



Citywide Procurement Overview

ProcureLA Accelerator 1/21/25

Who We Are

The **Office of Procurement (OOP)** was established to provide oversight of the City's \$4.5+ billion procurement spending.

- Established by ordinance within the Office of the City Administrative Officer (CAO) in January 2023

OOP is responsible for improving the City's procurement ecosystem through establishing policy, processes, technology, and training.



RAMP

The Regional Alliance Marketplace for Procurement (RAMP) is the official website where City of LA and its regional partners post their contracting opportunities.

As a small business owner on RAMP, you can:

- Receive notifications of opportunities
- Research previous opportunities and contracts
- Network
- Get certified
- More next week! 1/28/25



Agenda

1. **Citywide Procurement Overview**
2. **Tips on Compliance Requirements**
 - a. **City Compliance and Contract Documents**
 - b. **Resources**





Citywide Procurement Overview

City at a Glance

- **\$13 Billion Budget**
- City Council-Controlled
 - 44+ Departments and Bureaus in the City of Los Angeles
 - Examples: Aging, Economic Workforce Development, Housing, Public Works, Youth Development and the Zoo!



City at a Glance (Proprietary)

- **Proprietary Departments**
 - Department of Water and Power (LADWP) [Supplier Diversity Program](#)
 - Los Angeles World Airports (LAWA) [How to do business with LAWA](#)
 - Port of Los Angeles (POLA) Small Business Enterprise [\(SBE\) Program](#)



Procurement Categories - Commodities

- Includes equipment, materials, and supplies
- General Services Department (GSD) oversees commodity procurement and purchasing
- Examples of commodities purchases
 - lumber, industrial metals, drilling tools, office supplies
- **Los Angeles Vendor Self Service (LAVSS) - [Link](#)**



Procurement Categories - Construction

- **Departments:** Public Works, Recreation and Parks, GSD Construction Forces, Department of Transportation (DOT)
- Involves both prime and subcontractors
- **Examples of Construction Services** - Sidewalk Repair Program, roofing construction, as-needed tree trimming, Sixth Street Viaduct Bridge Project, Hyperion Complex of Bridges



Procurement Categories - Personal Services

- Professional, scientific, expert, technical or other special services of a temporary and occasional nature that are performed by independent contractors.
- Citywide and varies with each department.

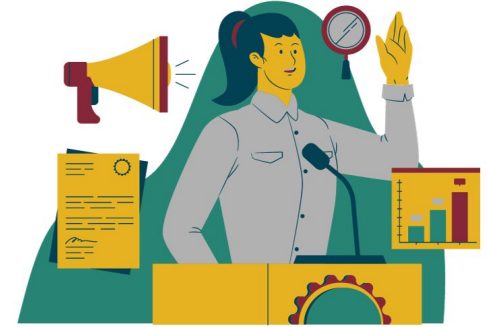
Everyone uses them!



Procurement Categories - Personal Services

- **Examples of Personal Services**

- Business Consultants
- Interpretation/Translation
- Economic Analysis
- Training/Education
- Fiscal Agents/Event Planning
- Mural Paintings



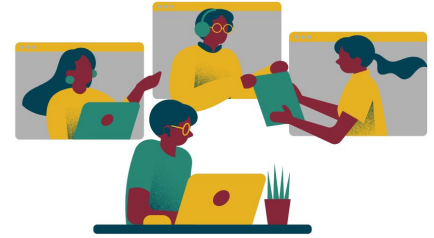
Types of Procurement within the Solicitation Process

- **Request for Information (RFI)**
 - Assists the Department in developing a scope of work for an RFP
 - Does not result in an award but informs a future/potential RFP
- **Request for Bid (RFB)**
 - Based on price, “lowest most responsive and responsible” bidder per Charter and Ordinance requirements
 - Most commonly used in construction and commodities
- **Request for Proposals (RFP)**
 - Cost is one of several selection criteria that proposers will be judged on, alongside other components (e.g., schedule, past performance, qualifications, experience, staffing, technical requirements, or project approach)



Types of Procurement within the Solicitation Process

- **Request for Qualifications (RFQ)**
 - Proposers are pre-qualified and enter into a contract or placed on a short list for future bidding opportunities.
 - **Bench Contract**
 - Task Order Solicitation (TOS)
 - Placed on a contract
 - **Prequalified List**
 - Pre-qualified Solicitations (PQS)
 - Short-list



Examples of Past Contracting Opportunities

[RFP - Graffiti Removal and Beautification Citywide](#) (Board of Public Works, Personal Services)

[RFQ - Pre-Qualified On-Call Small Sidewalk Contractors List](#) (Bureau of Engineering, Construction)

[RFQ - Golf Balls](#) (General Services, Commodities)

[RFP- Mini Multipurpose Senior Center Social Services, Nutrition, and Transportation Programs for LGBTIQA Older Adults](#) (Aging, Personal Services, \$450K)

[RFP - Operation and Maintenance of the Greek Theatre Food and Beverage Concession](#) (Recreation and Parks, Personal Services)

[RFP - Analyzing the Economic Impacts of Amending the Los Angeles Living Wage and Hotel Worker Minimum Wage Ordinances](#) (Chief Legislative Analyst, Personal Services)





Tips on Compliance Requirements

CITY CONTRACTING REQUIREMENTS CHECKLIST

SECTION I – Compliance Documents to be Submitted with Response by All Proposers

Proposers are required to complete and submit the following documents with their response.

A	Business Inclusion Plan (BIP) - Schedule A	
B	Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance)	
C	Prohibited Contributors (Bidders) Form 55 (City Charter §470 (c)(12))	
D	Non-Collusion Affidavit	
E	Contractor Responsibility Ordinance Questionnaire	
F	City of Los Angeles Contract History Form	
G	Contractor Workforce Information Form (LA Residence Information)	
H	Certification of Compliance with Child Support Obligations	
I	Iran Contracting Act of 2010 Compliance Affidavit	
J	Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO)	

SECTION II – Compliance Documents to be Completed and Submitted on RAMPLA.ORG

Proposers are required to complete and submit the following documents by the proposal due date.

K	Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO)	
L	Disclosure Ordinances (Slavery and Border Wall Contracting)	
M	Local Business Preference Program (LBPP) <u>ONLY required if proposer chooses to participate in Program.</u>	

SECTION III – Required Documents Prior to Award of Contract

Qualified OR selected proposers for contract award are required to submit these documents before the contract is executed.

N	Contractor Responsibility Ordinance Pledge of Compliance	
O	Certification of Compliance with the Americans with Disabilities Act	
P	Insurance Requirements: Workers' Compensation, General Liability, Auto Liability (Refer to Form Gen. 146) <u>Accord 25 Form must be submitted to CAO Risk Management at https://kwikcomply.org</u>	
Q	Business Tax Registration Certificate (BTRC)	
R	Internal Revenue Service (IRS) Form W-9	
S	Financial Guarantee: Performance Bond, Letter of Credit, etc. <u>ONLY if required by the solicitation.</u>	

SECTION IV – City Contract Compliance Requirements

Proposers are advised the following provisions will be part of the contract. No forms or documents are required to be submitted.

T	Nondiscrimination/Equal Employment Practices/Affirmative Action	
U	Contractor Evaluation Ordinance	
V	Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Fair Chance Initiative for Hiring)	
W	Standard Provisions for City Contracts	

Contracting Requirements Checklist

- 1. Compliance documents must be submitted with responses by all proposers**
 - Proposers are required to complete and submit these documents with their response
- 2. Compliance documents to be completed and submitted on RAMPLA.org**
 - Proposers are required to complete and submit these documents by the proposal due date
 - Including Local Business Preference Program (LBPP) - if applicable
- 3. Required Documents Prior to Award of Contract**
 - Qualified OR selected proposers for contract award are required to submit these documents before the contract is executed



Required Vendor Documentation for Payment

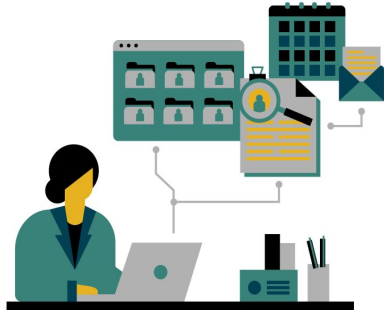
Documentation to be Produced by <u>Vendor</u> :	Resources/Where to Apply
Insurance Requirements: Workers' Compensation, General Liability, Auto Liability (Refer to Form Gen. 146)	CAO Risk Management
Business Tax Registration Certificate (BTRC)	Office of Finance
Internal Revenue Service (IRS) Form W-9	Federal IRS Website
Financial Guarantee: Performance Bond, Letter of Credit, etc. (ONLY if required by the solicitation)	Business Source Centers (PACE) Merriwether & Williams (Bonding Programs)

Contract Requirements- Standard Provisions

- These are the standard “agreements” you agree to when working with the City!
- Read them if you want to work with us!
- [Standard Provisions 6/24](#)

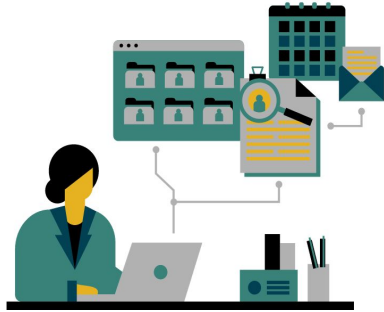


Additional Resources



- [RAMP Support](#)
 - [Adding NAICS Codes and Licenses](#)
 - [Open a Support SNow Ticket \(click here!\)](#)
- [Small Business Webinar Folder](#)
- [RAMP Success Videos](#)

RAMP LA - Technical Demonstration for Vendors



Thursdays · 2:00 – 4:00pm

Google Meet joining info

Video call link: <https://meet.google.com/fts-ijbe-pcg>

Or dial: (US) +1 419-751-4163 PIN: 978 421 850#

More phone numbers:

<https://tel.meet/fts-ijbe-pcg?pin=7133362604897>

Contact Us

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Follow us on social media! [@lacityprocurement](https://www.instagram.com/lacityprocurement)

