer's responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their BIP outreach. Notifications must contain areas of work anticipated to be subconsulted, City of Los Angeles project name, name of the proposer, and contact person's name, address, and telephone number. Proposers are required to send notifications to a sufficient number of firms comprised of MBE, WBE, SBE, EBE, DVBE and OBE firms for each work area chosen, as determined by the City. What is considered sufficient will be determined by the total number of potential subconsultants in each specific work area at the time the RFP was uploaded to the RAMP.

The City will determine each work area by the North American Industry Classification System (NAICS) code. The following table shows the sufficient number of MBE, WBE, SBE, EBE, DVBE and OBE subconsultants that need to be notified for each work area.

# of Subconsultants in NAICS Code	% Prime Must Notify	Number Prime Must Notify
1-10	100%	1-10
11-20	80%	9-16
21-50	60%	13-30

51-100	40%	21-40
101-200	25%	26-50
>200	10%	20+

A proposer's failure to utilize this notification function will result in their RFP response being deemed non-responsive.

Note: Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. In utilizing the RAMP's notification function, proposers will receive a message if they have failed to outreach to a sufficient number of firms when they go to view their summary sheet. By "double clicking" on a red box containing "0*" the proposer will be taken to a list of firms(s) that will allow them to meet this requirement, as long as the notification deadline has not passed. If a proposer is not finding firms of a certain type of certification status when performing their notification search under the six (6) digit NAICS code, the proposer will need to expand their search to the five (5) digit code (i.e.: If none are listed under 236210 – Industrial Building Construction, then search under 23621 – Industrial Building Construction.) Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit potential subconsultant responses. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline. Proposers are encouraged to print their BIP Outreach summary sheet prior to logging out as documented proof of their progress. In case of technical error, please follow the process for reporting these errors as outlined in Section C.

5	**PLANS, SPECIFICATIONS AND REQUIREMENTS**

The proposer provided interested subconsultants with information about the availability of plans, specifications, and requirements for the selected subconsulting work.

***Required Documentation*:** Include in Indicator 4, information detailing how, where and when the proposer will make the required information available to interested subconsultants. The notification must be performed using the RAMP's BIP Outreach system.

Note: For purposes of RFPs, making a copy of the RFP available to potential subconsultants will meet this requirement. At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

6	**NEGOTIATED IN GOOD FAITH**

The proposer has responded to every unsolicited offer sent by a Registered Subconsultant using RAMP and has evaluated in good faith bids or proposals submitted by interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Proposers must not unjustifiably reject as unsatisfactory a bid or proposal offered by a Registered Subconsultant, as determined by the Awarding Authority. The proposer must submit a list of all subconsultants for each area of work, including dollar amounts of potential work for MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, and a copy of any and all bids or proposals received. This list must include an explanation of the evaluation that led to the bid or proposal being rejected and the explanation must have been communicated to the subconsultant using RAMP.

Required Documentation:

a. Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form;
b. An online Summary Sheet organized by work area, listing the following:
    1. The responses and/or bids received;
    2. The name of the subconsultant who submitted the bid/quote;
    3. The dollar amount of the bid/quote;
    4. A brief reason given for selection/non-selection as a subconsultant;
    5. The subconsultant selected for that work area.
c. Copies of all MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted through the RAMP to the "BIP Supporting Documents" section of the Summary tab prior to the proposer being awarded the contract by the City;

The proposer will be given a choice of responses to indicate 1) No Response received; 2) Response received; but no subconsultant bid submitted; or 3) Submit Bid and include bid amount.

The proposer will be able to choose a preselected reason for selection/non-selection, but may also need to include further explanation in the Notes Section of the online Summary Sheet. If the proposer elects to perform a work area with its own forces and they received a sub-bid/response, they must include a bid/response that shows their own costs for the work. Also, if the proposer is not a Local Business Enterprise (LBE), but wants to participate in the Local Business Preference Program (LBPP) by utilizing Local Business Enterprise subconsultants as prescribed in the LBPP requirements of the RFP documents, a subconsultant's LBE status can be considered a reason for selection over a non-LBE subconsultant. **All bids/responses received, regardless of whether or not the proposer outreached to the subconsultant, must be submitted and included on the on-line Summary Sheet.** To that extent, the City expects the proposer to submit a bid/response from each subconsultant listed on the online Summary Sheet. **All potential subconsultants with whom the proposer has had contact outside of the RAMP must be documented on the online Summary Sheet.**

The Summary Sheet must be performed using the RAMP's BIP Outreach system and must be submitted by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. If a bid/response is submitted by a firm that is not registered with the RAMP, the proposer is required to add that firm to their Summary Sheet. A proposer's failure to utilize the RAMP's Summary Sheet function will result in their RFP response being deemed non-responsive.

Note: City staff will request copies of all of the bids/quotes received as part of the BIP Outreach evaluation process. Proposers must have a bid/quote from each subconsultant listed on their Schedule A prior to submission of the Schedule A. The submission of the Schedule A is outlined in G herein. Proposers are encouraged to submit all of their bids/quotes with their RFP response submittal. Proposers will not be able to edit their Summary Sheet on the RAMP's BIP Outreach Summary Sheet function after 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. City staff will access the RAMP and verify compliance with the Summary Sheet provision of this Indicator after the RFP submission deadline. Proposers are required to have each of the subconsultants on their Schedule A registered on the RAMP prior to being awarded the contract. In case of technical error, proposers must follow the process for reporting these errors as outlined in Section C.

7	BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE

Each notification by the proposer shall also include an offer of assistance to interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs in obtaining bonds, lines of credit, and insurance required by the Awarding Authority or proposer.

***Required Documentation*:** Include in Indicator 4, information about the proposer's efforts to assist with bonds, lines of credit and insurance. The notification must be performed using the RAMP's BIP Outreach notification system.

Note: At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit subconsultant responses or is deemed contrary to the intent of this Indicator. City staff will access the RAMP and verify compliance with this Indicator after the RFP submission deadline.

The proposer shall submit completed BIP Outreach documentation either via the RAMP's BIP Outreach system or prior to award of the contract, as specified for each Indicator. The Awarding Authority in its review of the BIP Outreach documentation may request additional information to validate and/or clarify that the BIP Outreach submission was adequate. Any additional information submitted after the response due date and time will be treated at a higher level of scrutiny and may require third party documentation in order to substantiate its authenticity. Such information shall be submitted promptly upon request by the Awarding Authority.

D. AWARD OF CONTRACT

The Awarding Authority reserves the right to reject any and all RFP responses. The award of a contract will be to the responsive, responsible proposer whose RFP response complies with all requirements prescribed herein. This includes compliance with the required BIP Outreach. A positive and adequate demonstration to the satisfaction of the Awarding Authority that a BIP Outreach to include MBE/WBE/SBE/EBE/DVBE/OBE subconsultants' participation was made is a condition for eligibility for award of the contract. Proposers are required to have each one of their subconsultants register on the RAMP prior to the award of the contract.

In the event that the Awarding Authority considers awarding away from a proposer because of the proposer's failure to supply adequate BIP Outreach documentation, the Awarding Authority shall afford the proposer an opportunity to present further evidence to the Awarding Authority prior to a public hearing of the proposer's BIP Outreach evaluation.

E. SUBCONSULTANT SUBSTITUTION

In addition to the requirements set forth in the provisions pertaining to the listing of subconsultants, the following shall apply for the purpose of this program:

1. Substitution During Contract Duration: The contract award requires that the level of all subconsultant participation shall be maintained throughout the duration of the contract. To this extent, any unapproved reduction in the listed subcontract amount will be considered an

unauthorized substitution.

a. The Consultant shall request approval of the Awarding Authority for all substitutions of bid-listed (Schedule A) subconsultants.

b. The request shall be in writing and submitted to the designated Project Manager for the Awarding Authority. The request shall give the reason for the substitution, the name of the subconsultant and the name of the replacement.

2. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultant Substitution: The Awarding Authority requires that whenever the Consultant seeks to substitute a bid-listed (Schedule A) subconsultant, the Consultant must perform a BIP Supplemental Outreach to replace the subconsultant.

a. The Consultant shall contact some of each of the following: certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects from each trade for which sub-bid/subconsulting work is available and document the following for submittal:

1. Name of company contacted; contact person and telephone number; date and time of contact.

2. Response for each area of work which was solicited, including dollar amounts.

3. Reason for selection or rejection of sub-bid prospect.

4. In the event that the Consultant is unable to find some certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects, (first from their Schedule A, then from other outreach methods) for each trade, the Consultant should contact the Office of Contract Compliance by e-mail at bca.biphelp@lacity.org for assistance prior to certifying under penalty of perjury that it was unable to fully meet this requirement.

b. The Consultant shall submit all documentation to the Awarding Authority's Project Manager who may refer it to the Office of Contract Compliance for review and approval.

3. In the event that a subcontract is reduced due to a project change that will not be specified in a change order, the Consultant shall request approval for reducing the subcontract by documenting the following for submittal:

a. The name of the company for which the subcontract reduction is requested and the dollar amount of the reduction.

b. The reason for the reduction. Specific details should be given in order for the Consultant's request to be processed promptly.

c. The Consultant shall submit all documentation to the Awarding Authority's Project Manager.

F. <u>SUB-AGREEMENT FALSIFICATION</u>

Falsification or misrepresentation of a sub-agreement as to company name, contract amount and/or actual work to be done by the sub-bidder/subconsultant will result in sanctions set forth in provisions pertaining to listing of subconsultants.

G. SUBMITTAL DOCUMENTS

1. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form (Schedule A):
   Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form, provided herein as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed.

2. MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B):
   During the term of the contract, the consultant must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) when submitting an invoice to the City.

3. Final Subcontracting Report (Schedule C):
   Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be furnished to the Board within 15 working days after completion of the contract.

H. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING

The Awarding Authority which acts as the City's Project Manager for the resulting contract will be the responsible entity for proper implementation and monitoring of the policy.

I. AWARD OF CONTRACT

Nothing herein restricts the discretion of the Board to reject all proposals in accordance with Charter Section 371.

RFP SCHEDULE A
MBE/ WBE/ SBE/ EBE/ DVBE/ OBE SUBCONSULANT INFORMATION FORM

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN and DATE ALL SHEETS)

Project Title:	**Work Order Number:**
Consultant:	**Address:**
Contact Person:	**Phone:**

List of all Subconsultants (Service Providers/Suppliers/Etc.)				
Name, Address, and Phone No. of Subconsultant	**Description of Work or Supply**	**MBE/ WBE/ SBE/ EBE/ DVBE/ OBE**	**Caltrans/City/ MTA Certification No.**	**Dollar Value of Subcontract**

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	**Percent**		**Total Dollars**	**Percent**
MBE Participation	**$**	**%**	**WBE Participation**	**$**	**%**
SBE Participation	**$**	**%**	**EBE Participation**	**$**	**%**
DVBE Participation	**$**	**%**	**OBE Participation**	**$**	**%**

Signature of Person Completing this Form	Printed Name	Title	Date

MUST BE SUBMITTED WITH PROPOSAL

RFP SCHEDULE B

Project Title:	Work Order Number:
Consultant:	Address:
Contact Person:	Phone/Email:

MBE/ WBE/ SBE/ DVBE/ OBE UTILIZATION PROFILE

Contract Amount (Including Amendments)	This Invoice Amount

MBE/ WBE/ SBE/ DVBE/ OBE Subconsultant (List All Subconsultants)						
Name of Subconsultant	MBE/ WBE/ SBE/ EBE/ DVBE/ OBE	Certification Agency/ Certification Number	Original Subcontract Amount	This Invoice Amount	Invoiced to Date (Include this Invoice)	Scheduled Participation to Date

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	Percent Achieved		Total Dollars	Percent Achieved
MBE Participation	$	%	WBE Participation	$	%
SBE Participation	$	%	EBE Participation	$	%
DVBE Participation	$	%	OBE Participation	$	%

Invoiced to Date Amount (Includes this Invoice)	$

Signature of Person Completing this Form	Printed Name	Title	Date

MUST BE SUBMITTED WITH EACH INVOICE

RFP SCHEDULE C

FINAL SUBCONSULTING REPORT

Project Title:	**Work Order Number:**
Contractor:	**Address:**
Contact Person:	**Phone/Email:**
Total Contract Amount (Including Amendments)	**$**

MBE/ WBE/ SBE/ DVBE/ OBE Subconsultants (List All Subconsultants)					
Name, Address, Phone of all Subcontractors Listed on Schedule C	**Description of Work or Supply**	**MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/**	**Certification Agency and Certification Number**	**Original Dollar Value of Subcontract**	**Actual Dollar Value of Subcontract***

***If the actual dollar value differs from the original dollar value, explain the differences and give details.**

	Total Dollar	Achieved Levels	Pledged Levels		Total Dollars	Achieved Levels	Pledged Levels
MBE Participation		%	%	**WBE Participation**		%	%
SBE Participation		%	%	**EBE Participation**		%	%
DVBE Participation		%	%	**OBE Participation**		%	%

Total Final Amount Invoiced	**$**

Signature of Person Completing this Form	Printed Name	Title	Date

SUBMIT WITHIN 15 DAYS OF PROJECT COMPLETION

ATTACHMENT D

Fee Schedule for Percentage of Completion Method (Lump Sum)

PERCENTAGE OF COMPLETION METHOD FEE SCHEDULE

Date: 00/00/2026
Project Title: Parking Operator Revenue Audit
Service Period From: 00/00/2026
Service Period To: 00/00/2026

Task/Subtask	Task Description	Amount
1	Assessment of Current Contractor's Revenue Control Process	
2	Verification of Revenue Collection and Funds Withheld	
3	Assessment of Manual Collections	
4	Assessment of Electronic Sales Equipment and Website	
5	Reconciliation and Reporting	
6	Interim Virtual Check-In Meetings	