



REQUEST FOR PROPOSALS - #COMM2014-1 WEBSITE DESIGN AND SUPPORT SERVICES

Release Date: **April 14, 2014**

Proposal Due Date: **May 20, 2014, 3:00 P.M. PDT**
Los Angeles Fire and Police Pensions
Communications and Special Projects Section
360 East Second Street, Suite 400
Los Angeles, CA 90012

RFP Administrator: **Carol Tavares**
Communications and Special Projects Section
E-mail: Carol.Tavares@lafpp.com
Phone: (213) 978-4530
Fax: (213) 978-4450

All questions must be e-mailed to the RFP Administrator no later than: **April 25, 2014, 5:00 P.M. PDT**
Questions concerning the RFP and all answers will be posted on the RFP page of the LAFPP website, <http://www.lafpp.com/LAFPP/rfp.html>.

Official RFP Notices/Addendums
To ensure that no firm is provided advantage over another, all requirements are specified in this RFP. Any changes to the requirements will be posted as an addendum to the RFP on the LAFPP website, <http://www.lafpp.com/LAFPP/rfp.html>. Proposers are solely responsible for monitoring the website and adhering to RFP addendums.

Prohibited Communications
From the RFP release date until a contract date for these services are fully executed, firms are prohibited from communicating with Board members or staff, other than the RFP Administrator, concerning this RFP or the resulting contract. Any communications could be considered attempts to lobby or market services, and is therefore prohibited by LAFPP's Marketing Cessation Policy. Firms will be disqualified from contract consideration if the prohibition is not honored.



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1 Introduction

1.1 Purpose and Scope

The Los Angeles Fire and Police Pension System (“LAFPP” or “System” or “Plan” or “Fund”) is requesting proposals from qualified firms demonstrating their experience in website design and support services. Our website is currently being redesigned to enhance communications with our stakeholders. We are seeking services for support and maintenance of our website and for implementation of any future enhancements, including another redesign which could occur during the contract term. LAFPP intends to award a three-year contract to the firm which best meets our design needs.

1.2 LAFPP Background

LAFPP is one of three pension systems in the City of Los Angeles that administers the pension funds of all sworn employees of the City. It has been in existence since 1899. As of December 30, 2013, there are 13,000 active members and 12,630 retired members and beneficiaries. The assets of the Fund are currently valued at approximately \$17 billion. The Fund is governed by the Board of Fire and Police Pension Commissioners (Board). This body is made up of nine members – five appointed by the Mayor and four elected by the active and retired Fire and Police sworn members.

1.3 Site Specifications

At present, the website is hosted by AT&T on a Red Hat Enterprise Linux ES 4 Release server and MySQL database, developed in JAVA.

1.4 Minimum Requirements – Scope of Services

1.4.1 The website will accomplish/maintain the following:

- Include the department logo and brand and carry a professional image throughout the site.
- Be user-friendly with intuitive and effective navigation for users to easily find the information they need.
- Present timely and useful information to our primary stakeholders who include our membership, elected officials, other City departments and the media.
- Allow for breaking news or announcements on the Home Page to draw attention to important information.

- Have a responsive design that is optimized to be accessible to mobile devices such as tablet and smart phones and adjust to the device on which it is viewed.
- Enable capability to present video, photographs and other content that may be changed by LAFPP staff.
- Gather ongoing feedback through surveys managed by LAFPP staff.
- Allow LAFPP stakeholders to subscribe to communications.
- Access to a calendar of events.
- Enable writable forms functionality with the ability for staff to design form content, administer and update in-house. (PDF is the current LAFPP standard.)
- Easily update with a content management system.
- Integrate with other web-based systems such as our Pension Administration System via web services.
- Integrate with our web-based Document Management System, Documentum.
- Integrate social media tools.

1.4.2 Firms must demonstrate a minimum of three years in the business of providing website design and support services.

1.4.3 The selected firm will function as the Website Design and Support Consultant, providing various services associated with website design and support, including the following:

- | | | |
|----------------------------|-------------------------------|-------------------|
| • Custom design | • Maintenance | • Data Conversion |
| • Information Architecture | • System Integration | |
| • Enhancements | • Hosting Services (optional) | |

1.4.4 Each project must be handled individually in an agreed upon manner via an initial creative brief or estimate that defines the services, the associated costs and project parameters.

1.4.5 The selected firm will be required, in each project design, to adhere to LAFPP's current brand guidelines, (e.g., appropriate use of logo and colors), but may expand the use of the brand, while maintaining its integrity.

1.4.6 LAFPP requires retaining rights to any design ideas, concepts, source code, custom scripts and graphic elements provided as a result of this



project. Additionally, LAFPP may make subsequent changes to the site at its discretion. All rights of ownership will reside with LAFPP.

- 1.4.7 No additional costs should be incurred by LAFPP for hardware and software.
- 1.4.8 Consultant shall meet and communicate with LAFPP staff regularly and upon request.

2 General Submittal Requirements

2.1 Contract Period

The term of this Contract shall be for a period of three (3) years, contingent upon the final signatures and approval by the LAFPP General Manager, City Attorney, Board of Fire and Police Pension Commissioners and the authorized Contractor.

2.2 Proposal Submittal Requirements

All proposals must be received by LAFPP no later than 3:00 PM Pacific Daylight Time (PDT) on Tuesday, May 20, 2014.

All proposals should be mailed or hand-delivered to:

Los Angeles Fire and Police Pensions
ATTN: Communications and Special Projects Section
360 East Second Street, Suite 400
Los Angeles, CA 90012

The complete proposal package shall be placed in a sealed package with the following label: **RFP #COMM2014-1 - WEBSITE DESIGN AND SUPPORT SERVICES.**

All requested documents – forms, appendices, specifications, drawings, schematic diagrams and any technical and/or illustrative literature – and copies must arrive by the deadline and at the address indicated above to be considered. LAFPP may deem a proposal nonresponsive if the Proposer fails to provide all required documentation and copies. No proposal will be accepted by LAFPP after the deadline.



Submission of proposals in a manner other than as described in these instructions will not be accepted.

2.3 Content of Proposal

Proposals shall be based only on the material contained in the RFP, amendments, addenda and other materials published by LAFPP relating to this RFP. Proposals submitted in response to this RFP must provide the requested information in the format specified in Section 3. Adherence to this format will help to ensure a fair and objective analysis of submitted proposals. The requested information is organized into individual sections, which should correspond to individual sections in the submitted proposals. Proposals must respond to each topic in the order presented, and responses should be numbered as stated in Section 3. LAFPP reserves the right to declare as nonresponsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

Note that responses to questions **MUST** be specifically answered within the context of the submitted proposal. The LAFPP Evaluation Committee will **NOT** refer to a designated website, brochure or other location for the requested information. Responses that utilize references to external materials as an answer will be considered nonresponsive.

Proposals failing to comply with the above requirements may be declared nonresponsive and eliminated from further consideration.

2.4 Proposer Questions & Restricted Contact with LAFPP Personnel

Questions regarding the RFP **must be submitted via e-mail to:**
Carol.Tavares@lafpp.com, **no later than April 25, 2014, 5:00 P.M. PDT.** Questions will not be accepted via telephone. Answers to questions from all Proposers will be posted on the LAFPP website.

2.5 Board Review

An evaluation of responses, cost information and a contract award recommendation will be presented to the Board of Fire and Police Pension Commissioners for possible action in July 2014.



2.6 Tentative Schedule

This schedule indicates estimated dates for the RFP process. LAFPP reserves the right to adjust this schedule.

Date	Event
04/14/2014	Release RFP to Potential Proposers
04/25/2014	5:00 p.m. PDT – Deadline to Submit Questions
05/12/2014	LAFPP Posts Answers to Questions
05/20/2014	RFP Responses Due – must be received by 3:00 p.m. PDT.
05/21/2014	Evaluation Period Begins
07/2014	Staff Recommendation to Board for Contract Award



3 Detailed Submittal Requirements

3.1 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package, with the following label: **RFP #COMM2014-1 - WEBSITE DESIGN AND SUPPORT SERVICES**. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

<u>PROPOSAL SECTION</u>	<u>TITLE</u>
1.0	Cover Letter
2.0	Table of Contents
3.0	Proposal Questionnaire
4.0	Fee Structure
5.0	Required Documents/Forms

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only.

All proposals must be submitted in writing and Proposers shall complete and return all applicable documents including forms, appendices, drawings, schematic diagrams and any technical and/or illustrative literature by the specified response due date. LAFPP may deem a Proposer nonresponsive for failure to provide all required documentation and copies by the deadline.

Number of Copies – Each Proposer shall submit one (1) original (labeled “Master Copy”) signed in ink, two (2) copies (labeled “Copy 1”, “Copy 2”) of the proposal and one (1) electronic copy on a CD or flash drive in Microsoft Word compatible or PDF format. Proposals must include the RFP title and the Proposer's (company) name.



Proposers shall not use, copy or replicate, in any form, the City of Los Angeles seal or LAFPP logo.

Proposal Section 1.0: Cover Letter

The cover letter must include the legal business name, address, telephone number and business status (individual, limited liability partnership, corporation, etc.) of the Proposer.

The cover letter must also include the person(s) authorized to represent the Proposer in negotiations with LAFPP with respect to the RFP and any subsequently awarded contract. Provide the representative's name, title, address, telephone number, e-mail address and any limitation of authority for the person named.

Important Exceptions to Contract Documents – The Proposer shall clearly state in the cover letter any exceptions to, or deviations from, the minimum proposal requirements, and any exceptions to the terms and conditions of this RFP. Such exceptions or deviations will be considered in evaluating the proposals. Proposers are cautioned that exceptions taken to this RFP may cause their proposal to be rejected.

Conflict of Interest – The Proposer shall disclose in the cover letter any existing or potential conflict of interest relative to the performance of services required by any contract resulting from this RFP.

The cover letter shall have the following statement: "This proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named therein; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal, and the Proposer has not in any manner sought by collusion to secure for themselves an advantage over any other Proposer."

The cover letter is to be signed by a person(s) authorized to bind the Proposer to all provisions of this RFP, to any subsequent changes and to the contract if an award is made. (If the Proposer is a partnership, the proposal must be signed by a general partner in the name of the partnership. If the Proposer is a corporation, the proposal must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice-President, and a Secretary, Treasurer or Chief Financial Officer), or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.



Proposal Section 2.0: Table of Contents

Each proposal must include a Table of Contents listing the sections included in the proposal.

Proposal Section 3.0: Proposal Questionnaire

Please provide a thorough answer immediately following each question. If attachments are provided in response to a question, indicate in the answer the specific tab and/or pages which respond to the question.

About Your Firm:

- Provide a brief introduction of your firm's history, products and services offered, the firm's primary business activity and clients served. Additionally, identify affiliated companies of the firm and what differentiates you from your competition.
- Identify the licenses, credentials/designations, affiliations, special knowledge, qualifications, expertise or awards held by your firm and its key managers. Briefly describe how this translates to the service to be provided to LAFPP.
- Provide an organization chart detailing the roles and responsibilities of the staff. Has any staff person or the organization as a whole been cited by a professional organization or regulatory governing body for disciplinary reasons? Has any staff person been involved in litigation relating to services provided by the company? If so, please provide a brief explanation and indicate the current status.
- How many clients will you be working with concurrent to this contract?
- Consistent with the Mayor's Executive Directive No. 14 – Business Inclusion Program, LAFPP strongly encourages all Proposers to make an effort to include businesses that are certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Other Business Enterprise (OBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE) and Disabled Veteran-Business Enterprise (DVBE). If you are awarded the contract and plan to sub-contract any work, please provide a list of all sub-contractors you anticipate utilizing and the service they will provide.
- Please indicate your experience with major disruption(s) of your business and how they impacted your clients. Please provide a copy of your Business Continuity Plan (BCP). If you do not have a formal BCP, indicate what contingencies your firm has made to address potential

disruptions to client services in the event of a natural or man-made disaster, or pandemic.

About Your Experience:

- References – Provide a list of clients, **minimum of three (3)**, in the last five years that you would like LAFPP to consider as part of the proposal. Information provided for each client shall include the following:
 - Client name, address, e-mail and current telephone number
 - Description of services provided
 - Contract or project dates
 - Contract or project amount
- Samples – Provide **one (1) set** of physical and/or digital samples of websites that your company has created for comparable clients, especially public sector, in the last three years. Digital samples must be on a CD or flash drive and in easily accessible file types, i.e., .PDF, .GIF, .JPEG, etc. Include the web address for each sample.

Failure to include samples will deem your proposal as nonresponsive. Note: Please label all samples you wish to have returned with your company's name and address.

Requested Information:

- Database Management: Describe your experience with MySQL databases. If you do not use MySQL database, what database do you have experience with? Describe the advantages and disadvantages of using your database platform.
- Web Programming Language: Describe your experience with web development. What is your experience with JAVA-based systems? Describe the advantages and disadvantages of using your web-based platform.
- Content Management System (CMS): We currently use Adobe Contribute CS6. Provide a description of your recommended CMS, including its features, benefits, limitations, ease of use and cost. Will your CMS allow designated LAFPP staff to make updates to the website? If so, please describe the process, including the length of time for updates to post and whether any areas or specific content (e.g., images, menus, etc.) will be locked for updating.
- Integration and Transition: Describe the process to transition to your recommended system program/application. Provide the dedicated resources (personnel, equipment, training, consultants, etc.), procedures and controls you will provide or recommend in the



transition. Detail the amount and type of resources required from LAFPP.

- o Database Management – If you are recommending a program other than MySQL, identify how you would migrate our data. How will you work with AT&T personnel (our current host) to transition to your recommended program?
- o Web Programming Language – If you are recommending a programming language other than JAVA, identify your transition process. How will you work with AT&T personnel (our current host) to transition to your recommended programming language?
- o Content Management System – If you are recommending a content management solution other than Adobe CS6, identify your transition process.
- o Storage – What are your procedures for file back-up and off-site storage, including frequency and location of data and software? Where is your hot-site back-up for systems? Where is your back-up location for personnel?
- o Hosting Services - If available, please provide service level agreement information, such as uptime, security, etc.

Proposal Section 4.0: Fee Structure

Provide fee schedules for the following and indicate any warranties, guarantees and discounts you offer.

HOURLY RATES PER TASK OR PROFESSIONAL CLASSIFICATION Identify the cost per hour for the following tasks associated with the design and support process and/or the hourly rate per professional classification (where applicable). List any other fees you would like to add. Indicate the cost for each year within the 3-year period.	FEE PROPOSED		
	YEAR 1	YEAR 2	YEAR 3
Content Design			
Project Management			
Production Migration			
Programming Development			
Graphic Design			
Maintenance/Support Services			
Content Management System Specialist			
Content and Data Migration Conversion			
Website Hosting Services			
Database Administrator			



COST FOR MISCELLANEOUS SERVICES Please identify the costs for the following incidental fees that are commonly charged in your industry. List any other fees you would like to add (e.g. courier services, meetings/conference calls, licensing or maintenance fees, etc.). Indicate the cost for each year within the 3-year period.	FEE PROPOSED		
	YEAR 1	YEAR 2	YEAR 3
Software & Licensing Fees (for LAFPP computers)			
Software & Licensing Fees (for Contractor's computers)			
Hardware (for LAFPP computers)			
Hardware (for Contractor's computers)			

Proposal Section 5.0: Required Documents/Forms

Please provide the following required documents/forms contained in the Appendix, Section 6 of this RFP:

- **Appendix 6.3:** *Nondiscrimination, Equal Employment Practices and Affirmative Action Declaration and Total Composition of Work Force Report*
Per RFP Section 5.13 – submit pages A-1 & A-2 only.
- **Appendix 6.4:** *Bidder CEC Form 50*
Per RFP Section 5.14.

Failure to submit these documents will deem your proposal as nonresponsive.

4 Evaluation of Responses

4.1 Evaluation Process

The selected Proposer must successfully pass all the following levels of review:

Level I: Review of Qualifications, Experience & References

The proposal must demonstrate that the Proposer meets the minimum requirements (see Section 1.4); has a positive record as a responsible contractor; and has the resources and experience to perform the required services.

Level II: Administrative Responsiveness

The proposal must demonstrate its responsiveness to the administrative requirements outlined in the RFP, e.g., adhering to the submittal requirements detailed in Section 3.

Level III: Proposed Services & Fees

Each firm's proposed plan of services and fees for providing the required services, (Section 3) are evaluated and ranked by the evaluation panel.

Level IV: Final Approval by the Board

The Proposer that demonstrates to be the most qualified to provide the required services at the best overall value to LAFPP, as determined by the evaluation panel, will be recommended for contract award to the Board of Fire and Police Pension Commissioners (Board). The Board, at its sole discretion, makes the final award determination.

4.2 Evaluation Criteria

LAFPP will select a Contractor based on the following criteria:

- Qualifications and experience of the firm
- Demonstrated understanding and ability to address LAFPP's unique needs
- Reasonableness of costs and value
- Positive contracting history



LAFPP shall reserve the right to use such other criteria as may be deemed appropriate in evaluating proposals, even if such criteria are not mentioned in the RFP.

The finalists may be selected for interview or other selection process determined by the Board. Interviews are typically conducted in person at our Offices. However, they may be conducted telephonically, if necessary.



5 General Terms & Conditions

5.1 General Conditions

Submission of a response to this RFP shall constitute acknowledgment and acceptance of the standard terms and conditions set forth herein.

5.2 Valid Period of RFP

All proposals shall be firm and final offers, and may not be withdrawn for a period of one hundred twenty (120) days following the announced deadline for the submission of proposals under this RFP. A response to this RFP is an offer to contract with LAFPP based upon the terms, conditions, service level agreement and specifications contained in the proposal submitted.

5.3 Proposal Submission

All proposals should be submitted by the deadline specified in the RFP. Late responses will not be considered. Proposals should contain accurate and complete information as required in this RFP. The Proposer is liable for all errors or omissions incurred by the Proposer in preparing the proposal. The Proposer will not be allowed to alter the proposal documents after the due date of submission. Unclear, incomplete, and/or inaccurate documentation may cause a response to be removed from further consideration. Unnecessary or lengthy responses beyond those needed to sufficiently respond to all of the RFP requirements should be omitted.

5.4 Proposer Assumes RFP Costs

LAFPP shall not be liable for any expenses incurred by any Proposer prior to issuing any contract that may result from this RFP. If Proposers are selected for personal interview, additional copies of the proposal may be required. These copies must be exact duplicates of the response initially submitted.

5.5 Proposer's Right to Withdraw Proposal

The Proposer may withdraw its submitted proposal in writing at any time prior to the specified due date and time. Faxed or e-mailed withdrawals will be accepted. A written request, signed by an authorized



representative of the company, must be submitted to:

Los Angeles Fire and Police Pensions
ATTN: Carol Tavares, RFP Administrator
360 East Second St., Suite 400
Los Angeles, CA 90012

(213) 978-4450 – fax
Carol.Tavares@lafpp.com

After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time, up to the specified due date and time.

5.6 Prohibited Use of City Seal or LAFPP Logo & Alteration of RFP

The Proposer is prohibited from using, copying or replicating in any form the City seal or LAFPP logo. In addition, the Proposer shall not change any wording in the RFP or associated documents.

5.7 Amendments to RFP

LAFPP retains the right to amend, supplement or update the RFP and will make reasonable attempts to notify prospective Proposers of any changes. However, it is the Proposer's responsibility to monitor the RFP page on the LAFPP website, <http://www.lafpp.com/LAFPP/rfp.html>, for any changes pertaining to this RFP. LAFPP will not be liable for the Proposer's failure to receive such notice and any consequential nonresponsiveness or noncompliance. LAFPP reserves the right to extend the deadline for submission. Proposers will have the right to revise their response in the event the deadline is extended.

5.8 LAFPP's Right to Reject Proposals & Withdraw RFP

LAFPP reserves the right to withdraw this RFP or reject any or all proposals at any time without prior notice; to waive any minor informality in proposals received; to reject any unapproved alternate proposal(s); and reserves the right to reject the proposal of any Contractor who has previously failed to perform competently in any prior business relationship with LAFPP. The withdrawal of this RFP or rejection of any or all proposals shall not render LAFPP liable for costs or damages.



5.9 Confidential Information / Public Records Act

All responses to the RFP will be kept confidential until such time as recommendation for award of a contract has been announced. Thereafter, proposals are subject to public inspection and disclosure pursuant to the California Public Records Act. Proposers must clearly and conspicuously identify all copyrighted material, trade secrets or other proprietary information that the Proposer claims are exempt from the California Public Records Act (CPRA) – California Government Code Section 6250 et seq.

In the event a Proposer claims that any of its documents are exempt from inspection under the CPRA, the Proposer is required to state in the proposal the following: “The Contractor will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore.”

Failure to include such a statement shall constitute a waiver of a Proposer’s right to exemption from this disclosure.

5.10 Ownership of Documents

All reports, tables, charts and other contract documents prepared under this RFP by the Proposer shall be and remain the property of LAFPP upon LAFPP compensation of the Contractor for its services as herein provided. Contractor shall not release to others information furnished by LAFPP or any other City agency, Commission or Board without prior written approval from LAFPP.

5.11 Award of Contract

Firms awarded a contract pursuant to this RFP will be required to enter into a written contract with the Board of Fire and Police Pension Commissioners of the City of Los Angeles, approved as to form by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. LAFPP reserves the right to negotiate the terms and conditions of any contract resulting from this RFP.



5.12 Independent Contractor

The selected Contractor shall, at all times during the term of any contract resulting from this RFP, retain its status as an independent contractor. The Contractor's employees shall under no circumstances be considered or held to be employees or agents of either LAFPP or the City of Los Angeles.

5.13 Nondiscrimination, Equal Employment Practices & Affirmative Action Policies

Any Proposer awarded a contract pursuant to this RFP must comply with the Nondiscrimination, Equal Employment Practices and Affirmative Action Policies set forth in Section 10.8 et seq. of the Los Angeles Administrative Code.

The Proposer must sign and submit with their proposal a *Nondiscrimination, Equal Employment Practices and Affirmative Action Declaration and Total Composition of Work Force Report* (Appendix 6.3, pages A-1 and A-2), or a signed version of Proposer's own affirmative action plan which meets all the requirements of the City's Affirmative Action Plan. If the Proposer elects to submit its own plan, the plan must be submitted to the Office of Contract Compliance for approval.

For additional information, Proposers should contact the City's Office of Contract Compliance at (213) 847-1922.

5.14 Bidder Certification City Ethics Commission (CEC) Form 50

Proposers (bidders) are subject to the Los Angeles Charter Section 470(c)(12) and related ordinances. As a result, Proposers seeking to contract with the City of Los Angeles for goods or services contracts of a value of more than \$25,000 and a term of at least three months acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if they qualify as a lobbying entity under Los Angeles Municipal Code Section 48.02.

Proposers must submit the *Bidder CEC Form 50* (Appendix 6.4) with their proposal. Proposals submitted without a completed form shall be deemed nonresponsive.



Contractors who fail to comply with City law may be subject to penalties, termination of contract and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960, or <http://ethics.lacity.org/>.

5.15 Business Inclusion Program

It is the policy of the City under the Business Inclusion Program (Mayor's Executive Directive No. 14) to help ensure that all businesses, including certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Other Business Enterprise (OBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE) and Disabled Veterans-Business Enterprise (DVBE), have an equal opportunity to do business with the City. LAFPP strongly encourages all Proposers to make an effort to include members of these groups in any sub-contracting work to be performed if awarded the contract.

More information on the Business Inclusion Program can be found at: http://bca.lacity.org/index.cfm?nxt_body=local_business.cfm.

5.16 Conflict of Interest

LAFPP requires that all contractors disclose any existing or potential conflict of interest relative to the performance of services required by any contract resulting from this RFP. Any relationship that may be perceived or represented as an actual or potential conflict of interest must be disclosed. Failure to disclose shall result in immediate termination of any contract resulting from this RFP.

5.17 Contractor Disclosure Policy

Any Proposer awarded a contract pursuant to this RFP must comply with the *LAFPP Contractor Disclosure Policy*, provided in Appendix 6.5. Failure to comply shall result in termination of any contract resulting from this RFP.

5.18 Standard Provisions

Proposers must comply with the *Standard Provisions for City Contracts* (Rev. 03/09), provided in Appendix 6.1, except for the following:

- PSC-31 Service Contractor Worker Retention Ordinance **(only)**
- PSC-33 Contractor Responsibility Ordinance
- PSC-35 Equal Benefits Ordinance



- PSC-36 Slavery Disclosure Ordinance

5.19 Disaster Recovery and Business Continuity Plan

During the term of any contract resulting from this RFP, LAFPP requires its contractors to have a working Disaster Recovery and Business Continuity Plan (DR/BCP) that will ensure continuity of operations and timely delivery of the services listed in Section 1.5, Minimum Requirements - Scope of Services. Contractors shall also test and maintain the DR/BCP throughout the life of the contract term(s) and an updated copy and testing results of the DR/BCP shall be kept on file with the Board at all times for reference. The DR/BCP shall show how contractors will continue to deliver essential business functions despite damage, loss, or disruptions due to a natural or man-made emergency or disaster.

Contractors shall present the DR/BCP to the Board when requested to do so upon reasonable notice. Should contractors fail to maintain an updated DR/BCP, be unable to promptly produce the DR/BCP when requested, or fail to meet the agreed recovery time objectives of when contractors will return to normal business, the Board reserves the right to terminate the contract for cause.

5.20 Bonding, Insurance & Indemnification

If awarded a contract, the respondent will furnish the City evidence of insurance coverage with minimum limits, as set forth in the Insurance Schedule of the Contract – sample insurance requirements and minimum limits are provided in Appendix 6.2. Proof of insurance must be submitted in accordance with requirements of the Office of the City Administrative Officer, Risk Management upon contract execution. Information on compliance with City Insurance and Bond requirements is appended to this RFP in Exhibit 1 of Appendix 6.1, and is also available on the City Risk Manager's website, <http://cao.lacity.org/risk/>.

The Contractor must maintain the required insurance coverage for the duration of any contract resulting from this RFP.

The Contractor must certify that it is aware of and will comply with Labor Code 3700 of the State of California requiring every employer to be insured against liability for Workers' Compensation or to undertake self-insurance before commencing any services under the terms of any contract resulting from this RFP.



The Contractor will be required to indemnify the City in accordance with the provisions set forth in PSC-20 and PSC-21 of the *Standard Provisions for City Contracts* (Rev. 03/09), provided in Appendix 6.1.

5.21 Tax Registration Certificate (TRC)

The Contractor understands that the activity described herein constitutes doing business in the City of Los Angeles and it therefore understands that it must register for and pay a business tax pursuant to Section 21.03 of the Los Angeles Municipal Code. The Contractor shall obtain and keep current a Tax Registration Certificate Number (TRC #) and all such certificates required of it and shall not allow any such certificate(s) to be revoked or suspended while any contract is in effect. The Office of Finance administers this program. They are located at City Hall, 200 North Spring Street, Room 101, Los Angeles, CA 90012. Their phone number is (213) 473-5901. Forms and instructions can be accessed via the Internet at <http://www.lacity.org/finance/>.

6 Appendix

- 6.1 Standard Provisions for City Contracts (Rev. 03/09)**
- 6.2 Sample Required Insurance & Minimum Limits**
- 6.3 a. Nondiscrimination, Equal Employment Practices**
 - b. Affirmative Action Policies**
- 6.4 Bidder Certification CEC Form 50**
- 6.5 LAFPP Contractor Disclosure Policy**