Proposals Submitted by the Three Protesting Firms:
The Champion Services Group, Inc.
The Soyemi Group and
Sybyte Technologies, Inc.
REQUEST FOR QUALIFICATIONS
On-Call Professional Consultant Services

DUE: SEPTEMBER 12, 2019

CALTRANS BUILDING
ATTN: LADOT CONTRACT ADMINISTRATION
100 SOUTH MAIN STREET, 10TH FLOOR
LOS ANGELES, CA 90012
NON-DISCLOSURE STATEMENT

This response contains ideas and descriptions that are of a proprietary nature and interest to The Champion Services Group, Inc. (CSG). The information and materials which make up the contents of this Request for Qualification (RFQ) response are intended for the exclusive review and consideration of the City of Los Angeles Department of Transportation (LADOT). Unless written permission is given by The Champion Services Group, Inc. there shall be no redistribution or disclosure of the ideas and descriptions contained herein to any other agency, company, organization, or individual outside of LADOT due to the proprietary and competitive nature of human resources and operational consulting business consulting.
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SECTION 7.2.1.1.
COVER LETTER
REQUEST FOR QUALIFICATIONS
On-Call Professional Consultant Services

7.2.1.1. COVER LETTER

The Champion Services Group, Inc. (CSG) is a full service and management consulting firm with twenty-four (24) years of operational experience. Based in Miami, Florida the firm operates throughout the United States with an emphasis in the State of California. CSG is recognized as a successful consulting firm by its clients, including but not limited to Southern California Edison, International Longshore Workers’ Union/Pacific Maritime Association, Los Angeles County, Goodwill of Southern California, Los Angeles Department of Water and Power, Royal Caribbean Cruises/Celebrity Cruises, Miami-Dade County, City of Miramar, Ansa McAL (US), Inc., City of Tamarac, Burger King Corporation, Ocean Bank and Southern California Association of Governments.

The firm’s expertise in disciplines, such as management consulting, and training and professional development services is a result of having a strong and consistent team of fifteen diverse consultants and staff members. CSG’s Team represents over 500 years of experience through partnering with government agencies, corporations, institutions of higher learning, small businesses and entrepreneurial organizations. CSG is professional and ethical in its delivery of services and is positioned to affect organizational change through its business philosophy and practices. CSG takes much pride in supporting its clients, and will go out of its way to meet their performance needs and expectations. If given the opportunity to support Los Angeles Department of Transportation (LADOT) CSG will, without question provide high quality service that represents bottom-line results. CSG’s client dedication is driven by our strong commitment to performance excellence. We seek solutions to challenges that helps our clients go from “good” to “great.” We promote and initiate operational effectiveness by supporting the professional growth and development of our clients’ leadership and employees.

The Champion Services Group, Inc. is ready and able to help support LADOT meet its organizational goals and objectives by providing management consulting, and training and professional development services. The following additional information is provided as requested:

- **Name:** The Champion Services Group, Inc. (CSG)
- **Address:** 12231 SW 129 Court, Miami, FL 33186
- **Telephone:** Office 305.871.4866    Fax: 305.871.9077
- **Primary Contacts:**
  - James A. Champion, President and CEO
    Telephone: 305.871.4866
    Email: jchampion@csgway.com
  - Angie Rivera, Vice President-Finance/Operations
    Telephone: 305.871.4866
    Email: arivera@csgway.com

Respectfully,

[Signatures]

James A. Champion
President and CEO

Angie Rivera
Vice President, Finance/Operations

THE CHAMPION SERVICES GROUP, INC.
SECTION 7.2.1.2.
INTRODUCTION
REQUEST FOR QUALIFICATIONS
On-Call Professional Consultant Services

7.2.1.2.1.  THE SUMMARY OF REPRESENTATIVE EXPERIENCE RELEVANT TO THE WORK DESCRIBED IN DETAILED DESCRIPTION OF SERVICE

The Champion Services Group, Inc. is strongly positioned to support its clients. CSG operates with a diverse consulting team that is experienced in various aspects of management consulting, and training and professional development services. The CSG Team is skilled in designing and delivering program and initiatives regarding strategic planning, organizational effectiveness, performance management, operational assessments, and other related disciplines. For a number of clients, CSG used its knowledge and experience to facilitate strategic initiatives, such as creating and implementing annual business plans, enhancing operational processes and creating effective workplaces for employees. CSG also conducted performance driven organizational assessments that were designed to focus on strategic processes for organizational improvement, performance enhancement and

In addition, the Team developed and conducted a variety of training and professional development initiatives, including but not limited to leadership coaching and mentoring, emotional intelligence, diversity, customer service, EEO, performance management, conflict resolution, time management, generational differences, harassment & hazing prevention, effective communication, safety, and other tools, plus dealing with difficult people. The CSG Team also facilitated group and one-on-one executive coaching and mentoring sessions, as well as skills assessments by using Edge System, Myer Briggs and D.I.S.C. tools. CSG is also experienced in conducting job analysis and performance assessments, as well as developing job descriptions and organizational structural alignments. Several CSG Team Members are certified mediators and arbitrator, and used their skills to mitigate performance related conflict, EEO complaints and personal matters between management and employees for organizations, such as Transportation Security Administration (TSA), U.S. Veterans Administration and the 11th Circuit Court of Florida.
7.2.1.2.2. THE LOCATION AND TELEPHONE NUMBER OF THE OFFICE FORM WHICH THE WORK IS TO BE DONE

✓ PRIMARY OFFICE

The Champion Services Group, Inc. (CSG)
12231 SW 129 Court
Miami, Florida 33166
Telephone: 305.871.4866
Fax: 305.871.9077

✓ SECONDARY OFFICE

The Champion Services Group, Inc. (CSG)
5109 West Blvd
Los Angeles, CA 90043
Telephone: 305.871.4866
Fax: 305.871.9077

CSG's Primary Office is in Miami, Florida. However, the firm’s secondary office is located in Los Angeles. In addition, five (5) of the firm’s twelve (12) consultants reside in the Los Angeles area. Based on the CSG’s structure, at least one (1) local consultant will serve as Project Coordinator along with the firm’s Vice President of Operations and Finance who will be the Project Manager for organizational structure, operational requirements, and performance expectations. Communication is established with each client’s contact to ensure easy access regarding information flow to ensure that performance expectations and results are met, as well as responding to problem-solving, and follow-up needs. CSG establishes a consistent method of communication with its clients which recognizes prompt attention and responses to performance requirements.
7.2.1.2.3. COMPANY PROFILE OR ANNUAL REPORT – SOQ MUST INLCUDE A DETAILED COMPANY PORTFOLIO, INCLUDING EVIDENCE OF THE COMPANY’S FINANCIAL VIABILITY SUFFICIENT TO COMPLETE THE TERMS OF THE CONTRACT

The Champion Services Group, Inc. is financially stable and has been in operations for twenty-four (24) years. The firm’s long-term success is based on sound business principles. Below is CSG’s company unaudited portfolio and recent financial statement. (See next pages).
THE CHAMPION SERVICES GROUP, INC.

Balance Sheet
As of August 31, 2019

ASSETS

Current Assets

Checking/Savings 11,760.03

Accounts Receivable

120 · Accounts Receivable 8,857.37

Total Accounts Receivable 8,857.37

Other Current Assets -6,265.56

Total Current Assets 14,351.84

Fixed Assets 1,061.12

Other Assets

188 · Security Dep - Virgina Plaza 6,377.49

Total Other Assets 6,377.49

TOTAL ASSETS 21,790.45

LIABILITIES & EQUITY

Liabilities 253,570.79

Equity -231,780.34

TOTAL LIABILITIES & EQUITY 21,790.45
### THE CHAMPION SERVICES GROUP, INC.

**Profit & Loss**

*January through August 2019*

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<td>415 - Other Income</td>
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<td><strong>Total Income</strong></td>
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<td>500 - Subcontractors</td>
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<td>503 - Subcontractors-Corporate</td>
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<td>505 - Manual Printing &amp; Supplies</td>
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<td>510 - Freight</td>
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<td>610 - Accounting Services</td>
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<td>611 - Automobile Expense</td>
<td>6,749.83</td>
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<td>613 - Association Dues</td>
<td>1,212.00</td>
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<td>615 - Bank Service Charges</td>
<td>906.50</td>
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<tr>
<td>620 - Finance Charges</td>
<td>5,264.60</td>
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<td>625 - Contributions</td>
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<td>629 - Computer Expense</td>
<td>1,361.96</td>
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<td>630 - Gifts</td>
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<td>645 - Dues and Subscriptions</td>
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<td>655 - Interest Expense</td>
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<td>657 - Education &amp; Seminars</td>
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<td>660 - Licenses and Permits</td>
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<td>670 - Meals &amp; Entertainment</td>
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<td>701 - Office Supplies</td>
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<td>711 - Postage and Delivery</td>
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<td>721 - Payroll Taxes</td>
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<td>724 - State Taxes</td>
<td>2,987.90</td>
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<td>729 - Rent</td>
<td>17,668.55</td>
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<td>730 - Repairs &amp; Maintenance</td>
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<td>733 - Employee Salaries</td>
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<td>730 - Security</td>
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<td>761 - Telephone</td>
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<td>765 - Travel</td>
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<td>770 - Utilities</td>
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<td>798 - Suspense</td>
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<td><strong>Total Expense</strong></td>
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REQUEST FOR QUALIFICATIONS
On-Call Professional Consultant Services

7.2.1.2.4. THE RESPONDENT'S ORGANIZATION WILL BE EVALUATED ON THE CAPABILITY OF THE RESPONDENT TO MEET THE TERMS OF THE SOLICITATION AND ON DEMONSTRATED EXPERTISE IN ACCOMPLISHING SIMILAR WORK AS EVIDENCED BY PROJECTS RECENTLY COMPLETED BY THE RESPONDENT. A RESPONDENT'S SOQ MUST ADDRESS THE FOLLOWING QUESTIONS/STATEMENTS; RESPONSES WILL BE CONSIDERED IN THE CITY'S EVALUATION OF THE RESPONDENT.

What is your firm's experience working with the City of Los Angeles?

The Champion Services Group, Inc. long tenure of twenty-four (24) years is contributed to its ability to perform. It is also a result of having repeat business from a client base of over 100 organizations and companies, some of which are located in California and the City of Los Angeles. CSG's experience working in the City of Los Angeles includes:

- **County of Los Angeles.** Under the Office of Affirmative Action Compliance Department, CSG trained employees in diversity, sexual harassment prevention, and generational difference and throughout the County to ensure a dignified and respectful workplace.

- **Southern California Association of Government.** Under the direction of SCAG's Human Resources function, CSG provided a series of training initiatives to include performance management, conflict resolution, diversity, EEO, time management and other related learning initiatives to enhance the overall skills of all employees and improve organizational effectiveness.

- **Los Angeles Department of Water and Power.** Under four (4) separate employee training contracts between years 2001 and 2019-2020, CSG provided strategic planning and trained a total of 16,000+ employees, including board members, executive, and administrative staff, and management personnel in cultural awareness, effective communication, interpersonal dynamics, EEO/ADA, diversity and employment laws. Furthermore, CSG provided executive coaching and mentoring support.

- **Southern California Edison.** Under two (2) separate contracts, CSG provided organizational effectiveness and strategic planning, as well as trained over 20,000 employees at all levels, in workplace diversity, emotional intelligence, attitudes toward differences, bias treatment and EEO dynamics, as well as provided strategic planning and operational performance management support to the Company's human resources and EEO departments.

- **International Longshore Workers Union.** Under the direction of Pacific Maritime Association, trained roughly 15,000 LA/Long Beach based longshore workers in conflict resolution, diversity, employment EEO laws, interpersonal dynamics, dealing with difficult people, generational differences, emotional intelligence, bias treatment, effective communication, decision-making and change management, problem-solving and performance management.

- **Goodwill of Southern California.** CSG coached and trained all management personnel and non-supervisory employees in cultural dynamics, performance management, diversity, effective communication and interpersonal behavior, EEO and generational differences to help promote a respectful workplace for all employees.
7.2.1.2.4. THE RESPONDENT’S ORGANIZATION WILL BE EVALUATED ON THE CAPABILITY OF THE RESPONDENT TO MEET THE TERMS OF THE SOLICITATION AND ON DEMONSTRATED EXPERTISE IN ACCOMPLISHING SIMILAR WORK AS EVIDENCED BY PROJECTS RECENTLY COMPLETED BY THE RESPONDENT. A RESPONDENT’S SOQ MUST ADDRESS THE FOLLOWING QUESTIONS/STATEMENTS; RESPONSES WILL BE CONSIDERED IN THE CITY’S EVALUATION OF THE RESPONDENT. (cont’d)

➢ Describe your firm’s communication experience with staff, stakeholders, advisory groups and decision makers?

The Champion Services Group, Inc. fully understands the importance of communication. The firm uses a 360° model to communicate at all levels of a given consulting assignment. Therefore, CSG takes time to ensure that all parties understand the project scope, the established methodology for execution, challenges, project status progress, as well as monitoring on-going performance efforts.

CSG’s assigned project manager and/or project coordinator are charged with establishing a working relationship with the firm’s clients’ designated person, and together they create a communication process, using one-on-one live meetings, telephone calls and emails. CSG always communicates to its consultants and staff, especially when securing new clients and new work. The CSG Team is required to attend a train-the-trainer work session that highlights clients’ needs and expectations, as well as organizational dynamics along with project scope and performance requirements.

➢ Is your firm located in the Los Angeles area? If your firm is located outside the greater Los Angeles area, what will be done to ensure access and communication with City staff?

CSG will use its 360° communication model to maintain ongoing contact with City staff. CSG’s local Project Coordinator and Corporate Project Manager will establish a specific communication plan which will include one-on-one meetings, weekly telephone calls and timely emails. Furthermore, CSG will include the LADOT’s communication recommendations in its plan to create a uniform approach regarding the process and timeline of events.
SECTION 7.2.2
PROJECT QUALIFICATION FORM
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting
☐ Marketing and Public/Media Relations  ☐ Transportation Planning
☐ Public Engagement  ☐ Urban Design and Planning  ☑ Training and Professional Development
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Audit
☐ Transit Consulting  ☐ Construction Management

Project Details
Project Name and Type: LEADERSHIP SKILLS DEVELOPMENT & ORGANIZATIONAL EFFECTIVENESS
Project Address or Location: 11403 NW 39 Street Miami, FL 33178
Project Start Date: 1998  Project Completion Date: ONGOING

Reference for Listed Project
Name of Agency or Firm: ANSA MCAL (US) INC.
Contact Phone Number: (305) 599-8766
Name of Contact: WENDELL BECKLES, PRESIDENT & CEO

Project Summary
CSG conducted strategic planning and organizational effectiveness initiatives, enhanced policies & procedures, and attitude survey processes. CSG also conducted leadership coaching and mentoring, performance management, and leadership skills development. In addition, designed and delivered employee training in disciplines, such as, emotional intelligence, interpersonal communication, unconscious bias, conflict resolution, dealing with difficult customers, job performance, harassment prevention, generational differences, customer service, performance management, workforce diversity, and teamwork.

Results: Ansa McAL operates more effectively and efficiently.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology
☐ Marketing and Public/Media Relations
☐ Public Engagement
☐ Parking Consulting
☐ Transit Consulting

☐ Engineering and Design Consulting
☐ Transportation Planning
☐ Urban Design and Planning
☐ RFP/RFQ and Grant Writing

☐ Training and Professional Development
☐ Audit
☐ Management Consulting
☐ Construction Management

Project Details
Project Name and Type: Workplace Diversity & Cultural Awareness
Project Address or Location: 5500 Blue Lagoon Drive, Miami, FL 33126
Project Start Date: 2004 Project Completion Date: 2005

Reference for Listed Project
Name of Agency or Firm: Burger King Corporation
Contact Phone Number: (305) 321-2528
Name of Contact: Cirabel Olsen, Former HR Manager

Project Summary
CSG designed and delivered training for the client’s corporate and regional staffs. The training included workplace diversity, emotional intelligence, interpersonal communication, impact of biases, conflict resolution and performance expectations.

Results: the client’s company-wide leadership team’s interpersonal skills were upgraded, knowledge of bias treatment enhanced, and the ability to work with diverse individuals improved.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting  ☑ Training and Professional Development
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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details

Project Name and Type: WORK CLIMATE STUDY

Project Address or Location: 444 SW 2 AVENUE, MIAMI, FL 33130

Project Start Date: 9/2007  Project Completion Date: 3/2008

Reference for Listed Project

Name of Agency or Firm: CITY OF MIAMI POLICE DEPARTMENT

Contact Phone Number: 954.328.3634

Name of Contact: ROSALIE MARK, FORMER DIRECTOR OF EMPLOYEE RELATIONS

Project Summary

CSG WAS REQUESTED BY MAY OR TO DESIGN AND CONDUCT AN ORGANIZATIONAL ASSESSMENT TO DETERMINE AND VALIDATE THE POLICE DEPARTMENT 1,000 PLUS UNION SWORN OFFICERS AND CIVILIANS "NO CONFIDENCE" COMPLAINT AGAINST THE CHIEF OF POLICE AND HIS EXECUTIVE TEAM. THE ASSESSMENT INCLUDED A VARIETY OF INITIATIVES THAT INCLUDED A FACT-FINDING INVESTIGATION, ORGANIZATIONAL STRUCTURAL ANALYSIS, JOB GROUP ASSESSMENT, AND EMPLOYEE RELATIONS. CSG USED RESEARCH, PERFORMANCE DEPARTMENT GOALS AND OBJECTIVES, AS WELL AS CONFLICT TECHNIQUES ALONG WITH EMPLOYEE INVOLVEMENT, E.G. ONE-ON-ONE INTERVIEWS, FOCUS GROUPS AND SURVEYS TO ACHIEVE OUTCOMES. RESULTS: THE CITY MAYOR AND MORE LEADERSHIP ORGANIZATIONAL CHANGES, AND ESTABLISHED NEW

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting  ☑ Training and Professional Development
☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: WORK CLIMATE ASSESSMENT
Project Address or Location: 444 SW 2 AVENUE, MIAMI, FL 33130
Project Start Date: 5/2006  Project Completion Date: 5/2007

Reference for Listed Project
Name of Agency or Firm: CITY OF MIAMI SOLID WASTE DEPARTMENT
Contact Phone Number: 954.328.3634
Name of Contact: ROSALIE MARX, FORMER DIRECTOR OF EMPLOYEE RELATIONS

Project Summary
CSG was requested by the City's Human Resources Department to conduct an organizational assessment of the Solid Waste Department. The assessment was required due to employee concerns and issues regarding fair treatment and equity. CSG established a working relationship with employees through intervention techniques, as well as fact-finding processes. All employees (over 100) were interviewed and requested to engage in other activities such as, conflict resolution and problem-solving training.

Results: The Solid Waste Department's employee management conflict was eliminated and new employee inclusion/collaboration processes were implemented.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology ☐ Engineering and Design Consulting ☐ Training and Professional Development
☐ Marketing and Public/Media Relations ☐ Transportation Planning ☐ Audit
☐ Public Engagement ☐ Urban Design and Planning ☐ Management Consulting
☐ Parking Consulting ☐ RFP/RFQ and Grant Writing ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: Strategic Planning for 21st Century Policing
Project Address or Location: 11765 City Promenade Miramar, FL 33025
Project Start Date: March 2018 Project Completion Date: August 2018

Reference for Listed Project
Name of Agency or Firm: City of Miramar- Police Department
Contact Phone Number: (954) 602-4400
Name of Contact: Dexter Williams, Chief of Police

Project Summary
Working with the Chief of Police and his executive staff facilitated a strategic planning process. The process including conducting employee (sworn officers and civilians), surveys, focus groups and one-on-one meetings. The process also included a review of existing strategies, determine what was effective, and finding out what was required to ensure a quality, community focused 21st century operation. In addition, the planning process took in account employee performance expectations, and the need for improved organizational effectiveness.

Results: The Chief of Police and Executive Team was able to implement a strategic plan.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology    ☐ Engineering and Design
☐ Marketing and Public/Media Consulting    ☐ Training and Professional
☐ Relations    ☐ Transportation Planning
☐ Public Engagement    ☐ Urban Design and Planning
☐ Parking Consulting    ☐ RFP/RFQ and Grant Writing
☐ Transit Consulting    ☐ Audit
☐ Management Consulting
☐ Construction Management

Project Details

Project Name and Type: Strategic Planning & Team Building Retreat
Project Address or Location: 6700 Miramar Parkway, Miramar, FL 33025
Project Start Date: 4/2018 & 5/2019
Project Completion Date: 8/2018 & 7/2019

Reference for Listed Project

Name of Agency or Firm: City of Miramar - Social Services
Contact Phone Number: (954) 889-2702
Name of Contact: Katrina Davenport, Director of Social Services

Project Summary

CSG conducted a series of strategic planning work sessions to determine ways to improve current operational planning and execution. The process included facilitating a strength, weakness, opportunities, and threats analysis: Effective planning through a needs analysis, as well as a gap analysis. The work session also provided the client's staff with training in effective communication, interpersonal dynamics, problem-solving, teamwork and performance management.

Results: Based on participants input a strategic plan was developed and implemented.


Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

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☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details

Project Name and Type: Strategic Planning

Project Address or Location: 7525 NW 88 Avenue Tamarac, FL 33321

Project Start Date: 12/2018  Project Completion Date: 4/2019

Reference for Listed Project

Name of Agency or Firm: City of Tamarac

Contact Phone Number: (954) 597-3517

Name of Contact: Kathleen Gunn, Assistant City Manager

Project Summary

Designed and facilitated a strategic planning process that included the City Mayor, Vice Mayor, City Commissioners, City Manager and executive staff. The planning process included establishing a team approach through effective communication. The planning focused on the current city's, organizational direction and operational effectiveness. CSG conducted a series of work sessions that helped participants use best thinking through teamwork and effective communication. Participants were also trained to manage conflict and successfully problem-solve.

Results: The results of the extended process included the development and implementation of a community-focus strategic plan.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting  ☑ Training and Professional Development
☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details

Project Name and Type: Employee Training
Project Address or Location: Throughout the County of Los Angeles
Project Start Date: 2007  Project Completion Date: 2010

Reference for Listed Project

Name of Agency or Firm: County of Los Angeles Affirmative Action Office of Compliance
Contact Phone Number: (213) 738-2374
Name of Contact: Robert Valdes, Deputy Director

Project Summary

CSG conducted sexual harassment prevention, EEO, cultural diversity and other training for all levels of county employees. Also, facilitated conflict resolution training, and professional coaching sessions for supervisory personnel.

Results: A more unified approach to the County’s policies and procedures, as well as employee relations practices.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details

Project Name and Type: ORGANIZATIONAL EFFECTIVENESS

Project Address or Location: 1501 NW 12 AVENUE, SUITE 1117 EAST, MIAMI, FL 33136

Project Start Date: 2003 Project Completion Date: ongoing

Reference for Listed Project

Name of Agency or Firm: JACKSON HEALTH FOUNDATION

Contact Phone Number: 305-585-1498

Name of Contact: CHARMAINE GATLIN, EVP/COO

Project Summary

CSG conducted strategic planning and organizational effectiveness processes. Furthermore, CSG implemented change management initiatives, facilitated reorganization efforts, prepared job descriptions and performance expectations for employees.

In addition, CSG delivered various training initiatives, such as emotional intelligence, conflict resolution, dealing with difficult people, unconscious bias, generational differences, workplace diversity, harassment prevention. The firm also provided executive coaching and mentoring to top executives based on performance needs and expectations.

Results: A strategic plan was implemented, and a highly skilled employee base was created and maintained.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: Leadership Skills Assessment/Coaching and Mentoring
Project Address or Location: 12000 E. Roosevelt Blvd, Philadelphia, PA 19116
Project Start Date: 5/2008  Project Completion Date: 8/2009

Reference for Listed Project
Name of Agency or Firm: Kraft Foods - Philadelphia and Columbus, OHBakery
Contact Phone Number: 573-219-2695
Name of Contact: Janet Swift, Former HR Manager

Project Summary
CSG facilitated a series of leadership skills assessment for management personnel. CSG utilized the EDGE System Tool to determine participants' skill level and performance enhancement needs. CSG also conducted leadership skills coaching and mentoring sessions to help participants create and implement performance skills action plans. These sessions represented one-on-one and group meetings, as well as telecommunication processes to support participants. CSG also provided a series of leadership skills training processes to further enhance the skills levels of management personnel.

Results: Identification of organizational skills and individual leadership skills development.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: LEADERSHIP SKILLS TRAINING FOR ALL SUPERVISORY PERSONNEL
Project Address or Location: 221 N. FIGUEROA STREET, SUITE 920, LOS ANGELES, CA 90012
Project Start Date: 08/09/2018  Project Completion Date: ONGOING

Reference for Listed Project
Name of Agency or Firm: LOS ANGELES DEPARTMENT OF WATER & POWER
Contact Phone Number: 213-367-1963
Name of Contact: RENETTE ANDERSON, Executive Assistant to the General Manager of LADWP

Project Summary
CSG is contracted to design, deliver, monitor and evaluate training for roughly 3,500 supervisory personnel. The training program entitled "A Culture of Mutual Respect" includes Zero Tolerance Policy and procedures, generational differences, harassment, ADA-interactive process, unconscious bias, hazing, coaching & mentoring, disability discrimination, workplace civility, EEO, effective communication. In addition, CSG in past years (2001-2003, 2009-2012 and 2014-2017) developed and conducted cultural diversity, interpersonal communication, attitudes toward differences, EEO laws, and change management for 9,000 employees. Furthermore, CSG provided strategic planning, organizational policy and procedures and executive coaching support to Equal Employment Opportunity Services Department personnel.

Results: Leadership and non-supervisory employees skill enhancement in disciplines, such as EEO knowledge, bias treatment, effective communication.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☑ Management Consulting
☐ Transit Consulting  ☐ Construction Management

Project Details

Project Name and Type: **Strategic Planning & Team Synergy**
Project Address or Location: **1401 NW 7 Street, Miami, FL 33136**
Project Start Date: **3/2019**  Project Completion Date: **5/2019**

Reference for Listed Project

Name of Agency or Firm: **Miami-Dade County Corrections & Rehabilitation**
Contact Phone Number: **(786) 263-6018**
Name of Contact: **Daniel Junior, Interim Director**

Project Summary

CSG conducted a strategic planning process inclusive of over 75 leaders. The process included a review of current strategies and future needs to achieve future organizational success. The process was facilitated by using an interactive method in which participants were fully engage to determine the top strategies for implementation based on immediate, short term, and long range time-lines. A S.W.O.T. analysis was used to determine future needs and the impact on day to day operations. The work session also emphasized effective communication, problem-solving and teamwork.

Results: A strategic plan was designed and implemented for operational use and participants gain new skills.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: Strategic Planning & Organizational Effectiveness
Project Address or Location: 190 NE 3 Street, Miami, FL 33132
Project Start Date: 7/2019  Project Completion Date: 9/2019

Reference for Listed Project
Name of Agency or Firm: Miami Parking Authority
Contact Phone Number: (305) 373-6789 x226
Name of Contact: Arthur Noriega, Executive Director

Project Summary
CSG conducted a strategic planning work session that included the organization’s Board of Directors and leadership team. The planning process emphasized the enhancement of existing operations, customer service and employee relations. The process also included a review and analysis impact of past strategies, and development of new strategies for implementation based on required performance expectations. A needs analysis was used to determine ways to enhance the public’s experience with parking. Attention was also given to establishing departmental goals and objectives, as well as teamwork to achieve them.

Results: A strategic plan was created and implemented for on-going success.

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ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management

Project Details

Project Name and Type:  Workplace Diversity/Emotional Intelligence Training
Project Address or Location:  800 S. Santa Anita Avenue, Arcadia, CA  91006
Project Start Date:  6/2017  Project Completion Date:  9/2018

Reference for Listed Project

Name of Agency or Firm:  PACIFIC CLINICS
Contact Phone Number:  626.254.5025
Name of Contact:  LUCY PLISKIN, VICE PRESIDENT HUMAN RESOURCES

Project Summary

CSG designed and conducted Mutual Respect training that included interpersonal dynamics, generational differences, attitudes towards differences, emotional intelligence, effective communication. CSG also provided leadership coaching and mentoring sessions for the clients’ employee.

Results:  Management personnel improved awareness and understanding of individual differences and bias treatment.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

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☐ Parking Consulting    ☐ RFP/RFQ and Grant Writing    ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: Training for Leaders and Employees
Project Address or Location: Seattle & Tacoma, Washington & Oakland, California
Project Start Date: 1997    Project Completion Date: ONGOING

Reference for Listed Project
Name of Agency or Firm: International Longshore Workers Union (Pacific Maritime Association)
Contact Phone Number: (253) 382-2029
Name of Contact: Bob Roedel, Director

Project Summary
CSG designed and delivered employee training at all levels, totaling over 40,000 participants. The training, over the years included disciplines, such as EEO workplace diversity, emotional intelligence, conflict resolution, employment laws, effective communication, teamwork, performance management, interpersonal dynamics, harassment prevention, etc.

In addition, CSG conducted EEO organizational assessments, fact-finding investigations, generational dynamics analysis, and policy development (Section 13). CSG provided leadership coaching and mentoring to the Longshore industry leaders, such as foremen, superintendents, supercargo and other managers.

Results: A better functioning waterfront work environment which included greater diversity through accepting individual differences.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: Culture and Organizational Change, Performance Enhancement and Leadership Skills Enhancement
Project Address or Location: 1050 Caribbean Way, 6th Floor Miami, FL 33132
Project Start Date: __________________________ Project Completion Date: __________________________

Reference for Listed Project
Name of Agency or Firm: Royal Caribbean Cruises / Celebrity Cruises
Contact Phone Number: (305) 539-6107
Name of Contact: Michael Bayley, President

Project Summary
Conducted strategic planning and operational needs assessments, organizational effectiveness, performance management, organizational enhancements, employment policies and procedures processes for the Radiance project and other shipboard initiatives. Also, facilitated customer service studies and employee training, leadership skills assessment for shipboard leadership e.g. captains, staff captains and hotel directors.
Conducted executive coaching and mentoring sessions for company leaders. Facilitated training for over 2,000 shipboard employees at all levels ensuring a dignified workplace. As another assignment, CSG conducted training for the clients' headquarter managers/supervisors, as well as other key employees. The training included time management, harassment prevention, conflict resolution, project management, sexual harassment prevention, diversity, EEO/Employment laws, performance management, guest (customer) services and decision making.

Please print out additional Qualification Forms as necessary.

Results: Organizational change and better skilled leaders and employees.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

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☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details

Project Name and Type:  Skills for a New Era
Project Address or Location:  2244 Walnut Grove, Rosemead, CA 91770
Project Start Date:  2000  Project Completion Date:  2003

Reference for Listed Project

Name of Agency or Firm:  Northern California Edison
Contact Phone Number:  (661) 816-3316
Name of Contact:  Thomas Haraden, Former Sr. Project Manager, Human Resources

Project Summary

CSG designed and delivered employee training for over 10,000 employees (twice) in disciplines including cultural awareness, impact of bias, EEO laws, effective communication, sexual harassment prevention, mutual respect, valuing and accepting differences. In addition, worked with HR and training leadership team regarding strategic planning and implementation, performance expectations and change management.

CSG developed and facilitated several train-the-trainer work sessions for the client’s designated employee training team. CSG provided one-on-one, and group coaching and performance development sessions for the client’s certified change agents.

Results:  Skills For A New Era Phase 1 and 2 were successful

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

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☐ Public Engagement ☐ Urban Design and Planning ☐ Management Consulting
☐ Parking Consulting ☐ RFP/RFO and Grant Writing ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: Respect Matters - It's Your Choice
Project Address or Location: 1521 PIER C STREET, LONG BEACH, CA 90813
Project Start Date: 07/01/2019 Project Completion Date: 08/19/2019

Reference for Listed Project
Name of Agency or Firm: SSA TERMINALS
Contact Phone Number: (562) 495-8659
Name of Contact: RYAN BAIRD, GENERAL MANAGER

Project Summary
CSG designed and delivered teamwork and conflict resolution training for the client's employees. The training included effective communication, performance expectations, conflict management, policy and procedures, employment laws and interpersonal skills dynamics. In addition, CSG conducted performance coaching and mentoring sessions to help employees better understand their roles and responsibilities.

Results: Employees retained employment and are working more effectively without.

Please print out additional Qualification Forms as necessary.
SECTION 7.3
ON-CALL PROFESSIONAL CONSULTANT
HOURLY RATES FORM
ON-CALL PROFESSIONAL CONSULTANT SERVICES HOURLY RATE FORM

Respondents shall use the hourly rates on this form for any proposals submitted in response to a Task Order Solicitation in which LADOT has identified will be paid using the Cost Reimbursement Hourly Rate method. This form must be submitted with the Response to the solicitation.

Respondent Name: THE CHAMPION SERVICES GROUP, INC.

<table>
<thead>
<tr>
<th>Employee Classification/Title</th>
<th>Hourly Rates</th>
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<tbody>
<tr>
<td>JAMES A. CHAMPION, PRESIDENT &amp; CEO</td>
<td>200.00 200.00 210.00</td>
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<tr>
<td>ROBERT SNIDERMAN, SR. CONSULTANT</td>
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<tr>
<td>THOMAS HARNDEN, SR. CONSULTANT</td>
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<td>JACQUELYN NEWSOM, SR. CONSULTANT</td>
<td>200.00 200.00 210.00</td>
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<td>THOMAS SIMMONS, SR. CONSULTANT</td>
<td>190.00 190.00 200.00</td>
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<td>STACEY JOHNSON-WHALEY, SR. CONSULTANT</td>
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<td>THEMUM CRAWFORD, SR. CONSULTANT</td>
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<td>AMRYL WARD, SR. CONSULTANT</td>
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<td>LESILE EDMONDS, SR. CONSULTANT</td>
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<td>FRANK JIMENEZ, SR. CONSULTANT</td>
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<td>ROSEMARIE SPENCER, SR. CONSULTANT</td>
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<td>ANGIE RIVERA, V.P. ADMIN/FINANCE</td>
<td>175.00 175.00 185.00</td>
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<tr>
<td>ILENIA BARASOAIN, CONSULTANT RELATIONS</td>
<td>150.00 150.00 150.00</td>
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<tr>
<td>MARGARITA CAVADA, ADMIN COORDINATOR</td>
<td>125.00 125.00 130.00</td>
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Authorized Signature:

Name: JAMES A. CHAMPION
Title: PRESIDENT AND CEO
SECTION 7.4
CITY CONTRACTING REQUIREMENTS
Bidder Certification
CEC Form 50

This form must be submitted to the awarding authority with your bid or proposal for the contract noted below. Please write legibly.

Original filing  □ Amended filing (original signed on ___________; last amendment signed on ___________)

Bid/Contract/BAVN Number: 12849
Awarding Authority (Department):
Los Angeles Department of Transportation

Name of Bidder:
The Champion Services Group, Inc.

Phone: 305-871-4866

Address:
12231 SW 129 Court, Miami, FL 33186

Email: jchampion@csgway.com

CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

A. I am a person or entity that is applying for a contract with the City of Los Angeles.

B. The contract for which I am applying is an agreement for one of the following:
   1. The performance of work or service to the City or the public;
   2. The provision of goods, equipment, materials, or supplies;
   3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h); or
   4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(f):
      a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and these services:
         i. Are provided on premises that are visited frequently by substantial numbers of the public; or
         ii. Could be provided by City employees if the awarding authority had the resources; or
      iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
      b. I am not eligible for exemption from the City’s living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37.1(f)(b).

C. The value and duration of the contract for which I am applying is one of the following:
   1. For goods or services contracts—a value of more than $25,000 and a term of at least three months;
   2. For financial assistance contracts—a value of at least $100,000 and a term of any duration; or
   3. For construction contracts, public leases, or licenses—any value and duration.

D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Date: September 12, 2019

Signature: __________________________

Name: James A. Champion
Title: President and CEO

Revised February 2014
Los Angeles Municipal Code § 48.06(14)
Prohibited Contributors (Bidders)
Form 55

This form must be completed in its entirety and submitted with your bid or proposal to the City department that is awarding the contract. Failure to submit a completed form may affect your bid or proposal. If you have questions about this form, please contact the Ethics Commission.

☐ Original filing  ☐ Amended filing (original signed on ___________; last amendment signed on ___________)

Reference Number (bid or contract number if applicable): ______________________________________

Date Bid Submitted: September 12, 2019

Description of Contract (title of RFP and services to be provided):
On-Call Professional Consultant Services Request for Qualifications

City Department Awarding the Contract:
Los Angeles Department of Transportation

BIDDER INFORMATION
The Champion Services Group, Inc.

Name: __________________________________________________________________________
Address: 12231 SW 129 Court, Miami, FL 33186
Email: jchampion@csgway.com

Phone: 305-871-4866

SCHEDULE SUMMARY
Please complete all three of the following:

1. SCHEDULE A — Bidder’s Principals (check one)
   ☑ The bidder is the individual listed above and has no other principals (Schedule A is not required).
   ☐ The bidder is the individual listed above or an entity and has other principals, who are listed on the attached Schedule A pages.

2. SCHEDULE B — Subcontractors and Their Principals (check one)
   ☑ The bidder has no subcontractors on this bid or proposal whose subcontracts are worth $100,000 or more (Schedule B is not required).
   ☐ The bidder has one or more subcontractors on this bid or proposal with subcontracts worth $100,000 or more, and those subcontractors and their principals are listed on the attached Schedule B pages.

3. TOTAL NUMBER OF PAGES SUBMITTED (including this cover page): __________

BIDDER’S CERTIFICATION
I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(e)(12) and any related ordinances. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided on this form and the attached pages is true and complete to the best of my knowledge and belief.

Date: September 12, 2019

Signature: ____________________________

Name: James A. Champion

Title: President and CEO
SCHEDULE A — BIDDER'S PRINCIPALS

Please identify the names and titles of all of the bidder's principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

☐ Check this box if additional Schedule A pages are attached.

Name: James A. Champion                  Title: President and CEO
Address: 12231 SW 129 Court, Miami, FL 33186

Name:                                    Title:
Address:

Name:                                    Title:
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Name:                                    Title:
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**Prohibited Contributors (Bidders)**

**Form 55**

**SCHEDULE B — SUBCONTRACTORS AND THEIR PRINCIPALS**

Please identify all subcontractors whose subcontracts are worth $100,000 or more. Separate Schedule B pages are required for each subcontractor who meets that threshold.

**NOT APPLICABLE**

Subcontractor: __________________________________________

Address: _______________________________________________

Check one of the following:

☐ The subcontractor listed above is an individual and has no other principals.

☐ The subcontractor listed above is an individual or an entity and has principals, and their names and titles are identified below (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

☐ Check this box if additional Schedule B pages are attached

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NON-COLLUSION AFFIDAVIT

The appropriate, authorized operator's designate must sign and affix the corporate seal (see space below).

I, ________________________________, depose and say that I am

President and CEO ____________________, of ____________
("President," "Vice-President," etc.) (Insert Name and Address of Organization)

who submits this proposal to the City of Los Angeles, Department of Transportation, and hereby declare that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Date: ___________________________ at ___________________________
(Month, Day, Year) (City, State)

(Corporate Seal) I certify under penalty of perjury that the foregoing is correct.

(Signature)
CITY OF LOS ANGELES
RESPONSIBILITY QUESTIONNAIRE

RESPONSES TO THE QUESTIONS CONTAINED IN THIS QUESTIONNAIRE MUST BE SUBMITTED ON THIS FORM. In responding to the Questionnaire, neither the City form, nor any of the questions contained therein, may be retyped, recreated, modified, altered, or changed in any way, in whole or in part. Bidders or Proposers that submit responses on a form that has been retyped, recreated, modified, altered, or changed in any way shall be deemed non-responsive.

The signatory of this Questionnaire guarantees the truth and accuracy of all statements and answers to the questions herein. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the Responsibility Questionnaire Attachments. Submit the completed form and all attachments to the awarding authority. Retain a copy of this completed form for future reference. Contractors must submit updated information to the awarding authority if changes have occurred that would render any of the responses inaccurate in any way. Updates must be submitted to the awarding authority within 30 days of the change(s).

A. CONTACT INFORMATION

CITY DEPARTMENT INFORMATION
The Champion Services Group, Inc.

City Department/Division Awarding Contract
City Contact Person
Phone

On-Call Professional Consultant Services Request for Qualifications

City Bid or Contract Number (if applicable) and Project Title

BIDDER/CONTRACTOR INFORMATION
The Champion Services Group, Inc.

Bidder/Proposer Business Name
12231 SW 129 Court, Miami, FL 33186
Street Address
City
State
Zip
James A. Champion, President and CEO
305-871-4866
305-871-9077
Contact Person, Title
Phone
Fax

TYPE OF SUBMISSION:
The Questionnaire being submitted is:

☐ An initial submission of a completed Questionnaire

☐ An update of a prior Questionnaire dated _______/_______.

☐ No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Responsibility Questionnaire dated _______/_______.

was submitted by the firm. Attach a copy of that Questionnaire and sign below.

James A. Champion, President and CEO
Print Name, Title
Signature
Date

TOTAL NUMBER OF PAGES SUBMITTED, INCLUDING ALL ATTACHMENTS: ______________
B. BUSINESS ORGANIZATION/STRUCTURE

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

☑ Corporation: Date incorporated 9/5/1995 State of incorporation: Florida

List the corporation's current officers:

President: James A. Champion

Vice President: ____________________________________________________________

Secretary: ________________________________________________________________

Treasurer: ________________________________________________________________

☐ Check the box only if your firm is a publicly traded corporation

* List those who own 5% or more of the corporation's stocks. Use Attachment A if more space is needed. Publicly traded corporations need not list the owners of 5% or more of the corporation's stocks:

________________________________________________________________________

□ Limited Liability Company: Date of formation: __/__/_____ State of formation: __________

List members who own 5% or more of the company: Use Attachment A if more space is needed:

________________________________________________________________________

□ Partnership: Date formed: __/__/_____ State of formation: ______________

List all partners in your firm. Use Attachment A if more space is needed:

________________________________________________________________________

□ Sole Proprietorship: Date started __/__/_____

List any firm(s) that you have been associated with as an owner, partner, or officer for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question:

________________________________________________________________________

□ Joint Venture: Date formed: __/__/_____

List (1) each firm that is a member of the joint venture and (2) the percentage of ownership the firm will have in the joint venture. Use Attachment A if more space is needed. Each member of the Joint Venture must complete a separate Questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.

________________________________________________________________________
C. OWNERSHIP AND NAME CHANGES

1. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?
   - Yes  ☑ No
   
   If Yes, explain on Attachment A the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm.

2. Has any of the firm's owners, partners, or officers operated a similar business in the past five years?
   - Yes  ☑ No

   If Yes, list on Attachment A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds a similar position in another firm.

3. Has the firm changed names in the past five years?
   - Yes  ☑ No

   If Yes, list on Attachment A all prior names, addresses, and the dates they were used. Explain the reason for each name change in the last five years.

4. Are any of your firm's licenses held in the name of a corporation or partnership?
   - Yes  ☑ No

   If Yes, list on Attachment A the name of the corporation or partnership that actually holds the license.

Bidders/Contractors must continue on to Section D and answer all remaining questions contained in this Questionnaire.

The responses in this Questionnaire will not be made available to the public for review. This is not a public document. [ CPCC §20101(a) ]
D. FINANCIAL RESOURCES AND RESPONSIBILITY

5. Is your firm now, or has it ever been at any time in the last five years, the debtor in a bankruptcy case?
   ☑ Yes  ☐ No
   If Yes, explain on Attachment B the circumstances surrounding each instance

6. Is your company in the process of, or in negotiations toward, being sold?
   ☑ Yes  ☐ No
   If Yes, explain the circumstances on Attachment B

E. PERFORMANCE HISTORY

7. How many years has your firm been in business?
   ☑ 24_________ Years

8. Has your firm ever held any contracts with the City of Los Angeles or any of its departments?
   ☑ Yes  ☐ No
   If Yes, list on an Attachment B all contracts your firm has had with the City of Los Angeles for the last 10 years. For each contract listed in response to this question, include (a) entity name, (b) purpose of contract, (c) total cost, (d) starting date, and (e) ending date.

9. List on Attachment B all contracts your firm has had with any private or governmental entity (other than the City of Los Angeles) over the last five years that are similar to the work to be performed on the contract for which you are bidding or proposing. For each contract listed in response to this question, include (a) entity name, (b) purpose of contract, (c) total cost, (d) starting date, and (e) ending date.
   ☐ Check the box if you have not had any similar contracts in the last five years

10. In the past five years, has a governmental or private entity or individual terminated your firm’s contract prior to completion of the contract?
    ☑ Yes  ☐ No
    If Yes, explain on Attachment B the circumstances surrounding each instance

11. In the past five years, has your firm used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?
    ☑ Yes  ☐ No
    If Yes, explain on Attachment B the circumstances surrounding each instance

12. In the past five years, has your firm been debarred or determined to be a non-responsible bidder or contractor?
    ☑ Yes  ☐ No
    If Yes, explain on Attachment B the circumstances surrounding each instance
F. DISPUTES

13 In the past five years, has your firm been the defendant in court on a matter related to any of the following issues? For parts (a) and (b) below, check Yes even if the matter proceeded to arbitration without court litigation. For part (c), check Yes only if the matter proceeded to court litigation. If you answer Yes to any of the questions below, explain the circumstances surrounding each instance on Attachment B. You must include the following in your response: the name of the plaintiffs in each court case, the specific causes of action in each case, the date each case was filed, and the disposition/current status of each case.

(a) Payment to subcontractors?
☐ Yes  ☑ No

(b) Work performance on a contract?
☐ Yes  ☑ No

(c) Employment-related litigation brought by an employee?
☐ Yes  ☑ No

14 Does your firm have any outstanding judgements pending against it?
☐ Yes  ☑ No

If Yes, explain on Attachment B the circumstances surrounding each instance.

15 In the past five years, has your firm been assessed liquidated damages on a contract?
☐ Yes  ☑ No

If Yes, explain on Attachment B the circumstances surrounding each instance and identify all such projects, the amount assessed and paid, and the name and address of the project owner.

G. COMPLIANCE

16 In the past five years, has your firm or any of its owners, partners or officers, ever been investigated, cited, assessed any penalties, or been found to have violated any laws, rules, or regulations enforced or administered by any of the governmental entities listed on Attachment C (Page 9)? For this question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.
☐ Yes  ☑ No

If Yes, explain on Attachment B the circumstances surrounding each instance, including the entity that was involved, the dates of such instances, and the outcome.

17. If a license is required to perform any services provided by your firm, in the past five years, has your firm, or any person employed by your firm, been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws?
☐ Yes  ☑ No

If Yes, explain on Attachment B the circumstances surrounding each instance in the last five years.
18. In the past five years, has your firm, any of its owners, partners, or officers, ever been penalized or given a letter of warning by the City of Los Angeles for failing to obtain authorization from the City for the substitution of a Minority-owned (MBE), Women-owned (WBE), or Other (OBE) business enterprise?  
☐ Yes ☐ No  
If Yes, explain on Attachment B the circumstances surrounding each instance in the past five years.

H. BUSINESS INTEGRITY

19. For questions (a), (b), and (c) below, check Yes if the situation applies to your firm. For these questions, the term "firm" includes any owners, partners, or officers in the firm. The term "owner" does not include owners of stock in your firm if the firm is a publicly traded corporation. If you check Yes to any of the questions below, explain on Attachment B the circumstances surrounding each instance.

(a) Is a governmental entity or public utility currently investigating your firm for making (a) false claim(s) or material misrepresentation(s)?  
☐ Yes ☐ No

(b) In the past five years, has a governmental entity or public utility alleged or determined that your firm made (a) false claim(s) or material misrepresentation(s)?  
☐ Yes ☐ No

(c) In the past five years, has your firm been convicted or found liable in a civil suit for, making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?  
☐ Yes ☐ No

20. In the past five years, has your firm or any of its owners or officers been convicted of a crime involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term "owner" does not include those who own stock in a publicly traded corporation.  
☐ Yes ☐ No

If Yes, explain on Attachment B the circumstances surrounding each instance.

- CERTIFICATION UNDER PENALTY OF PERJURY -

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this questionnaire and the responses contained on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

James A. Champion, President & CEO
Print Name, Title

Signature
Date
9/12/2019
ATTACHMENT A FOR SECTIONS A THROUGH C

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page ______
ATTACHMENT B FOR SECTIONS D THROUGH H

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.
Page Section E-Question 8

<table>
<thead>
<tr>
<th>Entity Name: Los Angeles Department of Water and Power</th>
<th>Purpose of Contract: EEO and ADA Refresher Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost: $361,475</td>
<td>Starting Date: 8/9/2018</td>
</tr>
<tr>
<td>Ending Date: Active</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity Name: Los Angeles Department of Water and Power</th>
<th>Purpose of Contract: EEO Refresher and ADA Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost: $420,000</td>
<td>Starting Date: 12/2009</td>
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<td>Ending Date: 12/2012</td>
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</table>

<table>
<thead>
<tr>
<th>Entity Name: Los Angeles Department of Water and Power</th>
<th>Purpose of Contract: Workplace Diversity</th>
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</thead>
<tbody>
<tr>
<td>Total Cost: $540,000</td>
<td>Starting Date: 6/2014</td>
</tr>
<tr>
<td>Ending Date: 5/2017</td>
<td></td>
</tr>
</tbody>
</table>
CITY OF LOS ANGELES CONTRACT HISTORY

The City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal or bid a list of all City of Los Angeles contracts held by the bidder or any affiliated entity during the preceding 10 years. Use the space below to list all such contracts. Include the dates of the contract, the services or goods provided, the amount of the contract, and the contract number. If the bidder or any affiliated entity has held no City of Los Angeles contracts during the preceding 10 years, state so in the space below. Use the back of the page and additional pages as needed.

Were any contracts held with the City of Los Angeles in the last 10 years?  
☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Department with which Contract Held</th>
<th>Contract Dates</th>
<th>Services/Goods Provided</th>
<th>Contract Amount</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Water and Power</td>
<td>2013-Active</td>
<td>EEO and ADA Refresher Training</td>
<td>$361,475.00</td>
<td>47497</td>
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<td>2 Water and Power</td>
<td>6/2014-5/2017</td>
<td>Workplace Diversity</td>
<td>$540,000.00</td>
<td>47236-4</td>
</tr>
<tr>
<td>3 Water and Power</td>
<td>12/2009-12/2012</td>
<td>EEO Refresher &amp; ADA Training</td>
<td>$420,000.00</td>
<td>47870</td>
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<td>4</td>
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<td></td>
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<td>10</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The Champion Services Group, Inc.  
Name of Organization

President and CEO
Title
James A. Champion  
Print Name
Signature

September 12, 2019  
Date
CONTRACTOR BUSINESS LOCATIONS AND WORKFORCE INFORMATION

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires bidders to state their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

Organization: The Champion Services Group, Inc.

I. Corporate or Main Office Information:

<table>
<thead>
<tr>
<th>Address</th>
<th>Total Number of Employees</th>
<th>Percentage Working* within City of Los Angeles</th>
<th>Percentage Residing in City of Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>12231 SW 129 Court</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami, FL 33186</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

II. City of Los Angeles Branch Offices Information:

Note: If there are no Los Angeles Branch office, mark N/A on first line.

<table>
<thead>
<tr>
<th>Address</th>
<th>Total Number of Employees</th>
<th>Percentage Working* within City of Los Angeles</th>
<th>Percentage Residing in City of Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>5109 West Blvd</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA 90043</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles
City of Los Angeles

CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

This document must be returned with the Proposal/Bid Response

The undersigned hereby agrees that ___________________________ will:

Name of Business

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.

2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.

3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.

4. Certify that the business will maintain such compliance throughout the term of the contract.

I declare under penalty of perjury that the foregoing is true and was executed at:

Miami Dade, Florida

City/County/State

September 12, 2019

Date

The Champion Services Group, Inc. 12231 SW 129 Court, Miami, FL 33186

Name of Business

Address

James A. Champion

Signature of Authorized Officer or Representative Print Name

President and CEO 305-871-4866

Title Telephone Number
City of Los Angeles

COMPLIANCE WITH THE LIVING WAGE ORDINANCE

Return this document with the Proposal/Bid Response

By submitting this form, the undersigned hereby declares that an application for exemption is NOT submitted with Proposal/Bid Response and agrees to fully comply with the requirements of the Los Angeles Administrative Code section 10.7. Living Wage Ordinance.

The Champion Services Group, Inc.

Name of Business

1234 SW 129 Court, Miami, FL 33186

Address

[Signature]
Signature of Authorized Officer or Representative

James A. Champion
Print Name

President and CEO

305-871-4866
Telephone Number

Title
Company Compliance Documents

Your company compliance documents:

Disclosure Ordinance - (Indefinite Application) "New"  Status: Submitted  Upload/Submit By: James A Champion  Upload/Submit Date/Expires: 08/14/19/Indefinite  Menu Options: View, Status, Edit, Remove

Equal Benefits / First Source Hiring Ordinance (3 Year Application) "New"  Status: Submitted  Upload/Submit By: James A Champion  Upload/Submit Date/Expires: 09/14/18/09/14/21  Menu Options: View, Status, Edit, Remove

Other Documents

California Iran Contracting Act of 2010  Information: In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at $1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit". You cannot upload this form online and must submit the completed form directly to the awarding department.

Click here for more information


1/2
City of Los Angeles
Department of Public Works
Bureau of Contract Administration
Office of Contract Compliance
1149 S Broadway, Suite 300, Los Angeles, CA 90015
Phone (213) 847-2625 E-mail hro.resource@lacity.org

EQUAL BENEFITS ORDINANCE COMPLIANCE AFFIDAVIT

Prime contractors must certify compliance with Los Angeles Administrative Code (LACC) Section 10.821 et seq prior to the execution of a City agreement subject to the Equal Benefits Ordinance (EBO)

SECTION 1. CONTACT INFORMATION

<table>
<thead>
<tr>
<th>BAWN Company Id</th>
<th>12849</th>
<th>EIN/TIN</th>
<th>650658481</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>The Champion Services Group Inc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td>12231 SW 129 Court Unit 309</td>
<td>State Fl</td>
<td>Zip 33186</td>
</tr>
<tr>
<td>Contact Person</td>
<td>James A Champion</td>
<td>Phone 305-871-4866</td>
<td>Email <a href="mailto:hr@cgway.com">hr@cgway.com</a></td>
</tr>
</tbody>
</table>

| Approximate Number of Employees in the United States | 4 |
| Approximate Number of Employees in the City of Los Angeles | 0 |

SECTION 2. EBO REQUIREMENTS

The EBO requires City Contractors who provide benefits to employees with spouses to provide the same benefits to employees with domestic partners. Domestic Partner means any two adults, of the same or different sex, who have registered as domestic partners with a governmental entity pursuant to state or local law authorizing this registration, or with an internal registry maintained by the employer of at least one of the domestic partners.

Unless otherwise exempt, the contractor is subject to and shall comply with the EBO as follows:

A. The Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the City Contract, and
B. The Contractor's operations located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the contractor's presence at or on the property is connected to a Contract with the City and
C. The Contractor's employees located elsewhere in the United States, but outside of the City limits, if those employees are performing work on the City Contract.

A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment:

"During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners."

SECTION 3. COMPLIANCE OPTIONS

I have read and understand the provisions of the Equal Benefits Ordinance and have determined that this company will comply as indicated below:

I have no employees
I provide no benefits
I provide benefits to employees only. Employees are prohibited from enrolling their spouse or domestic partner
I provide equal benefits as required by the City of Los Angeles EBO
I provide employees with a "Cash Equivalent." Note: The "Cash Equivalent" is the amount of money equivalent to what your company pays for spousal benefits that are unavailable for domestic partners, or vice versa.
All or some employees are covered by a collective bargaining agreement (CBA) or union trust fund. Consequently, I will provide Equal Benefits to all non-union represented employees, subject to the EBO, and will propose to the affected unions that they incorporate the requirements of the EBO into their CBA upon amendment, extension, or other modification of the CBA.
Health benefits currently provided do not comply with the EBO. However, I will make the necessary changes to provide Equal Benefits upon my next Open Enrollment period which begins on (Date).