

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