



REQUEST FOR PROPOSALS

FOR

CONSOLIDATED PLAN CONSULTING SERVICES

FRIDAY, OCTOBER 2, 2026

RFP NO. LACDA26-086

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1. INTRODUCTION

1.1. Solicitation Information and Minimum Mandatory Requirements

RFP Contact

Procurement Analyst: Deanna Tantraphol

Release of RFP:	October 2, 2026
Solicitation Requirements Review (SRR) Request Due:	October 12, 2026
Written Questions Due:	October 12, 2026, 5:00pm
Question Response Deadline:	October 14, 2026, 5:00pm
Proposals Due Before:	October 19, 2026, 3:00pm

See [Proposer's Minimum Mandatory Requirements](#) for responsive proposal requirements.

1.2. Purpose

1.2.1. Scope of Services

The Los Angeles County Development Authority (LACDA) is issuing this Request for Proposals (RFP) to solicit proposals for a Contract with an organization who can provide Consolidated Plan Consulting Services. The Contractor will be expected to implement the requirements outlined in *Attachment B, Statement of Work* in this RFP.

The LACDA is seeking a contractor to provide consolidated plan and related consulting services to develop the 2028-2033 Consolidated Plan for the County of Los Angeles for submission to the U.S. Department of Housing and Urban Development (HUD).

The County of Los Angeles, any entity in which the Board of Commissioners also sit at the governing board, any other government entity, or community-based organizations shall, if authorized by their governing bodies, have the option to utilize the service of the Contractor (Proposer) under the same terms of this Agreement, to the extent that such terms are acceptable to both parties. The public agency shall accept sole responsibility for formalizing their respective agreements, arranging for services, and making payments to Contractor (Proposer). The LACDA will not be liable or responsible for any obligations, including but not limited to financial responsibility, in connection with any participation by another public agency. In the event that any contract between any public agency and

Contractor is executed pursuant to this provision, The Contractor (Proposer) shall indemnify and hold harmless the LACDA and its Agents from and against any and all liability arising or connected with Contractor's (Proposer's) acts and/or omissions arising from or related to such executed contract.

Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and must not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.

1.3. Overview of Solicitation Document

This Request for Proposals (RFP) is composed of the following parts:

- **INTRODUCTION:** Specifies the Proposer's minimum requirements, provides information regarding some of the requirements of the Contract and explains the solicitation process.
- **PROPOSAL SUBMISSION REQUIREMENTS:** Contains instructions to Proposers describing how to prepare and submit their proposal.
- **SELECTION PROCESS AND EVALUATION CRITERIA:** Explains how the proposals will be selected and evaluated.
- **ATTACHMENTS:**
 - A - SAMPLE LACDA CONTRACT:** Lists the terms and conditions in the Contract.
 - B - STATEMENT OF WORK:** Explains in detail the work to be performed under the Contract, including any technical exhibits.

1.4. Terms and Definitions

If applicable, throughout this RFP, references are made to certain persons, groups, agencies, or documents. For convenience, a description of specific definitions can be found in the Attachments Section as *Attachment A – Sample LACDA Contract*.

1.5. Proposer's Minimum Mandatory Requirements

Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required services outlined in *Attachment B - Statement of Work*, of this RFP are invited to submit a proposal(s), provided the firm submitting the proposal meets the following minimum mandatory requirements at the time of proposal submission. **If these requirements are not met, the proposal may not receive further consideration, as determined in the sole discretion of the LACDA.**

1.5.1. Proposal Submittal Due Date

The Proposer's Proposal must be submitted by the proposal due date and time identified in [Solicitation Information and Minimum Mandatory Requirements](#).

1.5.2. Proposer's List of References

The Proposer must have at least five (5) references, as outlined in the "Proposer's List of References" section of the [Business Proposal](#), that respond and validate that the Proposer meets the Minimum Mandatory Requirements identified in [Proposer's Minimum Mandatory Requirements](#).

1.5.3. Experience and Background

The Proposer, as a company, must have experience for 5 years within the last 10 years in developing consolidated plans for submission to HUD from the date of the proposal due date providing Consolidated Plan Consulting Services as outlined in *Attachment B, Statement of Work*, in addition to the following:

- A. The Contractor shall have experience preparing consolidated plans for Community Development Block Grant (CDBG) urban county grantees and provide two (2) website links to validate their experience in completing HUD approved Consolidated Plan for Urban County within the last five (5) years for jurisdictions other than the County of Los Angeles.

1.6. LACDA Rights to Amend Request for Proposals

The LACDA has the right to amend the RFP by written addendum. The LACDA is responsible only for that, which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization that the records indicate has received this RFP. Should such addendum require additional information not previously requested, failure on the part of the Proposer to address the requirements of such addendum may result in the proposal not being considered, as determined in the sole discretion of the LACDA. The LACDA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.7. Contract Term

The Contract term is anticipated to be for a period of one (1) year with the option of two (2) annual year extensions. The Executive Director of the LACDA (Executive Director) has the authority to execute contracts, including amendments, in accordance with the Board of Commissioners' (Board) approval, if applicable.

1.8. Contract Fees

The Proposer's fees shall be firm and fixed for the term of the Contract, including all extensions, if any, unless otherwise indicated in the Contract. The LACDA reserves the right to negotiate fees for services if necessary.

1.9. Days of Operation

The Contractor will be required to provide Consolidated Plan Consulting Services during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The Contractor is not required to provide services on weekends or on LACDA recognized holidays, unless specifically noted in the Contract, Statement of Work.

1.10. Contact with LACDA Personnel

All contact regarding this RFP or any matter relating thereto must be sent by e-mail to Deanna Tantraphol, Procurement Officer at deanna.tantraphol@lacda.org.

If it is discovered that a Proposer contacted and received information from any LACDA personnel, other than the person specified as the Procurement Analyst in this RFP, or his or her designee, regarding this solicitation, the LACDA, in its sole determination, may disqualify their proposal from further consideration.

1.11. Final Contract Award by the Executive Director

Notwithstanding a recommendation of a division, the Executive Director retains the right to exercise his or her judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the LACDA. The Executive Director is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

1.12. Mandatory Requirement to Register with Los Angeles County's WebVen

Prior to a contract award, all potential Proposers must register in Los Angeles County's WebVen. Registration can be accomplished online via the Internet by accessing the County's home page at L.A. County WebVen: <http://camisvr.co.la.ca.us/webven>.

1.13. LACDA Option to Reject Proposals

Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The LACDA may, in its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety. The LACDA shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The LACDA reserves the right to waive inconsequential disparities in a submitted proposal.

1.14. Protest Policy

It is the LACDA policy that any prospective Proposer may request a solicitation requirements review as described below. Additionally, any actual Proposer may request a review of a disqualification or of a recommended contract award under such a solicitation, as described respectively in the Sections outlined below. It is the responsibility of the Proposer challenging the decision of the LACDA to demonstrate that the LACDA committed a sufficiently material error in the solicitation process to justify invalidation of a recommended contract award.

Throughout the review process, the LACDA has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the LACDA reserves the right to make an award when it is determined to be in the best interest of the LACDA to do so.

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation are limited to the following:

- [Solicitation Requirements Review](#) section of this RFP
- [Disqualification Review](#) section of this RFP
- [Protest Process](#) section of this RFP

1.15. Notice to Proposer Regarding the Public Records Act

1.15.1. Proposals As Public Records

Responses to this solicitation will become the exclusive property of the LACDA. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when 1) contract negotiations are complete; 2) the LACDA receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and 3) the LACDA releases a copy of the recommended Proposer's proposal in response to a Notice of Contractor Award under the LACDA's Protest Policy (Section 5.4, Protest Policy and Procedure).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the LACDA's Proposer recommendation appears on the Board agenda, if applicable.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the Proposer as "Trade Secret", "Confidential", or "Proprietary".

1.15.2. Disclosure of Proposals

The LACDA shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the

marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposer(s) must specifically label only those provisions of the proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

1.15.3. Defense of Public Records Act

In the event the LACDA and County are required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", Proposer agrees to defend and indemnify LACDA and County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

1.16. Indemnification and Insurance

The Proposer will be required to comply with the provisions contained in *Attachment A, Sample LACDA Contract, Paragraphs, 6.1, Indemnification, 6.2, General Provisions for All Insurance Coverage, and 6.3, Insurance Coverage*. The Proposer shall procure, maintain, and provide to the LACDA proof of insurance coverage for all the programs of insurance along with associated amounts specified in *Attachment A, Sample LACDA Contract*.

1.17. Conflict of Interest

No LACDA employee whose position enables them to influence the selection of a Proposer for this RFP, or any competing RFP, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Proposer. The Proposer must certify that they are aware of and have read the Executive Summary of the proposal and have read the sub-paragraph on Conflict of Interest in *Attachment A, Sample LACDA Contract*.

1.18. Determination of Proposer Responsibility

1.18.1. Responsible Proposer

A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the LACDA policy to conduct business only with responsible Proposers.

1.18.2. LACDA Policy

Proposers are hereby notified that the LACDA may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to LACDA and County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are

the fault of subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

1.18.3. Non-Responsible Proposer

The LACDA may declare a Proposer to be non-responsible for purposes of this contract if the LACDA, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a contract with the LACDA, the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the LACDA, the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the LACDA, the County or any other public entity.

1.18.4. Intention to Recommend Proposer Non-Responsibility

If there is evidence that the highest ranked Proposer may not be responsible, the LACDA shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility. The LACDA shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence, which is the basis for the LACDA determination of non-responsibility.

1.18.5. Final Determination of Non-Responsibility

If the Proposer presents evidence in rebuttal to the LACDA, the LACDA shall evaluate the merits of such evidence, make a final determination concerning the responsibility of the Proposer for this contract and, if appropriate, outline the necessary measures that the Proposer would be required to take to be determined a responsible proposer in the future.

1.18.6. Sub-Contracting

These terms shall also apply to proposed subcontractors of the Proposer on LACDA contracts.

1.19. Proposer Debarment

1.19.1. LACDA Policy

The Proposer is hereby notified that the LACDA may recommend to the Board of Commissioners that the Proposer be debarred from bidding or proposing on, or being awarded, and/or performing work on other LACDA and County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and the LACDA may terminate any or all of the Proposer's existing contracts with the LACDA or County, if the Board of Commissioners finds, in its discretion, that the Proposer has done any of the following:

(1) violated a term of a contract with the LACDA, the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the LACDA, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the LACDA, the County or any other public entity.

1.19.2. Notice to Proposer

If there is evidence that the highest ranked Proposer may be subject to debarment, the LACDA shall notify the Proposer in writing of the evidence, which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.

1.19.3. Contractor Hearing Board

The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or the Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and the LACDA shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Commissioners.

1.19.4. Presentation to Board of Commissioners

After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendations of the Contractor Hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

1.19.5. Request for Review of Debarment Determination

If a Proposer has been debarred for a period longer than five years, that Proposer may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The LACDA may, in its discretion, make a recommendation to the Contractor Hearing Board to reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the LACDA.

The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Proposer has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

1.19.6. Board of Commissioners Decision

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

1.19.7. Sub-Contractors

These terms shall also apply to subcontractors of Proposers on LACDA contracts.

1.19.8. Debarment List

A list of Contractors that are currently on the Debarment List for Los Angeles County can be found at: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>,

1.20. Proposer's Adherence to the County Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor.

1.21. Improper Considerations

1.21.1. Attempt to Secure Favorable Treatment

It is improper for any LACDA officer, employee or agent of the LACDA to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment

for the Proposer in the award of the Contract or that the Proposer's failure to provide such consideration may negatively affect the LACDA consideration of the Proposer's submission. A Proposer must not offer or give either directly or through an intermediary, consideration, in any form, to a LACDA officer, employee or agent of the LACDA for the purpose of securing favorable treatment with respect to the award of the Contract.

1.21.2. Notification to LACDA

A Proposer must immediately report any attempt by a LACDA officer, employee or agent to solicit such improper consideration. The report must be made either to the LACDA's Procurement-Contract Fraud E-mail at procurement-contract.fraud@lacda.org. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

1.21.3. Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

1.22. Lobbyist Requirements

1.22.1. Federal Lobbyist Requirements

The Proposer is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's [24 CFR Part 87](#), from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative Agreement, and any extension, continuation, renewal, amendment or modification of said documents.

The Proposer must certify via the *Federal Lobbyist Requirements Certification* provided with that they are familiar with the Federal Lobbyist Requirements and that all persons and/or sub-consultants acting on behalf of the Proposer will comply with the requirements.

Failure on the part of the Proposer or persons/sub-contractors acting on behalf of the Proposer to fully comply with the Federal Lobbyist Requirements may be subject to civil penalties.

1.22.2. County Lobbyist Ordinance

The County has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this

solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by the Proposer is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists.

1.23. Federal Earned Income Credit

The Proposer shall notify its employees and shall require each sub-contractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the [Internal Revenue Service EIC Notice No. 1015](#).

1.24. Consideration of GAIN/START Participants for Employment

1.24.1. Proven Record

As a threshold requirement for consideration for contract award, Proposers must demonstrate a proven record of hiring GAIN/START in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or Skills and Training to Achieve Readiness for Tomorrow (START) Programs or must attest to a willingness to consider GAIN/START participants for any future employment opening if they meet the minimum qualifications for the opening. Proposers must attest to a willingness to provide employed GAIN/START participants access to the Proposers employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

1.24.2. Proposers Unable to Meet Requirement

Proposers who are unable to meet this requirement will not be considered for contract award. Proposers must complete a Certificate of Compliance within their bid proposal.

1.25. LACDA Quality Assurance Plan

After contract award, the LACDA will evaluate the Contractor's performance under the contract on a periodic basis. Such evaluation will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in *Attachment B - Statement of Work*. The Contractor's deficiencies, which the LACDA determines are severe or continuing and that may jeopardize performance of the Contract, will be reported to the Executive Director. The report will include improvement/corrective action measures taken by the LACDA and the Contractor. If improvement does not occur consistent with the corrective action measures, the LACDA may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

1.26. Recycled Paper

The Proposer shall be required to comply with the County policy on recycled paper as specified in *Attachment A - Sample LACDA Contract*.

1.27. Safely Surrendered Baby Law

The Proposer shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the [Safely Surrendered Baby Law](#), its implementation in Los Angeles County, and where and how to safely surrender a baby. For more information, please visit the [County of Los Angeles Baby Surrender Program](#) website.

1.28. Jury Service Program

1.28.1. Requirements of Jury Service Program

The prospective contract is subject to the requirements of the LACDA Contractor Employee Jury Service Program ("Jury Service Program"). Prospective Proposers should carefully read what is written below, and the pertinent jury service provisions contained in *Attachment A - Sample LACDA Contract*, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Proposers and their Subcontractors. Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

1.28.2. Jury Service Regular Pay

The Jury Service Program requires Proposers and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Proposer, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Proposer or that the Proposer deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Proposer and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the LACDA, or 2) the Proposer has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Proposer's full-time California employees, even those not working specifically on the LACDA project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

1.28.3. Jury Service Program Exemptions

There are two ways in which a Proposer might not be subject to the Jury Service Program. The first is if the Proposer does not fall within the Jury Service Program's definition of "Contractor." The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the LACDA or a

Subcontract with a LACDA Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, 3) is not an “affiliate or subsidiary of a business dominant in its field of operation.” The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

1.28.4. Certification Form and Application for Exemption

If a Proposer does not fall within the Jury Service Program’s definition of “Contractor” or if it meets any of the exceptions to the Jury Service Program, then the Proposer must so indicate in the *Certification Form and Application for Exception*, in the [Business Proposal](#), and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Proposer’s application, the LACDA will determine, in its sole discretion, whether the Proposer falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The LACDA decision will be final.

1.29. Pending Acquisitions/Mergers by Proposing Company

The Proposer must notify the LACDA of any pending acquisitions/mergers of their company unless otherwise legally prohibited from doing so. If the Proposer is restricted from legally notifying the LACDA of pending acquisitions/mergers, then it should notify the LACDA of the actual acquisitions/mergers as soon as the law allows and provide to the LACDA the legal framework that restricted it from notifying the LACDA prior to the actual acquisitions/mergers. This information must be provided by the Proposer in the [Business Proposal](#). Failure of the Proposer to provide this information may eliminate its proposal from any further consideration. The Proposer will have a continuing obligation to notify the LACDA and update any changes to its response.

1.30. Charitable Contributions Compliance

1.30.1. Supervision of Trustees and Fundraisers for Charitable Purposes Act

California’s [“Supervision of Trustees and Fundraisers for Charitable Purposes Act”](#) regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective contractors should carefully read the [Background and Resources: California Charities Regulation](#). These rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing

business or holding property in California. The Nonprofit Integrity Act contains substantive requirements affecting executive compensation, fund-raising practices and documentation. Charities with over two million dollars (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) also have specific audit requirements.

1.30.2. Charitable Contributions Certification Form

All Proposers must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act, and complete the *Charitable Contributions Certification*, as set forth in the [Business Proposal](#) Section of this RFP.. A completed form is a required part of any contract with the LACDA.

1.30.3. Disqualification

Proposers that do not complete the *Charitable Contributions Certification* information as part of the solicitation process may, in the LACDA sole discretion, be disqualified from contract award. A LACDA contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both.

1.31. Request for Taxpayer Identification Number Certification

The person, firm or corporation selected to enter into the contract with the LACDA shall be required to provide the LACDA with a completed Federal W-9 form, including taxpayer identification number or social security number, in order to comply with federal tax information regulations. If this document is not supplied, the LACDA retains the right to withhold payment on invoices in accordance with Internal Revenue Service (IRS) guidelines, as outlined in Publication 1281. The LACDA has the right to withhold these payments without being charged late charges or fees.

1.32. Defaulted Property Tax Reduction Program

1.32.1. Defaulted Property Tax Reduction

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), ([Los Angeles County Code, Chapter 2.206](#)). Prospective Contractors should reference the pertinent provisions in *Attachment A, Sample LACDA Contract*, Paragraph 4.49, Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and Paragraph 8.50, Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Deduction Program, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

1.32.2. Program Certification

Proposers will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing the Certification of Compliance with the County's Defaulted Property Tax Reduction Program within the [Business Proposal](#) section on this RFP.

1.32.3. Compliance

Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor. Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

1.33. Proposer's Acknowledgement of County's Commitment to Zero Tolerance Human Trafficking

1.33.1. Policy

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy. The policy prohibits contractors engaged in human trafficking from receiving contract awards or performing services under a County Contract.

1.33.2. Certification

The Contractors are required to complete the *Zero Tolerance Human Trafficking Policy Certification* in the [Business Proposal](#) as part of their proposal, certifying that they are in full compliance with the County's Zero Tolerance Human Trafficking provision as defined in Section 54 (Compliance with County's Zero Tolerance Human Trafficking Policy) in *Attachment A – Sample LACDA Contract*. Further, contractors are required to comply with the requirements under the said provision for the term of any contract awarded pursuant to this solicitation.

1.34. County Fair Chance Employment Practices

On May 29, 2018, the Los Angeles County Board of Supervisors approved a [Fair Chance Employment Policy](#) in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the Public Agencies to comply with fair chance employment hiring practices set forth in [California Government Code Section 12952, Employment Discrimination: Conviction History](#) (Section 12952). Contractors are required to complete the *Compliance with Fair Chance Employment Hiring Practices Certification*, in the [Business Proposal](#), certifying that they are in full compliance with Section 12952, as indicated in *Attachment A -Sample LACDA Contract*. Further,

contractors are required to comply with the requirements under Section 12952 for the term of any contract awarded pursuant to this solicitation.

1.35. Contribution and Agent Declaration

[Government Code Section 84308](#) requires a party to a contract proceeding to disclose any contribution of more than \$250 made to a Los Angeles County officer within the preceding twelve (12) months by the party or their agent. State regulations require this disclosure to be made at the time an application is filed, and, if a contribution is made during the contract proceeding, within 30 days of making a contribution or on the date on which the party first appears before or communicates with the agency regarding the proceeding after making the contribution, whichever is earliest. All Bidders are advised that they and all of their Subcontractors must complete and return as part of the bid, the *Contribution and Agent Declaration* information in their bid. Bidders are further advised that they and their Subcontractors must update the Contribution and Agent Declaration Form throughout the pendency of the solicitation if a contribution is made after the initial disclosure when the bid is submitted, and as requested at any time by the Los Angeles County prior to contract award. Failure by the Bidder or any Subcontractor(s) to complete and submit the required *Contribution and Agent Declaration* information in their bid, and failure by the Bidder or any Subcontractor(s) to update the declaration as required by law or as otherwise requested by the LACDA, may eliminate the bid from further consideration and/or the Bidder may be disqualified from a contract award, as determined in the LACDA's sole discretion. Further, all Bidders and their Subcontractors are prohibited under [Government Code Section 84308](#) from making a contribution of more than \$250 to a Los Angeles County officer for twelve (12) months after the date a final decision is made in the contract proceeding involving this solicitation.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. LACDA Responsibility

The LACDA is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

2.2. Truth and Accuracy of Representatives

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Procurement Officer's sole judgment and his/her judgment shall be final. All proposals must be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

2.3. Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting a written request to:

Deanna Tantraphol, Procurement Officer

deanna.tantraphol@lacda.org

and copy:

Deanna Tantraphol, Procurement Officer

deanna.tantraphol@lacda.org

A request for a Solicitation Requirements Review may be denied, in the LACDA's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) calendar days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and,
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,

- b. due to unclear instructions, the process may result in the LACDA not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed and the LACDA's determination shall be provided to the requesting person or entity, in writing, prior to the proposal due date.

2.4. Proposers' Questions

Proposers may submit written questions regarding this RFP by utilizing the Question and Answer section of this RFP on the [LACDA's OpenGov Procurement portal](#). All questions must be received by the date stated in the [RFP Timetable](#) section of this RFP. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, please specify the RFP section number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. LACDA reserves the right to group similar questions when providing answers.

2.5. Preparation of Proposal

A proposal must be submitted consisting of a complete Business Proposal and Cost Proposal with attachments by the date and time listed in the [RFP Timetable](#).

2.6. Business Proposal

1. Proposer's Questionnaire/Affidavit

County Webven Number*

As noted in [Mandatory Requirement to Register with Los Angeles County's WebVen](#) of this RFP, Proposer's are required to obtain a Los Angeles County Webven Number.

Please provide your County Webven Number here.

*Response required

Firm's Business Structure*

Select the option that best defines your firm's business structure:

- ☐ Corporation
- ☐ Limited Liability Company (LLC)
- ☐ Limited Partnership
- ☐ Sole Proprietorship
- ☐ Non-Profit
- ☐ Franchise
- ☐ Other

*Response required

Firm Structure - Corporation or Limited Liability Company (LLC)*

Is your firm/organization a Corporation or Limited Liability Company (LLC)?

☐ Yes

☐ No

*Response required

When equals "Yes"

Legal Name*

Please provide the full legal name (as stated in your Articles of Incorporation) for your firm.

*Response required

When equals "Yes"

State of Incorporation*

Please indicate the State of Incorporation for your Business.

*Response required

When equals "Yes"

Year of Incorporation*

Please indicate the Calendar Year of Incorporation for your Business.

*Response required

Firm Structure - Limited Partnership or Sole Proprietorship*

Is your firm/organization a Limited Partnership or a Sole Proprietorship?

☐ Yes

☐ No

*Response required

When equals "Yes"

Name of Proprietor or Managing Partner*

Please provide the full name of Proprietor or Managing Partner.

*Response required

Firm Structure - Other*

Is your firm something other than a Corporation, a Limited Liability Company (LLC), a Limited Partnership, or a Sole Proprietorship?

☐ Yes

☐ No

*Response required

When equals "Yes"

Other - Specify*

You have stated that your firm is not a Corporation, a Limited Liability Company (LLC), a Limited Partnership, or a Sole Proprietorship.

Please specify the business structure of your firm.

*Response required

Doing Business As (DBA)?*

Is your firm doing business under one or more DBA's?

☐ Yes

☐ No

*Response required

When equals "Yes"

DBA Information*

For each DBA your firm is doing business under, please provide the following:

- DBA Name
- Country of Registration
- Year Became DBA

*Response required

Wholly/Majority Owned*

Is your firm wholly/majority owned by, or a subsidiary of another firm?

Name of parent firm:

State of incorporation or registration of parent firm:

☐ Yes

☐ No

*Response required

When equals "Yes"

Name of Parent Firm*

What is the full legal name of the Parent Firm to your company?

*Response required

When equals "Yes"

State of Incorporation of Registration of Parent Firm*

Please provide the State of Incorporation of Registration of Parent Firm.

*Response required

Other Business Names*

Has your firm done business under other names within the last five (5) years?

☐ Yes

☐ No

*Response required

When equals "Yes"

Other Business Names and Years*

List any other names your firm has done business under within the last five (5) years:

Other Business Name:

Year of Change from Name:

*Response required

Joint Ventures, Partners, Subcontractor, or Others*

List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

*Response required

Pending Acquisitions or Mergers?*

Is your firm involved in any pending acquisition or mergers?

☐ Yes

☐ No

*Response required

When equals "Yes"

Pending Acquisition or Merger - Information*

You have indicated that your firm is involved in a pending acquisition or merger.

Please provide additional information regarding any such acquisitions or mergers.

*Response required

Business Contract Information*

Please indicate your business type.

- ☐ Disabled Veterans-Owned (DVBE)
- ☐ Disabled Business
- ☐ HUD Zone
- ☐ Disadvantaged Business Enterprise
- ☐ Women Owned Business
- ☐ Local Small Business Enterprise (LSBE)
- ☐ Veteran-Owned Business
- ☐ Small Business
- ☐ Social Enterprise (SE)
- ☐ Other

*Response required

Business Contract Information - Other*

If you entered "Other" in the previous question regarding the Business Contract Information, please specify here. If not, state "N/A".

*Response required

Ethnicity Composition for Owners, Partners, and Associates (Non-Employees)*

Please indicate the ethnicity composition of the company.

Select all that apply

- ☐ Asian
- ☐ Asian Male
- ☐ Asian Female
- ☐ Asian Pacific American
- ☐ African American
- ☐ African American Male
- ☐ African American Female
- ☐ Hispanic
- ☐ Hispanic Male
- ☐ Hispanic Female
- ☐ American Indian
- ☐ American Indian Male
- ☐ American Indian Female
- ☐ Other Minority
- ☐ Other Minority Male
- ☐ Other Minority Female

- ☐ Non-Minority
- ☐ Non-Minority Male
- ☐ Non-Minority Female
- ☐ Government Agency
- ☐ Non-Profit
- ☐ Non Applicable

*Response required

Total Number of Employees (Non-Owners)*

Please indicate the total number of employees at your company.

*Response required

This Firm/Organization*

Please provide the answer that most accurately reflects your Company.

Minority Business Enterprise:

an independent business concern which is at least 51 percent owned by one or more minority group members; or at least 51 percent of its voting stock is owned by one of more minority group members; and whose management and daily operations are controlled by one or more such individuals.

Women Business Enterprise:

an independent business concern which is at least 51 percent owned by one or more women who are U.S. citizens; or at least 51 percent of its voting stock is owned by one or more women; and whose management and daily operations are controlled by one or more women.

Select all that apply

- ☐ is a Minority Business Enterprise
- ☐ is a Women Business Enterprise
- ☐ is not a Minority or Women Business Enterprise

*Response required

Legally Authorized Individuals*

List all names and contact information of all individuals legally authorized to commit the Proposer.

Please provide the information for each individual in the following format:

- **Full Name**
- **Full Title**
- **Phone Number (including Area Code)**
- **Full Email Address**

Example:

- *Bugs Bunny*
- *Wabbit*
- *(800) 555-1234*
- bugsbunny@email.com

- *Elmer Fudd*
- *The Hunter*
- *(800) 555-7890*
- elmerfudd@email.com

*Response required

2. Executive Summary

Executive Summary*

Proposer will condense and highlight the contents of the Proposer's Business Proposal to provide the LACDA with a broad understanding of the Proposer's approach, qualifications, experience, and staffing. The Proposer shall confirm his/her awareness of the Conflict of Interest language found in *Attachment A – Sample LACDA Contract*.

*Response required

3. Proposer's Qualifications

The Proposer must provide five (5) different references where the same or similar scope of work was provided. **Please note: The LACDA shall not be used as a reference.**

Proposer may also provide one (1) alternate reference in the event that a reference is non-responsive. Please note that **no more than** six (6) references must be provided. It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate.

The LACDA, in its sole discretion, may disqualify a Proposer if:

- References fail to substantiate Proposer's description of the services provided; or
- References fail to support that the Proposer has a continuing pattern of providing capable, productive and skilled personnel; or

- The LACDA is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours.

Proposer's Background and Experience*

The Proposer must provide relevant information to demonstrate that the Proposer meets the minimum requirements related to background (training, certification, licensure, etc.) and work experience and has the capability to perform the required services as a corporation or other entity, as specified in *Attachment B – Statement of Work*.

In addition to the information, the Proposer must clearly identify the company's years of experience for the services prescribed in the *Attachment B – Statement of Work*, including all required licenses, certifications, and trainings, and project manager's name, years of experience, and complete detailed resume to support the qualifications requested.

In addition, the Proposer must provide the following information including the following:

A. Proposer's Background and Experience

- Discussed the firm's experience preparing Consolidated Plans. Include resumes or descriptions of the experience and educational background of the firm's principal(s).
- Described, including names and titles, the project team to prepare the Consolidated Plan. Include an organization chart indicating who will be assigned to each task as identified in the Statement of Work (Attachment B), the assigned Project Manager who will take the lead role in communicating with LACDA staff regarding the Consolidated Plan, and attach resumes for each project team member.
- Indicated the total number of Consolidated Plans completed; the grantee or jurisdiction the Plan was prepared for indicating whether the grantee is a large grantee; and the date each study was completed.
- Discussed the Proposer's qualifications and experience in developing similar studies and projects for presentation in both the printed form and online. The Proposer shall include a discussion on the resources available to the consultant.
- The Proposer will be evaluated on the two (2) samples of Consolidated Plans provided. They must have been prepared for Community Development Block Grant (CDBG) urban county grantees and U.S. Department of Housing and Urban Development (HUD) approved within the last five (5) years for jurisdictions other than the County of Los Angeles.

Failure of the Proposer to provide all supporting information shall be grounds for the LACDA to determine the Proposer non-responsive and no further consideration will be granted to the Proposer.

*Response required

Proposer's References - Reference #1*

Please provide the following for this reference:

- Agency/Department
- Service Type
- Term or Duration of Contract
- Contract Amount
- Full Name of Point of Contact for the Agency/Division
- Full Telephone Number (including area code) of Point of Contact
- Full Email Address of Point of Contact

*Response required

Proposer's References - Reference #2*

Please provide the following for this reference:

- Agency/Department
- Service Type
- Term or Duration of Contract
- Contract Amount
- Full Name of Point of Contact for the Agency/Division
- Full Telephone Number (including area code) of Point of Contact
- Full Email Address of Point of Contact

*Response required

Proposer's References - Reference #3*

Please provide the following for this reference:

- Agency/Department
- Service Type
- Term or Duration of Contract

- Contract Amount
- Full Name of Point of Contact for the Agency/Division
- Full Telephone Number (including area code) of Point of Contact
- Full Email Address of Point of Contact

*Response required

Proposer's References - Reference #4*

Please provide the following for this reference:

- Agency/Department
- Service Type
- Term or Duration of Contract
- Contract Amount
- Full Name of Point of Contact for the Agency/Division
- Full Telephone Number (including area code) of Point of Contact
- Full Email Address of Point of Contact

*Response required

Proposer's References - Reference #5*

Please provide the following for this reference:

- Agency/Department
- Service Type
- Term or Duration of Contract
- Contract Amount
- Full Name of Point of Contact for the Agency/Division
- Full Telephone Number (including area code) of Point of Contact
- Full Email Address of Point of Contact

*Response required

Proposer's References - Reference #6*

Do you have a sixth reference to provide?

☐ Yes

☐ No

*Response required

When equals "Yes"

Reference #6 Information*

Please provide the following for this reference:

- Agency/Department
- Service Type
- Term or Duration of Contract
- Contract Amount
- Full Name of Point of Contact for the Agency/Division
- Full Telephone Number (including area code) of Point of Contact
- Full Email Address of Point of Contact

*Response required

Proposer's List of Public Contracts*

Please provide all public entity contracts for the last three (3) years where the same or similar scope of services was provided. It is the Proposer's responsibility to ensure accuracy of the information provided.

For each contract, please provide the following:

- **Agency/Department**
- **Service Type**
- **Contract Term**
- **Contract Amount**
- **Contact Name**
- **Contact Telephone**
- **Contact Email Address**

*Response required

Proposer's List of Terminated Contracts*

Has Proposer had any contracts that have been terminated in the past three (3) years?

☐ Yes

☐ No

*Response required

When equals "Yes"

List of Terminated Contracts*

Please list all contracts that have been terminated prior to expiration within the last three (3) years.

For each contract, please provide the following:

- **Service**
- **Name of Entity**
- **Address**
- **Contact Name**
- **Telephone Number**
- **Email Address**
- **Termination Date**
- **Name/Contract No**
- **Reason for Termination**

*Response required

Proposer's Pending Litigation and Judgements - Case 1*

The Proposer shall provide the information requested below. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible.

***** ***Note: The LACDA Legal Counsel will be checking this information.********

For the five (5) years preceding the date of submittal of this Proposal, identify any pending litigation and judgements arising out of the performance of a contract within the United States of America in which the (1) Proposer submitting this Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Proposal, or (2) the qualifying person to perform the work described in this Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a contractor other than the Proposer submitting this Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the LACDA.

For the first case of any such type, provide:

- The name and court case identification number of the case;
- The jurisdiction in which it was filed; and
- The outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.

Note: If there are no such cases, Proposer may respond with "N/A" or state that there are no such cases.

*Response required

Proposer's Pending Litigation and Judgements - Case 2*

The Proposer shall provide the information requested below. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible.

***** ***Note: The LACDA Legal Counsel will be checking this information.********

For the five (5) years preceding the date of submittal of this Proposal, identify any pending litigation and judgements arising out of the performance of a contract within the United States of America in which the (1) Proposer submitting this Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Proposal, or (2) the qualifying person to perform the work described in this Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a contractor other than the Proposer submitting this Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the LACDA.

For the second case of any such type, provide:

- The name and court case identification number of the case;
- The jurisdiction in which it was filed; and
- The outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide

the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.

Note: If there is no second such case, Proposer may respond with "N/A" or state that there are no additional cases.

*Response required

Proposer's Pending Litigation and Judgements - Case 3*

The Proposer shall provide the information requested below. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible.

******* Note: The LACDA Legal Counsel will be checking this information.*******

For the five (5) years preceding the date of submittal of this Proposal, identify any pending litigation and judgements arising out of the performance of a contract within the United States of America in which the (1) Proposer submitting this Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Proposal, or (2) the qualifying person to perform the work described in this Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a contractor other than the Proposer submitting this Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the LACDA.

For the third case of any such type, provide:

- the name and court case identification number of the case;
- the jurisdiction in which it was filed; and
- the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.

Note: If there is no third such case, Proposer may respond with "N/A" or state that there are no additional cases.

*Response required

Proposer's Pending Litigation and Judgements - Additional Cases*

Are there any additional cases beyond the three (3) already provided that match the following criteria?

For the five (5) years preceding the date of submittal of this Proposal, identify any pending litigation and judgements arising out of the performance of a contract within the United States of America in which the (1) Proposer submitting this Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Proposal, or (2) the qualifying person to perform the work described in this Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a contractor other than the Proposer submitting this Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the LACDA.

Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.

☐ Yes

☐ No

*Response required

When equals "Yes"

Proposer's Pending Litigation and Judgements - Additional Cases (Upload)*

For the fourth case, and any additional case(s), please provide the following for all such cases via an uploaded document:

For the five (5) years preceding the date of submittal of this Proposal, identify any pending litigation and judgements arising out of the performance of a contract within the United States of America in which the (1) Proposer submitting this Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Proposal, or (2) the qualifying person to perform the work described in this Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a contractor other than the Proposer submitting this Proposal, was a named plaintiff or defendant in a lawsuit brought by or against the LACDA.

For each additional case, provide:

- the name and court case identification number of the case;
- the jurisdiction in which it was filed; and
- the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately

provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.

*Response required

4. Proposer's Approach to Provide Required Services

Proposer's Approach to Provide Required Services*

The Proposer must provide a detailed description of the methodology the Proposer will use to meet the requirements set forth in *Attachment B – Statement of Work*, and how the services will be performed.

In addition, the Proposer shall address the following in a concise and thorough manner.

- Project Scheduling, Technical Consultation, and Support During the Consolidated Plan and Action Plan Approval Process.
- Community Participation Process: Consolidated Plan Focus Groups.
- Community Participation Process: Consolidated Plan Community Meetings.
- Community Participation Process: Consolidated Plan Survey and Assessing Results.
- Community Participation Process: Update the Community Participation Plan and Summary.
- Housing and Community Development Needs Assessment.
- Housing and Community Development Five-Year Strategy.
- 2028-2029 One-Year Action Plan.
- Consolidated Plan and Action Plan Format and Presentation.

*Response required

5. Proposer's Quality Control Plan

Proposer's Quality Control Plan*

The Proposer is required to provide a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in *Attachment B - Statement of Work, Attachment 3 - Performance Requirements Summary Chart*.

How will your company monitor performance and demonstrate that contract standards are consistently being met?

The following factors may be included in the plan:

- Activities to be monitored to ensure compliance with all Contract requirements;
- Monitoring methods to be used;
- Frequency of monitoring;
- Samples of forms to be used in monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- Documentation methods of all monitoring results, including any corrective action taken.

*Response required

6. **Acceptance of Terms and Conditions and All Requirements Listed in Statement of Work**

It is the duty of every Proposer to thoroughly review the Sample Contract and Statement of Work to ensure compliance with all terms, conditions and requirements. It is the LACDA expectation that in submitting a proposal, the Proposers will accept, as stated, the LACDA terms and conditions in the Sample Contract and the LACDA requirements in the Statement of Work. The LACDA reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion.

Acceptance of Terms and Conditions in Sample Contract*

Does Proposer accept all terms and conditions listed in the Sample Agreement provided with this RFP?

☐ Yes

☐ No

*Response required

When equals "No"

Exceptions to Terms and Conditions in Sample Contract*

Proposer has indicated that they do not accept all terms and conditions listed in the Sample Agreement provided with this RFP.

Please document all exceptions you wish to note for the Terms and Conditions as noted in the Sample Contract provided with this RFP. This does not indicate acceptance of exceptions by LACDA.

*Response required

Acceptance of All Requirements Listed in Statement of Work*

Does Proposer accept all requirements listed in the Statement of Work for this RFP?

☐ Yes

☐ No

*Response required

When equals "No"

Exceptions to Requirements Listed in Statement of Work*

Proposer has indicated that they do not accept all requirements listed in the Statement of Work provided with this RFP.

Please document all exceptions you wish to note for the requirements as noted in the Statement of Work provided with this RFP. This does not indicate acceptance of exceptions by LACDA.

*Response required

7. Proposer's Required Certifications

Certification of No Conflict of Interest*

CONTRACTS PROHIBITED

The Los Angeles County Development Authority (LACDA), shall not contract with, and shall reject any quote(s), bid(s), or proposal(s) submitted by, the persons or entities specified below, unless the Executive Director finds that special circumstances exist which justify the approval of such contract:

1. Employees of the LACDA for which the LACDA is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Executive Director for approval shall be accompanied by an assurance by the submitting division that these provisions have not been violated.

Reference: [LACC 2.180.010](#)

☐ Please confirm

*Response required

Familiarity With the County Lobbyist Ordinance Certification*

The Bidder/Proposer certifies that:

1. it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
2. that all persons acting on behalf of the Bidder/Proposer organization have and will comply with it during the proposal process; and
3. it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

The Bidder or Proposer certifies it is not on the County's Executive Office's List of Terminated Registered Lobbyists?

Reference: [LACC 2.160](#)

☐ Please confirm

*Response required

Federal Lobbyist Requirements Certification*

Acting on behalf of the above-named firm, as its Authorized Official, I make the following Certification to the Department of Housing and Urban Development (HUD) and the Los Angeles County Development Authority:

No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;

If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and not more than \$100,000 for each such failure.

☐ Please confirm

*Response required

Zero Tolerance Policy on Human Trafficking Certification*

BIDDER/PROPOSER CERTIFICATION

The Los Angeles County Development Authority (LACDA) has taken significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

The Bidder/Proposer acknowledges and certifies compliance with Section 54. (Compliance with County's Zero Tolerance Human Trafficking Policy) of the proposed Contract and agrees that bidder/proposer or a member of his staff performing work under the proposed Contract will be in compliance.

The Bidder/Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any bid/proposal, or cancellation of any resultant Contract, at the sole judgment of the LACDA.

I declare under penalty of perjury the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Reference: [Motion](#)

☐ Please confirm

*Response required

Compliance with Fair Chance Employment Hiring Practices Certification*

BIDDER/PROPOSER (CONTRACTOR) CERTIFICATION

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Bidder/Proposer (Contractor) acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952 and

agrees that Bidder/Proposer (Contractor) and staff performing work under the Contract will be in compliance. Bidder/Proposer (Contractor) further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any quote/bid/proposal, or termination of any resultant Contract, at the sole judgment of the Los Angeles County Development Authority (LACDA).

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Reference: [LACC & Board Policy 5.250](#)

☐ Please confirm

*Response required

Charitable Contributions Certification*

Does Bidder/Proposer or Contractor receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act?

References:

[LACC & Board Policy 5.065](#)

[California Code GOV 12585](#)

[California Code GOV 12586](#)

☐ Yes

☐ No

*Response required

When equals "No"

Charitable Contributions Certification - No*

Bidder/Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

☐ Please confirm

*Response required

When equals "Yes"

Charitable Contributions Certification - Yes*

Bidder/Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed in this document and is in compliance with its registration and reporting requirements under California law.

You will be asked to attach a copy of your most recent filing with the Registry of Charitable Trusts.

☐ Please confirm

*Response required

When equals "Yes"

Charitable Contributions Certification - CT Number*

Please provide the California Registry of Charitable Trusts "CT" number. In the previous question you should have also uploaded a copy of firm's most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586 (if applicable).

*Response required

When equals "Yes"

Charitable Contributions Certification - Recent Filing*

Please provide a copy of your most recent filing with the Registry of Charitable Trusts.

*Response required

Attestation of Willingness to Consider GAIN/START Participants*

As a threshold requirement for consideration for contract award, Bidder/Proposer shall demonstrate a proven record for hiring GAIN/START participants or shall attest to a willingness to consider GAIN/START participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Bidder/Proposer shall attest to a willingness to provide employed GAIN/START participants access to the Bidder/Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Bidders/Proposers unable to meet this requirement shall not be considered for contract award.

Reference: [LACC & Board Policy 5.050](#)

Is the Bidder/Proposer able to meet this requirement?

☐ Yes

☐ No

*Response required

When equals "Yes"

Proven Record of Hiring*

Does Bidder/Proposer have a proven record of hiring GAIN/START participants?

☐ Yes

☐ No

*Response required

When equals "Yes"

Future Employment Openings*

Is Bidder/Proposer willing to consider GAIN/START participants for any future employment openings if the GAIN/START participants meet the minimum qualifications for the opening?

☐ Yes

☐ No

*Response required

When equals "Yes"

Access to Employee Mentoring Program*

Is Bidder/Proposer willing to provide GAIN/START participants access to an employee mentoring program?

☐ Yes

☐ No

☐ N/A (Program not available)

*Response required

Contractor Employee Jury Service Program Certification & Application for Exception*

The Los Angeles County Development Authority's (LACDA) solicitation for this contract/purchase order/Invitation for Bid/Request for Proposal or Request for Statement of Qualifications is subject to the LACDA's Contractor Employee Jury Service Program (Program). All bidders or proposers, whether a contractor or subcontractor, must complete this form to either 1) request an exemption from the Program requirements or 2) certify compliance. Upon review of the submitted form, the LACDA will determine, in its sole discretion, whether the bidder or proposer is exempted from the Program.

Provide an answer of "Yes" to this question to move on and certify compliance with the Program.

If you believe the Jury Service Program does not apply to your business, then provide an answer of "No" here. You will be asked to provide documentation to support your claim.

Reference: [LACC 2.203](#)

☐ Yes

☐ No

*Response required

When equals "Yes"

Certification of Compliance with Contractor Employee Jury Service Program*

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

☐ Please confirm

*Response required

When equals "No"

Jury Service Program Not Applicable to Bidder/Proposer*

You have stated that the Jury Service Program is not applicable to your business. Please check the response which is most appropriate as to why.

“Dominant in its field of operation” means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

☐ My business does not meet the definition of “contractor,” as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more LACDA contracts or subcontracts (this exemption is not available if the contract/purchase order itself exceeds \$50,000). I understand that the exemption will be lost and I must comply with the Program if my revenues from the LACDA will exceed an aggregate sum of \$50,000 in any 12-month period.

☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, is . \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

*Response required

When equals "No"

Jury Service Program Not Applicable - Support*

Please upload documentation that supports your claim of the Jury Service Program not being applicable to your business as well any documentation supporting your selection of why it does not apply.

*Response required

When equals "No"

Jury Service Program Not Applicable - Certification*

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

☐ Please confirm

*Response required

County's Defaulted Property Tax Reduction Program*

Does the County's Defaulted Property Tax Reduction Program apply to your business?

Reference: [LACC 2.206](#)

☐ Yes

☐ No

*Response required

When equals "Yes"

Certification of Compliance with the County's Defaulted Property Tax Reduction Program*

The Proposer/Bidder/Contractor certifies that:

It is familiar with the terms of the County's Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation;
AND

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

☐ Please confirm

*Response required

When equals "No"

Exempt from Compliance with the County's Defaulted Property Tax Reduction Program*

I declare under penalty of perjury under the laws of the State of California that the information stated here is true and correct.

I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060. The following exemption applies to my contract:

- ☐ Mandated by federal or state law or a condition of federal or state program;
- ☐ The purchase is made through a state or federal contract;
- ☐ The purchase is made for equipment or supplies for, or by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or other similar related group purchasing organization;
- ☐ Sole source provider with exclusive and proprietary rights to services or goods;
- ☐ Emergency services provider for services or goods;
- ☐ Provide mission critical goods and/or services and is determined to be exempt by the Board of Commissioners;
- ☐ Required to comply with the laws of the United States or California, which are inconsistent with this program.

*Response required

Equal Employment Opportunity Certification*

GENERAL

The Contractor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America, the State of California, and all local ordinances. The Contractor further certifies that all subcontractors, suppliers,

vendors and distributors with whom the Contractor has a contractual relationship are also in compliance with all applicable federal, state and local anti-discriminatory laws.

VENDOR'S CERTIFICATION

1. The vendor has a written policy statement prohibiting discrimination in all phases of employment.
2. The vendor periodically conducts a self-analysis or utilization analysis of its work force.
3. The vendor has a system for determining if its employment practices are discriminatory against protected groups.
4. Where problem areas are identified in employment practices, the vendor has a system for taking reasonable corrective action, to include establishment of goals of timetables.

☐ Please confirm

*Response required

Contingent Fee Representation and Agreement - Part 1*

The bidder/proposer represents and certifies as part of its quote, bid, proposal offer that, except for full-time bona fide employees working solely for the bidder/proposer, the bidder/proposer:

Has employed or retained any person or company to solicit or obtain this contract.

Reference: [HUD 5369-A Clause 2](#)

If the answer is YES, the bidder/proposer shall make an immediate and full written disclosure to the Procurement Officer.

Any misrepresentation by the bidder/proposer shall give the LACDA the right to:

1. Terminate the resultant contract;
2. At its discretion, to deduct from contract payments the amount of any LACDA, percentage, brokerage, or other contingent fee; or
3. Take other remedy pursuant to the contract.

☐ Yes

☐ No

*Response required

When equals "Yes"

Contingent Fee Representation and Agreement - Part 1 Explanation*

You have indicated that your firm has employed or retained any person or company to solicit or obtain this contract.

As stated above, please fully disclose all applicable details.

Any misrepresentation by the bidder/proposer shall give the LACDA the right to:

1. terminate the resultant contract;
2. at its discretion, to deduct from contract payments the amount of any LACDA, percentage, brokerage, or other contingent fee; or
3. take other remedy pursuant to the contract.

*Response required

Contingent Fee Representation and Agreement - Part 2*

The bidder/proposer represents and certifies as part of its quote, bid, proposal offer that, except for full-time bona fide employees working solely for the bidder/proposer, the bidder/proposer:

Has paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any Los Angeles County Development Authority (LACDA), percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

Reference: [HUD 5369-A Clause 2](#)

If the answer is YES, the bidder/proposer shall make an immediate and full written disclosure to the Procurement Officer.

Any misrepresentation by the bidder/proposer shall give the LACDA the right to:

1. Terminate the resultant contract;
2. At its discretion, to deduct from contract payments the amount of any LACDA, percentage, brokerage, or other contingent fee; or
3. Take other remedy pursuant to the contract.

☐ Yes

☐ No

*Response required

When equals "Yes"

Contingent Fee Representation and Agreement - Part 2 Explanation*

You have indicated that your firm has paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any Los Angeles County Development Authority (LACDA), percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

As stated above, please fully disclose all applicable details.

Any misrepresentation by the bidder/proposer shall give the LACDA the right to:

1. Terminate the resultant contract;
2. At its discretion, to deduct from contract payments the amount of any LACDA, percentage, brokerage, or other contingent fee; or
3. Take other remedy pursuant to the contract.

*Response required

Certification of Independent Cost Determination*

By submission of this Quote/Bid/Proposal, Bidder certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Bidder or competitor for the purpose of restriction competition.

☐ Please confirm

*Response required

Acknowledgement of Restrictions (Non-Collusion Affidavit)*

Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFQ/IFB/RFP. Proposer understands that if it is determined by the Los Angeles County Development Authority (LACDA) that the Proposer **did** participate as a consultant in this RFQ/IFB/RFP process, the LACDA shall reject this quote/bid/proposal.

☐ Please confirm

*Response required

Debarment History*

Is Proposer currently debarred by a public entity?

☐ Yes

☐ No

*Response required

When equals "Yes"

Entity Name(s)*

Please provide the names of any public entities that the Proposer is currently debarred by.

*Response required

8. Contribution and Agent Declaration

Contribution and Agent Declaration (Company or Applicant Information) - Declarant

Company/Applicant Name*

This information contained in the following questions must be completed for all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act ([Government Code Section 84308](#)), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

Please provide Declarant Company or Applicant Name

*Response required

Contribution and Agent Declaration (Company or Applicant Information) -

Subcontractors*

If applicable, identify all subcontractors that have been or will be named in your bid or proposal.

State “none” if applicable.

*Response required

Contribution and Agent Declaration (Company or Applicant Information) - Variations of

Declarant Company Name*

If applicable, variations and acronyms of Declarant Company’s name used within the past 12 months.

State “none” if applicable.

*Response required

Contribution and Agent Declaration (Company or Applicant Information) - Authority*

Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Parent(s)*

Identify only the Parent(s) that Declarant Company has controlled or directed, or been controlled or directed by. “Controlled or directed” means shared ownership, 50% or greater ownership, or shared management and control between the entities.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Subsidiaries*

Identify only the Subsidiaries that Declarant Company has controlled or directed, or been controlled or directed by. “Controlled or directed” means shared ownership, 50% or greater ownership, or shared management and control between the entities.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Related Business Entities*

Identify only the Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. “Controlled or directed” means shared ownership, 50% or greater ownership, or shared management and control between the entities.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Majority Shareholder*

If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Entities to Control*

Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Compensation to Communicate*

Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

State “none” if applicable.

*Response required

Contribution and Agent Declaration - 501(c)(3)*

If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

State “none” if applicable.

*Response required

Contribution and Agent Declaration - Employee or Agent Contributions*

Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months?

☐ Yes

☐ No

*Response required

When equals "Yes"

Contribution and Agent Declaration - Details*

Please provide the following details of each occurrence:

- Date (of contribution solicited, or directed)
- Recipient Name (of elected official)
- Amount

*Response required

Contribution and Agent Declaration - Contributions to County Officer*

Disclose all contributions made by you or any of the entities and individuals identified in the Company or Applicant Information provided above to a County officer in the past 12 months.

Please be sure to include:

- Date (of contribution made)
- Name (of the contributor)
- Recipient Name (elected official)
- Amount

*Response required

Contribution and Agent Declaration - Declaration*

By confirming/acknowledging here, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief.

Proposer confirms that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of their knowledge and belief. Further, Proposer understands that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By confirming/acknowledging this Contribution and Agent Declaration, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

☐ Please confirm

*Response required

W9*

Please download the most recent W9 from the IRS [available here](#). Complete and upload here as part of your proposal.

*Response required

9. Contractor's Administration

Contractor's Project Manager - Full Name*

For the individual assigned as your Project Manager, what is their full name?

NOTE: This may be a different point of contact from who is submitting this proposal.

*Response required

Contractor's Project Manager - Title*

For the individual assigned as your Project Manager, what is their full title/position?

*Response required

Contractor's Project Manager - Full Address*

For the individual assigned as your Project Manager, what is their full working address? Please be sure to include City, State, and ZIP Code.

*Response required

Contractor's Project Manager - Telephone Number*

For the individual assigned as your Project Manager, what is their full telephone number? Please be sure to include Area Code.

*Response required

Contractor's Project Manager - Fax Number*

For the individual assigned as your Project Manager, what is their full fax number? Please be sure to include Area Code.

NOTE: In the event that there is no fax number, you may complete this question by stating "N/A".

*Response required

Contractor's Project Manager - Email Address*

For the individual assigned as your Project Manager, what is their full email address?

*Response required

Contractor's Authorized Official(s)*

For each of your Authorized Officials, please provide the following:

- Full Name
- Full Title/Position
- Full Address
- Full Telephone Number
- Full Fax Number
- Full Email Address

*Response required

Notices to Contractor*

For each of the Notices that are to be sent to your contacts, please provide the following:

- Full Name
- Full Title/Position
- Full Address
- Full Telephone Number
- Full Fax Number
- Full Email Address

*Response required

10. Proposer's Cost Proposal

11. Additional Items

Additional Information (if needed)

For any additional information requested or required by any of your previously provided answers or as stated within this RFP please upload the additional documentation here.

Submittal Confirmation*

I, an authorized representative, hereby certifies under penalty of perjury under the laws of the State of California that all information provided within this proposal is true and correct to the best of my knowledge. I acknowledge that I have examined and carefully reviewed this RFP in its entirety and any Addenda and that they have provided any necessary proof of my authority to submit a proposal on behalf of our company and thereby committing to the information contained herein.

☐ Please confirm

*Response required

2.7. Cost Proposal

SECTION 1: CONSOLIDATED PLAN CONSULTING SERVICES

The Proposer shall provide a cost for consolidated plan consulting services as noted below and in accordance with Appendix B, Statement of Work. The cost shall include all labor, materials, equipment, supplies, taxes, travel, and any related expenses. No additional charges shall be allowed unless expressly authorized in writing by LACDA. In addition, the Proposer shall provide cost for other consolidated plan consulting services on an as-needed basis in Section II.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Complete Project Scheduling, Technical Consultation, and Support During the Consolidated Plan and Action Plan Approval Process in accordance with Section 3.1 of the Statement of Work.	1	As Indicated in Statement of Work		
2	Complete Community Participation Process: Consolidated Plan Focus Groups in accordance with Section 3.2 of the Statement of Work.	1	As Indicated in Statement of Work		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Complete Community Participation Process: Consolidated Plan Community Meetings in accordance with Section 3.3 of the Statement of Work.	1	As Indicated in Statement of Work		
4	Complete Community Participation Process: Consolidated Plan Survey and Assessing Results in accordance with Section 3.4 of the Statement of Work.	1	As Indicated in Statement of Work		
5	Community Participation Process: Update the Community Participation Plan and Summary: Develop the Community Participation Plan and Summary in accordance with Section 3.5 of the Statement of Work.	1	As Indicated in Statement of Work		
6	Complete Housing and Community Development Needs Assessment in accordance with Section 3.6 of the Statement of Work.	1	As Indicated in Statement of Work		
7	Complete Housing and Community Development Five-Year Strategy in accordance with Section 3.7 of the Statement of Work.	1	As Indicated in Statement of Work		
8	Complete 2028-2029 One-Year Action Plan (executive summaries, maps, etc.) in accordance with Section 3.8 of the Statement of Work.	1	As Indicated in Statement of Work		
9	Complete Consolidated Plan and Action Plan Format and Presentation in accordance with Section 3.9 of the Statement of Work.	1	As Indicated in Statement of Work		
TOTAL					

SECTION II: OTHER CONSOLIDATED PLAN CONSULTING SERVICES

In addition, the Proposer shall provide an hourly rate for each type of personnel listed in Section II, other consolidated plan consulting services that will be used on an as-needed basis and not part of the Consolidated Plan Consulting Services in Section I. Assignments and fees must be approved in advanced and in writing by the LACDA. Failure of the Proposer to obtain written approval in advance by the LACDA shall be grounds for no payment to the Proposer. "Hourly Rrate" should be based on description of responsibilities, not title. The "Hourly Rate" must be fully burdened and include all associated costs, including but not limited to labor, administrative cost, overhead, profit, sales tax, and any other associated fees.

Line Item	Title	Description	Unit of Measure	Unit Cost
1	Principal	Expertise on all aspects of consolidated plan development, the U.S. Department of Housing and Urban Development's (HUD) consolidated plan regulations and presenting consolidated plans to governmental and non-governmental organizations.	Hourly Rate	
2	Associate	Concentration of knowledge with related components of consolidated plan practices and related HUD regulations.	Hourly Rate	
3	(Specify)	Provide description of responsibilities.	Hourly Rate	

2.8. Late Submissions, Modifications, and Withdrawal of Proposals

It is the sole responsibility of the Proposer to ensure that its proposal is submitted before the submission deadline in the [RFP Timetable](#) of this RFP. Proposers shall bear all risks associated with delays. No in-person, mail, emailed, or facsimile deliveries will be acceptable.

Proposers may "recal" a submitted proposal at any time before the submission closing date and time. Proposals that are withdrawn (unsubmitted) for modification must be re-submitted by the Proposer before the closing date and time. At the closing date and time, all proposals submitted shall be firm offers and may not be withdrawn for a period of one hundred eighty (180) days following the last day to submit proposals.

3. SELECTION PROCESS AND EVALUATION CRITERIA

3.1. Selection Process

The LACDA reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal after the submission closing date and time.

An Evaluation Committee selected by the LACDA will make an evaluation of the proposals. The Committee will use the evaluation approach described herein to select a prospective Contractor.

All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the LACDA and the prospective Contractor(s) will finalize a Contract for submission to the Executive Director for consideration and possible approval. The recommendation to award a Contract will not bind the Executive Director to award a Contract to the prospective Contractor. If a satisfactory Contract cannot be finalized, the LACDA may, in its sole discretion, begin contract discussions with the next qualified Proposer who submitted a proposal, as determined by the LACDA.

The LACDA retains the right to select a Proposal other than the Proposal receiving the highest number of points if the LACDA determines, in its sole discretion, that another Proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the LACDA.

3.2. Adherence to Minimum Requirements (Pass/Fail)

A proposal must adhere to the minimum requirements outlined in [Proposer's Minimum Mandatory Requirements](#). Failure of the Proposer to comply with the minimum requirements may result in the proposal being eliminated from any further consideration. However, the LACDA, in its sole discretion, may waive any inconsequential disparities in a proposal if the sum and substance of the proposal is present.

3.3. Disqualification Review

A proposal may be disqualified from consideration because the LACDA determined it was non-responsive at any time during the review/evaluation process. If the LACDA determines that a proposal is disqualified, the LACDA shall notify the Proposer in writing.

Upon receipt of the written Notice of Non-Responsiveness, the Proposer may, within the timeframe specified in the written determination, submit a written request for a Disqualification Review to:

Deanna Tantraphol, Procurement Officer
Los Angeles County Development Authority
Administrative Services/Procurement
deanna.tantraphol@lacda.org

A request for a Disqualification Review may, in the LACDA's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Proposer;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the Notice of Non-Responsiveness); and
3. The request for a Disqualification Review asserts that the LACDA's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed, and the determination shall be provided to the requesting Proposer, in writing, within seven (7) calendar days of receiving the request for a Disqualification Review.

3.4. Business Proposal Requirements and Evaluation Criteria

Any reviews conducted during the evaluation of the proposal may result in a point reduction. The content and sequence of the proposal must be as follows:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Proposer's Qualifications - Background and Experience (20%) The Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in this paragraph. The Proposer must demonstrate that its organization has the experience and financial capability to perform the required services. The Proposer must provide a summary of relevant background information to demonstrate that the Proposer meets or exceeds the minimum requirement(s) related to background (training, certification, licensure, etc.) and work experience and has the capability to perform the required services as a corporation or other entity, as outlined Statement of Work. The Proposer must clearly identify the company's years of experience for the services outlined Statement of Work and project manager's name, years of experience, and complete detailed resumes to support the qualifications as indicated. In addition, the Proposer must provide the following information including the following: • Discuss the firm's experience preparing Consolidated Plans. Include resumes or descriptions of the experience and educational background of the firm's principal(s). • Described, including names and titles, the project team to prepare the Consolidated Plan. Include an organization chart indicating who will be assigned to each task as identified in the Statement of Work, including the assigned Project Manager who will take the lead role in communicating with LACDA staff regarding the Consolidated Plan, and attach resumes for each project team member.	N/A	N/A
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	- Indicated the total number of Consolidated Plans completed; the grantee or jurisdiction the Plan was prepared for indicating whether the grantee is a large grantee; and the date each study was completed. - Discussed the Proposer's qualifications and experience in developing similar studies and projects for presentation in both the printed form and online. The Proposer shall include a discussion on the resources available to the consultant.		
2.	Evaluation of Prior Consolidated Plan (5%) The Proposer will be evaluated on the two (2) samples of Consolidated Plans provided. They must have been prepared for Community Development Block Grant (CDBG) urban county grantees and U.S. Department of Housing and Urban Development (HUD) approved within the last five (5) years for jurisdictions other than the County of Los Angeles. Consolidated Plan and Action Plan Format and Presentation - The samples shall be easy to read and summarize key information from each section of the documents. - The samples shall include graphs, charts, matrices, pictures, maps, tables, and/or graphics to clearly convey information to the public.	N/A	N/A

3.	Proposer's Qualifications - References (10%) The Proposer will be evaluated on the verification of references provided in this section of the proposal. In addition to the references provided, a review will include: • Prospective Contractor References: Proposer must provide five (5) different references where the same or similar scope of work was provided. Please note: The LACDA shall not be used as a reference. • Prospective Contractor List of Contracts: The listing must include all Public Entities contracts for the last three (3) years. Use additional sheets if necessary. • Prospective Contractor List of Terminated Contracts: Listing must include all contracts terminated before the expiration date within the past three (3) years with a reason for termination. The LACDA, in its sole discretion, may disqualify a Proposer if: • References fail to substantiate Proposer's description of the services provided; or • References fail to support that the Proposer has a continuing pattern of providing capable, productive and skilled personnel; or • The LACDA is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours.	N/A	N/A
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4.	Proposer's Approach to Providing Requires Services (40%) The Proposer will be evaluated on its description of the methodology to be used to meet the LACDA requirements based on information provided in this section. The Proposer must present a detailed description of the methodology the Proposer will use to meet the requirements set forth in Statement of Work. Describe in detail how the services will be performed to meet the requirements outlined in <i>Attachment B, Statement of Work., Section 3.0 Specific Work Requirements.</i> ● Project Scheduling, Technical Consultation, and Support During the Consolidated Plan and Action Plan Approval Process ○ The Contractor shall meet the requirements of project scheduling, technical consultation, and support, including preparing a prepare a detailed schedule of performance that will encompass all phases of the Consolidated Plan and Action Plan development, including research, virtual and/or in person community and stakeholder participation, development, and the submission and approval process. ● Community Participation Process: Consolidated Plan Focus Groups ○ The Contractor shall conduct focus groups with community leaders, representatives, and advocates from a cross-section of the community including community-based organizations, service providers for the homeless and the disabled, public housing advocates, business and economic development interests, and County and	N/A	N/A
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	other governmental departments, as required by HUD (see 24 Code of Federal Regulations (CFR) 91.100 and any other requirements prescribed by HUD or the State of California). The Contractor shall be responsible for identifying and contacting stakeholders as well as planning and conducting each focus group. ● Community Participation Process: Consolidated Plan Community Meetings ○ The Contractor shall be responsible for planning and conducting up to two (2) hybrid (in-person and virtual) community meetings. The Contractor shall submit a description, including agendas, resource materials, PowerPoint presentations, and written materials, and document the results of the meetings. ● Community Participation Process: Consolidated Plan Survey and Assessing Results ○ The Contractor will be responsible for developing a survey and assessing the results and including them in the Consolidated Plan and the Action Plan. ● Community Participation Process: Update the Community Participation Plan and Summary ○ The Contractor will update the existing Community Participation Plan, as needed to ensure compliance with 24 CFR § 91.105, including revising the Language Access Plan.		
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	● Housing and Community Development Needs Assessment ○ The Contractor shall prepare the Housing and Community Needs Assessment with the most recent census data and in accordance with 24 CFR 91.205, 24 CFR 91.215(e)(1), 24 CFR 91.210, and any other requirements prescribed by HUD, including maps to illustrate low- and moderate-income (LMI) areas, racially and ethnically concentrated areas of poverty, population by race and ethnicity, unemployment population, poverty population, and other maps as requested. The Contractor shall identify unincorporated areas by Supervisorial District that are at least 51% LMI. Contractor shall identify eligible Los Angeles Urban County Neighborhood Strategy Revitalization Areas (NRSA) based on HUD guidance. ● Housing and Community Development Five-Year Strategy ○ The Contractor will prepare the Housing and Community Development Five-Year Strategy, which sets priorities, objectives, outcomes, actions and benchmarks, and links strategy priorities, and outcomes to specific 2028-2029 Action Plan projects. ● 2028-2029 One-Year Action Plan ○ The Contractor shall integrate the 2028-2029 One-Year Action Plan into the 2028-2033 Consolidated Plan.		
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	● Consolidated Plan and Action Plan Format and Presentation ○ The Contractor shall develop both the Consolidated Plan and Action Plan within IDIS and outside of IDIS as a public review document, and shall include Executive Summaries in the Consolidated Plan and One-Year Action Plan that are easy to read and summarizes key information from each section of the documents. The Contractor shall develop, as needed, documents including graphs, charts, matrices, pictures, maps, tables, and/or graphics to clearly convey information to the public. ○ The Contractor shall enter the Consolidated Plan in IDIS using HUD's most recent guidance regarding the Consolidated Plan.		
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5.	Proposer's Quality Control Plan (5%) The Proposer is required to provide a comprehensive Quality Control Plan (QCP) to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided in <i>Attachment B-Statement of Work, Exhibit 3 - Performance Requirements Summary Chart</i>. How will the Proposer monitor the following requirements and demonstrate that contract performance standards are consistently being met? The following factors may be included in the plan: • Activities to be monitored to ensure compliance with all Contract requirements; • Monitoring methods to be used; • Frequency of monitoring; • Samples of forms to be used in monitoring; • Title/level and qualifications of personnel performing monitoring functions; and, • Documentation methods of all monitoring results, including any corrective action taken.	N/A	N/A
6.	Cost Proposal Evaluation (20%) The maximum number of possible points will be awarded to the lowest cost proposal. All other proposals will be compared to the lowest cost and lesser points will be awarded proportionately.	N/A	N/A

3.5. Protest Process

3.5.1. Debriefing Process

Upon completion of the proposal evaluations, the LACDA shall notify the non-selected Proposers in writing that the LACDA is recommending a contract with another Proposer. Upon receipt of the Notice of Non-Selection, any non-selected Proposer may submit a written request for a Debriefing with the Procurement Analyst within the timeframe

specified in the Notice. A request for a Debriefing may, in the LACDA's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because a contract recommendation with the selected Proposer is not yet complete, the identity of and the responses from other Proposers shall not be discussed, although the LACDA may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the LACDA will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer may submit a Protest of Contract Award (see "Protest of Contract Award" below), if the requesting Proposer is not satisfied with the results of the Debriefing.

3.5.2. Protest of Contract Award

Any non-selected Proposer may submit a written Protest of Contract Award, in the manner and timeframe as specified by the LACDA.

A Protest of Contract Award may, in the LACDA's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity submitting a Protest of Contract Award is a Proposer;
2. The Protest of Contract Award is submitted timely (i.e., by the date and time specified in the Notice of Recommendation for Contract Award);
3. The person or entity submitting a Protest of Contract Award asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The LACDA materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The LACDA made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer not being selected as the recommended contractor.

- c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
4. The Protest of Contract Award sets forth sufficient detail to demonstrate that, but for the LACDA's alleged failure, the Proposer would have been the highest-scored proposal.

The assertions included in the Protest of Contract Award may be with respect to the protestor's proposal, or with respect to the recommended contractor's proposal, provided that the assertions satisfy all the required criteria.

Upon receiving the Protest of Contract Award, the LACDA Division Representative shall issue a written Notice of Protest Determination to the Proposer within seven (7) calendar days following receipt of the Protest of Contract Award. The Notice of Protest Determination shall instruct the Proposer of the manner and timeframe for requesting an Appeal of Protest Determination.

3.6. Appeal of Protest Determination

Any Proposer who is not satisfied with the results of the Notice of Protest Determination may submit a written Transmittal for Appeal of Protest Determination in the manner and timeframe specified by the LACDA's written Notice of Protest Determination.

An Appeal of Protest Determination may, in the LACDA's sole discretion, be denied if the request does not satisfy all the following criteria:

- 1. The person or entity requesting an Appeal of Protest Determination is a Proposer;
- 2. The request for an Appeal of Protest Determination is submitted timely (i.e., by the date and time specified by the LACDA in the Notice of Protest Determination); and
- 3. The person or entity requesting an Appeal of Protest Determination has limited the request to items raised in the Protest of Contract Award and new items that (a) arise from the LACDA's written Notice of Protest Determination, and that (b) meet the same required criteria established for submitting a Protest of Contract Award.