

CITY OF LOS ANGELES AIDS COORDINATOR'S OFFICE

CLINIC BASED RAPID HIV TESTING

REQUEST FOR PROPOSALS (RFP)



**CITY OF LOS ANGELES
DEPARTMENT ON DISABILITY (DOD)
AIDS COORDINATOR'S OFFICE**

REQUEST FOR PROPOSALS (RFP)

Clinic Based Rapid HIV Testing

This document is also available at www.labavn.org

A. Submission Deadline	FRIDAY NOVEMBER 6, 2009 By hand-delivery: 4:00 P.M. PST By U.S. Mail: postmarked by 11:59 P.M. (NO EXCEPTIONS)
B. Submission Address	Department on Disability ATTN: AIDS Coordinator's Office 201 N. Figueroa Street, Suite 100 Los Angeles, CA 90012
C. Bidders' Conference Call: Tuesday, October 13, 2009, 9:00 A.M. to 12:00 P.M. PST Access from Public Network: (213) 978-2244 Toll Free Access: (866) 623-3539 Conference Password: 22750	
D. Request for Technical Assistance Jerry Davila (213) 202-2751 Voice (213) 202-2715 Fax jerry.davila@lacity.org Email	

The City of Los Angeles does not discriminate on the basis of disability and will provide reasonable accommodation to ensure equal access to its programs, services and activities. To ensure availability, your request should be received at least 72 hours in advance of need.

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CLINIC BASED RAPID HIV TESTING

TO: All entities interested in submitting proposals to conduct routine Clinic Based Rapid HIV Testing.

SUBJECT: REQUEST FOR PROPOSALS: CLINIC BASED RAPID HIV TESTING

The Mayor and the City Council of the City of Los Angeles have designated the Department On Disability, AIDS Coordinator's Office, as the administrator of the City's AIDS Prevention and AIDS Policy and Planning Programs. Included in this authority is the responsibility of developing special projects to bring attention to under-served or hidden populations, or areas of HIV prevention that are either under-documented and/or under-funded through traditional AIDS prevention efforts.

In 2006, the CDC (Centers For Disease Control) released "Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health-Care Settings" calling for routine opt-out HIV screening of everyone aged 13-64. During the past three years the recommendations have been largely ignored by many healthcare providers, due in part to a failure to understand the guidance; a lack of dedicated funding and staff resources; and competing priorities. Coupled with policy, regulatory, and resource barriers to community based HIV screening, this has played a major role in limiting the public and private sector's ability to identify people who are HIV positive and link them to care.

In response, Mayor Villaraigosa launched the City's HIV Testing Initiative on World AIDS Day, December 1, 2007.

The City of Los Angeles HIV Testing Initiative is a three-year pilot program of significantly expanded testing and counseling across the City. The initiative, led by the City of Los Angeles AIDS Coordinator's Office (ACO), will increase testing in communities with high demand for testing, while reaching many who are underserved by current testing systems, particularly in communities of color.

A major goal of the Initiative is to significantly expand HIV counseling and testing through a multi-pronged system that facilitates routine testing, particularly in neighborhoods with a high prevalence of HIV infection. Testing will be promoted throughout those communities, rather than solely to individuals who identify with particular behavioral risk groups. This is vital in reaching individuals who are unaware of their infection and do not readily identify with traditionally targeted risk groups.

The expansion of HIV testing in healthcare settings is a vital component in ensuring that those individuals know their status and take charge of their health. As such, the proposal should describe a project to conduct routine HIV testing within a clinic setting that should be available to anyone receiving services in the facility. It should also describe the clinic's ability to start the project as soon as possible after the contract is awarded.

Minimum Requirements for Eligibility Under This RFP:

1. Agency and service provision site(s) MUST be based in the City of Los Angeles.
2. Funded services MUST be provided solely to City of Los Angeles residents.
3. Agency must provide services at a community clinic (hospitals and mobile testing projects are not eligible).
4. Agency must already be performing HIV testing in-house and must possess the required documentation. (CLIA, etc.)
5. Agency must have trained staff already in place.
6. Agency must demonstrate a strong likelihood that their current clientele is highly impacted by HIV.
7. Total HIV services budget cannot exceed \$5,000,000 (Five Million) per year.
8. Agency must conduct a minimum of 1,500 HIV tests during the contract period.

SCOPE OF WORK

The City of Los Angeles, through the Department on Disability AIDS Coordinator's Office, is seeking professional services for the implementation of routine HIV testing in a clinic setting. The specific deliverables for these projects are:

Purpose:

1. Expand clinic-based routine HIV testing within your facility.
2. Screen and identify new cases of HIV infection among individuals seeking services within your facility, regardless of risk.
3. Provide culturally and linguistically appropriate case management, health education and risk reduction services and/or referrals for all participants, as well as services and/or referrals for clinical care and support services for HIV positive individuals.

Services to Be Provided:

1. Reach a minimum of 1,500 individuals through HIV testing.
2. All individuals receiving a preliminary positive test result will receive a confirmatory HIV test.
3. All individuals receiving an HIV positive test result will be referred into HIV care and treatment services and any auxiliary services required or requested, including prevention services for positives, STD testing and partner services.

4. All individuals receiving an HIV negative test result will receive culturally and linguistically appropriate health education and risk reduction activities and/or referrals.

Evaluation:

1. Document the number of individuals participating in HIV testing services, including basic demographic information such as age, race/ethnicity, sex, gender, number of partners, who they engage in sex with, etc.
2. Document the number of individuals who receive their results and are referred into auxiliary services regardless of the test result.
3. Document the number of individuals testing positive who are successfully linked into care and treatment services, including prevention with positives.
4. The contractor shall develop and submit a quality assurance and evaluation plan tailored to their funded activities. The evaluation plan must be submitted within 60 days of contract execution.

Other:

1. Contractor shall be responsible for obtaining required waivers, permits and training for staff necessary to accomplish the goals of the contract.
2. Contractor shall be responsible for identifying and securing agreements with labs for confirmatory HIV tests.
3. Contractor shall be responsible for adhering to all reporting requirements under California Law.
4. The City shall work with the contractor to secure and provide any technical assistance required to fulfill all legal and ethical requirements for providing HIV testing in California.

PROPOSED FUNDING

The maximum amount of funds proposed for services under this RFP is \$75,000 (Seventy five Thousand Dollars) for one year. One contract will be awarded.

SECTION I: COMPLETING THE PROPOSAL

Each proposal must be signed showing the exact legal names of all applicants and participating subcontractors along with the project title. Also, please provide the name(s) and signature(s) of the person or persons (e.g. agency director, board member) having legal authority to bind the applicant agencies in a City contract.

Other pertinent information follows:

1. Comply fully with all of the requirements specified in the RFP. The responsibility for accuracy rests entirely with the applicant.
2. Staple all pages firmly in the upper left-hand corner. Specialized coverings, paper clips, rubber bands or other removable fasteners are not acceptable. Copies should be clean, legible, with pages consecutively numbered, and checked for missing pages.
3. Proposals must be complete. All information should be submitted in the order in which it is presented and labeled in the application. Please answer all questions in the format outlined in the application.

RFP COMPOSITION

A. PROJECT ABSTRACT

An abstract not to exceed one (1) page, typed, no less than #12 font-size, margins of 1", single-spaced, and single-sided in length, must be submitted as part of the application. The abstract should summarize the purpose, population, and proposed intervention. This includes a brief needs statement, a brief capabilities statement, a description of the project, and the Council Districts of the City of Los Angeles to be served.

B. DESCRIPTION OF PROPOSED PROJECT/SCOPE OF WORK (TOTAL 50 POINTS)

Please limit your response to this section to a maximum of 3 (three) pages, typed, no less than #12-font size, margins of 1", single-spaced, and double-sided.

1. Statement of Need and Population Description (20 POINTS)
2. Screening Program Goals, Objectives, Activities, and Timeline (30 POINTS)

C. APPLICANT ORGANIZATION CAPACITY AND EXPERIENCE (TOTAL 40 POINTS)

Please limit your response to this section to a maximum of 3 (three) pages, typed, no less than #12-font size, margins of 1", single-spaced, and double-sided. The proposal should reflect the project capacity and linkages to a target population with high HIV incidence and/or prevalence. This should include the following:

1. Council Districts of the City of Los Angeles to be served;
2. Statement of purpose and current services provided; (10 POINTS)
3. Previous and/or current organizational involvement with HIV/AIDS screening and prevention; (10 POINTS)
4. How routine testing will be continued after completion of the this pilot; (5 POINTS)

5. List all other HIV-related funding sources with funding amounts;
6. Provide examples of demonstrated accountability, the ability to deliver on contract commitments, and the responsible use of grant funds;
7. Does the applicant or consortium lead agency and subcontractor(s) have past due obligations with the City of Los Angeles or any other funding source? If yes, list name of funding source with a brief explanation of the obligation and action plan to meet obligation;
8. Describe staffing (include an organizational chart of your agency as an Attachment to your proposal), noting how and who would staff the project. Provide resumes for proposed project staffing as Attachments to the proposal. Explain staff qualifications and responsibilities including existing staff and how they will relate to the project. Include languages spoken by existing staff members or required of new employees. Demonstrate how services will be delivered in a manner that is culturally competent and sensitive to provide appropriate and quality services to the target population. Discuss how personnel policies and practices assure that well qualified staff are hired and retained for project positions. (10 POINTS)
9. Present an evaluation plan that includes the information and data that will be collected to determine whether objectives have been met. A strong application will describe what will be evaluated and how the agency will monitor its own activities and how that information will be used to improve project activities; i.e., the “measures” being used to evaluate quality. (5 POINTS)

D. BUDGET AND BUDGET NARRATIVE JUSTIFICATION (TOTAL 10 POINTS)

Please use the Attachment 4-Project Budget Report Form to prepare a line item project budget including personnel and non-personnel costs. If applying as a consortium, please provide a separate line item project budget for the lead agency and a separate line item budget for each subcontractor.

A one (1) page typed narrative justification in support of the proposed budget expenditures is required. This includes the source amount of any monetary match the bidding agency will contribute to the project. A subcontractor budget justification, if applicable, should be included in the justification. (10 POINTS)

Please be advised that project grant funds may be used for staff salaries, office operations, and other direct expenses related to the project. Grant funds may not be used to construct, renovate or alter facilities, to substitute for funds that are available to support similar services, to reduce ongoing deficits from pre-existing operations, or to substitute for third party reimbursement.

E. APPENDICES

Appendices may be used to provide additional supporting materials that are essential to the proposal. These include Memoranda of Understanding (MOU), letters of support, developed materials and/or press clippings. Please number appendices accordingly.

SECTION II: DOCUMENTS REQUIRED WITH SUBMISSION OF PROPOSALS

Child Care Policy – not required of sole proprietors

It is the policy of the City of Los Angeles to encourage businesses to adopt childcare policies and practices. Consistent with this policy, bidders shall complete and submit the “Child Care Declaration Statement” with their proposal. **Please see Attachment 1-Vendor Child Care Policy Program.**

Contractor Responsibility Ordinance (CRO) Questionnaire

Please be advised that the City Council has adopted a Contractor Responsibility Ordinance (CRO), which requires a determination that prospective contractors are responsible and capable of fully performing the work before being awarded a City contract. The ordinance requires that all respondents complete and return a questionnaire with the response. The CRO and the questionnaire are included as an attachment to this RFP. Failure to return the completed questionnaire may result in the respondents being deemed non-responsive. For more details, **please see Attachment 2 on the CRO.**

Workforce Information and Declaration of Non-Collusion and Affidavit

Bidders 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. Bidder shall also submit the Non-Collusion Statement. **Please see Attachment 3 - Proposer’s Workforce Information and Declaration of Non-Collusion and Affidavit.**

SECTION III: CONTRACT EXECUTION REQUIREMENTS

If recommended for funding, the bidder shall be required to comply with the requirements listed below and enter into an agreement with the City of Los Angeles. Failure to comply with these requirements will result in non-execution of the contract. A copy of the City’s Standard Contract Provisions is available upon request. The agreement with the selected bidder(s) will be on a to-be-negotiated fee-for-performance basis.

Insurance Certificates

Contractors may 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.

Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Organizations must be in good standing and authorized to do business in California.

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, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen.

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) or for additional information please call the City Of Los Angeles Office of Finance at (213) 473-5901, between the hours of 8:00 A.M. and 5:00 P.M., or by email: Finance.CustomerService@lacity.org

Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) Form.

Certifications

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

1. Certification Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549.
2. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractor shall also file a Disclosure Form at the end of each calendar quarter during which any event requiring disclosure, or which materially affects the accuracy of the information contained in any previously filed Disclosure Form, occurs.
3. A Certificate Regarding Compliance with the Americans with Disabilities Act.
4. A Certificate Regarding Drug-Free Workplace Requirements.
5. A Certificate Regarding Compliance with the Service Contract Worker Retention Ordinance and the Living Wage Ordinance of the City of Los Angeles, if applicable.
6. A Certification of Compliance with Child Support Obligations.
7. A Certification of Compliance with Equal Benefits Ordinance/Reasonable Measures Proposal for Equal Benefits Ordinance, if applicable.

Affirmative Action Plan

All contractors who are awarded contracts in excess of \$5,000 are required to comply with the City's Affirmative Action Policies and must submit an Affirmative Action Plan.

Slavery Disclosure Ordinance

Unless otherwise exempt in accordance with the provisions of this Ordinance, any contract pursuant to this RFP is subject to the applicable provisions of the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code, as may be amended from time to time. Unless a specific exception applies, the Ordinance requires the Contractor/Consultant to complete an affidavit certifying that the Contractor/Consultant has searched any and all records of its company regarding records of participation or investments in, or profits derived from Slavery, including Slaveholder Insurance Policies issued during the Slavery Era and to disclose such records and identify the names of any enslaved persons or slaveholders described in the records. Failure to fully and accurately complete the affidavit may result in termination of the contract.

Collaboration

The City may, at its discretion, require two or more applicants to collaborate as a condition to contract execution.

SECTION IV: GENERAL CONDITIONS

To ensure selection of the best service providers appropriate to the services being requested, the City is encouraging proposals from organizations experienced in the development and implementation of research projects, particularly in the areas of health and HIV/AIDS.

The City will make awards through a competitive RFP process. The City also reserves the right to withdraw from this RFP at any time without prior notice. Further, the City makes no representation that any contract will be awarded to any respondent to this RFP.

Fair and equal opportunity will be afforded to qualified applicants with demonstrated effectiveness whether or not they have previously contracted with the City.

TECHNICAL ASSISTANCE CONFERENCE FOR BIDDERS

A technical assistance conference call will be held on Tuesday, October 13, 2009, from 9:00 A.M. to 12:00 P.M., for all bidders planning to submit proposals. The conference call can be accessed by calling (213) 978-2244 or (866) 623-3539 toll-free and entering 22750 when prompted for the password. Information and requirements regarding the RFP and City contract process will be discussed including documents, regulations, fiscal procedures, insurance, and other pertinent information. Organizations planning to submit proposals are strongly encouraged to participate in this briefing.

RFP DEADLINE AND INSTRUCTIONS FOR PROPOSAL SUBMISSIONS

Hand-delivered proposals will be accepted until **November 6, 2009 at 4:00 P.M.** The RFP proposal package must include the following:

Six copies of the proposal (One original double-sided signed copy containing a corporate seal and five (5) double-sided copies) and one CD-ROM (**NO DVDs**) disc copy (**PC Word and Excel Formats**) containing your proposal documents.

Mailed proposals must be postmarked no later than 11:59 p.m. on November 6, 2009. Private postal meters are not acceptable as proof of mailing. Facsimile transmittals are not acceptable. Agencies using certified mail are cautioned to obtain a receipt for certified mail, showing a legible date postmarked as evidence that the proposal was mailed before the deadline. All submissions must be in English, or accompanied by an English translation. Neither late or incomplete applications nor changes or additions to the original proposal submitted will be accepted.

The proposal package must be submitted to the following address:

City of Los Angeles
Department On Disability
AIDS Coordinator's Office
201 N. Figueroa Street, Suite 100
Los Angeles, CA 90012
Attention: AIDS Coordinator

RFP EVALUATION PROCEDURES

Proposals will be evaluated by the following:

1. Staff of the AIDS Coordinator's office, Department On Disability (Determination whether proposal met minimum RFP requirements).
2. An Independent Evaluation Review Panel will score proposals based on the weighted factors specified in the application.
3. The AIDS Coordinator or Designee will make the final recommendation, taking into consideration the final scores of the independent evaluation review panel. However, the AIDS Coordinator or Designee may amend the recommendation of the evaluation panel taking into consideration responsiveness of proposals received and may consider additional factors including but not limited to: items in the application without point values, ACO history working with the applicant(s), and proposals' consistency with the City's HIV prevention program.

PROJECT RECOMMENDATIONS

Recommendations for award of the contract will include maximum funding for the project type and any special conditions required for contracting.

The Arts, Parks, Health, and Aging Committee of the City Council will consider funding recommendations from the AIDS Coordinator's Office, Department On Disability. The committee will then transmit its recommendations to the City Council and the Mayor.

The City Council and the Mayor will then make final decisions on the recommended Contractor.

APPEALS PROCESS

Any applicant not awarded the study contract will be notified promptly and can appeal this decision through an Appeals Committee established by DOD. Applicants may then be further permitted to appeal to the Arts, Parks, Health, and Aging Committee of the Los Angeles City Council.

All appeals procedures and deadlines will be specified in written notes provided to all applicants submitting a proposal. Appeals submitted to DOD must clearly show how the proposal was not given fair and adequate consideration in the evaluation process.

CONTRACTING PROCESS, REQUIREMENTS, AND EXTENSIONS

Recommended bidder will be required to satisfy the City of Los Angeles insurance requirements as well as other City contract requirements.

The City may withdraw a funding recommendation or an offer to enter into contract negotiations if a reasonable and appropriate contract cannot be negotiated with a recommended bidder. Therefore, an initial recommendation for funding should not be construed as a finding that said program necessarily would be funded without modification to the original proposal.

Finalized copies of the contract will be processed by the City and properly signed and duly authorized as an agreement between the recommended bidder and the City of Los Angeles.

GENERAL RESERVATIONS AND CONDITIONS

1. Proposal Conditions

- a. All costs of proposal preparation shall be borne by the applicant. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The bidder shall not include any such expenses as part of the budget in the proposal.
- b. The City reserves the right to retain all submitted proposals, which shall become the property of the City of Los Angeles. Any department or agency of the City has the right to use any or all ideas presented in proposals submitted in response to this request without any change or limitation. Selection or rejection of the proposal does not affect these rights.

2. General City Reservations

- a. The City of Los Angeles reserves the right to extend the RFP submission deadline should such action be in the interest of the City. The bidder has the right to revise his/her bid in the event the deadline is extended.
- b. The City of Los Angeles reserves the right to reject any or all proposals received in answer to this request if a proposal is deemed inappropriate or incomplete or is not in the best interest of the City.
- c. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no presentations that any contract will be awarded to any respondent to this RFP.
- d. The City may require any applicant funded through this RFP to use a centralized accounting system selected by the City, should it be determined that this would be in the best interest of the City.
- e. The City may refuse to fund any agency with outstanding disallowed costs, regardless of the merits of the proposal submitted.

By: 
Regina Houston-Swain, Executive Director
Department On Disability

RHS:SDS:RR

Attachments:

- 1. Vendor Child Care Policy Program.
- 2. CRO Questionnaire
- 3. Proposer's Workforce Information and Declaration of Non-Collusion and Affidavit.
- 4. Project Budget Report Form

CITY OF LOS ANGELES
VENDOR CHILD CARE POLICY PROGRAM
CHILD CARE DECLARATION STATEMENT

Clear Form

The business concern listed below declares the following status on the “Child Care Policy of the City of Los Angeles, XI. Vendors” as defined in the attached supplementary instructions to bidders. It is incumbent upon the concern to notify the City of any changes applicable to this declaration.

Business Name

Telephone No.

Business Address

Signature

Title

Note: A “stated child care policy” may include services and/or benefits for employees and their families, including infants through school-age child care centers or family day care homes, before and after school programs, day camps, services for ill children with special needs, family leave, and more. Please refer to the attached instructions for definitions. Please check ALL items on the form that apply to your business concern.

Part One

	YES	NO
DOES YOUR BUSINESS HAVE A STATED CHILD CARE POLICY?	☐	☐
If YES, please attach a copy		

Part Two

DOES YOUR BUSINESS PROVIDE CHILD CARE ASSISTANCE?	☐	☐
If YES, please check which from(s) of assistance		

Level I Assistance

Subsidized company child care center	☐	☐
Subsidized Network of child care homes	☐	☐
Child care reimbursement in addition to other benefits	☐	☐
Child care reimbursement in a flexible benefit package	☐	☐
Paid parental leave	☐	☐
Purchase of spaces for employees in community child care program(s) (centers or homes)	☐	☐

Level II Assistance

Salary set aside/flexible spending account funded with employee salary dollars/Section 125	☐	☐
Child care referral services	☐	☐
Parenting seminars	☐	☐
Counseling on work/family issues	☐	☐
Start-up of a self-supporting center	☐	☐
Start-up contributions to a “consortium center”	☐	☐

Level III Assistance

Flexible work hours	☐	☐
Flex-place/work-at-home	☐	☐
Permanent part-time/job sharing	☐	☐
Work-at-home following maternity leave	☐	☐
Unpaid parental leave	☐	☐
Donations to enhance child care programs	☐	☐

Other: (Describe) _____

I HAVE READ AND COMPLETED:

(Signed)

For additional information on child care options and benefits for employees, please contact the City Child Care Coordinator’s Office, 333 South Spring Street, Los Angeles, CA 90013.

Do not write in this space

Date Filed: _____ Expiration Date: _____

SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

CHILD CARE POLICIES

- I. **City Child Care Policy and Vendor System** – On February 24, 1987, the City Council adopted the Child Care Policy for the City of Los Angeles. This policy acknowledges the importance of quality, affordable, accessible child care to the individual, family, work place and community. The City further recognizes that existing child care services and facilities are not adequate to meet current demand, and that such demand is increasing. Failure to address this critical unmet need will have serious, detrimental effects on the physical, social and economic life of Los Angeles. Thus, the City Child Care Policy was adopted, committing the City to use its resources as educator, employer, model and facilitator to act as a catalyst in expanding the supply of quality, affordable child care in Los Angeles.

The City Child Care Policy includes an item specifically designed to address the development and implementation of child care policies and practices by vendors, as follows:

THE CITY OF LOS ANGELES SHALL ENCOURAGE ALL ITS VENDORS TO ADOPT A STATED POLICY ON CHILD CARE. TO THE EXTENT PERMITTED BY LAW, VENDORS WITH STATED CHILD CARE POLICIES SHALL RECEIVE PREFERENCE IN CONTRACTING WITH THE CITY OF LOS ANGELES.

It is the goal of the City to promote and facilitate the establishment and implementation of child care policies and practices which address the critical unmet local need for quality, affordable child care services.

A company may, after a review and due consideration, determine that child care is not an employee need or that a child benefit/service cannot feasibly be offered by the company. In this case, a written policy statement to this effect would also qualify a company for the vendor preference.

- II. **Request Child Care Policy Information from Vendors** – All vendor applicants should complete the “Child Care Declaration Statement” form, declaring whether the business has a stated child care policy and/or offers any form of child care assistance to employees. Those vendors indicating they have a stated child care policy for employees should file a copy of said policy along with the “Declaration Form”.
- III. **Definition of a Stated Child Care Policy** – A “Stated Child Care Policy” is a written statement of intent and/or attitude by an employer regarding the provision of child care assistance to employees.

IV. Definitions of Child Care Assistance – The following definitions apply to the various forms of child care assistance listed on the “Child Care Declaration Statement.”

- A. EMPLOYER SUBSIDIZED CHILD CARE CENTER(S)** – Group care for children (may range from 12 to 300 children), in a licensed setting such as a preschool or other center, which may serve infants, toddlers, preschoolers or school-age children; the center receives funds, goods and/or services from an employer which thus subsidizes part or all of the child care center operating costs, and employees of the subsidizing employer may enroll dependents in this center.
- B. EMPLOYER SUBSIDIZED CHILD CARE HOME(S)** – Care for up to fourteen children in the home of a licensed caregiver; may include one home or a network of two or more family day care homes, which receive funds, goods and/or services from an employer who thus subsidizes part of all of the home operating costs; employees of the subsidizing employer may enroll dependents in this care home.
- C. CHILD CARE REIMBURSEMENT IN ADDITION TO OTHER BENEFITS** – Employer helps employees pay for child care expenses by reimbursing the employee or his/her care provider for all or part of the cost of child care; allows employee to select the child care provider, or employer may designate providers or conditions (e.g. only reimburse licensed providers); such reimbursement is provided to the employee in addition to the other employee benefits.
- D. CHILD CARE REIMBURSEMENT IN A FLEXIBLE BENEFIT PACKAGE** – System which allows employees to make individual choices among a range of benefits provided by the employer (e.g., health, dental, retirement, etc.) and child care is included as a benefit choice.
- E. PAID PARENTAL LEAVE** – employees are given paid time off work due to childbirth or adoption, with a guaranteed return to the same or a comparable job and seniority status.
- F. PURCHASE OF SERVICES FOR EMPLOYEES IN A COMMUNITY CHILD CARE PROGRAMS** – Company contributes funds, goods and/or services to a child care program in the community (center or family day care home), for the purpose of preferential consideration for use by employees.
- G. SALARY SET-ASIDE/FLEXIBLE SPENDING ACCOUNT FUNDED WITH EMPLOYEE SALARY DOLLARS** – Employer has set up a qualified Dependent Care Assistance Plan under IRS Section 125 and 129, which allows employees to designate an amount up to \$5,000 per year to be set aside from their salaries to pay for dependent care; since such a salary set aside is not taxed, both employee and employer receive financial benefits.
- H. CHILD CARE REFERRAL SERVICES** – A service to employees which provides information, referrals and consultation regarding local child care services (e.g., locations, hours, rates).

- I. PARENTING SEMINARS** – company offers workshops, educational presentations, and related activities to provide information and support in such areas as parenting skills, work-family relations, child development, and related topics; may be provided by in-house staff or by contracted services.
- J. COUNSELING OF A SELF-SUPPORTING CENTER** – Company provides (through in-house or contracted services) group, family or individual counseling services to support employees in the resolution of work/family issues.
- K. START-UP OF A SELF-SUPPORTING CENTER** – Company has provided funds, goods and/or services to directly assist in the land acquisition, design, construction, renovation, equipment, furnishing or other costs associated with starting a child care program; this was one-time-only assistance for start-up, with the center now operating on a self-supporting basis.
- L. START-UP CONTRIBUTIONS TO A CONSORTIUM CENTER** – Company has provided funds, goods and/or services to a child care center, working in cooperation to develop and support a child care service available to employees of contributing companies.
- M. FLEXIBLE WORK HOURS** – Employees are allowed to make choices about work schedules, with such possible options as 5-day/40-hour vs. 4-day/40-hour work weeks or flexible hours scheduled within a day; may include establishment of “core” working hours during which an employee must be present at the work site.
- N. FLEXIPLACE/WORK-AT-HOME** – Company offers employees the option to work in their homes; may be available part- or full-time.
- O. PERMANENT PART-TIME/JOB SHARING** – company offers job opportunities in which employees may work less than full-time while retaining permanent employment status, and/or two employees may share a single full-time position with salary and benefits prorated between the two employees.
- P. WORK-AT-HOME FOLLOWING MATERNITY LEAVE** – Employees are offered the option to perform their jobs at home for a period following leave for childbirth or adoption.
- Q. UNPAID PARENTAL LEAVE** – Employees are allowed unpaid time off due to childbirth or adoption, with a guaranteed return to the same or a comparable job and seniority status.
- R. DONATION TO ENHANCE AN EXISTING CHILD CARE PROGRAM** – Company has contributed funds, goods and/or services to a child care program, for the purpose of improving the quality, affordability, or accessibility of said program.

CITY OF LOS ANGELES RESPONSIBILITY QUESTIONNAIRE

RESPONSES TO THE QUESTIONS CONTAINED IN THIS QUESTIONNAIRE MUST BE SUBMITTED ON THIS FORM. In responding to the Questionnaire, neither the City form, nor any of the questions contained therein, may be retyped, recreated, modified, altered, or changed in any way, in whole or in part. Bidders or Proposers that submit responses on a form that has been retyped, recreated, modified, altered, or changed in any way shall be deemed non-responsive.

The signatory of this Questionnaire guarantees the truth and accuracy of all statements and answers to the questions herein. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the Responsibility Questionnaire Attachments. Submit the completed form and all attachments to the awarding authority. Retain a copy of this completed form for future reference. Contractors must submit updated information to the awarding authority if changes have occurred that would render any of the responses inaccurate in any way. Updates must be submitted to the awarding authority within 30 days of the change(s).

A. CONTACT INFORMATION

CITY DEPARTMENT INFORMATION

City Department/Division Awarding Contract

City Contact Person

Phone

City Bid or Contract Number (if applicable) and Project Title

BIDDER/CONTRACTOR INFORMATION

Bidder/Proposer Business Name

Street Address

City

State

Zip

Contact Person, Title

Phone

Fax

TYPE OF SUBMISSION:

The Questionnaire being submitted is:

- ☐ An initial submission of a completed Questionnaire.
- ☐ An update of a prior Questionnaire dated ____/____/____.
- ☐ No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Responsibility Questionnaire dated ____/____/____ was submitted by the firm. Attach a copy of that Questionnaire and sign below.

Print Name, Title

Signature

Date

TOTAL NUMBER OF PAGES SUBMITTED, INCLUDING ALL ATTACHMENTS: _____

B. BUSINESS ORGANIZATION/STRUCTURE

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

☐ **Corporation:** Date incorporated: ____/____/____ State of incorporation: _____

List the corporation's current officers.

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

☐ Check the box only if your firm is a publicly traded corporation.

List those who own 5% or more of the corporation's stocks. Use Attachment A if more space is needed. Publicly traded corporations need not list the owners of 5% or more of the corporation's stocks.

☐ **Limited Liability Company:** Date of formation: ____/____/____ State of formation: _____

List members who own 5% or more of the company. Use Attachment A if more space is needed.

☐ **Partnership:** Date formed: ____/____/____ State of formation: _____

List all partners in your firm. Use Attachment A if more space is needed.

☐ **Sole Proprietorship:** Date started: ____/____/____

List any firm(s) that you have been associated with as an owner, partner, or officer for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question.

☐ **Joint Venture:** Date formed: ____/____/____

List: (1) each firm that is a member of the joint venture and (2) the percentage of ownership the firm will have in the joint venture. Use Attachment A if more space is needed. **Each member of the Joint Venture must complete a separate Questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.**

C. OWNERSHIP AND NAME CHANGES

1. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment A the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm.

2. Has any of the firm's owners, partners, or officers operated a similar business in the past five years?

☐ **Yes** ☐ **No**

If **Yes**, list on Attachment A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds a similar position in another firm.

3. Has the firm changed names in the past five years?

☐ **Yes** ☐ **No**

If **Yes**, list on Attachment A all prior names, addresses, and the dates they were used. Explain the reason for each name change in the last five years.

4. Are any of your firm's licenses held in the name of a corporation or partnership?

☐ **Yes** ☐ **No**

If Yes, list on Attachment A the name of the corporation or partnership that actually holds the license.

Bidders/Contractors must continue on to Section D and answer all remaining questions contained in this Questionnaire.

The responses to the remaining questions in this Questionnaire will not be posted on the internet but will be made available to the public for review upon request. Contact the appropriate Designated Administrative Agency.

D. FINANCIAL RESOURCES AND RESPONSIBILITY

5. Is your firm now, or has it ever been at any time in the last five years, the debtor in a bankruptcy case?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

6. Is your company in the process of, or in negotiations toward, being sold?

☐ **Yes** ☐ **No**

If **Yes**, explain the circumstances on Attachment B.

E. PERFORMANCE HISTORY

7. How many years has your firm been in business? _____ Years.

8. Has your firm ever held any contracts with the City of Los Angeles or any of its departments?

☐ **Yes** ☐ **No**

If, **Yes**, list on an Attachment B all contracts your firm has had with the City of Los Angeles for the last 10 years. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

9. List on Attachment B all contracts your firm has had with any private or governmental entity (other than the City of Los Angeles) over the last five years that are similar to the work to be performed on the contract for which you are bidding or proposing. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

☐ Check the box if you have not had any similar contracts in the last five years

10. In the past five years, has a governmental or private entity or individual terminated your firm's contract prior to completion of the contract?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

11. In the past five years, has your firm used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

12. In the past five years, has your firm been debarred or determined to be a non-responsible bidder or contractor?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

F. DISPUTES

13. In the past five years, has your firm been the defendant in court on a matter related to any of the following issues? For parts (a) and (b) below, check **Yes** even if the matter proceeded to arbitration without court litigation. For part (c), check **Yes** only if the matter proceeded to court litigation. If you answer **Yes** to any of the questions below, explain the circumstances surrounding each instance on Attachment B. You must include the following in your response: the name of the plaintiffs in each court case, the specific causes of action in each case; the date each case was filed; and the disposition/current status of each case.

(a) Payment to subcontractors?

☐ **Yes** ☐ **No**

(b) Work performance on a contract?

☐ **Yes** ☐ **No**

(c) Employment-related litigation brought by an employee?

☐ **Yes** ☐ **No**

14. Does your firm have any outstanding judgements pending against it?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

15. In the past five years, has your firm been assessed liquidated damages on a contract?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance and identify all such projects, the amount assessed and paid, and the name and address of the project owner.

G. COMPLIANCE

16. In the past five years, has your firm or any of its owners, partners or officers, ever been investigated, cited, assessed any penalties, or been found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed on Attachment C (Page 9)? For this question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance, including the entity that was involved, the dates of such instances, and the outcome.

17. If a license is required to perform any services provided by your firm, in the past five years, has your firm, or any person employed by your firm, been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws?

☐ **Yes** ☐ **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

18. In the past five years, has your firm, any of its owners, partners, or officers, ever been penalized or given a letter of warning by the City of Los Angeles for failing to obtain authorization from the City for the substitution of a Minority-owned (MBE), Women-owned (WBE), or Other (OBE) business enterprise?

☐ Yes ☐ No

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

H. BUSINESS INTEGRITY

19. For questions (a), (b), and (c) below, check **Yes** if the situation applies to your firm. For these questions, the term "firm" includes any owners, partners, or officers in the firm. The term "owner" does not include owners of stock in your firm if the firm is a publicly traded corporation. If you check **Yes** to any of the questions below, explain on Attachment B the circumstances surrounding each instance.

- (a) Is a governmental entity or public utility currently investigating your firm for making (a) false claim(s) or material misrepresentation(s)?

☐ Yes ☐ No

- (b) In the past five years, has a governmental entity or public utility alleged or determined that your firm made (a) false claim(s) or material misrepresentation(s)?

☐ Yes ☐ No

- (c) In the past five years, has your firm been convicted or found liable in a civil suit for, making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?

☐ Yes ☐ No

20. In the past five years, has your firm or any of its owners or officers been convicted of a crime involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term "owner" does not include those who own stock in a publicly traded corporation.

☐ Yes ☐ No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this questionnaire and the responses contained on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

Print Name, Title

Signature

Date

ATTACHMENT A FOR SECTIONS A THROUGH C

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Information submitted on this Attachment in response to Questions in Sections A through C will be posted on the internet for public review. Make copies of this Attachment if additional pages are needed.

Page _____

ATTACHMENT B FOR SECTIONS D THROUGH H

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Information submitted on this Attachment in response to Questions in Sections D through H will not be posted on the internet but will be made available to the public for review upon request. Make copies of this Attachment if additional pages are needed.

Page _____

ATTACHMENT C: GOVERNMENTAL ENTITIES FOR QUESTION NO. 16

Check **Yes** in response to Question No. 16 if your firm or any of its owners, partners or officers, have ever been investigated, cited, assessed any penalties, or found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed below (or any of its subdivisions), including but not limited to those examples specified below. The term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation. If you answered **Yes**, provide an explanation on Attachment B of the circumstances surrounding each instance, including the entity involved, the dates of such instances, and the outcome.

FEDERAL ENTITIES**Federal Department of Labor**

- American with Disabilities Act
- Immigration Reform and Control Act
- Family Medical Leave Act
- Fair Labor Standards Act
- Davis-Bacon and laws covering wage requirements for federal government contract workers
- Migrant and Seasonal Agricultural Workers Protection Act
- Immigration and Naturalization Act
- Occupational Safety and Health Act
- anti-discrimination provisions applicable to government contractors and subcontractors
- whistleblower protection laws

Federal Department of Justice

- Civil Rights Act
- American with Disabilities Act
- Immigration Reform and Control Act of 1986
- bankruptcy fraud and abuse

Federal Department of Housing and Urban Development (HUD)

- anti-discrimination provisions in federally subsidized/assisted/sponsored housing programs
- prevailing wage requirements applicable to HUD related programs

Federal Environmental Protection Agency

- Environmental Protection Act

National Labor Relations Board

- National Labor Relations Act

Federal Equal Employment Opportunity Commission

- Civil Rights Act
- Equal Pay Act
- Age Discrimination in Employment Act
- Rehabilitation Act
- Americans with Disabilities Act

STATE ENTITIES**California's Department of Industrial Relations**

- wage and labor standards, and licensing and registration
- occupational safety and health standards
- workers' compensation self insurance plans
- Workers' Compensation Act
- wage, hour, and working standards for apprentices
- any provision of the California Labor Code

California's Department of Fair Employment and Housing

- California Fair Employment and Housing Act
- Unruh Civil Rights Act
- Ralph Civil Rights Act

California Department of Consumer Affairs

- licensing, registration, and certification requirements
- occupational licensing requirements administered and/or enforced by any of the Department's boards, including the Contractors' State Licensing Board

California's Department of Justice**LOCAL ENTITIES**

City of Los Angeles or any of its subdivisions for violations of any law, ordinance, code, rule, or regulation administered and/or enforced by the City, including any letters of warning or sanctions issued by the City of Los Angeles for an unauthorized substitution of subcontractors, or unauthorized reductions in dollar amounts subcontracted.

OTHERS

Any other federal, state, local governmental entity for violation of any other federal, state, or local law or regulation relating to wages, labor, or other terms and conditions of employment.

PROPOSER WORKFORCE INFORMATION/NON-COLLUSION STATEMENT

Proposer's Name (legal name of entity) _____

Headquarters of Firm: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email _____

Telephone: _____ Fax: _____

Number of Employees Residing in the City of Los Angeles: _____

Total Number of Employees: _____

Percentage of Employees Residing in the City of Los Angeles: _____

	The proposal is submitted as a firm and fixed request valid and open for 90 days from the submission deadline. This proposal is genuine, and no sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal and the proposer has not in any manner sought by collusion to secure for himself or herself an advantage over any other proposer. To my knowledge, this proposal does not duplicate facilities or services available in the area that are funded by other sources of funds. In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract supported by these funds. _____ AUTHORIZED SIGNATURE & DATE _____ PRINT NAME & TITLE
--	---

PROJECT BUDGET REPORT

Organization: _____

Amount Requested from City of Los Angeles _____

Total Program Budget _____

PERSONAL SERVICES—SALARIES & EMPLOYEE BENEFITS 12-month budget

PERSONNEL: List the title of each position and the name of each person within your organization who will occupy each of them. If the position is vacant, please write vacant next to the title. Show the annual salary rate and the percentage of time to be devoted to the project by each individual. Compensation paid to employees for this project must be commensurate with that paid for similar work within the applicant organization.

Position Title	Name	Computation	Cost
-----------------------	-------------	--------------------	-------------

TOTAL

FRINGE BENEFITS: Fringe benefits paid to each of the individuals should be based on actual known costs or an established formula. They should be calculated to reflect the time that each of the positions listed will have to dedicate to the program.

Position Title	Name	Computation	Cost
-----------------------	-------------	--------------------	-------------

TOTAL

OPERATING EXPENSES

12-month budget

TRAVEL

Purpose of Travel

Computation

Cost

TOTAL

SUPPLIES: List expendable supplies or equipment, costing less than \$1,000, by type (office supplies, postage, training materials, copying paper, pens, pencils, highlighters, staples, staplers, paper clips and other equipment items), number of items, cost per unit and total cost. Generally, supplies include any materials that are expandable or consumed during the course of the project.

Type of Supply

Number

Cost Per Unit

Cost

TOTAL

OFFICE EQUIPMENT: Please list the type of non-expandable equipment, how many and the unit cost for each item and the total cost associated with each purchase. Non-expandable equipment is tangible property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax and installation). If equipment is purchased as a complete package (i.e. computer, monitor, modem, software, etc.), the total package cost, not the unit cost, will determine if it qualifies under the equipment category. The cost of a computer system must include all the expenses required to purchase, install, and operate the system. These include, but are not limited to hardware, software, maintenance, upgrade, training, conversion, technical assistance, consultants, programmers, analysts, furniture, supplies, modems, telephone lines, and connect time to mainframe or data centers. Any computer related purchases must be clearly identified as "computer purchase."

Type of Equipment

Number

Cost per item

Cost

TOTAL

OTHER COSTS: List other costs (rent, utilities, janitorial services, security services, equipment service and maintenance agreements, subscriptions, vehicle maintenance, internet access costs, etc.) by major type, the monthly and yearly cost for the service, if it is a reoccurring cost, and the basis for the computation. (If it is a one time only cost, place one time only cost under Cost per month and place the total cost under the "Yearly Cost" heading.)

Major Type	Cost Per Month	Yearly Cost
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TOTAL**BUDGET SUMMARY**

<u>Budget Category</u>	Amount
Personnel	
Fringe Benefits	
Travel	
Supplies	
Equipment	
Other	
TOTAL PROJECT COST	

Attach a Two-Page (2) Budget Narrative Justification in support of all proposed program expenditures.