



DEPARTMENT OF ECONOMIC OPPORTUNITY

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR GENERAL AND PROJECT MANAGEMENT CONSULTING SERVICES—CAPITAL DEVELOPMENT

SOLICITATION NUMBER: RFSQ-GPM-2526

**Prepared By
County of Los Angeles**

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APPENDICES

- A Sample Master Agreement:** Identifies the terms and conditions in the Master Agreement.
- B Required Forms:** Forms that must be completed and included in the Statement of Qualifications (SOQ).
- C Solicitation Requirements Review (SRR) Request:** Transmittal sent to DEO requesting a Solicitation Requirements Review.
- D Background and Resources: California Charities Regulation:** An information sheet intended to assist nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.

1.0 RFSQ SOLICITATION INFORMATION

RFSQ Release Date	October 29, 2025
RFSQ Contact	Michael Yamashige via Email: DEO-PRO@opportunity.lacounty.gov
Solicitation Requirements Review Request Due	November 12, 2025 (12:00 PM PST)
Written Questions Due	November 20, 2025 (12:00 PM PST)
Questions and Answers Release via Addendum	November 26, 2025
SOQ's Due	(1 st Phase due December 8, 2025) After 1 st Phase - Ongoing
Anticipated Master Agreement Term	(Through September 30, 2030)
Minimum Mandatory Requirements	Vendor must meet the requirements for one or more of the 1) Architecture and Design; (2) Engineering; (3) Planning, Land Use & Economic Development; (4) Environmental Services; (5) Real Estate Services; (6) Project Management; (7) Other General Services (collectively, Services). Refer to Section 3.0 for details on the Minimum Mandatory Requirements.

2.0 GENERAL INFORMATION

2.1 Purpose

The County of Los Angeles, through its Department of Economic Opportunity (DEO or County), is issuing this Request for Statement of Qualifications (RFSQ) seeking qualified companies to enter into Master Agreements with the County for General and Project Management Consulting Services - Capital Development that consist of the following services: (1) Architecture and Design; (2) Engineering; (3) Planning, Land Use & Economic Development; (4) Environmental Services, (5) Real Estate Services; (6) Project Management; (7) Other General Services.

Services may include preparing cost estimates, communicating planning concepts,

conducting feasibility studies, staff training, and other related tasks. In addition, Proposers may be required to provide related technical & advisory assistance as part of the services. DEO creates quality jobs, helps small businesses and high-road employers start and grow, and build vibrant communities and spaces. DEO seeks to activate and revitalize LA County property through equity-focused capital development projects that create affordable and permanent supportive housing, job opportunities, contracting for small and diverse businesses and providers, and resources for the community.

2.2 Overview of Solicitation Document

This RFSQ is composed of the following parts:

- 2.2.1** General Information: Specifies the Vendor's minimum qualifications, provides information regarding some of the requirements of the Master Agreement and the solicitation process.
- 2.2.2** Instructions To Vendors: Contains instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).
- 2.2.3** SOQ Review/Selection/Qualification Process: Explains how the SOQ will be reviewed, selected, and qualified.
- 2.2.4** Appendices:
 - A** **Sample Master Agreement**: The Master Agreement used for this solicitation. The terms and conditions shown in the Master Agreement are not negotiable.
 - B** **Required Forms**: Forms contained in this section must be completed and included in the SOQ.
 - C** **Solicitation Requirements Review (SRR) Request**: Transmittal sent to DEO requesting a Solicitation Requirements Review.
 - D** **Background and Resources: California Charities Regulation**: An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004 and identify available resources (if applicable).

2.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Appendix A (Master Agreement), Paragraph 2.0 (Definitions).

2.4 Master Agreement Process

The objective of this RFSQ process is to secure qualified Vendors to provide the Services stated above to the County as appropriate. Specific job tasks, deliverables, etc. will be determined at the time DEO requests Work Order bids.

- 2.4.1** Proposers who submit an SOQ that meet the minimum requirements set forth in this RFSQ will execute a Master Agreements for the Services in the specific category or categories it applied.
- 2.4.2** Upon the execution of these Master Agreements the County will procure services through a Work Order Procurement for as needed services in which the selected Vendor will be issued a Work Order Agreement to be issued by County. Work Order Agreements will include a Statement of Work which will describe in detail the project and the work required for the performance thereof. Payment for all work will be either on a time and materials basis or on a fixed price per deliverable basis, subject to the Total Maximum Amount specified on each individual Work Order. The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.
- 2.4.3** If the Master Agreement includes various categories of Services, only those Vendors qualified for the specific category will be contacted to submit bids.

2.5 Master Agreement Term

The term of Master Agreements approved by the Board of Supervisors (Board) will be for five years upon execution and end no later than September 30, 2030, unless sooner extended or terminated, in whole or in part as approved by the Board. The County will have the sole option to extend the Master Agreement term for five (5) additional one (1) year extension for a total Master Agreement term of ten (10) years. Each such option and extension will be exercised at the sole discretion of the Director or his/her designee as authorized by the Board.

The County will be accepting SOQs throughout the duration of the Master Agreement to qualify Vendors. The Master Agreement will become effective on the date of execution by the Director of DEO or their designee and expire at such time as stated in the Master Agreement, unless sooner extended or terminated. All Master Agreements will terminate upon expiration.

2.6 Indemnification and Insurance

Vendors will be required to comply with the Indemnification provisions contained in Appendix A (Master Agreement), Paragraph 8.22. Vendors must procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix A (Master Agreement), Paragraphs 8.23 and 8.24.

3.0 MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Vendors that meet the General Minimum Mandatory Requirements stated below for one or more of the seven (7) Service Categories noted in Paragraph 3.3 (Minimum Mandatory Requirements) are invited to submit an SOQ.

Vendors may use the same project samples to satisfy multiple requirements below.

- 3.1** If Vendor's compliance with a County agreement has been reviewed by the Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.
- 3.2** The Vendor is required to have an established practice and office in the United States for the past five (5) years. The Vendor must have a minimum of five (5) years of experience, within the last ten (10) years, providing 1) Architecture and Design; (2) Engineering (3) Planning, Land Use & Economic Development; (4) Environmental Services, (5) Real Estate Services; (6) Project Management; (7) Other General Services (collectively, Services) (equivalent or similar Services to a governmental or quasi- governmental agency). Details of Services for each category are provided below:
 - 3.2.1 Architecture and Design** – Professional architectural design, interior design, landscape architecture, and building-related services from concept through construction documents. Services may include, but are not limited to:
 - 3.2.1.1 Architectural Design** – architectural design for commercial, affordable housing, mixed-use development; commercial renovation; adaptive reuse and historic preservation; building massing testing and analysis; building code and ADA compliance; interior and exterior design; design review and value engineering.
 - 3.2.1.2 Urban Design and Placemaking** – urban design and streetscape improvements; placemaking initiatives to enhance neighborhood character and economic vitality; public art and cultural placemaking integration; open space design; multi-modal integrations; wayfinding and signage.
 - 3.2.1.3 Landscape Architecture** – site planning and grading design, planting design and horticultural specifications, irrigation and water management systems; sustainable and resilient plant specifications.
 - 3.2.1.4 Resiliency and Sustainability** – may include climate adaptive building design; resilient and sustainable material selection; green building certification.
 - 3.2.1.5 Coordination and Communication** – coordination with public and private partners, subconsultants; preparing presentation

materials for internal and external audiences.

- 3.2.1.6 General Management – Providing oversight and management services for County construction projects such as cost assessments, site inspections, and monitoring services.

3.2.2 Engineering – Comprehensive engineering services to support capital projects. Services may include, but are not limited to:

- 3.2.2.1 Site Assessment – geotechnical and structural assessments.
- 3.2.2.2 Transportation and traffic impact, circulation, analysis and advising.
- 3.2.2.3 Civil, Site, Structural– may include site development, utilities grading; building systems, seismic engineering and structural resilience; infrastructure and site improvements; fire protection systems.
- 3.2.2.4 Building Systems Engineering – Electrical, mechanical, plumbing, other.

3.2.3 Planning, Land Use and Economic Development – Comprehensive urban planning and site planning services, that may include master planning, strategic planning, and zoning analysis, environmental analysis, and economic development related activities. Financial modeling, economic analysis, and funding strategies to structure development projects, attract investment and maximize economic impact. Services may include, but are not limited to:

- 3.2.3.1 Master Planning and Site Design – may include neighborhood revitalization planning; public space and infrastructure planning; transit-oriented development integrations.
- 3.2.3.2 Affordable Housing and Mixed-use Development Planning – development, design and funding feasibility; mixed use community planning.
- 3.2.3.3 Zoning, Entitlements, and Regulatory Services – zoning analysis, land use permitting; regulatory review; permit coordination; entitlement services; design review permits.
- 3.2.3.4 Financial Analysis and Structuring – financial feasibility analysis; development proformas and financial modeling; partnership structuring; investment gap and subsidy analysis; identification of funding sources; tax increment financing (TIF) analysis; affordable housing financing.
- 3.2.3.5 Economic Impact and Market Analysis – neighborhood market demand studies; economic impact assessment; business ecosystem; short and long-term site viability; construction and permanent funding

feasibility.

- 3.2.3.6 Grant Writing and Funding Service – may include federal and state grant writing or advising, Community Development Block Grant (CDBG) funding strategies, and other funding strategies.

3.2.4 Environmental Services – Comprehensive environmental services including site investigations, California Environmental Quality Act (CEQA) Phase I and Phase II environmental assessments and environmental testing and abatement services that may include, but are not limited to:

- 3.2.4.1 Environmental Review and Coordination – CEQA, environmental impact reports; Phase I Environmental Site Assessment, bid reviews and Phase II Environmental Site Assessment, bid reviews if required. CEQA compliance documentation for property transfers transactions and/or construction.
- 3.2.4.2 Environmental Testing and Abatement – Lead based paint and/or asbestos testing, soil testing, groundwater testing, air quality assessments, noise testing, mold testing, abatement feasibility studies, pre-abatement (baseline) testing, abatement specification preparation, abatement project design including construction contract documents (plans and specifications), cost estimates, on-site abatement monitoring during construction, and post-abatement confirmation testing, hazardous waste testing, and reporting during the development.

3.2.5 Real Estate Services – Professional services for real estate transactions, valuation, development agreements, operating leases, property, acquisition and disposition. Services may include, but are not limited to:

- 3.2.5.1 Property Valuation and Appraisal Services – include appraisals for acquisition and disposition; valuation.
- 3.2.5.2 Agreements and Negotiation – development agreement negotiation and drafting; operating lease negotiation and drafting; disposition and acquisition support.
- 3.2.5.3 Brokerage Services – brokerage and transaction services that may include commercial, mixed-use development, and industry growth sectors; market analysis and development feasibility.
- 3.2.5.4 Real Estate Services – public private partnerships, financing, and regulatory compliance support.

3.2.6 Project Management – Comprehensive project management for program initiatives and development projects to ensure successful delivery of project. Services may include, but are not limited to:

- 3.2.6.1 Project Coordination and Oversight – project scheduling and milestone

tracking.

- 3.2.6.2 Pre-construction Services – Review design and construction documents for completeness and constructability; Support estimating, value engineering, and schedule development; Level bid packages (prepared by others) and advise on risk; Owner’s representation services for pre-construction phases.
- 3.2.6.3 Construction Phase Services – Monitor overall project budget, schedule, quality, and safety; Attend construction meetings and maintain detailed meeting minutes; Track RFIs, submittals, and major decisions (respond as needed on behalf of the County); Evaluate change order requests and pay applications.
- 3.2.6.4 Cost Estimating – integrated cost estimating across multiple design phases; life-cycle cost analysis; value engineering; independent validation.
- 3.2.6.5 Stakeholder and Community Coordination – Coordinate with County departments, developer team, and elected offices; Attend public meetings prepared by the developer team to represent the County’s interests.

3.2.7 Other General Services – Specialized services to support comprehensive project delivery. Services may include, but are not limited to:

- 3.2.7.1 Community Engagement and Outreach – stakeholder engagement planning, public facilitation, communication services, marketing; multi-lingual translation and/or interpretation.
- 3.2.7.2 Fabrication and Installation Services – Sign fabrication and installation, placemaking element fabrication (public art, street furniture), wayfinding system fabrication and installation; other fabrication and installation.

3.3 The Vendor must have the appropriate professional regulatory agency license in good standing and current with the respective licensing agency. Furthermore, the agency license must be specific to the Services the Vendor is submitting an SOQ, and the Vendor must provide copies of the appropriate licenses for the specific Service.

3.4 Designation of Primary Contact: The Vendor shall designate a Primary Contact. The Primary Contact is a management level professional assigned to be the primary point of contact for work performed under the Master Agreement. A Primary Contact is typically a partner, principal, executive or senior project manager. The designated Primary Contact must have a minimum of ten (10) years of experience in the last fifteen (15) years, performing or supervising professional consultant services in the scope of services. The Vendor shall provide proof of Primary

Contact's experience by supplying a resume or similar document.

- 3.5 Demonstration of Relevant Work Experience:** The Vendor shall provide proof of previous work experience for each of the Service Category and any Additional Optional Services for which they are applying. All work experience documentation must clearly indicate their role in project delivery and if the work experience is that of the Prime Consultant or listed subconsultant.

3.5.1 Work Experience Documentation

For each applicable Service Categories, the Vendor shall submit three (3) project examples of work performed for government or quasi-government agencies (such as public works, public park, public realm projects or similar agency entities). All projects must have been completed within the past five (5) years, with at least one (1) project completed in the past three (3) years.

The proof of work experience shall include detailed the Service Category Vendor is applying, descriptions, deliverable work product samples, and client references. The detailed descriptions shall include a general description of the project or work assignment, the consultant's specific role and scope of services, the contractual value in dollars, and the dates of Service(s).

The work product samples should clearly indicate the nature and quality of the work. The samples can and should be edited for length and volume (i.e., they may be partial as long as they sufficiently represent the Services being applied for in this SOQ).

For each project or work samples, the Vendor shall also list a client reference name and contact information. The client may be the governmental, quasi- governmental or non-governmental agency, or the Prime Consultant if the services were provided to another consultant.

- 3.5.2** The DEO reserves the right to reject work submitted as proof of experience if the client reference cannot be confirmed or the work experience is deemed, in the sole opinion of the DEO, inapplicable or insufficient to the subject Service. DEO will allow the Vendor to remedy and correct its SOQ within 10 business days when the notification is received, after which the Vendor will be disqualified. The Vendor may also choose to withdraw its SOQ and submit a revision before the submission deadline. Refer to Section 7.5 for additional information on SOQ submission and withdrawal.

3.6 New Firm Eligibility

Vendor may submit SOQs in the event that they have not been in business for the minimum number of years required in the paragraph above. Vendor may qualify if the Vendor's principals, partners, or officers personally meet the minimum

qualifications from previous organizations. Vendor must explicitly state that they are seeking to qualify under this provision.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Master Agreement Execution

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

4.2 County's Right to Amend Request for Statement of Qualifications

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

4.3 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County will not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

4.4 Background and Security Investigations

Background and security investigations of Vendor staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting agreement. The cost of background checks is the responsibility of the Vendor.

5.0 NOTIFICATION TO VENDORS

5.1 Public Records Act

5.1.1 Responses to this RFSQ will become the exclusive property of the County. All SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 The County will 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 SOQ as confidential will not be deemed sufficient notice of exception. The Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

5.2 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and e-mailed to:

Michael Yamashige, ASM III Department of Economic
Opportunity DEO-PRO@opportunity.lacounty.gov

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Agreement, all potential Vendors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>.

5.4 Protest Process

5.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)), any prospective Vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 5.4.3 below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Paragraphs below.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of Master Agreement based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.4.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

5.4.3.1 Solicitation Requirements Review (Referenced in Paragraph

9.1)

5.4.3.2 Disqualification Review (Referenced in Paragraph 9.2)

5.5 Conflict of Interest

No County employee whose position in the County enables them to influence the selection of a Vendor for this RFSQ, or any competing RFSQ, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Vendor. Vendor must certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms).

5.6 Determination of Contractor Responsibility

5.6.1 A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Master Agreement. It is the County's policy to conduct business only with responsible Contractors.

5.6.2 Contractors are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether the Contractor is responsible based on a review of the Contractor's performance on any Master Agreements, including but not limited to 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 Contractor against public entities. Labor law violations which are the fault of the subcontractors and of which the Contractor had no knowledge will not be the basis of a determination that the Contractor is not responsible.

5.6.3 The County may declare a Contractor to be non-responsible for purposes of this Master Agreement if the Board, in its discretion, finds that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with 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 County or any other public entity.

5.6.4 If there is evidence that the Contractor may not be responsible, the DEO will notify the Contractor in writing of the evidence relating to the Contractor's responsibility, and its intention to recommend to the Board that the Contractor be found not responsible. The DEO will provide the

Contractor and/or the Contractor's representative with an opportunity to present evidence as to why the Contractor should be found to be responsible and to rebut evidence which is the basis for the DEO's recommendation.

5.6.5 If the Contractor presents evidence in rebuttal to the DEO, the DEO will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Contractor will reside with the Board.

5.6.6 These terms will also apply to proposed Subcontractors of Contractors on County Master Agreements.

5.7 Contractor Debarment

5.7.1 Contractor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Contractor's existing contracts with County, if the Board finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with 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 offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

5.7.2 These terms will also apply to proposed subcontractors of Contractors on County contracts.

5.7.3 A listing of contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

5.8 Improper Considerations

5.8.1 Attempt to Secure Favorable Treatment

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

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

5.8.2 Notification to County

A Contractor must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>. Failure to report such a solicitation may result in the Contractor's submission being eliminated from consideration.

5.8.3 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.

5.9 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 Vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. 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 Vendor 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.

5.10 Consideration of GAIN/START Participants for Employment

5.10.1 As a threshold requirement for consideration of a Master Agreement, Vendors must demonstrate a proven record of hiring participants 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 openings if they meet the minimum qualifications for that opening. Vendors must attest

to a willingness to provide employed GAIN/START participants access to the Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

- 5.10.2** Vendors who are unable to meet this requirement will not be considered for a Master Agreement. Vendors must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms), along with their SOQ.

5.11 Jury Service Program

- 5.11.1** The prospective Master Agreement is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 8.7 (Compliance with the County's Jury Service Program) of Appendix A (Master Agreement), which is incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Contractors and their Subcontractors.

SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 5.11.2** Vendor must certify compliance with County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms). If a Vendor 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 Vendor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms), 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 Contractor's application, the County will determine, in its sole discretion, whether the Vendor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

5.12 Pending Acquisitions/Mergers by Proposing Company

The Vendor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Vendor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by the Contractor in Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms). Failure of the Vendor to provide this information

may eliminate its SOQ from any further consideration. Vendor should have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Organization Questionnaire/Affidavit) of Appendix B (Required Forms) during the solicitation.

5.13 Charitable Contributions Compliance

5.13.1 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 Regulations, Appendix D. 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 \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) also have specific audit requirements.

5.13.2 All prospective Contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the certification form attached as Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms). A completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) is a required part of any agreement with the County.

5.13.3 Prospective County Contractors that do not complete Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms) as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. ([County Code Chapter 2.202](#))

5.14 Defaulted Property Tax Reduction Program

5.14.1 The prospective Master Agreement 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 of Appendix A (Master Agreement), Paragraphs 8.50 and 8.51, 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.

- 5.14.2** Contractors will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or must certify that they are exempt from the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms). 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-compliance contractor ([Los Angeles County Code, Chapter 2.202](#)).
- 5.14.3** SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.
- 5.15 County's Commitment to Zero Tolerance Policy on Human Trafficking**
- 5.15.1** On October 4, 2016, the County approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.
- 5.15.2** Vendors are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.
- 5.16 Integrated Pest Management (IPM) Program Compliance (If applicable)**
- 5.16.1** The County is a permittee to a National Pollutant Discharge Elimination System Permit (NPDES Permit) issued by the Los Angeles Regional Water Quality Control Board to reduce or eliminate pollutants moved into surface water through storm water management systems and facilities. One of the conditions of the NPDES Permit is the implementation of an Integrated Pest Management Program (IPM Program) crafted to reduce the impact of pesticides and fertilizers to surface water.
- 5.16.2** The prospective Master Agreement is subject to the requirements of the County's IPM Program. Two main components of the Program include a training component for contractor employees who apply pesticides on County owned or maintained property, as well as monthly and annual reporting to the [Los Angeles County Department of Agricultural Commissioner/ Weights and Measures \(ACWM\)](#).

5.17 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

- 5.17.1** The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 5.17.2** Upon contract award or at the request of the A-C and/or the contracting department, the Contractor must submit a direct deposit authorization request with banking and Contractor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.17.3** Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.17.4** Upon contract award or at any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

5.18 Contractor's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

- 5.18.1** On May 29, 2018, the County 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](#).
- 5.18.2** Vendors are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms), certifying that they are in full compliance with [Section 12952](#), as indicated in the Master Agreement. Further, contractors are required to comply with the requirements under [Section 12952](#) for the term of any contract awarded pursuant to this solicitation.

5.19 Prohibition from Participation in Future Solicitation(s)

A Vendor, or a Contractor or its subsidiary or Subcontractor ("Vendor/Contractor"), is prohibited from submitting an SOQ in a County solicitation if the Vendor/Contractor has provided advice or consultation for the solicitation. A Vendor/Contractor is also prohibited from submitting an SOQ in a County solicitation if the Vendor/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result

in the disqualification of the Contractor/Vendor from participation in the County solicitation or the termination or cancellation of any resultant County Master Agreement. ([Los Angeles County Code, Chapter 2.202](#)).

5.20 Community Business Enterprise (CBE) Participation

The County has adopted a Community Business Enterprise (CBE) Program, which includes business enterprises certified as disadvantaged business enterprises disabled veteran-owned, minority-owned, women-owned, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business types. The County has established a collective 25% participation goal for CBE certified firms, calculated on the eligible procurement dollars. The program maintains data on the types of businesses registered as CBEs and their utilization. The Vendor's CBE participation must be reflected in Exhibit 5 (Community Business Enterprise (CBE) Information) form in Appendix B (Required Forms).

All Vendors must document efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under this Master Agreement. The Vendor must make documents related to these efforts available to the County upon request.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the Vendor's ability to provide the best service and value to the County.

To obtain a list of the County's CBE certified firms, e-mail the request to the County of Los Angeles Department of Economic Opportunity at CBESBE@opportunity.lacounty.gov with the subject "**Request for CBE Listing.**" For additional information contact the Office of Small Business at: (844) 432-4900 or at OSB@opportunity.lacounty.gov.

5.21 Contribution and Agent Declaration

[Government Code Section 84308](#) requires a party to a contract proceeding to disclose any contribution of more than \$500 made to a 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 Vendors are advised that they and all of their Subcontractors must complete and return as part of the SOQ, the Contribution and Agent Declaration included in Exhibit 9 (Contribution and Agent Declaration Form) of Appendix B (Required Forms). Vendors 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 SOQ is submitted, and as requested at any time by the County prior to Master

Agreement award. Failure by the Vendor or any Subcontractor(s) to complete and submit the required Contribution and Agent Declaration Form in Exhibit 9, and failure by the Vendor or any Subcontractor(s) to update the declaration as required by law or as otherwise requested by the County, may eliminate the SOQ from further consideration and/or the Vendor may be disqualified from a Master Agreement award, as determined in the County's sole discretion. Further, all Vendors and their Subcontractors are prohibited under [Government Code Section 84308](#) from making a contribution of more than \$500 to a County officer for twelve (12) months after the date a final decision is made in the Master Agreement proceeding involving this RFSQ.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

- 6.1.1** The County has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.1.2** The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 6.2, 6.3, and 6.4 of this solicitation. Additional information on the County's preference programs is also available on the DEO website at: [Office of Small Business - Certifications Home Page - eConsumer Application](#).
- 6.1.3** In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 6.1.4** Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

6.2 Local Small Business Enterprise (LSBE) Preference Program

- 6.2.1** In reviewing Work Order Bids, the County will give LSBE preference to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).

- 6.2.2** To apply for certification as an LSBE, businesses should contact DEO at [Office of Small Business - Certifications Home Page - eConsumer Application](#).
- 6.2.3** Certified LSBEs may only request the preference in each of their Work Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit a letter of certification from the DEO with their bid.
- 6.3 Social Enterprise (SE) Preference Program**
- 6.3.1** In reviewing Work Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.3.2** To apply for certification as an SE, businesses should contact DEO at [Office of Small Business – Certifications Home Page - eConsumer Application](#).
- 6.3.3** Certified SEs may only request the preference in each of their Work Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit their SE certification letter (“Certification for Non-Federally Funded Solicitations”) from the DEO with their bid.
- 6.4 Disabled Veteran Business Enterprise (DVBE) Preference Program**
- 6.4.1** In reviewing Work Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.4.2** The business must be certified by DEO, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DEO at [Office of Small Business - Certifications Home Page - eConsumer Application](#).
- 6.4.3** Certified DVBEs may only request the preference in each of their Work Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit their DVBE certification approval letter from the DEO with their bid.

6.5 Preference Program Enterprises (PPEs) - Prompt Payment Program

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

7.0 STATEMENT OF QUALIFICATION REQUIREMENTS

This Section contains key project activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ will be sufficient cause for rejection of the SOQ. The evaluation and determination in this area will be at the Director's sole judgment and their judgment will be final.

7.2 Vendors' Questions

7.2.1 Vendors may submit written questions regarding this RFSQ by e-mail to Michael Yamashige at DEO-PRO@opportunity.lacounty.gov. All questions must be received by the date and time specified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements). All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

7.2.2 When submitting questions, please specify the RFSQ paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. The County reserves the right to group similar questions when providing answers.

7.3 Vendor's Conference

A Vendor's Conference will not be held to discuss the RFSQ at this time. If the County decides to schedule a Vendor's Conference, it will be announced through a written addendum.

7.4 Preparation and Format of the SOQ

- 7.4.1** One SOQ must be submitted via electronic mail (e-mail) as noted below under Paragraph 7.5, SOQ Submission.

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the SOQ must be as follows:

7.4.1.1 Table of Contents

7.4.1.2 Vendor's Qualifications (Section A)

A.1 Vendor's Background and Experience

A.2 Vendor's List of References

A.3 Required Support Documents: (1) Establishing Good Standing of Business Organization and (2) Authority to Bind Master Agreements or equivalent

A.4 Vendor's Debarment History and List of Terminated Contracts

A.5 Vendor's Pending Litigation and Judgments

7.4.1.3 Required Forms (Section B)

7.4.1.4 Proof of Insurability (Section C)

7.4.1.5 Proof of Licenses (Section D)

7.4.2 **Table of Contents**

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

7.4.3 **Vendor's Qualifications (Section A)**

Provide a summary of relevant background information to demonstrate that the Vendor meets the minimum mandatory requirements for each Service category in which the Vendor is seeking to qualify, stated in Paragraph 3.3 of this RFSQ. The narrative summary for each Service category shall not exceed ten (7 pages).

7.4.3.1 **Vendor's Background and Experience (Section A.1)**

Background and Approach

- 7.4.3.1.1** Provide a summary of relevant background information to demonstrate that the Vendor meets the minimum

mandatory requirements for each Service category in which the Vendor is seeking to qualify, stated in Sub-paragraph 3.3 of this RFSQ.

- 7.4.3.1.2 Clearly indicate the Service Category (or Categories) for which the Vendor is submitting the RFSQ.
- 7.4.3.1.3 The types of Services listed under each Service Category are examples of typical services and are not meant to be exhaustive. Vendors may submit qualifying experiences for the types of projects other than those listed in Paragraph 3.3.
- 7.4.3.1.4 Additionally, Vendor must include a list containing all public entities contracts for the last three (3) years where the same or similar scope of services was provided. Vendor's completed form Exhibit 7 (List of Public Entities), in Appendix B (Required Forms) must be provided in Section B (Required Forms) of Vendor's SOQ. Vendor may use additional sheets, if necessary.

Key Personnel

- 7.4.3.1.5 Designation of Primary Contact
- 7.4.3.1.6 The Vendor shall provide proof of Primary Contact's experience by supplying a resume or similar document.

Proof of Work Experience

- 7.4.3.1.7 For each applicable Service Categories, the Vendor shall:
- 7.4.3.1.8 Submit three (3) project examples of work performed for government or quasi-government agencies (such as public works, public park, public realm projects or similar agency entities). All projects must have been completed within the past five (5) years, with at least one (1) project completed in the past three (3) years.
- 7.4.3.1.9 Each of the three examples shall include the following:
 - A. Project/Sample Summary
 - A.1 Project name and location
 - A.2 Description of the project or work assignment
 - A.3 Contractual value in dollars
 - A.4 Dates of Service(s) and Status of completion
 - A.5 Description of the consultant's specific role and scope of

services

B. Work Sample

- B.1 Representative samples of deliverables produced for the project
- B.2 Materials should demonstrate the nature, quality, and complexity of work and may include images
- B.3 Samples may be excerpted or condensed for submission purposes, provided they adequately represent the consultant's capabilities in the relevant Service Category
- B.4 All proprietary or confidential information must be redacted appropriately
- B.5 Clearly label all work product samples with project name and relevance to Service Category

7.4.3.2 Vendor's List of References (Section A.2)

Vendor must provide three (3) references where the same or similar scope of services was provided. Vendors submitting as joint ventures must provide references that validate experience of all parties, including joint venture projects that have been completed. References for joint venture projects must be listed before references validating individual experience and projects.

Vendor may provide three (3) alternate references in the event that a reference is non-responsive. Vendor's completed, Exhibit 8 (List of References), in Appendix B (Required Forms) must be provided in Section B (Required Forms) of Vendor's SOQ.

It is the Vendor's sole responsibility to ensure that information provided for each reference is accurate.

County may disqualify a Vendor if:

- References fail to substantiate Vendor's description of the services provided; or
- References fail to support that Vendor has a continuing pattern of providing capable, productive and skilled personnel, or
- The DEO is unable to reach the point of contact with reasonable effort. It is the Vendor's responsibility to inform the point of contact of normal working hours.

7.4.3.3 Required Support Documents: (1) Establishing Good Standing of Business Organization and (2) Authority to Bind Master Agreements or equivalent (A.3)

The Vendor must have the capability to perform the required services as a corporation, limited liability company (LLC), or other entity.

Taking into account the structure of the Vendor's organization, Vendor must determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Agreements.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the SOQ:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

7.4.3.4 Vendor's Debarment History and List of Terminated Contracts (Section A.4)

The County will conduct a review of Vendor's terminated contracts and debarment history. Vendor must include contracts terminated within the past three (3) years with a

reason for termination in Appendix B (Required Forms), Exhibit 4 (Debarment History and List of Terminated Contracts). Vendor's completed form Exhibit 4 (Debarment History and List of Terminated Contracts) must be provided as part of their SOQ.

7.4.3.5 Vendor's Pending Litigation and Judgments (Section A.5)

The County will conduct a review of Vendor's pending litigation and judgments. Vendor must identify by name, case and court jurisdiction any pending litigation in which Vendor is involved, or judgments against Vendor in the past five (5) years. Additionally, Vendor must provide a statement describing the size and scope of any pending or threatening litigation against the Vendor or principals of the Vendor. Notations such as "not applicable" or "NA" and statements that do not clearly indicate the number of years covered in its statement are not valid responses and will be rated as "non-responsive". County may reject/disqualify the proposal when such a rating is determined.

7.4.4 Required Forms (Section B)

Include all forms identified in Appendix B (Required Forms).

- Exhibit 1 Organization Questionnaire/Affidavit
- Exhibit 2 Certification of Compliance
- Exhibit 3 Request for Preference Consideration
- Exhibit 4 Debarment History and List of Terminated Contracts
- Exhibit 5 Community Business Enterprise (CBE) Information
- Exhibit 6 Minimum Mandatory Requirements
- Exhibit 7 List of Public Entities
- Exhibit 8 List of References
- Exhibit 9 Contribution and Agent Declaration
- Exhibit 10 Pricing Schedule
- Exhibit 11 Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
- Exhibit 12 Declaration

7.4.5 Proof of Insurability (Section C)

Vendor must provide proof of insurability that meets all insurance requirements set forth in the Appendix A (Master Agreement), Paragraphs 8.23 and 8.24. If a Vendor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Vendor be selected to receive a Master Agreement award may be submitted with the SOQ.

7.4.6 Proof of Licenses (Section D)

Vendor must furnish a copy of all applicable licenses.

7.5 SOQ Submission

SOQs must be submitted electronically as follows:

One SOQ must be submitted via electronic mail (e-mail) to: (DEO-PRO@opportunity.lacounty.gov) as follows:

Subject: SOQ for (List the Service Category(ies) and RFSQ number)

No hard copies delivered in person or facsimile (faxed) responses will be accepted. Please note, each email attachment file size is limited to 150 MB per email. Multiple emails of various file types (e.g., .zip, PDF, Excel) will be accepted. It is the responsibility of the Vendor to ensure files are labeled appropriately. All SOQ documentation must be attached, not linked. Any external links to files and documents will not be accepted as supporting documentation.

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the first phase submission deadline of **December 8, 2025, by 12:00 PM (PST)**. The Submitting Vendors must bear all risks associated with delays in delivery. The purpose of the first phase deadline is to approach the Board with a sufficient number of eligible providers (minimum of two per Service category) for approval to execute Master Agreements and for immediate release of Work Orders. Thereafter, SOQs will be accepted on an on-going basis until DEO terminates the RFSQ or Master Agreement.

Errors in SOQs may be corrected by a request in writing to withdraw the SOQ and by submission of another set of SOQs with the mistakes corrected.

7.6 Acceptance of Terms and Conditions of Master Agreement

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix A (Master Agreement).

7.7 SOQ Withdrawals

The Vendor may withdraw its SOQ at any time upon written request for same to (the Director or designee).

8.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

8.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

8.1.1 Adherence to Minimum Mandatory Requirements

County will review Exhibit 1 (Organization Questionnaire/Affidavit of Appendix B (Required Forms), Exhibit 6 (Minimum Mandatory Requirements), Exhibit 7 (List of Public Entities), and Exhibit 8 (List of References), to determine if the Vendor meets the minimum mandatory requirements as outlined in Section 3.0 of this RFSQ.

Failure of the Vendor to comply with the minimum mandatory requirements may eliminate its SOQ from any further consideration. The

DEO may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

8.1.2 Vendor's Qualifications (Section A)

County's review will include the following:

8.1.2.1 Vendor's Background and Experience as provided in Section A.1 of the SOQ.

8.1.2.2 Vendor's References as provided in SOQ Section A.2. The review will include verification of references submitted, a review of the Vendor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.

8.1.2.3 A review to determine the magnitude of any pending litigation or judgments against the Vendor as provided in SOQ Section A.3.

8.1.3 Required Forms

All forms listed in subparagraph 7.4.3 (Required Forms) must be included in the SOQ.

8.1.4 Proof of Insurability

Review the proof of insurability provided in Section C of the SOQ.

8.1.5 Proof of Licenses

Review the proof of licenses provided in Section D of the SOQ.

8.2 Qualification Process

The DEO will qualify Vendors based on the qualifications submitted for each service category in which the Vendor is seeking to qualify. Once Vendors are qualified, they are added to the Master Agreement list

8.3 Master Agreement Award

Vendors who are notified by the DEO that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the DEO's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

The DEO will execute Board authorized Master Agreements with each selected Vendor. All Vendors will be informed of the final selections.

9.0 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Solicitation Requirements Review (SRR Request) to the DEO conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the DEO's sole discretion, if the request does not satisfy all of the following criteria:

- 9.1.1** The request for an SRR is made within the time frame identified in the solicitation document (generally, within ten (10) business days of issuance of the solicitation document);
- 9.1.2** The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a SOQ;
- 9.1.3** The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 9.1.4** The request asserts that either:
 - 9.1.4.1** application of the Minimum Mandatory Requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - 9.1.4.2** due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

The SRR will be completed and the DEO's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the

conclusion of the review process.

9.2 Disqualification Review

An SOQ may be disqualified from consideration because DEO determined it was non-responsive at any time during the review/evaluation process. If DEO determines that an SOQ is disqualified due to non-responsiveness, the DEO will notify the Vendor in writing.

Upon receipt of the written determination of non-responsiveness, the Vendor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the DEO Director, or designee, sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.2.1** The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
- 9.2.2** The request for a Disqualification Review asserts that the DEO'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 must be completed and the determination will be provided to the requesting Vendor, in writing, prior to the conclusion of the evaluation process.