

CITY OF LOS ANGELES



REQUEST FOR PROPOSAL INVESTMENT ADVISORY SERVICES

RFP # 01TRE2011

PROPOSALS ARE DUE NO LATER THAN 3:00 P.M. ON MARCH 8, 2011

CITY OF LOS ANGELES
OFFICE OF THE TREASURER
200 N. SPRING STREET, ROOM 201
LOS ANGELES, CA 90012
FAX: 213 978-1729
E-MAIL: LARFP2011@LACITY.ORG

THIS RFP IS REGISTERED ON THE CITY OF LOS ANGELES
BUSINESS ASSISTANCE VIRTUAL NETWORK (LABAVN)

TABLE OF CONTENTS

1	RFP Notice for Investment Advisory Services	Page 2
2	General Information	Page 3
3	Scope of Services	Page 3
4	Proposal Process	Page 5
5	Proposal Submission and Format	Page 7
6	RFP Evaluation Process	Page 10
7	Acknowledgement of Addendums	Page 12
8	Notice of Attachments to Request for Proposal	Page 13
8.1	Standard Provisions for City Contracts	Exhibit A
8.2	Insurance Requirements	Exhibit B
8.3	Equal Benefits Ordinance and Documentation	Exhibit C
8.4	Responsibility Questionnaire	Exhibit D
8.5	Nondiscrimination and Affirmative Action	Exhibit E
8.6	Investment Policy	Exhibit F
8.7	Disposition of Proposals	Exhibit G
8.8	Non-Collusion Statement	Exhibit H
8.9	Workforce Information	Exhibit I
8.10	Business Tax Registration Certificate	Exhibit J
8.11	Prior Contracts with the City	Exhibit K
8.12	Vendor Child Care Policy/Child Support Obligations	Exhibit L
8.13	Proposer Checklist/Signature Declaration Page	Exhibit M

CITY OF LOS ANGELES
INVESTMENT ADVISORY SERVICES
REQUEST FOR PROPOSAL

The Office of the Treasurer invites qualified investment advisory firms to submit proposals to provide investment advisory services based upon the scope of work contained in this RFP. The intent is to select one institution to provide these services.

The successful investment advisor will be a leader and innovator in the management of fixed income securities with proven experience in performance and service.

The successful provider will serve as a general financial resource to the City Treasurer and the City's Investment Advisory Committee (IAC). Among the expected functions to be performed will be daily compliance, performance reporting, periodic conference calls discussing the economic and capital markets environment, and providing draft monthly and quarterly reports to the Treasurer for presentation to the Mayor, City Council, and (IAC). The reports will include a listing of types of investment and issuer, credit rating, date of purchase, purchase price, current market price, date of maturity and such additional information requested by the City Treasurer. Records must be available for the term of the contract for periodic review and audit by the City and retained for three years after the termination of the contract.

Additional scope of duties will include reconciliation of investment positions with the custodial bank, providing weekly holdings reports, and assistance in the annual review and update of the City's Investment Policy.

This proposal and related documents are available on the City of Los Angeles Business Assistance Virtual Network on www.labavn.org (LABAVN). LABAVN is a free service provided by the City of Los Angeles where proposers may view and download information about contractual opportunities offered by the City.

Proposals must be received by the City of Los Angeles, Office of The Treasurer, 200 N. Spring Street, Room 201, Los Angeles, CA 90012, March 8, 2011 at 3:00 p.m., PST. Late proposals may be retained by the City, but will not be considered for award.

Any questions or clarifications concerning this RFP shall be submitted in writing by mail, e-mail, or facsimile to the Office of the Treasurer, 200 N. Spring Street, Room 201, Los Angeles, CA 90012, E-MAIL: LARFP2011@lacity.org, or FAX: 213 978-1729. No phone calls. All responses to questions/clarifications will be posted in the form of an addendum on LABAVN.

The City of Los Angeles reserves the right to accept any proposal or bid deemed to be in the best interest of the City of Los Angeles, or waive any informality in any proposal or bid. The City of Los Angeles may reject any and all proposals or bids.

2 GENERAL INFORMATION

2.1 About the City of Los Angeles

As of 2009, the City of Los Angeles, founded in 1781, had an estimated population of 4.06 million. Los Angeles is a charter city and was originally incorporated in 1850. A Mayor, who is elected every four years, and a City Council, composed of 15 councilpersons, govern the City.

As of December 31, 2010, the size of the City's General Pool Investment Portfolio was approximately \$6.1 billion, with an additional \$2.1 billion in special fund investments. The General Pool Investment Portfolio is governed in accordance with the City of Los Angeles' Investment Policy (See Exhibit F) and the California Government Code. The portfolio is rated AA+ by Standard and Poor's and is divided into two separate accounts: Core Account and Reserve Account.

Core Account – The Core Account is approximately \$1.4 billion in size and is used to provide cash flow for the daily obligations of the City and to meet all operating requirements that can be reasonably anticipated. This cash flow horizon is established at six months. Flexibility is achieved by placing funds in money market instruments having maturities of one year or less. Total return performance for the Core Account is measured against the 91-day U.S. Treasury bill index.

Reserve Account – The Reserve Account has a market value of approximately \$4.6 billion and is used to fund longer-term obligations. When the treasurer deems that the cash flow can be met, funds may be invested beyond six months. Securities purchased cannot exceed five years in maturity, unless approved by the City's legislative body. The benchmark used to measure total return performance on the Reserve Account is the Merrill Lynch U.S. Corporate and Government, 1-5 years, A-rated and above Index.

2.2 About the Request for Proposal

The City of Los Angeles has long been committed to excellence in fiscal administration, striving for the highest standards of performance and accountability. As part of its continuing efforts to ensure financial management excellence, the City is inviting competitive proposals from qualified and experienced investment advisory firms to assist with the strategy development, performance reporting and compliance monitoring of the City's investment portfolio. The objective of requesting proposals is for the City to determine which institution can offer the highest quality of service at the most reasonable cost.

We encourage you to be creative and educational in your responses. While your format must be consistent with the requirements of the RFP, if you believe that your proposed solution(s) or service(s) would be beneficial to the City, we invite you to offer them.

3 SCOPE OF SERVICES

The City expects its investment advisor to be highly experienced, a leader and innovator in fixed income investments and able to provide comprehensive investment advisory services. The firm selected as the investment advisor (and its affiliates) will be restricted from selling to the City or buying from the City, any securities to and from that firm's own inventory or account. The

investment advisor will also be restricted from placing into the City's portfolio any securities for which it, or an affiliate, is the issuer. Investment advisors will not provide custodial services for security safekeeping.

3.1 Primary Scope of Duties:

- A. Serve as general financial counsel to the City Treasurer, the Investment Advisory Committee, and City staff for financial information.
- B. Reconcile investment positions and valuations with the custodial bank.
- C. Advise and make recommendations on investment strategies that will enhance portfolio performance under current and future market conditions within the parameters of the California Government Code, the City's investment policy, and cash flow requirements.
- D. Assist in the annual review and update of the City's Investment Policy. Assist in the review of investment management procedures and portfolio documentation, including safekeeping and custodial procedures.
- E. Monitor the creditworthiness of financial institutions with which the City conducts business.
- F. Prepare a monthly report of investment activity. A principal or senior portfolio manager shall present a quarterly report on investment activities to the Investment Advisory Committee (IAC) in person and be available for additional presentations upon request of the City Treasurer. The report should be presented in a format that is acceptable to the City.
Reports should include (at minimum):
 - Current and historical characteristics of the portfolio, including yield, sector allocation, effective duration and maturity, duration distribution and changes in market value.
 - A detailed analysis of compliance with the California Government Code, the City's Investment Policy, state law, City Charter provisions, and any other relevant statutory requirements.
 - An analysis of the total rate of return on the portfolio, relative to its selected benchmark.
- G. The selected investment advisor must maintain accurate reports, including portfolio composition, interest payments, yield and total return calculations and diversity of investments.
- H. The selected investment advisor may be required to evaluate the benchmark that is currently used in measuring the portfolio and/or develop a benchmark that more accurately reflects the duration and sector allocation of the City's portfolio.

- I. The selected investment advisor shall use its portfolio account and reporting system to generate total return information, prepared in accordance with industry standards. Records must be available for the term of the contract for periodic review and audit and retained up to three years after the termination of the contract.

The City reserves the right to add and/or delete any other areas it may identify in the course of this solicitation to be included as a specific task.

4 PROPOSAL PROCESS

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be the sole responsibility of the Proposer(s) and will not be reimbursed by the City.

4.1 Proposer's Responsibility

Before submitting proposal, each Proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not relieve the successful Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract documents, and will not be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Proposer.

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

4.2 Questions Regarding this RFP

Any questions regarding this proposal must be submitted via e-mail to LARFP2011@LACITY.ORG; facsimile at (213) 978-1729; or mail at Office of the Treasurer 200 N. Spring Street Room 201 Los Angeles, CA 90012 Attn: RFP. The City will issue a response in the form of an addendum to all questions received. This addendum will be available for viewing and download on the City of Los Angeles Business Assistance Virtual Network on www.labavn.org (LABAVN).

4.3 Cost Schedule

The proposer's cost schedule shall be submitted at the same time and at the same location as the proposal. All costs are to be contained in the proposal and shall also include payment terms required for services rendered.

4.4 Conflict of Interest

All Proposers must disclose with their proposal the name(s) of any officer, director, agent or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Los Angeles. No City employee shall own, either directly or indirectly, more than five percent (5%) of the successful proposer's firm or its affiliate(s).

4.5 Validity of Proposals

Proposed services and related pricing and warranties contained in the proposal must be valid for a period of 150 days after the date of submission of the proposal.

4.6 Relationship to the City of Los Angeles

It is the intent of the parties hereto that the successful Proposer be legally considered to be an independent contractor and that neither the Proposer nor the Proposer's employees and agents shall, under any circumstances, be considered employees or agents of the City.

4.7 Financial Stability and Strength

The bidder must be able to demonstrate a good record of performance and have sufficient financial resources to ensure that they can satisfactorily provide the services required herein.

Any Proposer who, at the time of bid submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or has a trustee or receiver who has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency, may be declared non-responsive.

4.8 Right to Reject Proposals

The City reserves the right to reject any and all proposals, cancel all or part of this RFP or waive any minor irregularities.

4.9 RFP Postponement/Cancellation/Rejection

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in any proposals received as a result of this RFP.

4.10 Execution of Agreement

If a firm is unable to execute an agreement within one hundred and twenty (120) calendar days after being notified of selection, the City reserves the right to select the next most qualified firm or call for new proposals, whichever the City deems most appropriate.

4.11 Incorporation of RFP/Proposal

This RFP and the firm's response, including all promises, warranties, commitments and representations made in the successful proposal, may become binding contractual obligations and may be incorporated by reference in any agreement between the City and the firm.

4.12 Acceptance of Gifts, Favors, Services

Proposer shall not offer any gratuities, favors, or anything of value to any official, employee, or agent of the City, for the purpose of influencing consideration of this proposal.

4.13 MBE/WBE/OBE

It is the policy of the City to provide Women Business Enterprises (WBEs), Minority Business Enterprises (MBEs), and all other business enterprises (OBE) an equal opportunity to participate in the performance of all City contracts.

5 PROPOSAL SUBMISSION AND FORMAT

Proposals must include documents satisfying all requirements outlined in this RFP. Proposals which do not include all required documentation, or which do not have the appropriate signatures on each document requiring signatures, may at the City's discretion, be deemed to be non-responsive. Non-responsive proposals will receive no further consideration.

The City has made every effort to include enough information within this proposal request for a qualified firm to prepare a responsive proposal. The City encourages institutions to submit the most comprehensive and competitive proposal possible.

5.1 Proposal Submission

5.1.1 Viewing and Downloading the RFP

All documents for this RFP may be viewed and downloaded at the following website:

- City of Los Angeles Business Assistance Virtual Network at www.labavn.org (LABAVN)

5.1.2 Proposal Submission

Proposers will need to register with LABAVN in order to view this RFP on its website. LABAVN is a free service provided by the City of Los Angeles in which proposers may view and download information about contractual opportunities offered by the City. Proposals must be submitted in the following formats:

- One (1) original signature complete copy along with five (5) hard copies AND
- One (1) electronic copy of its proposal on a CD in PDF format

Proposals must be submitted to the following address:

Steve Ongele
Interim City Treasurer
City of Los Angeles
200 N. Spring Street
Room 201, City Hall
Los Angeles, CA 90012

Proposals must be received no later than 3:00 p.m. on March 8, 2011. PROPOSALS RECEIVED AFTER THE PROPOSAL DUE DATE AND TIME WILL NOT BE ACCEPTED AND WILL NOT BE CONSIDERED.

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm's ability to satisfy the requirements of the City's Request for Proposal.

5.2 Introduction:

5.2.1 Cover Letter: Include a transmittal letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter should include the following statements:

- Proposal and cost schedule shall be valid and binding for ONE HUNDRED FIFTY (150) calendar days following proposal due date and this offer will not be withdrawn or modified during that time.
- Company name, address and telephone number of the firm submitting the proposal.
- Name, title, address and telephone numbers of the person or persons authorized to represent the firm and to whom correspondence should be directed.
- Federal and state taxpayer identification numbers.

5.2.2 Table of Contents: Outline in sequential order the major areas of the proposal, including enclosures. All pages in the proposals must be consecutively numbered and correspond to the Proposer's table of contents.

5.2.3 Executive Summary: Include a summary containing highlights of the following:

5.2.3.1 Proposal approach for the City's scope of services

5.2.3.2 Brief history of firm and its organization structure, including the location(s) of the office(s) in California from which the primary work on this agreement is to be performed.

5.2.3.3 Describe how the firm's team would be organized

5.2.3.4 Describe a specific situation(s) where your firm applied your advisory skills and abilities in the following areas:

- Responsiveness and attentiveness to client's needs
- Knowledge and understanding of fixed income market conditions and trends
- Analytic capabilities
- Oral and written communication skills

5.3 Minimum Requirements: This section should certify and/or state that the minimum requirements for this RFP are and will be met. The following are minimum requirements to be met by the Proposer in order to be considered:

5.3.1 Advisor shall be a Registered Investment Advisor as defined and regulated by the Securities and Exchange Commission (SEC) and be registered in the State of California.

5.3.2 Advisor shall be completely independent of any financial institution or securities brokerage firm, or shall fully disclose any such relationships relevant to the firm's relationship with the City.

5.3.3 Advisor shall have a minimum of \$1 billion dollars in assets under ongoing management.

5.3.4 Firm must have a minimum of five (5) years of experience in advising state and local governments on fixed income investing.

5.3.5 Firm must assign an account manager to the City with a minimum of five (5) years experience in providing investment advisory services. Please include resumes, NASD U4 and NASD U5 reporting forms, and evidence of certifications and licenses of all personnel that will service this account.

5.3.6 Firm must be financially solvent and appropriately capitalized to be able to serve the City of Los Angeles.

5.4 Technical Section: Description of Firm's Experience/Qualifications/Philosophy

5.4.1 Describe the firm's relevant passive investment advisory experience for fixed-income portfolios for public agencies.

5.4.2 Describe the firm's investment philosophy for public clients including the firm's approach to the public sector mandate of Safety, Liquidity and Yield.

5.4.3 Provide most recent copy parts I and II of the ADV form for your firm that has been filed with the appropriate regulatory agencies.

5.4.4 Describe your knowledge of California law related to public agencies investments.

5.4.5 Provide a minimum of five (5) references (a minimum of two must be governmental accounts) to which the firm is currently providing investment advisory services. Include contact name, client name, telephone number and e-mail address with your proposal.

5.4.6 Provide a listing of all clients that terminated the relationship with your firm in the past three years. Include the reason for termination. Include contact name, client name, telephone number and e-mail address with your proposal.

5.4.7 Provide sample reports prepared by your firm for other public agencies similar in scope outlined in this RFP.

5.4.8 Supply all fee structures that would apply to services requested by this RFP.

6 RFP EVALUATION PROCESS

6.1 RFP and Proposal Schedule

The City intends to follow the schedule described below during the procurement process for Investment Advisor, but reserves the right to alter the schedule at any time:

RFP Investment Advisory Timeline		
<u>Event</u>	<u>Date</u>	<u>Day</u>
Release of RFP	2/8/11	Tuesday
Deadline for submitting written questions and objections	2/16/11	Wednesday
City issues final response to all written questions in the form of an addendum	2/23/11	Wednesday
Proposal Due Dates	3/8/11	Tuesday
Interviews (If necessary)	3/22/11	Tuesday
Finalist Notified	4/5/11	Tuesday
Scheduled Contract Start	5/2/11	Monday

6.2 Procedure for Proposal Evaluation and Selection

An Evaluation Committee, appointed by the City Treasurer, will evaluate each proposal in accordance with the RFP's requirements. If further information is desired, proposers may be requested to make additional written submissions to the City Treasurer, or may be requested to make oral presentations to the Evaluation Committee.

The Evaluation Committee shall base its recommendations on the following factors:

- Proper submission of proposal
- Firm's stability and past experience
- Ability to provide and meet specifications as set forth in this RFP
- The proposed fees for services, in the judgment of the City, which will provide the most comprehensive service at the most reasonable cost to the City
- The quality of the firm's standard statements and reports
- Accessibility, availability and professional qualifications of the individuals who would be assigned to the City's account

After considering the recommendation(s) of the Evaluation Committee, the City Treasurer will determine if oral presentations are needed to facilitate full understanding of their proposal. The City Treasurer will then make the final selection.

The City Treasurer and the selected proposer will negotiate to arrive at a contract (Contract). A failure to reach an agreement may result in the City Treasurer entering negotiations with another proposer.

A proposed Contract is presented to the City Attorney for approval as to form and legality.

6.3 Contract

The initial Contract term shall be for three years, during which time the cost outlined in the successful proposal shall remain fixed. At the end of the initial three-year Contract, the firm shall submit a schedule of proposed fees no less than 180 days prior to the expiration of the Contract. By mutual agreement between the firm and the City, the Contract may be renewed for two additional one-year periods.

The successful Proposer will be required to secure and maintain appropriate insurance coverage. No contractual work can begin until a City insurance approval number has been obtained, so documents should be submitted as early as practicable. All insurance must be provided by an insurer admitted to do business in California or written through a California-licensed surplus lines broker. All submissions must bear the manual autograph in ink of a person with authority to bind coverage. City Special Endorsement forms completed by the winning firm's insurance company or its designee are the preferred form of evidence of insurance.

The winning bidder agrees contractually to maintain all required insurance (Exhibit B) in full force for the duration of its business with the City. By ordinance, all required insurance must provide at least 30 days' prior notice directly to the City if your insurance company elects to cancel or reduce coverage prior to the policy expiration date. This also applies when the scope of coverage that affects the City's interest is to be reduced or when the dollar limits of coverage are to be reduced for any reason except impairment of an aggregate limit due to prior claims. Submissions not meeting this requirement will be rejected.

7 ACKNOWLEDGEMENT OF ADDENDUM TO REQUEST FOR PROPOSAL

The City reserves the right to issue an addendum(s) to this RFP. If addendum(s) to this RFP are created, the following form will be required to be included in the RFP submission package as acknowledgement of receipt of the additional information and inclusion in the proposal. One form must be submitted for each addendum received by the bidding firm. Failure to indicate receipt of addenda may result in the proposal being rejected as non-responsive.

RFP ADDENDUM NO. _____ DATE OF ADDENDUM _____

BIDDING FIRM: _____

DATE: _____

BUSINESS ADDRESS:

SIGNATURE OF REPRESENTATIVE:

BY: _____

TITLE: _____

INSTRUCTION REGARDING SIGNATURE: If bidder is an individual, state "Sole Owner" after signature. If bidder is a partnership, signature must be by a general partner, so state after "Title". Name of all other partners and their business addresses must be shown below. If bidder is a corporation, signature must be by an authorized officer, so stated after "Title", and the names of the President and Secretary and their business addresses must be shown below.

8 ATTACHMENTS

Attached hereto are the Table of Attachments and Special Provisions Attachment List. You must review all documents, sign and return all forms to the City. Failure to provide the requested information, certifications and forms may result in the Proposal being deemed non-responsive.

8.1 Standard Provisions for City Contracts	Exhibit A
8.2 Insurance Requirements	Exhibit B
8.3 Equal Benefits Ordinance and Documentation	Exhibit C
8.4 Responsibility Questionnaire	Exhibit D
8.5 Nondiscrimination and Affirmative Action	Exhibit E
8.6 Investment Policy	Exhibit F
8.7 Disposition of Proposals	Exhibit G
8.8 Non-Collusion Statement	Exhibit H
8.9 Workforce Information	Exhibit I
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8.12 Vendor Child Care/Child Support Obligations	Exhibit L
8.13 Proposer Checklist/Signature Declaration Page	Exhibit M

SPECIAL PROVISIONS ATTACHMENT LIST INVESTMENT ADVISORY REQUEST FOR PROPOSAL

All items below apply to this request for proposal. Please initial each item to verify that required information is included in your response and/or to acknowledge receipt of the information contained in each item.

1. _____ **Standard Provisions for City Personal Services Contracts (Exhibit A)**
Attached are the City's Standard Provisions which will be included in the Contract. The Contract will be exempt from the Living Wage Ordinance (PSC- 31) and the Slavery Disclosure Ordinance (PSC-36).

2. _____ **Insurance Requirements (Exhibit B)**
After award of the Contract, but prior to initiation of the Contract, the contractor should provide proof of insurance documentation to the City.

3. _____ **Equal Benefits Ordinance and Documentation (Exhibit C)**
Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Bidders/Proposers shall refer to Exhibit C for further information regarding the requirements of the EBO.

All Bidders/Proposers shall complete and return, with their proposal, the EBO Compliance Form (three (3) pages) contained in the Exhibit. The Application for Reasonable Measures Determination (one (1) page) and the Application for Provisional Compliance (two (2) pages) have been included in the Exhibit but should be submitted only if applicable. Unless otherwise specified in this RFP, Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. Any questions should be directed to the City's Office of Contract Compliance at (213) 847-1922.

4. _____ **Contractor Responsibility Questionnaire (Exhibit D)**
Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Bidders/Proposers shall refer to Exhibit D, "Contractor Responsibility Ordinance" for further information regarding the requirements of the CRO.

All Bidders/Proposers shall complete and return, with their proposal, the Responsibility Questionnaire included in the Exhibit. Failure to return the completed Questionnaire may result in a Bidder/Proposer being deemed

non-responsive. For questions regarding the CRO, you may contact the Bureau of Contract Administration at (213) 847-2406.

5. _____ **Nondiscrimination and Affirmative Action (Exhibit E)**
Attached are detailed instructions to prospective contractors about compliance with the City's Affirmative Action Program. The required documentation must be submitted with the proposal. Any questions should be directed to the City's Office of Contract Compliance at (213) 847-1922.
6. _____ **Investment Policy (Exhibit F)**
Attached is the most recently approved City Investment Policy as referred to in this RFP.
7. _____ **Disposition of Proposals (Exhibit G)**
Applicable language as described in Exhibit G must be included in this proposal.
8. _____ **Non-Collusion Statement (Exhibit H)**
With each offer, a signed statement shall be submitted by the proposer, stating that: (1) the proposal is genuine, not sham or collusive; (2) the proposal is not made in the interest or on the behalf of any person not named therein; (3) the proposer has not directly or indirectly induced or solicited any person to submit a false or sham offer or to refrain from proposing, or (4) the proposer has not in any manner sought by collusion to secure an advantage over any other proposer. An accompanying form has been provided and must be completed and submitted with your proposal.
9. _____ **Workforce Information (Exhibit I)**
The City Council requires that the City gather information on the headquarters address of firm contracting with the City and certain information on the firms' employees. An accompanying form has been provided and must be completed and submitted with your proposal.
10. _____ **Business Tax Registration Certificate Number (Exhibit J)**
The Contractor shall obtain and keep a current Business Tax Registration Certificate Number (BTRC Number) and all such certificates required of it and shall not allow any such certificate(s) to be revoked or suspended while the Contract is in place. This requirement is also stated in PSC-16 of Exhibit A, Standard Provisions for City Personal Services Contracts. The BTRC Number must be obtained by the Contractor prior to initiation of the Contract. Please see accompanying letter and forms for more information.

11. _____

Verification of Prior City Contracts (Exhibit K)

The City Council adopted a resolution requiring vendors to provide a list of all City contracts held within the past 10 years to be included in the response package on all bids and proposals. Performance on past contract with the City of Los Angeles will be part of the evaluation criteria. Failure to disclose this information will deem the proposal non-responsive. An accompanying form has been provided and must be completed and submitted with your proposal.

12. _____

**Vendor Child Care Policy and Child Support Obligations (Exhibit L)
(Two Forms)**

It is the policy of the City of Los Angeles to *encourage* businesses to adopt child care policies and practices. Consistent with this policy, the attached “Child Care Declaration Statement” must be completed and submitted with your proposal.

PSC-30 of Exhibit A, Standard Provisions for City Personal Services Contracts states that the Contract will be subject to the Child Support Assignment Orders Ordinance. The document titled “Certification of Compliance with Child Support Obligations”, included in Exhibit L, must be completed and submitted with your proposal.

13. _____

Proposer Checklist and Signature Declaration Page (Exhibit M)

All Bidders/Proposers must complete and sign the attached Proposer Checklist and Signature Declaration Page (Exhibit M) with their proposal.