

APPENDIX B

REQUIRED FORMS

Exhibits

- 7 Minimum Requirements
- 8 Vendor's List of References

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS FOR VIDEO PRODUCTION SERVICES

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in **Paragraph 3**, of this Request Statement of Qualifications (RFSQ).

No.		Minimum Requirements (M/R)	Complies with M/R	
			Yes	No
3.1		Vendors must meet specific category qualifications for at least one of the categories listed in Section 2.1. Each category's specific requirements are provided below: (Indicate the requirements met for each category to which Vendor is applying)		
	3.1.1	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Video Production Services or services equivalent or similar to the Services stated in Paragraph 2.1.1.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of video production, such as those detailed in 7.5.3.		
	3.1.2	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Photography Services or services equivalent or similar to the Services stated in Paragraph 2.1.2.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of photography including expertise with shooting in various conditions and experience in creatively capturing images.		
	3.1.3	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Design Services or services equivalent or similar to the Services stated in Paragraph 2.1.3.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of design, such as those detailed in 7.5.3.		
	3.1.4	Vendor must have two (2) years of professional experience, within the last five (5) years providing Language Services or services equivalent or similar to the Services stated in Paragraph 2.1.4.		
	3.1.5	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Strategic Communications Services or services equivalent or similar to the Services stated in Paragraph 2.1.5.		
		Vendor must submit work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in strategic communications and programmatic evaluations.		
	3.1.6	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Specialized Outreach Services or services equivalent or similar to the Services stated in Paragraph 2.1.6.		
3.2		Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS FOR PHOTOGRAPHY SERVICES

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in **Paragraph 3**, of this Request Statement of Qualifications (RFSQ).

No.		Minimum Requirements (M/R)	Complies with M/R	
			Yes	No
3.1		Vendors must meet specific category qualifications for at least one of the categories listed in Section 2.1. Each category's specific requirements are provided below: (Indicate the requirements met for each category to which Vendor is applying)		
	3.1.1	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Video Production Services or services equivalent or similar to the Services stated in Paragraph 2.1.1.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of video production, such as those detailed in 7.5.3.		
	3.1.2	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Photography Services or services equivalent or similar to the Services stated in Paragraph 2.1.2.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of photography including expertise with shooting in various conditions and experience in creatively capturing images.		
	3.1.3	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Design Services or services equivalent or similar to the Services stated in Paragraph 2.1.3.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of design, such as those detailed in 7.5.3.		
	3.1.4	Vendor must have two (2) years of professional experience, within the last five (5) years providing Language Services or services equivalent or similar to the Services stated in Paragraph 2.1.4.		
	3.1.5	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Strategic Communications Services or services equivalent or similar to the Services stated in Paragraph 2.1.5.		
		Vendor must submit work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in strategic communications and programmatic evaluations.		
	3.1.6	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Specialized Outreach Services or services equivalent or similar to the Services stated in Paragraph 2.1.6.		
3.2		Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS FOR DESIGN SERVICES

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in **Paragraph 3**, of this Request Statement of Qualifications (RFSQ).

No.	Minimum Requirements (M/R)	Complies with M/R	
		Yes	No
3.1	Vendors must meet specific category qualifications for at least one of the categories listed in Section 2.1. Each category's specific requirements are provided below: (Indicate the requirements met for each category to which Vendor is applying)		
	3.1.1		
	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Video Production Services or services equivalent or similar to the Services stated in Paragraph 2.1.1.		
	Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of video production, such as those detailed in 7.5.3.		
	3.1.2		
	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Photography Services or services equivalent or similar to the Services stated in Paragraph 2.1.2.		
	Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of photography including expertise with shooting in various conditions and experience in creatively capturing images.		
	3.1.3		
	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Design Services or services equivalent or similar to the Services stated in Paragraph 2.1.3.		
	Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of design, such as those detailed in 7.5.3.		
	3.1.4		
	Vendor must have two (2) years of professional experience, within the last five (5) years providing Language Services or services equivalent or similar to the Services stated in Paragraph 2.1.4.		
	3.1.5		
	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Strategic Communications Services or services equivalent or similar to the Services stated in Paragraph 2.1.5.		
	Vendor must submit work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in strategic communications and programmatic evaluations.		
	3.1.6		
	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Specialized Outreach Services or services equivalent or similar to the Services stated in Paragraph 2.1.6.		
3.2	Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS FOR LANGUAGE SERVICES

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in **Paragraph 3**, of this Request Statement of Qualifications (RFSQ).

No.		Minimum Requirements (M/R)	Complies with M/R	
			Yes	No
3.1		Vendors must meet specific category qualifications for at least one of the categories listed in Section 2.1. Each category's specific requirements are provided below: (Indicate the requirements met for each category to which Vendor is applying)		
	3.1.1	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Video Production Services or services equivalent or similar to the Services stated in Paragraph 2.1.1.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of video production, such as those detailed in 7.5.3.		
	3.1.2	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Photography Services or services equivalent or similar to the Services stated in Paragraph 2.1.2.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of photography including expertise with shooting in various conditions and experience in creatively capturing images.		
	3.1.3	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Design Services or services equivalent or similar to the Services stated in Paragraph 2.1.3.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of design, such as those detailed in 7.5.3.		
	3.1.4	Vendor must have two (2) years of professional experience, within the last five (5) years providing Language Services or services equivalent or similar to the Services stated in Paragraph 2.1.4.		
	3.1.5	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Strategic Communications Services or services equivalent or similar to the Services stated in Paragraph 2.1.5.		
		Vendor must submit work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in strategic communications and programmatic evaluations.		
	3.1.6	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Specialized Outreach Services or services equivalent or similar to the Services stated in Paragraph 2.1.6.		
3.2		Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS FOR STRATEGIC COMMUNICATIONS SERVICES

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in **Paragraph 3**, of this Request Statement of Qualifications (RFSQ).

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		Yes	No
3.1	Vendors must meet specific category qualifications for at least one of the categories listed in Section 2.1. Each category's specific requirements are provided below: (Indicate the requirements met for each category to which Vendor is applying)		
3.1.1	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Video Production Services or services equivalent or similar to the Services stated in Paragraph 2.1.1.		
	Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of video production, such as those detailed in 7.5.3.		
	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Photography Services or services equivalent or similar to the Services stated in Paragraph 2.1.2.		
	Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of photography including expertise with shooting in various conditions and experience in creatively capturing images.		
	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Design Services or services equivalent or similar to the Services stated in Paragraph 2.1.3.		
	Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of design, such as those detailed in 7.5.3.		
	Vendor must have two (2) years of professional experience, within the last five (5) years providing Language Services or services equivalent or similar to the Services stated in Paragraph 2.1.4.		
3.1.5	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Strategic Communications Services or services equivalent or similar to the Services stated in Paragraph 2.1.5.		
	Vendor must submit work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in strategic communications and programmatic evaluations.		
3.1.6	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Specialized Outreach Services or services equivalent or similar to the Services stated in Paragraph 2.1.6.		
3.2	Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		

REQUIRED FORMS - EXHIBIT 7

MINIMUM REQUIREMENTS FOR SPECIALIZED OUTREACH SERVICES

Vendor acknowledges and certifies that it meets and will comply with the Vendor's Minimum Qualifications indicated below and as stated in **Paragraph 3**, of this Request Statement of Qualifications (RFSQ).

No.		Minimum Requirements (M/R)	Complies with M/R	
			Yes	No
3.1		Vendors must meet specific category qualifications for at least one of the categories listed in Section 2.1. Each category's specific requirements are provided below: (Indicate the requirements met for each category to which Vendor is applying)		
	3.1.1	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Video Production Services or services equivalent or similar to the Services stated in Paragraph 2.1.1.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of video production, such as those detailed in 7.5.3.		
	3.1.2	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Photography Services or services equivalent or similar to the Services stated in Paragraph 2.1.2.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of photography including expertise with shooting in various conditions and experience in creatively capturing images.		
	3.1.3	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Design Services or services equivalent or similar to the Services stated in Paragraph 2.1.3.		
		Vendor must submit links to work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in technical aspects of design, such as those detailed in 7.5.3.		
	3.1.4	Vendor must have two (2) years of professional experience, within the last five (5) years providing Language Services or services equivalent or similar to the Services stated in Paragraph 2.1.4.		
	3.1.5	Vendor must have three (3) years of paid professional experience, within the last five (5) years providing Strategic Communications Services or services equivalent or similar to the Services stated in Paragraph 2.1.5.		
		Vendor must submit work samples as described in RFSQ Paragraph 7.5.3. Such samples must demonstrate professional-level ability in strategic communications and programmatic evaluations.		
	3.1.6	Vendor must have two (2) years of paid professional experience, within the last five (5) years providing Specialized Outreach Services or services equivalent or similar to the Services stated in Paragraph 2.1.6.		
3.2		Vendor does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department, and remain unpaid for a period of 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.		

REQUIRED FORMS - EXHIBIT 8
VENDOR'S LIST OF REFERENCES

Vendor's Name:

Provide a comprehensive reference list for the same or similar scope of services that were provided by the Vendor during the previous years to meet Minimum Requirements for each category and/or subcategory for which Vendor is trying to qualify. It is the Vendor's responsibility to ensure accuracy of the information provided below. Use additional pages if required.

1. PUBLIC AGENCIES (All contracts with other governmental agencies including the County of Los Angeles must be listed)

SERVICE TYPE: _____ CONTRACT TERM: _____ CONTRACT AMT: _____ AGENCY/DEPT: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____ Customize according to MRs:	SERVICE TYPE: _____ CONTRACT TERM: _____ CONTRACT AMT: _____ AGENCY/DEPT: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____ Customize according to MRs:
SERVICE TYPE: _____ CONTRACT TERM: _____ CONTRACT AMT: _____ AGENCY/DEPT: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____ Customize according to MRs:	SERVICE TYPE: _____ CONTRACT TERM: _____ CONTRACT AMT: _____ AGENCY/DEPT: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____ Customize according to MRs:

2. PRIVATE FIRMS

SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
FIRM NAME:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
Customize according to MRs:	

SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
FIRM NAME:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
Customize according to MRs:	

SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
FIRM NAME:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
Customize according to MRs:	

SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
FIRM NAME:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
E-MAIL:	
Customize according to MRs:	