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# LOS ANGELES FIRE DEPARTMENT



DOUGLAS L. BARRY  
FIRE CHIEF

November 5, 2008

BOARD OF FIRE COMMISSIONERS  
FILE NO. 08-165

TO: Board of Fire Commissioners

FROM: Douglas L. Barry, Fire Chief *DLB*

SUBJECT: AUTHORITY TO RELEASE REQUEST FOR PROPOSAL FOR  
AUTOMATIC EXTERNAL DEFIBRILLATOR AND CARDIOPULMONARY  
RESUSCITATION TRAINING

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

**Recommendation:** That the Board

Approve and release the attached Request for Proposal (RFP) for Automatic External Defibrillator and Cardiopulmonary Resuscitation Training

**Summary:**

The Fire Department is responsible for overseeing the City's Public Access Defibrillator (PAD) Program. To improve the public's survival rate, Section 1714.21 of the Civil Code of the State of California requires a minimum number of employees within facilities equipped with automatic external defibrillators (AED) be trained in the use of the AED and in cardiopulmonary resuscitation (CPR).

The Fire Department has prepared an RFP to provide an AED/CPR training program designed to train City employees in these skills. The RFP will solicit proposals from recognized vendors to conduct American Heart Association Heartsaver training for both instructors and employees. The attached RFP has been reviewed and approved as to form by the City Attorney.

Since 2001, the PAD Program has installed AEDs in multiple City facilities throughout the City of Los Angeles. In accordance with State law, the Fire Department must provide AED/CPR training to City employees. Due to the scope of the number of City facilities and the number of City employees requiring this training, the most efficient and economical training method is the Train-the-Trainer program. This method trains designated City employees as instructors who, in turn, train other City employees within their own departments. However, when City trainers are unavailable or when City employees work on weekends or evening shifts the employees will receive AED/CPR training directly from the vendor. The annual estimated cost for these services is \$21,500. Funding of \$21,500 has been allotted for this contract in the PAD Program's Contractual Services Account 3040, line item 007.

**Fiscal Impact:**

There is no fiscal impact associated with this contract, since funding for this contract was approved and allocated in the FY 2008/09 Budget.

**Conclusion:**

Approval and release of the attached RFP will enable the Department to remain in compliance with State law by securing a contract with a vendor to provide the necessary AED/CPR training. Additionally, the approval and release of this RFP will enhance the Department's pre-hospital emergency medical services to the public.

This Board Report does not require the Mayor or City Council's approval.

Board report prepared by Valerie A. Muñoz, Senior Management Analyst I, PAD Program.

Attachment

**AUTOMATED EXTERNAL  
DEFIBRILLATOR/CARDIOPULMONARY  
RESUSCITATION TRAINING SERVICES**

**REQUEST FOR PROPOSALS**  
**LAFD No. \_\_\_\_\_**



**Prepared By**

**Los Angeles Fire Department  
Bureau of Training and Risk Management  
Public Access Defibrillator Program**

**DATE TBD**

**Request For Proposals (RFP) No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_**  
**Automated External Defibrillator (AED)/**  
**Cardiopulmonary Resuscitation (CPR) Training Services**

**DATE ISSUED:** **TBD**

**TITLE:** Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) Training Services

**DESCRIPTION:** The purpose of this Request For Proposals is to solicit proposals from qualified vendors to provide services for Adult and Pediatric AED/CPR Training and Adult and Pediatric AED/CPR Instructor Training. Services must be rendered in accordance with the American Heart Association "Heartsaver" AED Training Course.

**PRE-PROPOSAL  
CONFERENCE:**

**TBD, 10:00 a.m. (Pacific Time)**

Frank Hotchkin Memorial Training Center  
1700 Stadium Way  
Los Angeles, CA 90012

**ATTENDANCE MANDATORY**

**SUBMISSION DEADLINE:**

**TBD, 2:00 p.m. (Pacific Time)**

Please submit five (5) copies of the written proposal. Proposals are to be submitted in a sealed package, clearly marked with the words "AED/CPR TRAINING SERVICE". **HAND OR COURIER DELIVERY ONLY – NO EXCEPTIONS.**

**SUBMISSION ADDRESS:**

Valerie Muñoz, Senior Management Analyst I  
Program Manager  
Public Access Defibrillator Program  
Los Angeles Fire Department  
1700 Stadium Way, Room 112  
Los Angeles, CA 90012  
(213) 485-5531  
E-mail: [valerie.munoz@lacity.org](mailto:valerie.munoz@lacity.org)

**RFP COORDINATOR:**

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## 1.0 OVERVIEW AND BACKGROUND

The City of Los Angeles Fire Department (Department), through its Public Access Defibrillator Program, is seeking competitive proposals from qualified vendors to provide services for AED/CPR Training and AED/CPR Instructor Training. Services must be rendered in accordance with the American Heart Association "Heartsaver" AED Training Course.

According to Assembly Bill 2041 SEC 3, (2) (D):

"For every AED unit acquired up to five units, no less than one employee per AED unit shall complete a training course in cardiopulmonary resuscitation and AED use that complies with the regulations adopted by the Emergency Medical Services Authority and the standards of the American Heart Association or the American Red Cross. *After the first five AED units are acquired, for each additional five AED units acquired, one employee shall be trained beginning with first AED unit acquired.* Acquirers of AED units shall have trained employees who should be available to respond to an emergency that may involve the use of an AED unit during normal operating hours."

### **Purpose**

The Department's goal is to provide quality and competent AED and CPR training that:

- effectively educates and trains our employees,
- emphasizes the training benefits on and off the job,
- complies with all pertinent State and Federal health and safety regulations,
- minimizes time-off-the-job for employees scheduled,
- offers management the greatest flexibility in scheduling, and
- is cost effective for the Department.

### **Program Strategy**

To improve and ensure the health and safety of employees, citizens, and visitors of Los Angeles, the Department seeks to establish the most comprehensive and practical AED and CPR Training Program possible. Sudden cardiac arrest can occur anywhere, anytime, to anyone. Over 350,000 sudden cardiac arrests occur annually in the nation. It is the City's goal to improve the survival rate of citizens, visitors, and employees of Los Angeles by providing our employees the training to recognize the signs and symptoms of sudden cardiac arrest and to take the necessary actions to save the life of a victim.

This program must be designed to provide the requisite training and certification for all employees in a timely manner. Proposers must provide advice on recommended and/or regulatory required training.

### **Organizational Overview**

The City Council, CF #99-0186, has directed the Fire Department to perform all duties necessary to implement and oversee the City's Public Access Defibrillator Program as required by State law, SB 911. California law requires implementers of public access AED programs to provide specific training to employees who may use the devices. This training, at a minimum, requires four (4) hours of AED/CPR.

## **2.0 SCOPE OF WORK**

### **2.1 General Guidelines**

The selected Proposer will furnish, through a three-year contract,

- Heartsaver Adult AED and CPR training, and
- Heartsaver Adult and Pediatric AED and CPR training, and
- Heartsaver Adult and Pediatric AED and CPR Instructor training.

The scope of the requested services must include, but are not limited to, the following training as applicable:

• Scene Safety	• Preventing Disease Transmission
• Patient Assessment	• First Aid for Choking
• One Rescuer AED/CPR – Adult	• Liability
• Two Rescuer AED/CPR – Adult	• Seizures
• AED/CPR – Pediatric	• Shock
• Heart Attack and Stroke	• Diabetic Emergencies
• Rescue Breathing	

The Proposers must furnish detailed descriptions of their training programs for these subjects.

The Proposers must be capable of providing services on demand at any City facility.



## 2.2 Staff and Equipment

The Proposers must provide staff trained and certified as American Heart Association "Heartsaver" AED/CPR instructors and trained as Basic Life Support instructors. There must be a sufficient number of fulltime paid staff to provide training on demand at a ratio of one (1) instructor to no more than ten (10) students. It is expected that a minimum of 700 to a maximum of 900 employees will be trained each year.

The Proposers must provide the following training supplies and equipment:

<b>Supplies and Equipment</b>	<b>Adult</b>	<b>Adult/Ped</b>	<b>Instructor</b>
Heartsaver AED Adult videocassette.	X	X	X
One Adult CPR/AED mannequin per student.	X	X	X
Heartsaver AED Pediatric videocassette.		X	X
One Infant CPR/AED mannequin per student.		X	X
Heartsaver AED Instructor Tool Kit w/VHS.			X
AHA Instructor's Manual Basic Life Support.			X

The Department seeks a qualified Proposer to meet all the training needs of our Public Access Defibrillator Program.

## 3.0 QUALIFICATIONS OF THE PROPOSER

### 3.1 Acceptable Proposers

Proposals will be accepted only from the following types of individuals or organizations:

- A. The Proposer is qualified to conduct business in the State of California.
- B. If the Proposer is a corporation or limited liability company, the Proposer must be in good standing with the California Secretary of State or the State of registration.
- C. The Proposer has not been determined to be nonresponsive or been debarred by the City.
- D. The Proposer is not currently debarred by the federal government; any state government, including the State of California; or local government.

### **3.2 Staffing**

The Proposer must provide enough competent staff to fulfill the Agreement terms resulting from this RFP, and perform the services at the quality level outlined in this RFP. The Proposer must assure continued provision of services to the City, unless otherwise excused by the City.

## **4.0 GENERAL PROPOSAL CONDITIONS**

### **4.1 Acceptance of Terms and Conditions**

The submission of a proposal pursuant to this RFP will constitute acknowledgement and acceptance of all the terms and conditions set forth in this RFP.

### **4.2 Financial Responsibility**

The Proposer understands and agrees that the City is not responsible for any costs incurred by the Proposer in responding to this RFP. Proposers who respond to this RFP, including attendance at the Pre-Proposal Conference, post-submission interview of the Proposer, etc., do so solely at their own expense. The Proposer will not include any such expenses as a part of the price proposed in response to this RFP.

### **4.3. City's Right of Withdrawal and Rejection of Proposals**

Notwithstanding any other provisions of this RFP, the City reserves the right to withdraw and/or terminate this RFP at any time during the process. The City also reserves the right to reject any and all proposals submitted, or to waive any minor administrative irregularities or informality contained in any proposal, when to do so would be to the advantage of the City or its taxpayers.

### **4.4 Proposer's Right to Withdraw Proposal**

The Proposer may withdraw a submitted proposal in writing at any time prior to the specified due date and time. Faxed withdrawals will be accepted with the original withdrawal to follow by mail. A written request to withdraw, signed by an authorized representative of the Proposer, must be submitted to the Department at the address specified herein for submittal of proposals. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline, will be firm and may not be withdrawn

after the submission deadline for a period of one hundred eighty (180) calendar days following the deadline for submission of proposals specified in this RFP.

#### **4.5 Disposition of Proposals and Disclosure of Information**

All proposals submitted in response to this RFP will become the property of the City and will be a matter of public record subject to the State of California Public Records Act (California Government Code Section 6250 *et seq.*). (A copy of this Act may be accessed on the Internet at [http://lacounty.info/public\\_records\\_gov\\_codes.htm](http://lacounty.info/public_records_gov_codes.htm).) Proposers must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the Proposer claims is exempt from disclosure under the California Public Records Act. Any Proposer claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the Proposer claims is not subject to disclosure under said Act. The City will make its independent determination as to whether the identified material is subject to disclosure under the Act.

#### **4.6 Requests for Technical Assistance During the Proposal Preparation Process**

As of the issuance date of this RFP, and continuing until the time for submitting written questions has expired, Proposers will address all questions regarding the RFP and their proposals in writing to the following:

Valerie Muñoz, Senior Management Analyst I  
Program Manager  
Public Access Defibrillator Program  
Los Angeles Fire Department  
1700 Stadium Way, Room 112  
Los Angeles, CA 90012  
(213) 485-5531  
E-mail: [valerie.munoz@lacity.org](mailto:valerie.munoz@lacity.org)

All questions submitted prior to the Pre-Proposal Conference will be answered during the Question-and-Answer portion of the conference agenda.

#### **4.7 Conferences During the Evaluation Period**

After submittal of proposals, and continuing until the Agreement is awarded, all City personnel and agents of the LAFD involved in the RFP process will be specifically directed against holding any meetings,

conferences, or technical discussions with any Proposer, except as provided in this RFP. Proposers will not communicate in any manner with City personnel, or their agents, regarding this RFP or any responding proposals during this period of time, unless the communication relates solely to the scheduling of interviews, if applicable, or unless otherwise authorized in writing by the RFP Coordinator. Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal.

#### **4.8 Proposal Conditions and Limitations**

Proposals that set forth conditions or limitations conflicting with those set forth in the RFP may be considered non-responsive and rejected.

#### **4.9. Proposal Interpretations and Addenda**

Any change to, or interpretation of, this RFP will be sent by the Department to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations will become a part of said RFP and may be incorporated into any agreement awarded pursuant thereto.

#### **4.10 Workspace Not Provided by the City**

The City will not provide workspace to Proposers for the purpose of preparing their proposal.

#### **4.11 Support Services**

The City will not provide parking, clerical, e-mail, telephone, or document reproduction services to Proposers for the purpose of preparing their proposals.

## **5.0 CONTENTS OF PROPOSAL**

The response to this RFP must be made in accordance with the format and the order set forth herein. Failure to adhere to this format may be considered non-responsive and, therefore, be cause for rejection of the proposal. It is requested that proposals be prepared simply and economically, avoiding the use of unnecessary promotional material. It is the City's intent to award a contract, in a form approved by the City Attorney, to the selected Proposer. This RFP and the proposal submitted, or any part thereof, may be incorporated into and made a part of the Agreement. Proposals accepted by the City constitute a legally binding contract offer by the Proposer.

## **5.1 In Writing**

All proposals must be submitted in writing. The Proposer must complete and return all applicable documents, including forms and supporting documents. The City may deem a Proposer non-responsive if the Proposer fails to provide all required documentation and copies.

## **5.2 Response Requirements to the RFP Specifications**

The Proposer must provide a paragraph by paragraph (also bullet by bullet, as appropriate) response to those sections and related appendices, attachments, and exhibits of this RFP that require Proposer responses.

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation will not be considered. Falsification of any information will result in disqualification from this selection process, or in termination of a contract, if discovered in the future. If the Proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject the proposal. If it is determined that a contract was awarded as a result of false performance or other false data submitted in response to this RFP, the City reserves the right to terminate the contract. Portions of the proposal that include content from the RFP that has been altered in any manner must be footnoted and referenced in a separate ATTACHMENT to the proposal.

Unnecessarily elaborate, lengthy proposals, or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

The proposal must meet the following formatting standards in Microsoft Word:

- A. Font: Arial.
- B. Font size: 12 point.
- C. Margins: At least one inch on all sides.
- D. Line spacing: Single-spaced between sentences, double-spaced between paragraphs.
- E. Double-sided print on plain white paper.

F. Each page (excluding that section of the proposal devoted to City forms) including attachments, must be numbered sequentially in the lower right corner of the page as a footer to indicate "Page \_\_\_\_ of \_\_\_\_"

G. Use the indicative mood in the narrative (must, will, etc.).

### **5.3 Packaging of Proposal**

The proposal must be enclosed in one or more sealed containers (envelopes, boxes, etc.). Each container must be plainly marked in the upper left-hand corner with the name and address of the Proposer. Additionally, each container will be labeled in the following manner:

"LOS ANGELES FIRE DEPARTMENT  
AUTOMATED EXTERNAL DEFIBRILLATOR/CARDIOPULMONARY  
RESUSCITATION TRAINING SERVICES  
REQUEST FOR PROPOSALS NO. LAFD-\_\_\_\_-\_\_-\_\_"

The response to this RFP must be made in accordance with the format and order set forth herein. Failure to adhere to this format and order may be cause for rejection of the proposal as non-responsive.

### **5.4 Number of Copies Required**

The Proposer must submit one original and five (5) consecutively numbered hard copies, with the original and each copy contained in its own 3-ring binder. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. Signatures must be made in **blue ink only**. Corporations must affix their corporate seal. The copies must be numbered on the upper right-hand side of the cover to indicate "Copy No. \_\_\_\_."

Proposers must also submit one (1) copy on a CD-ROM disk that contains all of the contents of their proposal. The Department standard for electronic documents is Microsoft Word 2000 or later. The following information will be clearly and neatly completed on the label of the disk:

1. Name of RFP;
2. RFP No.; and,
3. Name of Proposer(s) submitting the disk.

## 5.5 Omissions or Deviations from the RFP Specifications

The Proposer must fully describe any omissions or deviations from the specifications set forth in this RFP and the reasons why said omissions or deviations are in the best interest of the City.

## 5.6 Cover Letter

Each proposal must be accompanied by a cover letter that identifies the company name, legal business status (e.g., individual, partnership, corporation, etc.), the state in which the business is incorporated or registered, address, telephone number, fax number, and if applicable, the Proposer's e-mail address. The cover letter must contain a general statement of the purpose for submission and must indicate the name, title, address, and telephone number of the person or persons authorized to represent the Proposer in order to enter into negotiations with the City with respect to this RFP and any subsequently awarded contract. The cover letter must also indicate any limitation of authority for any person named.

The cover letter must be signed by a representative or officer of the Proposer who has been authorized to bind the firm to all provisions of the RFP, any subsequent changes, and to the Agreement, if an award is made.

If the Proposer is a partnership, a general manager must sign the proposal in the name of the partnership thereof. If the Proposer is a corporation, the proposal must be signed on behalf of the corporation by two (2) authorized officers (a Chairperson of the Board, President or Vice President, and a Secretary, Treasurer, or Chief Financial Officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation. The corporate seal must be affixed. If the Proposer is a joint venture, duly **authorized representatives from each corporation** must sign the proposal or partnership as described above. **All above signatures must be original ("wet") and written in blue ink only.**

Proposals submitted by consortiums, joint ventures, or teams will not be considered responsive unless it is established in the proposal that all contractual responsibility rests solely with one member of the group or one legal entity. The proposal must identify the responsible entity.

## **5.7 Work Plan of Services to be Provided**

The Work Plan must describe in detail the Proposer's understanding of the services required under this RFP and the methodologies planned to deliver the desired results. The Work Plan must also identify major tasks to be completed and must include a schedule of performance. The proposal must demonstrate that the Proposer can provide enough competent staff to provide the required services at the quality level outlined in this RFP and have complete flexibility for establishing an effective management and organization structure.

## **5.8 Cost Breakdown**

Proposers responding to this RFP must submit a pricing proposal for the desired services. Proposers must explain what their experience has shown to be the costs associated with the services delineated in this RFP.

The Department and the City will accept the proposal that appears to be in their best interest. Matters other than price will be considered in determining the award. No binding contract will exist between the selected Proposer and the Department and/or the City, until the City executes a written service contract.

## **5.9 Qualifications of the Proposer**

The proposal must describe the qualifications of the Proposer by reason of past experience with similar undertakings. The proposal must provide details as to the types of services provided in the past under contracts that were similar in scope as contemplated in this RFP, name(s) and contact information of client(s) for whom the services were provided, and the extent and exact nature of the service(s) provided. This section must also contain a statement of express permission for the City to contact any identified previous customers and request information on the performance of the Proposer. The Proposer must provide a minimum of one (1) reference of a Proposer project. Favorable consideration may be given to Proposers with multiple successful projects and/or references that are fire department agencies.

The proposal must contain sufficient documentation on the organizational and financial status of the Proposer to substantiate that the Proposer has the organizational and financial stability to continue in business throughout the period of the contract (e.g., annual corporate statements, balance sheets, profit and loss statements, cash forecasts, financial history, etc.).



## **5.10 Qualifications of Key Personnel**

The Proposer must include the names of all key personnel who are employed by the Proposer who will be assigned to perform services pursuant to the Agreement. The proposal must designate a Project Director with full authority to administer any resulting agreement should the proposal be accepted. The following information must be provided in the proposal for each person listed, including the Project Director:

- A. Description of the work he/she will perform.
- B. Amount of time he/she will be assigned to work on the project.
- C. Academic achievements, including all college undergraduate and graduate education.
- D. A brief, complete statement of each key person's experience and background, giving the number of years of experience, title, and function while gaining experience, the beginning and ending dates of the experiences cited, and the relationship of that key person to the major goals of the experience cited.

The City reserves the right to verify each such person's experience and/or education. The City reserves the right to require selected Proposer's staff and subcontractors working on the project to undergo a background investigation check conducted by the Los Angeles Police Department.

The City reserves the right to approve any changes in personnel assigned by the selected Proposer to the project.

Proposers must provide an organizational chart of the Proposer's company, depicting its parent company, subsidiaries, and subdivisions, if any, plus relationships to these companies. The chart must also illustrate the chain of command from the head of the company through to the Proposer's Project Director plus all non-clerical employee positions that are assigned to implement the proposal.

## **5.11 Qualifications of Subcontractors**

The identification of each proposed subcontractor/major supplier, its tasks, schedules, etc. must be included. The form and content of all services to be provided by each subcontractor must be described in detail. The proposal must provide information on the qualifications and experience of each subcontractor and the subcontractor's key personnel to be assigned if awarded the contract as specified in the preceding section.

Subcontractors must meet the requirements and requisites of the selected Proposer.

#### **5.12 Attachments to Proposal**

In the event the Proposer uses manuals and handouts as part of their training services, they must be submitted as attachments to the proposal.

#### **5.13 Additional Data Proposer Wishes to Present**

Any other data the Proposer considers essential to the evaluation of its proposal must be clearly stated in this section. If there is no additional data the Proposer wishes to present, the proposal must state the following: "There is no additional data we wish to present."

#### **5.14 Verification of Prior City Contracts**

The City Council adopted a resolution requiring vendors to provide a list of all City contracts held within the past ten (10) years to be included in the response package on all bids and proposals. Performance on past contracts with the City of Los Angeles will be part of the evaluation criteria. Failure to disclose this information will deem the proposal non-responsive.

**Complete the following information for each contract with the City of Los Angeles within the past ten (10) years:**

<b>Contract Number:</b>
<b>Contract Amount:</b>
<b>Department with which Contract Held:</b>
<b>Name of Contact:</b>
<b>Title of Contact:</b>
<b>Telephone Number of Contact:</b>
<b>Dates and Types of Services Provided:</b>

#### **5.15 Los Angeles Residence Information**

It is the policy of the City to encourage businesses to locate or remain in the City. Therefore, the City Council requires all City departments to gather information on the headquarters' address and certain information on the employees of the firms contracting with the City, **Attachment A**, Los Angeles Residence Information of this RFP.

If the Proposer is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit such a list.

#### **5.16 Statement of Non-Collusion**

Each proposal must include an executed Statement of Non-Collusion, **Attachment B**, of this RFP. If the Proposer is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit an executed statement. Corporations must affix their corporate seal.

#### **5.17 Nondiscrimination/Equal Employment Practices/Affirmative Action**

The Proposer agrees not to discriminate during the performance of the Agreement against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition.

The Los Angeles Administrative Code Section 10.8.4 establishes an Affirmative Action Program for Proposers doing business with the City. (A copy of the City Charter and Administrative Codes may be viewed on the Internet at <http://lacodes.lacity.org>). As a condition of contract award, the selected Proposer will be required to comply with the provisions of the City's Affirmative Action Program. Proposers must refer to **Attachment C**, Nondiscrimination, Equal Employment Practices, and Affirmative Action, of the RFP for additional information and instructions. Corporations must affix their corporate seal.

#### **5.18 Child Support Obligations**

Proposers are advised that any contract awarded pursuant to this RFP will be subject to the applicable provisions of Los Angeles Administrative Code, Section 10.10, Child Support Obligations. City policy also requires that all contractors performing work for the City comply with all applicable state and federal reporting requirements relative to legally mandated child support.

Proposers must refer to **Attachment D**, Child Support Obligations, of this RFP for further information and instructions and must submit the required declarations at the time proposals are submitted. Corporations must affix their corporate seal.

## 5.19 Americans with Disabilities Act

Proposers are advised that any contract awarded pursuant to this RFP must comply with the Americans with Disabilities Act, 42 U.S.C., Section 12101 et seq. <http://www.lacity.org/bca/index.htm>

## 5.20 Living Wage Ordinance (LWO) and Service Contractor Worker Retention Ordinance (SCWRO)

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licenses of City property, and certain receipts of City financial assistance, must comply with the provisions of the Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). <http://bca.ci.la.ca.us/>

Proposers will refer to **Attachment E**, Living Wage Ordinance and Service Contractor Worker Retention Ordinance, for further information regarding the requirement of the Ordinances.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions must apply for exemption from the Ordinance by submitting with their proposal the Proposer/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and the Application for Non-Coverage or Exemption are included in **Attachment E**.

## 5.21 Equal Benefits Ordinance (EBO)

Proposers are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). <http://bca.ci.la.ca.us/>

Proposers must refer to **Attachment F**, Equal Benefits Ordinance, for further information regarding the requirements of the Ordinance. Corporations must affix their corporate seal.

All Proposers must complete and return, with their proposal, the Equal Benefits Ordinance Compliance Form [three (3) pages] contained in **Attachment F**. The Application for Reasonable Measures Determination [one (1) page] and the Application for Provisional Compliance [two (2) pages] have been included in **Attachment F** but should be submitted **only**

if applicable. Unless otherwise specified in this RFP, Proposers do not need to submit supporting documentation with their proposals. However, supporting documentation verifying that the benefits are provided equally will be required of the Proposer that is selected for award of a contract.

## **5.22 Contractor Responsibility Ordinance (CRO)**

Proposers are advised that any contract awarded as a result of this RFP process will be subject to the provisions of the Los Angeles Administrative Code Section 10.40 <http://www.lacity.org/bca/index.htm> et seq., Contractor Responsibility Ordinance (CRO). Proposers must refer to **Attachment G**, Contractor Responsibility Ordinance for further information regarding the requirements of the Ordinance.

All Proposers must complete and return, with their proposal, the Responsibility Questionnaire (**Rev. 07/01/03**) included in **Attachment G**. Corporations must affix their corporate seal to all pages in the Questionnaire that requires a signature. Failure to return the completed Questionnaire may result in a Proposer being deemed non-responsive.

## **5.23 Slavery Disclosure Ordinance**

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code, <http://bca.ci.la.ca.us/>. The Proposer that is eventually selected for award of the Contract will be required to submit the Affidavit contained in **Attachment H** to the Department before the Contract can be executed. Only the Proposer selected for award of the contract must submit an Affidavit.

## **5.24 Contractor Evaluation Ordinance**

Proposers are advised that any contract awarded as a result of this RFP process will be subject to the provisions of the Contractor Evaluation Ordinance (Los Angeles Administrative Code, Section 10.39. <http://www.lacity.org/bca/index.htm> et seq.). In accordance with this Ordinance, the City must conduct an evaluation of a contractor's performance at the end of the Agreement.

The City may also conduct evaluations of the contractor's performance during the term of the Agreement. Evaluations will be based on a number of criteria including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the Agreement. Information from

the evaluations will be kept in a centralized database, and City departments will consider that information, when awarding future contracts.

#### **5.25 Insurance Certificates**

Contractors will be required to carry insurance coverage at a level to be determined by the City's Risk Manager, with the City named as an additional insured. The anticipated types and levels of insurance coverage are specified in **Attachment I**, Standard Provisions for City Contracts (Rev. 10/03), of this RFP. Contractors will be required to provide proof of insurance at the time of contract execution. **There is nothing for the Proposer to sign and/or return from the Standard Provisions regarding insurance issues with the proposal.**

#### **5.26 City Business Tax Registration**

Proposers are advised that all contractors will be required to submit one copy of their City of Los Angeles Business Tax Registration Certificate (BTRC), or Vendor Registration Number (VRN), prior to execution of the contract. To obtain a BTRC or VRN call the Tax and Permit Division at (213) 978-1500 or visit [www.lacity.org/finance](http://www.lacity.org/finance). Possession of a BTRC or VRN is not required for the submission of a proposal, but will be required prior to execution of the contract.

#### **5.27 Los Angeles Municipal Lobbying Ordinance**

The Proposer must complete and return with its proposal Bidder Certification CEC Form 50, included in **Attachment J**. The Proposer agrees to comply with the Los Angeles Municipal Lobbying Ordinance if it qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02. A copy of the Municipal Lobbying Ordinance and CEC Form 50 are attached, which may also be found at <http://ethics.lacity.org/forms.cfm>.

## **6.0 CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE**

All Proposers are advised that any contract awarded as a result of this RFP process will be subject to the following provisions:

## **6.1 Confidentiality and Restrictions on Disclosure**

- A. All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor, during performance of this Agreement will remain the property of the City. All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor during the performance of this Agreement, are confidential (hereinafter collectively referred to as "Confidential Information"). The Contractor agrees not to provide Confidential Information, nor disclose their content or any information contained in them, either orally or in writing, to any other person or entity. The Contractor agrees that all Confidential Information used or reviewed in connection with the Contractor's work for the City will be used only for the purpose of carrying out City business and cannot be used for any other purpose. The Contractor will be responsible for protecting the confidentiality and maintaining the security of City documents and records in its possession.
- B. The Contractor will make the Confidential Information provided by the City to the Contractor, or accessed or reviewed by the Contractor during performance of this Agreement, available to its employees, agents, and subcontractors, only on a need to know basis. Further, the Contractor will provide written instructions to all of its employees, agents, and subcontractors, with access to the Confidential Information about the penalties for its unauthorized use or disclosure.
- C. The Contractor will store and process Confidential Information in an electronic format in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal, or other means.
- D. The Contractor must not remove Confidential Information or any other documents or information used or reviewed in connection with the Contractor's work for the City from City facilities without prior approval from the City. The Contractor will not use, other than in direct performance of work required pursuant to the Agreement, or make notes of any home address or home telephone numbers contained in Confidential Information provided by the City that are reviewed during work on this Agreement. The Contractor will, at the conclusion of this Agreement, or at the request of the City, promptly return any and all Confidential Information and all other written materials, notes, documents, or other information obtained by the Contractor during the course of work under this Agreement to the City. The Contractor will not make or retain copies of any such information, materials, or documents.

- E. Any reports, findings, deliverables, analyses, studies, notes, information, or data generated as a result of this Agreement are to be considered confidential. The Contractor will not make such information available to any individual, agency, or organization except as provided for in this Agreement or as required by law.
- F. The Contractor will require that all its employees, agents, and subcontractors who will review, be provided, or have access to Confidential Information during the performance of this Agreement, execute a confidentiality agreement that incorporates the provisions of this Section, prior to being able to access Confidential Information.

## 6.2 Document Control Procedure

The Contractor will develop and administer a mutually acceptable Document Control Procedure over documents flowing to and from the City, in such a manner as to ensure that the confidentiality requirements of this Section 6 are met. Each document will be controlled through the use of a Document Control Number.

# 7.0 PRE-PROPOSAL CONFERENCE

## 7.1 Pre-Proposal Conference

A Pre-Proposal Conference will be held at the date and time specified on the cover page of this RFP. **Attendance at the Pre-Proposal Conference is mandatory.** The Pre-Proposal Conference will include a panel of City representatives available to reply, within the scope of their knowledge, to any relevant question from prospective Proposers concerning this RFP. In order to facilitate answering questions, it is requested that Proposers submit questions in advance of the Pre-Proposal Conference to provide sufficient time to prepare responses. Proposers should submit questions in writing, at least three (3) business days prior to the Pre-Proposal Conference, either by fax (please use the Technical Assistance Request Form, **Attachment K**, of this RFP) or e-mail to the following:

Valerie Muñoz, PAD Program Manager  
Re: Automatic External Defibrillator/Cardiopulmonary  
Resuscitation Training – RFP \_\_\_\_-\_\_\_\_-\_\_\_\_  
FAX (213) 485-8660 E-mail: [valerie.munoz@lacity.org](mailto:valerie.munoz@lacity.org)



To the extent possible, responses to written questions received prior to the Pre-Proposal Conference will be provided during the Pre-Proposal Conference. Other questions may be answered during the Pre-Proposal Conference. Questions and responses posed at the Pre-Proposal Conference will not be disseminated back to the audience either on the Department web site or in writing. Attendees at the Pre-Proposal Conference will be responsible for taking their own notes and must bring a copy of the RFP with them for reference. Additional copies of the RFP **will not** be available at the conference.

## **7.2 Reasonable Accommodations for Persons with Disabilities**

As covered under Title II of the Americans with Disabilities Act, the City does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. If an individual with a disability requires accommodations to attend a Pre-Proposal Conference or other on-site visits, please contact the RFP Coordinator at least five (5) business days prior to the scheduled event.

# **8.0 DEADLINE FOR SUBMISSION OF PROPOSALS**

## **8.1 Deadline and Address for Submittal of Proposal**

Proposals must be delivered in **person or by courier service** and must be received by **2:00 p.m. (Pacific Time), DATE**. Proposals must be addressed to:

Valerie Muñoz, Senior Management Analyst I  
Program Manager  
Public Access Defibrillator Program  
Los Angeles Fire Department  
1700 Stadium Way, Room 112  
Los Angeles, CA 90012  
(213) 485-5531  
E-mail: [valerie.munoz@lacity.org](mailto:valerie.munoz@lacity.org)

The envelopes or binders containing the proposal must clearly identify the RFP for which the proposal is being submitted with the following statement:

“RFP No. \_\_\_\_-\_\_\_\_-\_\_\_\_ – AED/CPR Training Services  
for the Los Angeles Fire Department”

Persons who deliver a proposal will be issued a "Notice of Receipt of Proposal." The original copy of the submitted proposal will be marked with a time and date stamp. Timely submission of the proposal is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. All proposals delivered after the stated deadlines will not be accepted and will be returned unopened to the Proposer.

**Proposals submitted via U.S. Mail, facsimile, or e-mail will not be accepted.**

## **8.2 Number of Copies Required**

The Proposer must submit one original and five (5) consecutively numbered hard copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. Signatures must be made in blue ink. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. \_\_\_\_." All pages must be firmly stapled in the upper left-hand corner. Specialized coverings, paper clips, or other removable fasteners are not acceptable.

Proposers must also submit one (1) copy on a CD –ROM disk that contains all of the contents of their proposal. The Department standard for electronic documents is Microsoft Word 2000 or later. The following information will be clearly and neatly completed on the label of the disk:

1. Name of RFP;
2. RFP No.; and,
3. Name of Proposer(s) submitting the disk.

## **9.0 EVALUATION PROCESS AND CRITERIA**

### **9.1 Evaluation Process**

An Evaluation Committee comprised of representatives from the Department, and other City departments, as needed, will evaluate the proposals. In addition, the Evaluation Committee may utilize the services of appropriate experts to assist in the evaluation process.

Using the evaluation criteria described below, the Evaluation Committee will determine which Proposer(s), if any will be placed on a short list for further consideration.

## 9.2 Oral Interview/Presentation

The Proposers on the short list may be required to participate in an oral interview/presentation to the Evaluation Committee. The Proposers on the short list will be informed of the time and the place for the oral interview/presentation, not less than five (5) business days prior to the interview/presentation. The interview/presentation will include a discussion of the services required under this RFP. The successful Proposer will be named after the proposals and interviews/presentations are evaluated.

## 9.3 Evaluation Criteria

Proposals will be evaluated based on the criteria set forth below:

EVALUATION CRITERIA	MAXIMUM POINTS
Experience of the Proposer as a firm – depth of resources.	15
Experience and qualifications of key personnel assigned.	10
Past performance of the firm on contracts of similar size and scope – References.	10
Proposer's equipment – age, type, quantity, and appropriateness.	10
Quality and responsiveness of the proposal.	15
Organization's financial stability.	15
Quality assurance guarantees and estimated time frame.	10
Proposal level of fees – Best overall value to the City.	15
<b>Total Maximum Points</b>	<b>100</b>

The goal of the evaluation process is to effectively and efficiently gather information per the selection criteria. The evaluation committee will weigh this information and the selection criteria appropriately to select the best business solution for the Department.

## 10.0 NOTIFYING UNSUCCESSFUL PROPOSERS

After evaluation of the proposals has been completed, all Proposers will be notified in writing by mail of the name of the successful Proposer. A debriefing session will be held fifteen (15) calendar days after the mailing of the notices to the unsuccessful Proposers.

If a Proposer wishes to file a protest of the selection made by the Evaluation Committee, they are to follow the instructions outlined in Section 11 – Proposal Protest of this RFP.

## 11.0 PROPOSAL PROTEST

Protests concerning this RFP process will be accepted by the Department based on either the RFP content (terms and conditions as set forth in the RFP) or the staff recommendation for contract award.

A protest based on the content (terms and conditions as set forth in the RFP) of the RFP must be filed within fifteen (15) calendar days after the RFP is first advertised. The Department will respond in writing by mail to protestor(s) within fifteen (15) calendar days of receipt of the protest. Should the Department determine that a revision to the RFP is appropriate, the Department will notify in writing by mail all firms in attendance at the Pre-Proposal Conference of any revisions to the RFP process. The Department's final written report on the Department's RFP process and staff recommendation of the contract award will contain an account of all protest(s) filed based on the RFP content, and shall also include the Department's response(s) to the protest(s). The Department's report shall be forwarded to the Mayor and City Council, and/or the City's Board of Fire Commissioners (as appropriate), for their consideration.

A protest based on the specific selection process must be filed with the Department within fifteen (15) calendar days after staff recommendation for contract award has been made available to the public. The Department will notify Proposers in writing by mail of the Department's staff recommendation of contract award. Upon receipt of any protests on the specific selection process, a review of the protest(s) shall be conducted by the Protest Review Committee. A protest hearing will be convened at a publicly noticed meeting. Protesting parties will be notified of the specific date, time and location that the protest will be discussed, and will be given the opportunity to present their arguments at the public session. The Department will conduct the hearing within thirty (30) calendar days of the protest submission deadline. The findings of the Committee will be presented to the City's Board of Fire Commissioners for consideration at one of its scheduled public meetings.

If the protest submission deadline falls on a weekend or a holiday, then the deadline will be extended to the next business day.

All protests regarding this RFP must be in writing and sent by certified mail with return receipt to:

Department Contract Coordinator  
Los Angeles Fire Department  
Administrative Services Bureau, Contracts Unit  
200 North Main Street, 16<sup>th</sup> Floor, Room 1630  
Los Angeles, CA 90012

All protests must include the following information:

1. Name, address, and telephone number of the protester
2. Name and number of this RFP.
3. A full and complete written statement specifying in detail the legal and factual grounds of the protest, including copies of relevant documents.
4. Statement as to the form of relief requested.
5. Request that the Protest Review Committee make a recommendation regarding the protest to the Board of Fire Commissioners.

## 12.0 CONTRACT TERMS

The Proposer to whom the Agreement is awarded will be required to enter into a written agreement with the City in a form approved by the City Attorney. This RFP and the selected proposal, or any part thereof, may be incorporated into and made a part of the final Agreement. However, the City reserves the right to further negotiate the terms and conditions of the Agreement with the selected Proposer. The Agreement will, in any event, provide a firm fixed price to be paid by the City for the purpose of performing the services as provided herein under Section 2, Scope of Work.

Contract documentation will begin immediately following the final decision by the City. It is the Department's intent to enter into a contract for a term of up to three (3) years, subject to Department needs, availability of funds, and the Contractor's satisfactory performance.

The document titled Standard Provisions for City Contracts (Rev. 10/03) is attached hereto as **Attachment I** of this RFP and will be incorporated into and made a part of the final contract.

## 13.0 LIST OF ATTACHMENTS

- A. Los Angeles Residence Information
- B. Statement of Non-Collusion
- C. **Nondiscrimination, Equal Employment Practices, Affirmative Action** Program
- D. Child Support Obligations
- E. **Living Wage Ordinance (LWO)** and Service Contract Worker Retention Ordinance (SCWRO)
- F. Equal Benefits Ordinance (EBO)

- G. Contractor Responsibility Ordinance (CRO)
- H. Slavery Disclosure Ordinance (SDO) Form
- I. Standard Provisions for City Contracts (Rev. 10/03)
- J. Bidder Certification CEC Form 50
- K. Technical Assistance Request Form

## 14.0 PROPOSER CHECKLIST

### 14.1 General Information

- \_\_\_\_\_ One (1) original and five (5) complete copies in 3-ring binders, as well as one (1) copy on a CD-ROM disk containing a copy of the proposal and related documents.

### 14.2 Required Content of Proposal

- \_\_\_\_\_ Cover Letter with appropriate signatures and corporate seal, if required (see Page 9, Section 5.6, for instructions).
- \_\_\_\_\_ Work Plan for Service to be Provided, including schedule of performance (see Page 9, Section 5.7, for instructions).
- \_\_\_\_\_ Cost Breakdown (see Page 10, Section 5.8, for instructions).
- \_\_\_\_\_ Qualifications of the Proposer, including documentation on the organizational and financial status of the Proposer (see Page 10, Section 5.9, for instructions).
- \_\_\_\_\_ Qualifications of Key Personnel (see Page 10, Section 5.10, for instructions).
- \_\_\_\_\_ Additional Data Proposer Wishes to Present (see Page 12, Section 5.13, for instructions).
- \_\_\_\_\_ Verification of Prior City Contracts (see Page 12, Section 5.14, for instructions).

### 14.3 Required Related Documents

- \_\_\_\_\_ Los Angeles Residence Information Form (see Page 12, Section 5.14, and **Attachment A**).
- \_\_\_\_\_ Statement of Non-Collusion (see Page 12, Section 5.15, and **Attachment B**).
- \_\_\_\_\_ Nondiscrimination/Equal Employment Practices/Affirmative Action Form(s) (see Page 12, Section 5.16, and **Attachment C**).
- \_\_\_\_\_ Child Support Obligations Form (see Page 13, Section 5.17, and **Attachment D**).
- \_\_\_\_\_ Living Wage Ordinance (LWO) and Service Contract Worker Retention Ordinance (SCWRO) Form(s) (see Page 13, Section 5.19, and **Attachment E**).

- \_\_\_\_\_ Equal Benefits Ordinance (EBO) Form(s) (see Page 14, Section 5.20, and **Attachment F**).
- \_\_\_\_\_ Contractor Responsibility Ordinance (CRO) Form(s) (see Page 14, Section 5.21, and **Attachment G**).
- \_\_\_\_\_ Slavery Disclosure Ordinance (SDO) Form (see Page 15, Section 5.22, and **Attachment H**).
- \_\_\_\_\_ Standard Provisions for City Contracts (Rev. 10/03) (see Page 15, Section 5.24, and **Attachment I**).
- \_\_\_\_\_ Bidder Certification CEC Form 50 (see Page 16, section 5.26, and **Attachment J**).

**Due to the large volume of pages of this report  
the attachments are not included.**

A copy of the entire report can be obtained by  
contacting the Board of Fire Commissioners Office  
at (213) 978-3838