

## PROPOSAL CHECKLIST

PROPOSER'S NAME \_\_\_\_\_

This checklist must be completed and submitted with your proposal following the sequence below.

PROPOSAL CHECKLIST			
PROPOSAL DOCUMENTS REQUIRED BY THE CITY OF LOS ANGELES		Included	Submitted on RAMP
1.	Cover Letter	<input type="checkbox"/>	
2.	Technical Proposal	<input type="checkbox"/>	
	Attended Pre-Proposal Conference ( <b>Mandatory for Prime Contractors</b> )	<input type="checkbox"/>	
SUPPORTING DOCUMENTS REQUIRED BY THE CITY OF LOS ANGELES			
THE FOLLOWING MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL			
Exhibit 1A	Contractor Responsibility Ordinance (CRO) Questionnaire	<input type="checkbox"/>	
Exhibit 1B	Pledge of Compliance to Contractor Responsibility Ordinance (CRO)	<input type="checkbox"/>	
Exhibit 2	Certification of Compliance with Child Support Obligations	<input type="checkbox"/>	
Exhibit 3	Americans with Disabilities Act Compliance Certification	<input type="checkbox"/>	
Exhibit 4	City of Los Angeles Contract History	<input type="checkbox"/>	
Exhibit 5	Los Angeles Residency Information	<input type="checkbox"/>	
Exhibit 6A	Ethics Bidder Certification CEC Form 50	<input type="checkbox"/>	
Exhibit 6B	Ethics Bidder Contributions CEC Form 55	<input type="checkbox"/>	
Exhibit 7	Declaration of Non-Collusion ( <b>must be notarized</b> )	<input type="checkbox"/>	
Exhibit 8	Business Tax Registration Certificate (BTRC)	<input type="checkbox"/>	
Exhibit 9A	Required Insurance and Minimum Limits	<input type="checkbox"/>	
Exhibit 10	Iran Contracting Act Affidavit ( <b>Required if proposal cost is \$1,000,000 or more</b> )	<input type="checkbox"/>	

SUBMIT THE FOLLOWING ON RAMP <a href="http://www.rampla.org">www.rampla.org</a> THEN ATTACH PDF WITH THE PROPOSAL			
<b>Exhibit 11</b>	Equal Benefits Ordinance (EBO)/First Source Hiring Ordinance (FSHO) Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit 12</b>	Disclosure Ordinances (DO) Affidavit	<input type="checkbox"/>	<input type="checkbox"/>
ONLY REQUIRED IF Proposer IS REQUESTING AN EXEMPTION.			
<b>Exhibit 13</b>	Non-Discrimination/Equal Employment Opportunities (EEO) / Affirmative Action (AA)	<input type="checkbox"/>	
<b>Exhibit 14</b>	Living Wage Ordinance (LWO) / Worker Retention Ordinance (WRO)	<input type="checkbox"/>	
<b>Exhibit 15</b>	Fair Chance Initiative for Hiring Ordinance (FCIHO)	<input type="checkbox"/>	
(OPTIONAL) IF Proposer IS PARTICIPATING IN LBPP, submit proof of certification with the proposal.			
<b>Exhibit 16</b>	Local Business Preference Program (LBPP) Participation	<input type="checkbox"/>	