Identify need to contract

Obtain Master RFQ/RFP and Personal Services Checklists from Forms Library

Submit Notice of Intent to Contract Form to CAO

Start RFP/RFQ Process

Day 1 (1)

Obtain RFP/RFQ template from PAC

Day 2 (1)

A

Additional 40 days

May receive request to meet and confer with Labor Union

Days 33-35 (3)

Contact Risk Manager to obtain Insurance Limits based on scope

Days 3-32 (30)

Prepare Draft RFP/RFQ

Review Drafts of Board Report and RFP/RFQ with City Attorney’s Office

|  |
| --- |
| Prepare draft board report to issue and negotiate RFP/RFQ |
| Days 35-41 (7) |
|  |  |

1022 process concluded. Retain documents in project file.

No

Yes

Can the work be done by City forces?

Days 4-10 (7)

Submit Personnel Dept. 1022 Information Form to Personnel with scope of work

Days 1-3 (3)

Accept

offer to use City staff?

Contract Process Terminated

Days 42-55 (14)

Day 1 (1)

Yes

No

1022 process completed. Retain documents in project

file.

|  |
| --- |
| Receive 1022 Determination Form from CAO |
|  |
| Days 24-53 (30) |

Do the Depts. have staff available?

Days 11-13 (3)

Send requests to each Department listed on the Contract Review Report to see if they have staff available to perform the work

Yes

No

Submit Request for 1022 Determination to CAO with copy of Personnel Dept. Contract Review Report and Dept. Contact Documentation Form

Days 14-20 (7)

Days 21-23 (3)

No No

Contract Process Terminated

Does your project require Oversight Committee approval?

Days 98-157 (60)

Advertise and Issue RFP/RFQ

**C**

Day 158 (1)

Receive Submittals

Days 75-77 (3)

Days 78-82 (5)

Finalize RFP/RFQ and Board Report

Brief BPW Commissioner

Days 83-96 (14)

Schedule hearing with the Board to advertise and release RFP/RFQ

Day 97 (1)

Notify BAP LA of Pre- Submittal Meeting date

Days 75-77 (3)

Contact PACD to coordinate Pre- Submittal Meeting & SOQ due dates

Incorporate comments as received

**A**

Days 98-111 (14)

Form Selection Panel & rating sheets from criteria in RFP/RFQ

Additional 14 Days

Request participation from CLA and CAO for Selection Panel

Receive Board approval?

Yes

Prepare draft of contract as attachment to RFP/RFQ

**B**

Days 54-73 (20)

|  |
| --- |
| Request RFP/RFQ Attachments from PACD |
| Days 54-58 (5) |
|  |  |

Yes

Post responses to questions and attendance list from Pre-Submittal Meeting as Addenda

Day 129 (1)

Conduct Pre-Submittal Meeting

|  |
| --- |
| Send draft of complete RFP/RFQ and Board Report to Board Unit for circulation |
| Days 54-67 (14) |
|  |  |

|  |
| --- |
| Receive Questions from potential proposers |
| Days 99-128 (30) |
|  |  |

Days 68-74 (7)

Day 78 (1)

Days 130-143 (14)

Coordinate with EEOE for ordinance compliance

Days 258-262 (5)

Days 258 (1)

Days 257-259 (3)

Days 257 (1)

Notify Commissioner of possible selection & pending negotiations

Send letters of non- selection

|  |
| --- |
| PACD updates BAVN for EEOE Review |
| Days 257-259 (3) |
|  |  |

Yes

**C**

Conduct and document second level of review

Verification of Insurance Requirements

Days 159-178 (20)

Verification of References

Days 159-161 (3)

Submit CRO questionnaires to SRIS (BCA)

Days 159-218 (60)

Rate proposals from firms

Does process require second level of review?

Additional 20 days

No

**D**

Finalize draft Board Report

Days 344-346 (3)

Send contract(s) to firm(s) for signature

Incorporate changes by City Atty.

**B**

Negotiate contract terms with firm(s)

Days 263-283 (20)

Request Salary and/or Billing Rates and Overhead Rates including letter of audited rate from compliant firm(s)

Submit to OCC for BIP compliance

Days 226 (1)

Submit draft(s) of contract(s) and Board Report to PACD for review

|  |  |
| --- | --- |
| Update contract(s) for successful firm(s) |  |
|  |  |
|  |
| Days 288-290 (3) |
|  |
| Begin drafting Board Report to execute contract(s) |  |
|  |
| Days 288-301 (14) |

|  |
| --- |
| Incorporate changes made by PACD |
| Days 309-315 (7) |
|  |  |

|  |
| --- |
| Select Consultant firm(s) |
| Days 219-225 (7) |
|  |  |

|  |
| --- |
| Submit draft(s) of contract(s) and Board Report to City Atty.’s Office |
| Days 316-329 (14) |
|  |  |

Days 302-308 (7)

|  |
| --- |
| Receive OCC BIP Findings |
| Days 227-256 (30) |
|  |  |

Days 159-178 (20)

Days 337-343 (7)

Days 330-336 (7)

|  |
| --- |
| Schedule Board Report on agenda for BPW meeting |
| Days 391-397 (7) |
|  |  |

Contract Process Terminated

No

**D**

Days 347-360 (14)

Submit signed contract(s) to City Atty. for signature

Days 361-390 (30)

Days 375-390 (15)

Submit final draft to Board Unit for circulation

Incorporate comments as received

Days 386-390 (5)

Brief Commissioner on selected firm(s)

Contract(s) submitted to City Clerk to be assigned to Council Committee

Additional 60 Days

Council Committee to consider contract(s)

Additional 7 Days

**F**

Committee Clerk generates Council report

Additional 7 Days

Receive Approval from Board

Day 398 (1)

Yes

No

Is contract term in excess of 5 years?

Yes

BPW will send signed contract(s) to Mayor’s Office

Days 399-405 (7)

**E**

**F**

|  |
| --- |
| Item added to Council calendar for consideration |
| Additional 14 Days |
|  |  |

**E**

**FLOWCHART TOTALS**

* Basic Process = 430 days
* Meet and Confer with Union = +40 days
* CLA/CAO Review Participation = +14 days
* 2nd level of Review = +20 days
* City Council Approval = +95 days

Yes

Remaining contract copies distributed to BPW, Consultant, Program, and PACD

Days 427-430 (4)

City Clerk retains one copy of executed contract(s) and returns 4 copies for distribution

Days 422-426 (5)

BPW President signs contract(s)

Days 419-421 (3)

Signed contract(s) submitted to City Clerk for attestation

Council approval received?

**GLOSSARY**

BAP LA – Bond Assistance Program LA BAVN - Business Assistance Virtual Network BCA - Bureau of Contract Administration BIP – Business Inclusion Program

BPW - Board of Public Works

CAO - Office of the City Administrative Officer CLA - Chief Legislative Analyst

EEOE – Equal Employment Opportunity Enforcement

OCC - Office of Contract Compliance PACD - Project Award and Control Division RFP - Request for Proposal

RFQ - Request for Qualifications

SRIS - Special Research & Investigation Section

|  |
| --- |
| Contract(s) returned to BPW |
| Days 406-412 (25) |
|  |  |

No

Contract Process Terminated

|  |
| --- |
| BPW adds contract(s) to Agenda (Admin Item) |
| Days 413-415 (5) |
|  |  |

Days 416-418 (3)