**DEPARTMENT OF PUBLIC WORKS**

**Personal Services Contracting Process Checklist**

1. **Intent to Contract**

Notify City Administrative Officer (CAO) (Notification of Intent to Contract) (Date )

Print CAO report to confirm receipt of notification (Date ) <http://caoapp.ci.la.ca.us/notification/all_contracts.php>

 Notify Personnel Dept (Charter 1022 approval) (Date )  Notify CAO (Charter 1022 Determination) (Date )

Notify Board of Public Works (BPW) Lead Commissioner and/or their back-up

(Date )

# Scope of Work

 Develop Project Schedule

 Identify subcontracting opportunities and obtain participation levels from PAC

# Evaluate Subcontracting Outreach Applicability

If limited subconsultant availability/opportunities, obtain approval from Mayor's  Office of Economic and Business Policy to waive Business Inclusion Program

(BIP) outreach.

# Draft Request for Qualifications/Proposals (RFQ/RFP)

Evaluation/Selection Criteria to include demonstrated experience and

 commitment to diversity (Date ). Contact the centralized contracting group for examples of evaluation criteria.

 Division to set up pre-submittal meeting (Date )  Obtain Insurance Requirements from CAO Risk Manager

 City Attorney review of the RFQ/RFP (Date )

# RFQ/RFP Process and Approval

Provide Executive Officer a copy of the RFQ/RFP 10 days prior to BPW's consideration

Board report requesting to "Issue and Negotiate" RFQ/RFP (Date )

 Attach the following checklists:

 Master RFQ/RFP Contract Checklist (Items 1-10 completed)

 Personal Services Contracting Process Checklist (Items 1-5 completed)

# Distribution of RFQ/RFP

PAC will upload RFQ/RFP and Attachments on RAMP (Date )

NAICS interest codes are added to the RFQ/RFP, aka opportunity, when  uploaded to RAMP. Subconsultants with matching NAICS codes will be

included on the Subcontractors tab and may be contacted if the BIP outreach is required.

PAC will notify City Clerk to advertise in the Daily Journal (Date )

# Pre-Proposal/Submittal Meeting

 Upload Attendee List to RAMP as an addendum (Date )

# Review and Award of Contract

 Ensure the following forms have been received from Prime consultant:

Contractor Responsibility Ordinance - Responsibility Questionnaire. The Pledge  of Compliance with the Contractor Responsibility Ordinance is to be submitted

prior to contract award.

Proof of Insurance (For RFP only. Proof of insurance for RFQ is required at the time of Task issuance.

Equal Benefits Ordinance/First Source Hiring Ordinance Affidavit (RAMP) (BCA will verify the affidavit at the time of consultant selection.)

 Certification of Compliance with Child Support Obligations

 Certification Regarding Compliance with the Americans with Disabilities Act  Schedule A

 Living Wage Ordinance Forms

 If requesting an exemption - Form LW-10/Form LW-26/Form LW-28  If requesting non-coverage - Form LW-29

 If no exemption - Form LW-6/Form LW-18

Email Prime consultant to request and retain LWO/SCWRO Subcontractor Declaration of Compliance - LW-5

 Service Contractor Worker Retention Ordinance

 If requesting an exemption - email bca.eeoe@lacity.org

Slavery/Border Wall Disclosure Ordinances Affidavit (RAMP). (BCA will verify the affidavit at the time of consultant selection.)

 Los Angeles Residence Information Form

 Iran Contracting Act of 2010 Compliance Affidavit

 Non-Collusion Affidavit (For RFP only. On a task by task basis for RFQs.  Bidder Certification CEC Form 50 and Bidder Contributions CEC Form 55  Local Business Certification (RAMP)

Notify the BPW, by memo, of consultant selection and when negotiations are to begin (Date )

# Board Report to Execute Contract

Review CONTRACTOR EVALUATION NOTICE posted by Bureau of Contract Administration, Special Research & Investigation Section to ensure selected consultant has no negative past (Date ) - send firm names to George Espinola of BCA to check for performance evaluation on file.

 Note findings in the BPW Board Report (Date )  Attach the following checklists to the Board Report

 Master RFQ/RFP Contract Checklist (Items 1-13 completed)

 Personal Services Contracting Process Checklist (Items 1-8 completed)  Review final draft of contract with City Attorney (Date )

# Contract Execution

Send electronic copy of the prime consultant's and subconsultants' contact information to PAC

 Send copy of executed contract to PAC

# Input Contract Information into the Personal Services Contract System (PSCS)

 When the executed contract has been received, input contract information into PSCS

# Monitor Participation Levels

Project Manager will enforce MBE/WBE/SBE/EBE/DVBE/OBE or DBE/OBE participation levels

Obtain BPW approval for any change in MBE/WBE/SBE/EBE/DVBE/OBE or DBE/ OBE participation levels (Date )

 Obtain BPW approval for subconsultant substitution (Date )

# Final Acceptance Report

 Recommended action if participation levels are not met (Date )