

10. Describe the use of volunteers in the project and your organization's demonstrated experience in soliciting volunteers and generating community involvement.

11. Briefly state the availability and responsiveness of your organization to the needs of the Environmental Affairs Department.

12. Describe the level and quality of effort per rate for you project (competitive pricing in relation to other proposals received).

Also Attach :

- ✓ Project Description
- ✓ Budget
- ✓ Cover Letter
- ✓ Table of Contents
- ✓ Previous Experience
- ✓ Project Description (Application Form)
- ✓ Assigned Personnel
- ✓ References
- ✓ Project Cost (Budget)
- ✓ Contract Requirements
- ✓ Appendices (if any)

CITY OF LOS ANGELES
ENVIRONMENTAL AFFAIRS DEPARTMENT
REQUEST FOR PROPOSAL (RFP)

CONTRACT CHECKLIST

Content of proposals must include:

- Cover Letter
- Table of Contents
- Previous Experience
- Project Description (Application Form)
- Assigned Personnel
- References
- Project Cost (Budget)
- Contract Requirements
- Appendices (if any)



Proposal guidelines:

- Numerical data written in dollar-foot-pounds-seconds units of measurement
- Proposal must be 15 pages or less in length (excluding the forms and appendices)
- Proposals must be submitted in the following format:
 - ✓ Recycled paper
 - ✓ Stapled not bound
 - ✓ Double-sided printing
 - ✓ Black and white print
 - ✓ No three ring spiral or plastic binders
 - ✓ No card stock or colored paper
- One original and three copies of submitted proposal (will not be returned to applicants)
- Enclosed in a sealed package, plainly marked with the words: “Proposal for Pollution Prevention: Business Outreach and Training”.

SPECIFIC TERMS AND CONDITIONS

Items that MUST be submitted with proposal:

- Nondiscrimination and Affirmative Action-Attachment 2 (A1-A7)
- Equal Benefits Ordinance (EBO)-Attachment 3
As required by Section 10.8.2.1 of the Los Angeles Administrative Code.
 - Certification of Compliance with EBO
or
 - Reasonable Measures Application for EBO
or
 - Provisional Compliance with EBO
- Child Care Policy-Attachment 4
- Headquarters Address and Workforce Residency Information
- Prior City Contracts

Items NOT required with proposal (will be required at a later date if proposal is selected for funding)

- Business Tax Registration Certificate (BTRC)
- Insurance-Attachment 1, Exhibit 1
- Equal Benefits Ordinance (EBO) Supporting Documentation
- Minority/ Women/ Other Business Enterprises Subcontractor Outreach, if applicable
- Contractor Evaluation Program