

Clifford W. Graves
GENERAL MANAGER

City of Los Angeles

CALIFORNIA



JAMES K. HAHN
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

TIME SENSITIVE
RESPONSE REQUIRED

Date: May 16, 2003

To: All Workforce Development Division Contractors

FROM: Robert Sainz, Assistant General Manager
Community Development Department

SUBJECT: **DIRECTIVE NO.: 03-42**
REQUIREMENTS FOR CONTRACT EXECUTION

All organizations recommended by the Community Development Department (CDD) and approved for funding by the City Council and Mayor are required to comply with the City's requirements for contract execution. These requirements include the submission of various compliance statements, corporate documents, and certifications. Organizations receiving Federal funds through the City must also meet any additional requirements imposed by the funding source, such as the Department of Labor.

We are providing you with a status report on your organization's compliance with the above-mentioned requirements and to let you know what still must be done to complete your organization's document file with CDD. To ensure timely contract execution, all documents requiring submission to the Department must be received no later than **May 27, 2003**.

DOCUMENT SUBMISSION GUIDELINES

WDD Agency Corporate Document and Agency Signatory Authorization

Unless there is a change, your City Business License Number, IRS Taxpayer Identification Number, Articles of Incorporation, and Corporate Bylaws need to be submitted to WDD one time only. If there has been a change, such as an amendment to your Corporate Bylaws, you must submit a revised document.

Your list of Certification of Authorities and Board Members must be submitted immediately each time there is a change. To comply with this directive, you must submit either an updated list
C:\Documents and Settings\Owner\Local Settings\Temporary Internet Files\Content.IE5\WTAF4TI7\03-04 Directive for
Contract Execution 051603.doc

or indicate on the "Change in Agency Status" form that your authorized signatories or Board membership remains the same as the list currently on file with WDD. A sample Board of Directors list is also attached for use to report current year Board of Directors for your organization.

WDD will fax to you organization information and the signature authorization currently on file for your organization.

Contractor Responsibility Ordinance (CRO) Questionnaire

On November 21, 2000, the City Council adopted the Contractor Responsibility Ordinance (CRO) which requires a determination that prospective contractors are responsible and capable of fully performing the work before being awarded a City contract. Unless otherwise exempt, the Awarding Authority must forward the completed Questionnaire for fourteen (14) days posting on the City website: www.lacity.org/bidresp. Because the posting requirement may delay the contracting process, WDD strongly encourage your organization to begin the Questionnaire immediately. The CRO submission guideline and CRO Responsibility Questionnaire are attached.

Affirmative Active Plans (AAP)

Affirmative Action Plans and annual renewals must be submitted directly to Maureen Brown:

Community Development Department
Human Resources Division, 7th Floor
Attn: Maureen Brown
215 W. 6th Street
Los Angeles, CA 90014

For more information please call (213) 485-2996 or email mbrown@cdd.lacity.org. If your current Plan is about to expire, Ms. Brown has already sent a notification to your organization. The prompt submission of your Plan renewal will make it possible for the City Attorney to execute your contract(s) for PY 03-04 without delay.

Insurance

If your organization's insurance is about to expire, proof of current insurance coverage must be submitted on City's endorsement form directly to the WDD Contract Unit:

Community Development Department
Workforce Development Division, 10th Floor
Attn: Kevin McNeely
215 W. 6th Street
Los Angeles, CA 90014

For further assistance you may call (213) 485-0909 or email questions to kmeneely@cdd.lacity.org.

ACTION REQUIRED

By May 27, 2003, please submit all necessary documents to the attention of Sucy Yu. Be advised that numerous contractors will be submitting their documentation for review and that this review process is time consuming. It is therefore crucial for your organization to submit documentation on time. The City Attorney cannot execute upcoming contracts until your document file is complete.

Community Development Department
Workforce Development Division, 10th Floor
Attn: Sucy Yu
215 W. 6th Street
Los Angeles, CA 90014

If you have questions regarding document submission, please contact Ms. Yu at (213) 485-1511 or email her at syu@cdd.lacity.org.

RS:MC:JO:KM:js

Attachments:

- Form-Change in Agency Status
- Form-CERTIFICATION OF AUTHORITIES
- Form-SAMPLE BOARD RESOLUTION & CERTIFICATION
- Form-SAMPLE BOARD OF DIRECTORS LIST
- CRO Submission Guideline
- CRO Responsibility Questionnaire
- WDD Agency Corp Document Checklist – (to be faxed)
- WDD agency document file printouts – (to be faxed)
- File copy of Certification of Authorities – (to be faxed)

cc: Sucy Yu, Contract Unit
All contract analysts and supervisors
Central file