

Construction Division

Historical Asset Digitizing Services

REQUEST FOR PROPOSALS



December 8, 2023

RAMP ID # 208524

December 8, 2023

Prospective Consultants:

SUBJECT: REQUEST FOR PROPOSALS FOR HISTORICAL ASSET DIGITIZING SERVICES

The City of Los Angeles Harbor Department (Harbor Department) invites the submittal of proposals to provide historical asset digitizing services. These services shall commence after a contract is approved by the Board of Harbor Commissioners.

Instructions and forms to be used in preparing the proposal are found in the information included in the Request for Proposals (RFP).

The schedule for this RFP will be as follows:

Request for Proposals Published	Friday, December 8, 2023
Questions Due	Thursday, January 25, 2024 by 3:00 p.m.
Responses Posted	Thursday, February 8, 2024
Proposals Due	Thursday, February 22, 2024 by 3:00 p.m.

If your firm cannot agree to the requirements exactly as set forth in this RFP, please do not submit a proposal.

For questions regarding this RFP, please contact me by e-mail at fansley@portla.org. Questions must be submitted before 3:00 p.m. on January 25, 2024. Responses will be posted on the [Harbor Department's website](#) and the Regional Alliance Marketplace for Procurement (RAMP), at www.rampla.org, on or before February 8, 2024. It is the responsibility of all proposers to review both websites for any RFP revisions or answers to questions prior to submitting a proposal in order to ensure their proposal is complete and responsive.

In addition to providing information requested in this RFP, it should be noted that there are administrative documents that must be submitted with the proposal. Please refer to the Business Enterprise Programs and Contract Administrative Requirements section of this RFP. **In order for your proposal to be deemed responsive, these documents MUST be included with your proposal.**

All consultants must be registered on RAMP at the time proposals are due. If selected for award, for-profit companies and corporations must comply with RAMP's demographic reporting requirements, per the Mayor's Executive Directive 35.

Sincerely,



FELICIA ANSLEY
Assistant Director, Contracts and Purchasing Division

TABLE OF CONTENTS

1. INTRODUCTION.....	5
1.1 Brief Overview of the Project	5
1.2 The Port of Los Angeles	5
1.3 The Construction Division.....	5
2. PROJECT DESCRIPTION	6
2.1 Project Goals and Objectives	6
2.2 Background.....	6
2.3 Project Scope of Work	6
2.4 Additional Requirements.....	8
2.5 Consultant's Qualifications	9
3. PROPOSAL REQUIREMENTS	10
3.1 Proposal Questions	10
3.2 Proposal Submission	10
3.3 Evaluation Process and Selection Criteria	10
3.4 Proposal Content	11
3.5 Checklist for RFP Submittal Requirements	15
4. STANDARD CONTRACT PROVISIONS	16
4.1 Affirmative Action	16
4.2 Small/Very Small Business Enterprise Program and Local Business Preference Programs	16
4.3 Business Tax Registration Certificate.....	16
4.4 Indemnity and Insurance Requirements	17
4.5 Conflict of Interest.....	20
4.6 Compliance with Applicable Laws	21
4.7 Governing Law / Venue	21
4.8 Termination Provision	21
4.9 Proprietary Information	21
4.10 Trademarks, Copyrights, and Patents	22
4.11 Confidentiality	22
4.12 Notices	23
4.13 Termination Due to Non-Appropriation of Funds.....	23
4.14 Taxpayer Identification Number.....	23
4.15 Service Contractor Worker Retention Policy and Living Wage Policy Requirements	24
4.16 Wage and Earnings Assignment Orders/Notices of Assignments	24
4.17 Equal Benefits Policy	24
4.18 State Tidelands Grants	24
4.19 Contract Solicitations Charter Section 470 (c) (12)	25
4.20 Recordkeeping And Audit Rights.....	25

ATTACHMENTS / EXHIBITS

Exhibit A - Affirmative Action Program Provisions

Exhibit B – Small/Very Small Business Enterprise Program

Exhibit C – Business Tax Registration Certificate (BTRC) Number

Exhibit D – Equal Benefits Ordinance

Exhibit E – RFP Selection Evaluation Form

Exhibit F - City Ethics Commission (CEC) Forms 50 and 55

Exhibit G – Computer Acceptable Use Policy

1. INTRODUCTION

1.1 Brief Overview of the Project

The Construction Division is soliciting proposals from qualified consultants to provide historical asset digitizing services. The selected Consultant will catalog historical assets – photographs, videos, audio recordings, and historical documents – (Assets) curated at the Harbor Department's Materials Testing Laboratory, and create digital versions of the Assets.

The duration of the contract awarded as a result of this RFP is expected to be three (3) years from the date of execution of the agreement.

1.2 The Port of Los Angeles

The Port of Los Angeles is America's Port®, the nation's premier gateway for international commerce and the busiest seaport in the Western Hemisphere. Located in San Pedro Bay, 25 miles south of downtown Los Angeles, the Port encompasses 7,500 acres of land and water along 43 miles of waterfront.

The Port features both passenger and cargo terminals, including cruise, container, automobile, breakbulk, dry and liquid bulk, and warehouse facilities that manage billions of dollars' worth of cargo each year. One of the world's busiest seaports and leading gateway for international trade in North America, the Port of Los Angeles has ranked as the number one container port in the United States each year since 2000. In 2022, the Port handled a total of 9.9 million TEUs, its second busiest calendar year on record.

The Port of Los Angeles is a department of the City of Los Angeles (also known as the Los Angeles Harbor Department) and is governed by the Los Angeles Board of Harbor Commissioners, a panel appointed by the Mayor of Los Angeles. Although the Port is a City department, it is not supported by City taxes. Operating as a landlord port with more than 200 leaseholders, the Port instead generates its revenues from leasing and shipping service fees. The Port's jurisdiction is limited to the Harbor District, which includes property in San Pedro, Wilmington, and Terminal Island.

1.3 The Construction Division

The Harbor Department's Construction Division is responsible for successfully managing construction contracts and construction-related consultant agreements for the Port of Los Angeles' Capital Development Program. The Materials Testing Laboratory, one of the sections in the Construction Division, provides general geotechnical and environmental testing services for our construction projects and supports various Harbor Department divisions.

The Materials Testing Laboratory is also responsible for a collection of historical assets for the Port of Los Angeles. Assets include, but are not limited to, the following:

- Photographs on paper
- Glass negatives and positives
- Negatives on acetate, nitrate, and polyester
- Video recordings on film, VHS and Beta
- Printed media

2. PROJECT DESCRIPTION

2.1 Project Goals and Objectives

The Harbor Department is seeking proposals from qualified consultants to provide reviewing, inventorying, cataloging and digitizing services for Assets at the Materials Testing Laboratory. Objectives also include packaging the Assets for long-term storage at the Materials Testing Laboratory.

2.2 Background

The Materials Testing Laboratory has collected photos of development of the Port of Los Angeles for over 100 years. The repository of Assets documents the history of the Port and other important historical milestones and occasions.

Inventories taken to date estimate the number of Assets to be approximately 200,000. Staff has scanned and digitized approximately 60,000 Assets into digital format – typically a Tag Image File Format (TIFF) at a resolution of 6,400 pixels per inch (PPI). Digital files are stored on servers owned and maintained by the Harbor Department. Approximately 140,000 assets must be digitized. This number may change after a thorough inventory is completed.

2.3 Project Scope of Work

The selected consultant (“Consultant”) shall perform the following tasks:

1. Inventory Assets:
 - a. Perform a complete inventory of all Assets, to include the following:
 - i. The number of each type of asset – print, glass negative, plastic negative, book, newspaper, etc.
 - ii. Total number of assets
 - iii. Number of Assets digitized
 - iv. Number of Assets not digitized
 - v. Number of Assets cataloged
 - vi. Number of Assets not cataloged
2. Digitize Assets:
 - a. Create a digital recreation of each Asset that has not been digitized, or was not digitized in accordance with the requirements stated in Section 2.4.1.
 - b. Assets shall be stored on servers provided and managed by the Harbor Department.

3. Catalog Assets:

- a. Create a catalog record in PastPerfect for each digitized Asset with the following information:
 - i. Date
 - ii. Description
 - iii. Plate Number
 - iv. New assigned number as outlined in Section 2.3.3.b and the Existing Number (if applicable)
 - v. Collection
 - vi. Accession Number
 - vii. Object Identification
 - viii. Subject
 - ix. Negative Type
 - x. Negative Size
 - xi. Negative Condition
 - xii. Room Number
 - xiii. Shelf Location
- b. Each Asset shall be given a new unique catalog number. The format of the catalog number will be determined by Harbor Department staff.

4. Rehouse Assets for long-term storage:

- a. Place the Asset in a storage medium that will preserve the life of the Asset.
- b. Return the Asset to the appropriate environmentally controlled room.

5. Restore the Digital Images:

- a. The Consultant shall digitally restore images selected by the Harbor Department:
 - i. For those images chosen by the Harbor Department to undergo digital restoration, create a copy of the original TIFF generated from the scan in Section 2.3.2.
 - ii. If necessary, invert from negative to positive.
 - iii. Adjust brightness, lighting, contrast, color, clarity and vibrancy, resulting in an image that reflects the natural appearance of the subject of the photo.
 - iv. Remove defects in the image – blemishes, scratches, cracks, etc. – caused by damage to the original asset.
 - v. Apply a watermark supplied by the Harbor Department on the bottom right corner in white or black in a matter so as not to take away or impede the subject of the image. If the bottom right corner is not feasible, watermark may be applied on the bottom left corner of the image.
 - vi. Consultant shall review and adjust any image resorted by any automated process, in batches, or using artificial intelligence.
 - vii. Consultant shall provide a minimum of 25 images per day for Harbor Department personnel for final review and acceptance. Daily image delivery by image editor shall be done in the same order that images have been provided to the Harbor Department. The Harbor Department may return images to the Consultant for further restoration until accepted.

6. Provide a minimum of one scanner to the Harbor Department, which shall become property of the Harbor Department upon delivery and shall meet the requirements of Section 2.4.9. This scanner may be used by the Consultant in executing the Scope of Work.
7. The Consultant shall meet (in-person or by MS Teams) with Harbor Department staff weekly to monitor progress. Comments on images restored in Section 2.3.5 may be discussed during the weekly meetings.
8. Provide to the Harbor Department a written report each month discussing status of the project, including the following metrics:
 - a. Number of Assets inventoried (Section 2.3.1)
 - b. Number of Assets catalogued (Section 2.3.2)
 - c. Number of Assets remaining to be catalogued
 - d. Number of Assets digitized (Section 2.3.3)
 - e. Number of Assets remaining to be digitized
 - f. Number of Assets rehoused (Section 2.3.4)
 - g. Number of Assets remaining to be rehoused
 - h. Number of Assets restored

2.4 Additional Requirements

The Consultant shall adhere to the following requirements:

1. All Assets shall be digitized in Tag Image File Format (TIFF) with resolution of 6,400 Pixels Per Inch (PPI), which is the Harbor Department standard for the Project Scope of Work.
2. All work in Section 2.3.1 through Section 2.3.4 shall be performed at the Materials Testing Laboratory, Monday through Friday between the hours of 6:30 a.m. and 4:00 p.m.
3. Working areas for digitizing and packaging will be designated and provided by Harbor Department staff at the Materials Testing Laboratory. All Assets shall remain either in the designated working area or the environmentally controlled room. Assets shall not be removed from the Materials Testing Laboratory.
4. All personnel shall wear archival quality gloves when touching and/or handling an Asset.
5. Assets shall not be removed from the environmentally controlled rooms during the inventory.
6. Assets may be removed from environmentally controlled rooms only for the purpose of digitizing and rehousing Assets in storage materials. Assets shall immediately be rehoused and returned to environmentally controlled rooms.
7. Assets shall be scanned in batches of a maximum of ten (10) Assets to minimize

the time the Asset is removed from the environmentally controlled rooms, unless otherwise approved by Harbor Department staff.

8. All materials used to rehouse Assets shall be provided by the Consultant. Materials shall be of archival quality – buffered boxes (boxes that have a pH of 8.5 to combat acidity), Mylar envelopes, Tyvek envelopes. Consultant shall submit specifications for all rehouse materials. All materials used to rehouse Assets shall be approved by Harbor Department staff.
9. All equipment used to digitize Assets shall be provided by the Consultant. Scanners shall be capable of scanning at the resolutions stated in Section 2.4.1 and shall not be drum scanners. Consultant's scanners will be locally connected to the Harbor Department's computers. Consultant shall submit specifications for all equipment used. All equipment used shall be approved by Harbor Department staff.
10. The Consultant will be granted an account to access the Harbor Department's PastPerfect catalog. Cataloged information shall be entered directly into PastPerfect by the Consultant and will be reviewed by Harbor Department staff.
11. Consultant shall utilize a Harbor Department computer, which will have access to Harbor Department network and network drives.
12. Consultant shall follow established Harbor Department procedures for handling, creating a lexicon, and formatting of the Assets.
13. Consultant shall follow the Harbor Department's latest Computer Acceptable Use Policy (Exhibit G).
14. Images are property of the Harbor Department and protected by copyright law of the United States (U.S. Code, Title 17). Consultant shall not have any rights to edited and non-edited images for sales, distribution in print, or digital reproduction of the whole or any part of any image.
15. Any digital transfer of files shall be performed using secure methods.

2.5 Consultant's Qualifications

Consultant shall have a minimum of three (3) years previous experience with photographic archival and handling of assets from large institutions (such as museums, historical societies or libraries), and have a Master's degree in archival or library science.

3. PROPOSAL REQUIREMENTS

3.1 Proposal Questions

All questions regarding this RFP must be submitted, in writing, exclusively to Felicia Ansley, the Contract Administrator, at fansley@portla.org by no later than 3:00 p.m. Pacific Time on Thursday, January 25, 2024.

Attempts to contact any other Harbor Department employee or members of the Board of Harbor Commissioners, either directly or through third-parties acting for or on the proposer's behalf, may be presumed to constitute efforts to bias or influence the competitive process with information not detailed in the RFP and not available on an equal basis to all proposers. Accordingly, such attempts shall constitute grounds to disqualify the proposer undertaking them. Any information provided by the Contract Administrator to one proposer in response to questions shall be provided to all proposers.

3.2 Proposal Submission

One (1) digital copy of your proposal, as one complete file in .pdf format, must be submitted on or before 3:00 p.m. Pacific Time on Thursday, February 22, 2024 to:

fansley@portla.org

Subject: Historical Asset Digitizing – Proposal Submission

The above e-mail address is solely to be used for communication about this contracting opportunity. Use for marketing purposes (such as mailing lists or requesting sales meetings) is *expressly prohibited*.

Proposal submissions shall be in searchable PDF (Portable Document Format). Submissions shall not be password protected or saved with restrictions that prevent copying, saving, highlighting, or reprinting of the contents. Staff will not click on any link to outside file storage sites – such as Google Drive, Dropbox, WeTransfer or ShareFile – in order to download your proposal.

Proposers solely are responsible for the timeliness of their submittals. As such, **proposers are cautioned to budget adequate time to ensure that their proposals are electronically *delivered* (not just *sent*) before the 3:00 p.m. deadline set forth above.**

By submitting a proposal, proposers certify that such proposal constitutes their full and complete written response to the RFP and evidences their acknowledgement that additional written material outside of such proposal shall not be considered by the City in connection with this RFP, unless the City provides a written request that they submit additional written materials. Absent such written request, proposers are instructed to not submit to the City written or other materials outside of the proposal, either in a subsequent interview or otherwise.

3.3 Evaluation Process and Selection Criteria

All proposals meeting the requirements of this RFP shall be reviewed and rated by

an evaluation committee according to the following criteria: 1) firm qualifications, experience, and references; 2) project organization, personnel, and staffing; 3) project approach, work plan, management, and timeline; 4) cost, and 5) clarity and comprehensiveness of the proposal. See Exhibit E.

Selected proposers may be contacted to arrange in-person interviews with the evaluation committee. The evaluation committee will make the final recommendation for selecting the consultant. All recommendations are subject to the approval of the Chief Harbor Engineer, the Executive Director of the Harbor Department, and the Board of Harbor Commissioners.

Proposers are advised that all documentation submitted in response to this RFP will be considered property of the Harbor Department and may become available to the public as a public record and be released without further notification. Any information that the proposer considers confidential should not be submitted with the proposal.

The right to reject any and all proposals shall, in every case, be reserved, as shall the right to waive any informality in the proposal when to do so would be to the advantage of the City.

3.4 Proposal Content

The following items shall be included in your proposal:

1. Cover Transmittal Letter

Provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

2. Firm Qualifications, Experience and References

Provide a narrative describing the firm's qualifications to perform the project work, including past (relevant) experience and at least three client references, with contact names and information. Include information regarding your firm's experience involving the size and level of complexity of the proposed project. Qualifications and experience for proposed subconsultants should also be included.

Identify any members of your proposed team, including proposer's firm and any subconsultant firms, who are former Commissioners, officers or employees of the Harbor Department. Provide their name, proposed team position, and their past position and years of employment/appointment with the Department. If your proposed team does not have any such members, please include a statement in your proposal so stating.

Proposers are advised that it is a proposer's obligation to determine whether any conflicts of interest exist for their team members and the extent to which those conflicts need to be resolved or disclosed prior to engaging in business with the Department.

Additionally, include a narrative of your firm's expertise in the following areas:

- ☐ Assessing and inventorying photos, videos, negatives and documents of various types, especially those that are degrading.

3. Project Organization, Personnel and Staffing

Provide a brief description of all key personnel and technical staff (including vendors or partners) to be involved and their relationship to the services to be provided.

- ☐ Include names, titles, licenses, certificates, fields of expertise, and relevant experience for all proposed personnel and staff.
- ☐ Identify the Project Manager for the proposed services.
- ☐ Complete resumes should be provided as part of an appendix to the proposal.
- ☐ Provide a project organization chart which depicts the organization of the project team, including reporting relationships to the Department's Project Manager and supervision of project team staff.
- ☐ Indicate the on-site availability for project manager as well as other staff during the lifetime of the project.

4. Project Approach and Work Plan

Provide a narrative which shows your firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP.

- ☐ Using the scope of work presented in this RFP, propose a work plan detailing major tasks and subtasks and the work to be conducted in each. For each task, detail the number of hours by staff level and the hourly rate for each staff level. Extrapolate the total cost for each major task and for each staff level for a total project cost.
- ☐ If specific project team members or vendors are critical to specific tasks, identify where they will be utilized and/or committed.
- ☐ Include the results and deliverables expected from each major task.
- ☐ Identify appropriate assumptions and considerations that could impact the scope and timeline for completing each task.
- ☐ Provide a detailed equipment list for each application area with associated costs.
- ☐ Provide a detailed list of estimated expenses by category. Identify related considerations and assumptions for these expenses.
- ☐ Include in the Proposal a workflow that shows all the steps necessary to complete the Scope of Work in Section 2.3 for an asset, including a detailed workflow for digital restoration work in Section 2.3.5.

5. Project Management

Describe how your firm intends to manage all aspects of the work to be performed, including schedules for completion of tasks/subtasks, procedures for scheduling and cost control. The Project management proposal must include:

- ☐ Project kick off meeting
- ☐ Regularly scheduled project team meetings

- ☐ Written progress reports
- ☐ Issue/risk management techniques

6. Timeline

Based upon the proposed project approach and work plan, provide a detailed project schedule that illustrates the duration of each task/subtask and identifies results and deliverable milestones.

7. Cost

Provide pricing and cost information for the project. Include hourly rates for all proposed team members and a total project cost. Also provide pricing for any proposed equipment, software, or hardware costs and any other related expenses for the project. Discuss any budget control measures of your firm.

8. Business Enterprise Programs and Contract Administrative Requirements

In order for your proposal to be deemed responsive, the following documents MUST be included with your proposal:

A) SMALL/VERY SMALL BUSINESS ENTERPRISE AND LOCAL BUSINESS PREFERENCE PROGRAMS (EXHIBIT B)

There is no Small Business Enterprise or Very Small Business Enterprise mandatory participation requirement for this project. However, you must provide with your proposal the Small/Very Small Business Enterprise and Local Business Preference Programs Affidavit of Company Status and the Consultant Description Form (Exhibit B), fully filled out for your firm. Please refer to Exhibit B for detailed information relative to these programs and instructions on completing the forms.

Proposers who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any services valued in excess of \$150,000.

B) INSURANCE VERIFICATION LETTER

Provide a letter from your insurance carrier or broker indicating that the insurance requirements for this project as described in this RFP are presently part of the proposer's coverage, or that the insurance company is able to provide such coverage should the proposer be selected. The insurance carrier/broker must be aware of the indemnification requirements also set forth in this RFP. Proposers are not required to purchase the required insurance in order to respond; however, all required insurance will need to be submitted at the time of contract award. **ACORD® Certificate of Liability Insurance sheets will not be accepted in lieu of an insurance verification letter. Proposals submitted without an insurance verification letter, as described above, will be deemed non-responsive.**

C) CITY ETHICS COMMISSION (CEC) FORMS 50 and 55

Proposers who submit a response to this solicitation (proposers) are subject to Charter section 470 (c) (12) and related ordinances. As a result, proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful proposers, 12 months after the contract is signed. The proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Proposers must submit CEC forms 50 and 55 to the awarding authority at the same time the response is submitted (See Exhibit F; fillable forms are available on the City's [Ethics Commission website](http://ethics.lacity.org)). The forms require proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without completed CEC Forms 50 and 55 may be deemed non-responsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

D) ACCEPTANCE OF STANDARD CONTRACT PROVISIONS AND EXECUTIVE DIRECTIVE 35

Proposers are advised that pursuant to Executive Directive (ED) 35, if your firm is a for-profit company or corporation and is selected for award, you shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to the City via the Regional Alliance Marketplace for Procurement (RAMP) or via another method specified by the City:

- Annual revenue
- Number of employees
- Location
- Industry
- Race/ethnicity and gender of majority owner

Proposers must submit a signed letter confirming their intention to comply with the RAMP demographic reporting requirements of ED 35, and their firm's acceptance of all of the Standard Contract Provisions exactly as set forth in Section 4. Do not submit your demographic information in the letter; only the selected consultant needs to enter that information into RAMP, after contract award.

3.5 Checklist for RFP Submittal Requirements

A checklist is provided to assist in verification that all elements of the RFP have been addressed. However, firms are encouraged to review the entirety of the RFP, including the Standard Contract Provisions section, to ensure full compliance and not rely solely on this checklist.

- ☐ Cover transmittal letter, signed by an authorized principal of the proposing consulting firm
- ☐ Table of Contents, if included (not required)
- ☐ Proposal with the following sections, in order:
 - Firm Qualifications, Experience and References
 - Project Organization, Personnel and Staffing
 - Project Approach and Work Plan
 - Project Management
 - Timeline
 - Cost
- ☐ Resumes for all proposed staff personnel provided in an appendix
- ☐ Small/Very Small Business Enterprise and Local Business Preference Program forms:
 - Affidavit of Company Status (**Prime**)
 - Consultant Description Form (**Prime**)
- ☐ Letter from insurance carrier or broker indicating ability to meet insurance requirements for this project, including general liability, auto liability and workers' compensation. **Do not submit an ACORD® Certificate of Liability Insurance sheet. It will not be accepted in lieu of an insurance verification letter.**
- ☐ CEC Form 50 (Bidder Certification)
- ☐ CEC Form 55 (Prohibited Contributors (Bidders))
- ☐ Letter of acceptance of Standard Contract Provisions and Executive Directive 35

4. STANDARD CONTRACT PROVISIONS

The following sections are standard contract provisions for the Harbor Department. In submitting a proposal, proposer agrees to accept these terms without change. **If your firm cannot agree to the following requirements, exactly as set forth below, please do not submit a proposal.**

4.1 Affirmative Action

Consultant, during the performance of the Agreement, shall not discriminate in its employment practices 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 provisions of Section 10.8.4 of the Los Angeles Administrative Code shall be incorporated and made a part of the agreement. All subcontracts awarded shall contain a like nondiscrimination provision. See Exhibit A.

4.2 Small/Very Small Business Enterprise Program and Local Business Preference Programs

It is the policy of the Department to provide Small Business Enterprises (SBE), Very Small Business Enterprises (VSBE), Minority-Owned, Women-Owned, Disabled Veteran-Owned and all Other Business Enterprises (MBE/WBE/DVBE/OBE) an equal opportunity to participate in the performance of all City contracts in all areas where such contracts afford such participation opportunities. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs to achieve participation in subcontracts where such participation opportunities present themselves and attempt to ensure that all available business enterprises, including SBEs, VSBEs, MBEs, WBEs, DVBEs, and OBEs, have equal participation opportunity which might be presented under this Agreement. See Exhibit B.

It is also the policy of the Department to support an increase in local and regional jobs. The Department's Local Business Preference Program aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for Local Business Enterprises to achieve participation in subcontracts where such participation opportunities present themselves. See Exhibit B.

NOTE: Prior to being awarded a contract with the Harbor Department, all consultants and subconsultants must be registered on the City's Contracts Management and Opportunities Database, Regional Alliance Marketplace for Procurement (RAMP), at <http://www.RAMPLA.org>.

4.3 Business Tax Registration Certificate

The City of Los Angeles, Office of Finance requires the implementation and enforcement of Los Angeles Municipal Code Section 21.09 et seq. This section provides

that every person, other than a municipal employee, who engages in any business within the City of Los Angeles, is required to obtain the necessary Business Tax Registration Certificate and pay business taxes. The City Controller has determined that this Code Section applies to consulting firms that are doing work for the Los Angeles Harbor Department. See Exhibit C.

4.4 Indemnity and Insurance Requirements

REQUIRED AT PROPOSAL STAGE: A letter from each proposer's carrier or broker must be provided with their proposal. The letter should indicate that the requirements below are presently part of the proposer's coverage, or that the carrier/broker is able to provide such coverage should the proposer be selected. The carrier/broker must be aware of the indemnification requirements below. Proposers are not required to purchase the required insurance in order to respond, however all required insurance will need to be submitted at the time of contract award. **ACORD® certificates will not be accepted.**

1. Indemnification

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Contractor undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Contract by Contractor or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States, the State of California, and the City.

2. Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Consultant's insurance documents. Consultant's insurance broker or agent shall register with the City's online insurance compliance system **KwikComply** at <https://kwikcomply.org/> and submit the appropriate proof of insurance on Consultant's behalf.

Carrier Requirements

All insurance which Consultant is required to provide pursuant to this Agreement shall be placed with insurance carriers authorized to do business in the State of California and which are rated A-, VII or better in Best's Insurance Guide. Carriers without a Best's rating shall meet comparable standards in another rating service acceptable to City.

Primary Coverage

The coverages submitted must be primary with respect to any insurance or self insurance of the City of Los Angeles Harbor Department. The City of Los Angeles Harbor Department's program shall be excess of this insurance and non-contributing.

Notice Of Cancellation

For each insurance policy described below, the Consultant shall give the Board of Harbor Commissioners a 10-days prior notice of cancellation or reduction in coverage for nonpayment of premium, and a 30-days prior notice of cancellation or reduction in coverage for any other reason, by written notice via registered mail and addressed to the City of Los Angeles Harbor Department, Attention Risk Manager and the City Attorney's Office, 425 S. Palos Verdes Street, San Pedro, California 90731.

Modification of Coverage

Executive Director, at his or her discretion, based upon recommendation of independent insurance consultants to City, may increase or decrease amounts and types of insurance coverage required hereunder at any time during the term hereof by giving ninety (90) days' written notice to Consultant.

Renewal of Policies

At least thirty (30) days prior to the expiration of any policy, Consultant shall direct their insurance broker or agent to submit to the City's online insurance compliance system **KwikComply** at <http://kwikcomply.org> a renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified below. If Consultant neglects or fails to secure or maintain the insurance required below, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect the City's interests. The cost of such insurance will be deducted from the next payment due Consultant.

Policy Copies

Upon request by City, Consultant shall furnish a copy of the binder of insurance and/or full certified policy for any insurance policy required herein. This requirement shall survive the termination or expiration of this Agreement.

Limits of Coverage

If Consultant maintains higher limits than the minimums required by this Agreement, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

Right to Self-Insure

Upon written approval by Executive Director, Consultant may self-insure if the following conditions are met:

- a. Consultant has a formal self-insurance program in place prior to execution of this Agreement. If a corporation, Consultant must have a formal resolution of its board of directors authorizing self-insurance.
- b. Consultant agrees to protect the City, its boards, officers, agents and employees at the same level as would be provided by full insurance with respect to types of coverage and minimum limits of liability required by this Agreement.
- c. Consultant agrees to defend the City, its boards, officers, agents and employees in any lawsuit that would otherwise be defended by an insurance carrier.
- d. Consultant agrees that any insurance carried by Department is excess of Consultant's self-insurance and will not contribute to it.
- e. Consultant provides the name and address of its claims administrator.
- f. Consultant submits its most recently filed 10-Q and its 10-K or audited annual financial statements for the three most recent fiscal years prior to the Executive Director's consideration of approval of self-insurance and annually thereafter.
- g. Consultant agrees to inform Department in writing immediately of any change in its status or policy which would materially affect the protection afforded Department by this self-insurance.
- h. Consultant has complied with all laws pertaining to self-insurance.

Insurance

In addition to and not as a substitute for, or limitation of, any of the indemnity obligations imposed by the Indemnification Section Above, Consultant shall procure and maintain at its sole cost and expense and keep in force during the term of this Agreement the following insurance:

3. General Liability Insurance

Consultant shall procure and maintain in effect throughout the term of this Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) combined single limit for injury or claim. Where Consultant provides or dispenses alcoholic beverages, Host Liquor Liability coverage shall be provided as above. Where Consultant

provides pyrotechnics, Pyrotechnics Liability shall be provided as above. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Consultant. The retention or self-insurance provided shall provide that any other insurance maintained by Department shall be excess of Consultant's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

Where Consultant's operations involve work within 50 feet of railroad track, Consultant's Commercial General Liability coverage shall also have the railroad exclusion deleted.

4. Automobile Liability Insurance

Consultant shall procure and maintain at its expense and keep in force at all times during the term of this Agreement, automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

5. Workers' Compensation and Employer's Liability

Where applicable, Consultant shall comply with the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the Consultant shall comply with such provisions before commencing the performance of the tasks under this Agreement. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included. Consultant shall submit Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such worker's compensation and occupational disease requirements shall include coverage for all employees of Consultant, and for all employees of any subcontractor or other vendor retained by Consultant.

4.5 Conflict of Interest

It is hereby understood and agreed that the parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and

employees, as well as the Los Angeles Municipal Code (LAMC) Municipal Ethics and Conflict of Interest provisions of Section 49.5.1 et seq. and the Conflict of Interest Codes of the City and Department. All parties hereto agree that they are unaware of any financial or economic interest of any public officer or employee of City relating to this Agreement. Notwithstanding any other provision of this Agreement, it is further understood and agreed that if such financial interest does exist at the inception of this Agreement, City may immediately terminate this Agreement by giving written notice thereof.

During the term of this Agreement, Consultant shall inform the Department when Consultant, or any of its Subconsultants, employs or hires in any capacity, and for any length of time, a person who has worked for the Department as a Commissioner, officer or employee. Said notice shall include the individual's name and current position and their prior position and years of employment with the Department. Notice shall be provided by Consultant to the Department within thirty (30) days of the employment or hiring of the individual.

4.6 Compliance with Applicable Laws

Consultant shall at all times in the performance of its obligations comply with all applicable laws, statutes, ordinances, rules and regulations, and with the reasonable requests and directions of the Executive Director.

4.7 Governing Law / Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without reference to the conflicts of law, rules and principles of such State. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State or Federal courts located in the County of Los Angeles, State of California, in the judicial district required by court rules.

4.8 Termination Provision

The Board of Harbor Commissioners, in its sole discretion, shall be able to terminate and cancel all or any part of the Agreement it enters into with the selected Consultant for any reason upon giving the Consultant ten (10) days' notice in writing of its election to cancel and terminate the Agreement. It is agreed that any Agreement entered into shall not limit the right of the City to hire additional Consultants to perform the services described in the Agreement either during or after the term of the Agreement.

4.9 Proprietary Information

1. Writings, as that term is defined in Section 250 of the California Evidence Code (including, without limitation, drawings, specifications, estimates, reports, records, reference material, data, charts, documents, renderings, computations, computer tapes or disks, submittals and other items of any type whatsoever, whether in the form of writing, figures or delineations), which are obtained, generated, compiled or derived in connection with this Agreement (collectively hereafter referred to as "property"), are owned by City as soon as they are developed, whether in draft or final form. City has the right to use or

permit the use of property and any ideas or methods represented by such property for any purpose and at any time without compensation other than that provided in this Agreement. Consultant hereby warrants and represents that City at all times owns rights provided for in this section free and clear of all third-party claims whether presently existing or arising in the future, whether or not presently known. Consultant need not obtain for City the right to use any idea, design, method, material, equipment or other matter which is the subject of a valid patent, unless such patent is owned by Consultant or one of its employees, or its Subconsultant or the Subconsultant's employees, in which case such right shall be obtained without additional compensation. Whether or not Consultant's initial proposal or proposals made during this Agreement are accepted by City, it is agreed that all information of any nature whatsoever connected with the Scope of Work, regardless of the form of communication, which has been or may be given by Consultant, its Subconsultants or on either's behalf, whether prior or subsequent to this Agreement becoming effective, to the City, its boards, officers, agents or employees, is not given in confidence. Accordingly, City or its designees may use or disclose such information without liability of any kind, except as may arise under valid patents.

2. If research or development is furnished in connection with this Agreement and if, in the course of such research or development, patentable work product is produced by Consultant, its officers, agents, employees, or Subconsultants, the City shall have, without cost or expense to it, an irrevocable, non-exclusive royalty-free license to make and use, itself or by anyone on its behalf, such work product in connection with any activity now or hereafter engaged in or permitted by City. Upon City's request, Consultant, at its sole cost and expense, shall promptly furnish or obtain from the appropriate person a form of license satisfactory to the City. It is expressly understood and agreed that, as between City and Consultant, the referenced license shall arise for City's benefit immediately upon the production of the work product, and is not dependent on the written license specified above. City may transfer such license to its successors in the operation or ownership of any real or personal property now or hereafter owned or operated by City.

4.10 Trademarks, Copyrights, and Patents

Consultant agrees to save, keep, hold harmless, protect and indemnify the City and any of its officers or agents from any damages, cost, or expenses in law or equity from infringement of any patent, trademark, service mark or copyright of any person or persons, or corporations in consequence of the use by City of any materials supplied by Consultant in the performance of this Agreement.

4.11 Confidentiality

The data, documents, reports or other materials which contain information relating to the review, documentation, analysis and evaluation of the work described in this Agreement and any recommendations made by Consultant relative thereto shall be considered confidential and shall not be reproduced, altered, used or disseminated by Consultant or its employees or agents in any manner except and only to the extent necessary in the performance of the work under this Agreement. In addition, Consultant is required to safeguard such information from access by unauthorized personnel.

4.12 Notices

In all cases where written notice is to be given under this Agreement, service shall be deemed sufficient if said notice is deposited in the United States mail, postage paid. When so given, such notice shall be effective from the date of mailing of the same. For the purposes hereof, unless otherwise provided by notice in writing from the respective parties, notice to the Department shall be addressed to _____, Los Angeles Harbor Department, P.O. Box 151, San Pedro, California, 90733-0151, and notice to Consultant shall be addressed to it at the address set forth above. Nothing herein contained shall preclude or render inoperative service of such notice in the manner provided by law.

4.13 Termination Due to Non-Appropriation of Funds

This Agreement is subject to the provisions of the Los Angeles City Charter which, among other things, precludes the City from making any expenditure of funds or incurring any liability, including contractual commitments, in excess of the amount appropriated thereof.

The Board, in awarding this Agreement, is expected to appropriate sufficient funds to meet the estimated expenditure of funds through June 30 of the current fiscal year and to make further appropriations in each succeeding fiscal year during the life of the Agreement. However, the Board is under no legal obligation to do so.

The City, its boards, officers, and employees are not bound by the terms of this Agreement or obligated to make payment thereunder in any fiscal year in which the Board does not appropriate funds therefore. The Consultant is not entitled to any compensation in any fiscal year in which funds have not been appropriated for the Agreement by the Board.

Although the Consultant is not obligated to perform any work under the Agreement in any fiscal year in which no appropriation for the Agreement has been made, the Consultant agrees to resume performance of the work required by the Agreement on the same terms and conditions for a period of sixty (60) days after the end of the fiscal year if an appropriation therefore is approved by the Board within that 60 day period. The Consultant is responsible for maintaining all insurance and bonds during this 60 day period until the appropriation is made; however, such extension of time is not compensable.

If in any subsequent fiscal year funds are not appropriated by the Board for the work required by the Agreement, the Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

4.14 Taxpayer Identification Number

The Internal Revenue Service (IRS) requires that all consultants and suppliers of materials and supplies provide a TIN to the party that pays them. Consultant declares that it has an authorized TIN which shall be provided to the Department prior to payment under the Agreement. No payments will be made under the Agreement without a valid TIN.

4.15 Service Contractor Worker Retention Policy and Living Wage Policy Requirements

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 5771 on January 3, 1999, agreeing to adopt the provisions of Los Angeles City Ordinance No. 171004 relating to Service Contractor Worker Retention (SCWR), Section 10.36 et seq. of the Los Angeles Administrative Code, as the policy of the Harbor Department. Further, Charter Section 378 requires compliance with the City's Living Wage requirements as set forth by ordinance, Section 10.37 et seq. of the Los Angeles Administrative Code. Consultant shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle the City to terminate the Agreement and otherwise pursue legal remedies that may be available.

4.16 Wage and Earnings Assignment Orders/Notices of Assignments

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution Nos. 19-8419 and 19-8420 on January 24, 2019, adopting the provisions of Los Angeles City Ordinance No. 185356, relating to Service Contractor Worker Retention (SCWR), Section 10.36 et seq. of the Los Angeles Administrative Code, as the policy of the Department. Further, Charter Section 378 requires compliance with the City's Living Wage requirements as set forth by ordinance, Section 10.37 et seq. of the Los Angeles Administrative Code. Consultant shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle the City to terminate this Agreement and otherwise pursue legal remedies that may be available.

4.17 Equal Benefits Policy

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance 172,908, as amended, relating to Equal Benefits, Section 10.8.2.1 et seq. of the Los Angeles Administrative Code, as a policy of the Harbor Department. Consultant shall comply with the policy wherever applicable. Violation of the policy shall entitle the City to terminate any Agreement with Consultant and pursue any and all other legal remedies that may be available. See Exhibit D.

4.18 State Tidelands Grants

The Agreement will be entered into in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. Therefore, the Agreement will at all times be subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled "An Act Granting to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of Said City," approved June 3, 1929, (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands. Consultant agrees that any interpretation of the Agreement and the terms contained therein must be consistent with such limitations, conditions, restrictions and reservations.

4.19 Contract Solicitations Charter Section 470 (c) (12)

Persons who submit a response to this solicitation (proposers) are subject to Charter section 470 (c) (12) and related ordinances. As a result, proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful proposers, 12 months after the contract is signed. The proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Proposers must submit CEC form 50 and 55 to the awarding authority at the same time the response is submitted (See Exhibit F). The forms require proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without completed CEC Form 50 and 55 may be deemed nonresponsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

4.20 Recordkeeping And Audit Rights

A. Consultant shall keep and maintain full, complete and accurate books of accounts and records of the services performed under this Agreement in accordance with generally accepted accounting principles consistently applied, which books and records shall be readily accessible to and open for inspection and copying at the premises by City, its auditors or other authorized representatives. Notwithstanding any other provision of this Agreement, failure to do so shall constitute a conclusive waiver of any right to compensation for such services as are otherwise compensable hereunder. Such books and records shall be maintained by Consultant for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved.

B. During the term of this Agreement, City may audit, review and copy any and all writings (as that term is defined in Section 250 of the California Evidence Code) of Consultant and Subconsultants arising from or related to this Agreement or performance of the Scope of Work, whether such writings are (a) in final form or not, (b) prepared by Consultant, Subconsultants or any individual or entity acting for or on behalf of Consultant or a Subconsultant, and (c) without regard to whether such writings have previously been provided to City. Consultant shall be responsible for obtaining access to and providing writings of Subconsultants. Consultant shall provide City at Consultant's sole cost and expense a copy of all such writings within fourteen (14) calendar days of a written request by City. City's right shall also include inspection at reasonable times of the Consultant's office or facilities which are engaged in the performance of the Scope of Work. Consultant shall, at no cost to City, furnish reasonable facilities and assistance for such review and audit. Consultant's failure to comply with this Article 6 shall constitute a material breach of this Agreement and shall entitle City to withhold any payment due under this Agreement

until such breach is cured.

EXHIBIT A - AFFIRMATIVE ACTION PROGRAM PROVISIONS

Sec. 10.8.4 Affirmative Action Program Provisions.

Every non-construction and construction Contract with, or on behalf of, the City of Los Angeles for which the consideration is \$25,000 or more shall contain the following provisions which shall be designated as the AFFIRMATIVE ACTION PROGRAM provisions of such Contract:

A. During the performance of a City Contract, the Contractor certifies and represents that the Contractor and each Subcontractor hereunder will adhere to an Affirmative Action Program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.

1. This section applies to work or services performed or materials manufactured or assembled in the United States.

2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.

3. The Contractor shall post a copy of Paragraph A., hereof, in conspicuous places at its place of business available to employees and applicants for employment.

B. The Contractor shall, in all solicitations or advertisements for employees placed, by or on behalf of, the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.

C. At the request of the Awarding Authority or the DAA, the Contractor shall certify on an electronic or hard copy form to be supplied, that the Contractor has not discriminated in the performance of City Contracts against any employee or applicant for employment on the basis or because of race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.

D. The Contractor shall permit access to, and may be required to provide certified copies of, all of its records pertaining to employment and to its employment practices by the Awarding Authority or the DAA for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City Contracts and, upon request, to provide evidence that it has or will comply therewith.

E. The failure of any Contractor to comply with the Affirmative Action Program provisions of City Contracts may be deemed to be a material breach of a City Contract. The failure shall only be established upon a finding to that effect by the Awarding Authority, on the basis of its own investigation or that of the DAA. No finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to the Contractor.

F. Upon a finding duly made that the Contractor has breached the Affirmative Action Program provisions of a City Contract, the Contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the Awarding Authority, and all monies

due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, the breach may be the basis for a determination by the Awarding Authority or the Board of Public Works that the Contractor is a non-responsible bidder or proposer pursuant to the provisions of Section 10.40 of this Code. In the event of such determination, the Contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.

G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the Contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City Contract, there may be deducted from the amount payable to the Contractor by the City of Los Angeles under the contract, a penalty of ten dollars for each person for each calendar day on which the person was discriminated against in violation of the provisions of a City Contract.

H. Notwithstanding any other provisions of a City Contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.

I. The Public Works Board of Commissioners shall promulgate rules and regulations through the DAA and provide to the Awarding Authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an Awarding Authority of the City to accomplish this contract compliance program.

J. Nothing contained in City Contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.

K. By affixing its signature to a Contract that is subject to this article, the Contractor shall agree to adhere to the provisions in this article for the duration of the Contract. The Awarding Authority may also require Contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Program.

1. The Contractor certifies and agrees to immediately implement good faith effort measures to recruit and employ minority, women and other potential employees in a non-discriminatory manner including, but not limited to, the following actions as appropriate and available to the Contractor's field of work. The Contractor shall:

- (a) Recruit and make efforts to obtain employees through:
 - (i) Advertising employment opportunities in minority and other community news media or other publications.
 - (ii) Notifying minority, women and other community organizations of employment opportunities.
 - (iii) Maintaining contact with schools with diverse populations of students to notify them of employment opportunities.
 - (iv) Encouraging existing employees, including minorities and women, to refer their friends and relatives.

(v) Promoting after school and vacation employment opportunities for minority, women and other youth.

(vi) Validating all job specifications, selection requirements, tests, etc.

(vii) Maintaining a file of the names and addresses of each worker referred to the Contractor and what action was taken concerning the worker.

(viii) Notifying the appropriate Awarding Authority and the DAA in writing when a union, with whom the Contractor has a collective bargaining agreement, has failed to refer a minority, woman or other worker.

(b) Continually evaluate personnel practices to assure that hiring, upgrading, promotions, transfers, demotions and layoffs are made in a non-discriminatory manner so as to achieve and maintain a diverse work force.

(c) Utilize training programs and assist minority, women and other employees in locating, qualifying for and engaging in the training programs to enhance their skills and advancement.

(d) Secure cooperation or compliance from the labor referral agency to the Contractor's contractual Affirmative Action Program obligations.

(e) Establish a person at the management level of the Contractor to be the Equal Employment Practices officer. Such individual shall have the authority to disseminate and enforce the Contractor's Equal Employment and Affirmative Action Program policies.

(f) Maintain records as are necessary to determine compliance with Equal Employment Practices and Affirmative Action Program obligations and make the records available to City, State and Federal authorities upon request.

(g) Establish written company policies, rules and procedures which shall be encompassed in a company-wide Affirmative Action Program for all its operations and Contracts. The policies shall be provided to all employees, Subcontractors, vendors, unions and all others with whom the Contractor may become involved in fulfilling any of its Contracts.

(h) Document its good faith efforts to correct any deficiencies when problems are experienced by the Contractor in complying with its obligations pursuant to this article. The Contractor shall state:

(i) What steps were taken, how and on what date.

(ii) To whom those efforts were directed.

(iii) The responses received, from whom and when.

(iv) What other steps were taken or will be taken to comply and when.

(v) Why the Contractor has been or will be unable to comply.

2. Every contract of \$25,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall also comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.

L. The Affirmative Action Program required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Awarding Authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:

1. Apprenticeship where approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
2. Classroom preparation for the job when not apprenticeable;
3. Pre-apprenticeship education and preparation;
4. Upgrading training and opportunities;
5. Encouraging the use of Contractors, Subcontractors and suppliers of all racial and ethnic groups; provided, however, that any contract subject to this ordinance shall require the Contractor, Subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the Contractor's, Subcontractor's or supplier's geographical area for such work;
6. The entry of qualified women, minority and all other journeymen into the industry; and
7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.

M. Any adjustments which may be made in the Contractor's work force to achieve the requirements of the City's Affirmative Action Program in purchasing and construction shall be accomplished by either an increase in the size of the work force or replacement of those employees who leave the work force by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.

N. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by Contractors engaged in the performance of City Contracts.

O. All Contractors subject to the provisions of this article shall include a similar provision in all subcontracts awarded for work to be performed under the Contract with the City and shall impose the same obligations including, but not limited to, filing and reporting obligations, on the Subcontractors as are applicable to the Contractor. Failure of the Contractor to comply with this requirement or to obtain the compliance of its Subcontractors with all such obligations shall subject the Contractor to the imposition of any and all sanctions allowed by law, including, but not limited to, termination of the Contractor's Contract with the City.

EXHIBIT B

(1) SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM

(2) LOCAL BUSINESS PREFERENCE PROGRAM

(1) SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM:

The Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Harbor Department in a manner that reflects the diversity of the City of Los Angeles. The Harbor Department's Small Business Enterprise (SBE) Program was created to provide additional opportunities for small businesses to participate in professional service and construction contracts. An overall Department goal of 25% SBE participation, including 5% Very Small Business Enterprise (VSBE) participation, has been established for the Program. The specific goal or requirement for each contract opportunity may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including, but not limited to, SBEs, VSBEs, women-owned business enterprises (WBEs), minority-owned business enterprises (MBEs), and disabled veteran business enterprises (DVBES). The SBE Program allows the Harbor Department to target small business participation, including MBEs, WBEs, and DVBES, more effectively. It is the intent of the Harbor Department to make it easier for small businesses to participate in contracts by providing education and assistance on how to do business with the City, and ensuring that payments to small businesses are processed in a timely manner. **In order to ensure the highest participation of SBE/VSBE/MBE/WBE/DVBES, all proposers shall utilize the City's contracts management and opportunities database, the Regional Alliance Marketplace for Procurement (RAMP), at <http://www.RAMPLA.org>, to outreach to potential subconsultants.**

The Harbor Department defines a SBE as an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121. Go to www.sba.gov for more information. The Harbor Department defines a VSBE based on the State of California's Micro-business definition which is 1) a small business that has average annual gross receipts of \$5,000,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.

The SBE Program is a results-oriented program, requiring consultants who receive contracts from the Harbor Department to perform outreach and utilize certified small businesses. **Based on the work to be performed, it has been determined that the percentage of small business participation will be 0%, including 0% VSBE participation.** The North American Industry Classification System (NAICS) Code for the scope of services is **519210**. This NAICS Code is the industry code that corresponds to at least 51% of the scope of services and will be used to determine the size standard for SBE participation of the Prime Consultant. The maximum SBE size standard for this NAICS Code is \$21 million.

Consultant shall be responsible for determining the SBE status of its subconsultants for purposes of meeting the small business requirement. Subconsultants must qualify as an SBE based on the type of services that they will be performing under the Agreement. All business participation will be determined by the percentage of the total amount of compensation under the agreement paid to SBEs. The Consultant shall not substitute an SBE firm without obtaining prior approval of the City. A request for substitution must be based upon demonstrated good cause. If substitution is permitted, Consultant shall endeavor to make an in-kind substitution for the substituted SBE.

Consultant shall complete, sign, and submit as part of the executed agreement the attached Affidavit and Consultant Description Form. The Affidavit and Consultant Description Form, when signed, will signify the Consultant's intent to comply with the SBE requirement. All SBE/VSBE firms must be certified by the time proposals are due to receive credit. In addition all consultants and subconsultants must be registered on the RAMP by the time proposals are due.

(2) LOCAL BUSINESS PREFERENCE PROGRAM:

The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department's Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

Consultants who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any proposal for services valued in excess of \$150,000. The preference will be applied by adding 8% of the total possible evaluation points to the Consultant's score. Consultants who do not qualify as a LBE may receive a maximum 5% preference for identifying and utilizing LBE subconsultants.

The Harbor Department defines a LBE as:

- (a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties; or
- (b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

In order for Harbor Department staff to determine the appropriate LBE preference, Consultant shall complete, sign, notarize (where applicable) and submit the attached Affidavit and Consultant Description Form. The Affidavit and Consultant Description Form will signify the LBE status of the Consultant and subconsultants.

In the event of Consultant's noncompliance during the performance of the Agreement, Consultant shall be considered in material breach of contract. In addition to any other remedy available to City under this Agreement or by operation of law, the City may withhold invoice payments to Consultant until noncompliance is corrected, and assess the costs of City's audit of books and records of Consultant and its subconsultants. In the event the Consultant falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Consultant from participation in City contracts for a period of up to five (5) years.

AFFIDAVIT OF COMPANY STATUS

"The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information and information contained on **the attached Consultant Description Form** is true and correct and includes all material information necessary to identify and explain the operations of

Name of Firm

as well as the ownership and location thereof. Further, the undersigned agrees to provide complete and accurate information regarding ownership in the named firm, and all of its domestic and foreign affiliates, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents, and the ownership documents of all of its domestic and foreign affiliates, in association with this agreement."

(1) **Small/Very Small Business Enterprise Program:** Please indicate the ownership of your company. Please check all that apply. At least one box must be checked:

☐SBE ☐VSBE ☐MBE ☐WBE ☐DVBE ☐OBE

- A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.
- A Very Small Business Enterprise (VSBE) is (1) a small business that has average annual gross receipts of \$5,000,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.
- A Minority Business Enterprise (MBE) is defined as a business in which a minority owns and controls at least 51% of the business. A Woman Business (WBE) is defined as a business in which a woman owns and controls at least 51% of the business. For the purpose of this project, a minority includes:
 - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands); and
 - (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- A Disabled Veteran Business Enterprise (DVBE) is defined as a business in which a disabled veteran owns at least 51% of the business, and the daily business operations are managed and controlled by one or more disabled veterans.
- An OBE (Other Business Enterprise) is any enterprise that is neither an SBE, VSBE, MBE, WBE, or DVBE.

(2) **Local Business Preference Program:** Please indicate the Local Business Enterprise status of your company.

Only one box must be checked:

☐ LBE ☐ Non-LBE

- A Local Business Enterprise (LBE) is: (a) a business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or (b) a business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. "Headquartered" shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.
- A Non-LBE is any business that does not meet the definition of a LBE.

Signature: _____

Title: _____

Printed Name: _____

Date Signed: _____

Consultant Description Form

PRIME CONSULTANT:

Contract Title: _____

Business Name: _____ RAMP ID#: _____

Award Total: \$ _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email address: _____

Exhibit C - Business Tax Registration Certificate (BTRC) Number

The City of Los Angeles, Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification (BTRC) and pay business tax. (Los Angeles Municipal code Section 21.09 et seq.)

All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC number or an exemption number as proof of compliance with Los Angeles City business tax requirements in order to receive payment for goods or services. Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City.

The Tax and Permit Division of Los Angeles Office of Finance, has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do NOT have a BTRC number contact the Tax and Permit Division at the office listed below, or log on to <http://finance.lacity.org/>, to download the business tax registration application.

MAIN OFFICE

LA City Hall

201 N. Main Street, Rm. 101

(844) 663-4411

Contract Administrator's Note:

Only the **selected Consultant** will be required to obtain a BTRC.
Proof of BTRC compliance will be requested during contract award processing.
Exhibit C is provided for informational purposes.

Exhibit D- Equal Benefits Ordinance

Sec. 10.8.2.1. Equal Benefits Ordinance.

Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses results in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company choosing to do business with the City agrees to comply with the City's nondiscrimination laws.

It is the City's intent, through the contracting practices outlined in this Ordinance; to assure that those companies wanting to do business with the City will equalize the total compensation between similarly situated employees with spouses and with domestic partners. The provisions of this Ordinance are designed to ensure that the City's contractors will maintain a competitive advantage in recruiting and retaining capable employees, thereby improving the quality of the goods and services the City and its people receive, and ensuring protection of the City's property.

(c) Equal Benefits Requirements.

(1) No Awarding Authority of the City shall execute or amend any Contract with any Contractor that discriminates in the provision of Benefits between employees with spouses and employees with Domestic Partners, between spouses of employees and Domestic Partners of employees, and between dependents and family members of spouses and dependents and family members of Domestic Partners.

(2) A Contractor must permit access to, and upon request, must provide certified copies of all of its records pertaining to its Benefits policies and its employment policies and practices to the DAA, for the purpose of investigation or to ascertain compliance with the Equal Benefits Ordinance.

(3) A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment: "During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners." The posted statement must also include a City contact telephone number which will be provided each Contractor when the Contract is executed.

(4) A Contractor must not set up or use its contracting entity for the purpose of evading the requirements imposed by the Equal Benefits Ordinance.

(d) Other Options for Compliance. Provided that the Contractor does not discriminate in the provision of Benefits, a Contractor may also comply with the Equal Benefits Ordinance in the following ways:

(1) A Contractor may provide an employee with the Cash Equivalent only if the DAA determines that either:

a. The Contractor has made a reasonable, yet unsuccessful effort to provide Equal Benefits; or

b. Under the circumstances, it would be unreasonable to require the Contractor to provide Benefits to the Domestic Partner (or spouse, if applicable).

(2) Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent Benefits.

(3) Provide Benefits neither to employees' spouses nor to employees' Domestic Partners.

(e) Applicability.

(1) Unless otherwise exempt, a Contractor is subject to and shall comply with all applicable provisions of the Equal Benefits Ordinance.

(2) The requirements of the Equal Benefits Ordinance shall apply to a Contractor's operations as follows:

a. A Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the Contract.

b. A Contractor's operations on real property located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the Contractor's presence at or on that property is connected to a Contract with the City.

c. The Contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the City Contract.

(3) The requirements of the Equal Benefits Ordinance do not apply to collective bargaining agreements ("CBA") in effect prior to January 1, 2000. The Contractor must agree to propose to its union that the requirements of the Equal Benefits Ordinance be incorporated into its CBA upon amendment, extension, or other modification of a CBA occurring after January 1, 2000.

(f) Mandatory Contract Provisions Pertaining to Equal Benefits. Unless otherwise exempted, every Contract shall contain language that obligates the Contractor to comply with the applicable provisions of the Equal Benefits Ordinance. The language shall include provisions for the following:

(1) During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the Equal Benefits Ordinance.

(2) The failure of the Contractor to comply with the Equal Benefits Ordinance will be deemed to be a material breach of the Contract by the Awarding Authority.

(3) If the Contractor fails to comply with the Equal Benefits Ordinance the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part, and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.

(4) Failure to comply with the Equal Benefits Ordinance may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

(5) If the DAA determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the Equal Benefits Ordinance, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

EXHIBIT E

RFP SELECTION EVALUATION FORM

PROJECT: HISTORICAL ASSET DIGITIZING SERVICES

SCORING GUIDELINES:

Rater's Score: (Range 0-5) - 0=not included/non responsive; 1= Serious Deficiencies; 2=Marginal Abilities; 3=Adequate, 4=Well Qualified; 5=Exceptionally Qualified.

Scores must be **whole numbers only** (for example, "3.5" is not acceptable).

Weighing Factor: A range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. Each number (1 through 6) may be used more than once; however, in establishing weights, the total of all the weighing factors (A –E) must equal 20. Example: 3+2+6+4+5=20 or 3+3+3+6+5=20

Weighted Score= Rater's Score multiplied by (x) Weighing Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date

CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	How long has the company been in business? Has the company done similar work? Level of expertise in subject matter areas?		4	
B. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services? On-site availability of team and project manager?		4	
C. Project Approach, Work Plan, Management and Timeline	Quality of proposed work plan to meet project requirements? Quality of project management and timeline?		5	
D. Cost	Are proposed budget management, fees and staff hours proposed and clearly defined?		5	
E. Clarity and Comprehensiveness of the Proposal	Is the proposal clear, comprehensive, and understandable?		2	
	Maximum points possible=100		A+B+C+D+E=20	Total Points=

EXHIBIT F

FORM
50

Bidder Certification

Los Angeles City
ETHICS COMMISSION

This form must be submitted with your bid or proposal to the City department that is awarding the contract noted below. If you have questions about this form, please contact the Ethics Commission at (213) 978-1960.

☐ Original Filing ☐ Amendment: Date of Signed Original _____. Date of Last Amendment _____.

Reference Number (Bid, Contract, or RAMP) 208524	Awarding Authority (Department awarding the contract) Harbor Department
Bidder Name	
Address	
Email Address	Phone Number

Certification

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

A. I am applying for one of the following types of contracts with the City of Los Angeles:

1. A goods or services contract with a value of more than \$25,000 and a term of at least three months;
2. A construction contract with any value and duration;
3. A financial assistance contract, as defined in Los Angeles Administrative Code § 10.40.1 (h), with a value of at least \$100,000 and a term of any duration; or
4. A public lease or license, as defined in Los Angeles Administrative Code § 10.40.1 (i), with any value and duration.

B. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Name

Signature

Title

Date

Los Angeles Administrative Code § 10.40.1

- (h) **"City Financial Assistance Recipient"** means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

Los Angeles Administrative Code § 10.37.1

- (l) **"Public lease or license"**.

- (a) Except as provided in (l)(b), "Public lease or license" means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
 - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
 - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
 - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
 - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company's entire workforce to the awarding authority as required by regulation;
 - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
 - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
 - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company's entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
 - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
 - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.

Prohibited Contributors
(Bidders)

This form must be completed in its entirety and submitted with your bid or proposal to the City department that is awarding the contract. Failure to submit a completed form may affect your bid or proposal. If you have questions about this form, please contact the Ethics Commission at (213) 978-1960.

☐ Original Filing ☐ Amendment: Date of Signed Original _____ Date of Last Amendment _____

Reference Number (Bid, Contract, or BAVN): 208524 Date Bid Submitted: _____

Contract Description (Title of the RFP or City contract solicitation and description of the services to be provided):
Historical Asset Digitizing Services

Awarding Authority (Department awarding the contract): _____

Bidder Name: _____

Bidder Address: _____

Bidder Email Address: _____ Bidder Phone Number: _____

Schedule Summary

Please complete all three of the following:

1. SCHEDULE A – Bidder's Principals (check one)

The bidder has one or more **PRINCIPALS**, as defined in LAMC § 49.7.35(A)(6).
At least one principal is required for entities. (If you check "Yes", Schedule A is required.)

Yes

☐

No

☐

2. SCHEDULE B – Subcontractors and Their Principals (check one)

The bidder has one or more **SUBCONTRACTORS** on this bid or proposal with
subcontracts worth \$100,000 or more. (If you check "Yes", Schedule B is required.)

Yes

☐

No

☐

3. TOTAL NUMBER OF PAGES SUBMITTED (including this cover page): _____

Certification

I certify the following under penalty of perjury under the laws of the City of Los Angeles and the state of California:

A) I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter § 470(c)(12) and any related ordinances; B) I understand that I must amend this form within ten business days if any information changes; C) I am the bidder named above or I am authorized to represent the bidder named above, and my name appears below; and D) The information provided in this form is true and complete to the best of my knowledge and belief.



Name

Signature

Title

Date

Prohibited Contributors (Bidders)

Schedule A - Bidder's Principals

Please identify the names and titles of all the bidder's principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

☐ Check this box if additional Schedule A pages are attached.

Schedule B - Subcontractors and Their Principals

Please identify all subcontractors whose subcontracts are worth \$100,000 or more. Separate Schedule B pages are required for each subcontractor who meets the threshold.

Subcontractor's Name
Subcontractor's Address

Please check one of the following options:

This subcontractor has one or more principals. ☐ Yes* ☐ No

** Each principal's name and title must be identified below. Attach additional sheets if necessary. Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.*

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

Name: _____ Title: _____
Address: _____

☐ Check this box if additional Schedule B pages are attached.

EXHIBIT G

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

1.0 PURPOSE

The purpose of this policy is to define the rules and acceptable use of computer equipment at the City of Los Angeles, Harbor Department (Port of Los Angeles or POLA). These rules are aimed at protecting POLA from risks such as virus attacks and IT security breaches, and to ensure cost-effective and available computer equipment for business use. These rules are in conformance with industry-accepted practices for protecting critical information assets, preventing business disruptions, and ensuring an appropriate and productive working environment.

The term “computer equipment” in this policy document includes, but is not limited to, PCs, laptops, peripherals, servers, storage, wired and wireless network, software applications, data/databases, internet/cloud/hosted systems, VOIP telephones, smartphones, radios, and any other technologies used to access the POLA network.

2.0 RESPONSIBILITIES

Any person (employee, contractor, guest or other) who uses computer equipment to access the POLA network is required to comply with this policy as a condition of use. If you are granted such use, you are responsible for understanding and complying with this policy.

3.0 POLICY

The Information Technology Division (ITD) will configure all computer equipment to comply with this policy. This includes, but is not limited to, restricting the user’s ability to change security settings, install or uninstall programs, or make unauthorized changes. In addition, because computer equipment are for POLA business, personal hardware, software and data may be permanently removed/deleted (no back-up or ability to recover) without warning.

ITD does not provide support services/assistance for computer equipment that is not owned by POLA.

If an area is not addressed by this policy, then the existing City-wide policy will apply.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

3.1 MANDATORY CYBERSECURITY TRAINING

3.1.1 On August 11, 2017, the Mayor mandated annual Cybersecurity training for all City employees. POLA computer users are therefore required to comply with this mandate.

3.2 GENERAL COMPUTER USE AND OWNERSHIP

3.2.1 You must protect any information, resource or application that is considered sensitive or confidential by POLA. Sensitive or confidential data includes, but not limited to:

- Employee personnel information
- Confidential customer information
- Information that has attorney-client privilege
- Pre-decisional work product and materials marked as “draft”
- Contract negotiations and pending contracts
- Proprietary processes
- Information on research and development
- Design drawings and documents
- Financial and Insurance policy information
- Information related to the Port Pilots and Wharfinger systems
- Information related to Port security (e.g. – Police and Homeland Security)
- Information related to Port information systems security
- Information related to Port computer network configuration

3.2.2 POLA permits only incidental personal use of computer equipment. You must exercise good judgment regarding any personal use so that this does not interfere with the performance of the computer equipment or your work duties. All personal use must conform to the policies for use.

3.2.3 The data created on the computer equipment is, and will remain, the property of POLA. POLA does not guarantee the retention, confidentiality or integrity of any personal data you store, transmit or handle on POLA computer equipment. Personal data includes, but are not limited to, electronic documents, pictures, audio, or video.

3.2.4 Computer equipment use, including but not limited to access to information, internet, resources or other activities, is subject to audit and monitoring at any time.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

3.2.5 Computer equipment shall comply with POLA standards. Standards lists are posted on iPOLA (<https://portla.sharepoint.com>) and the standard configuration is one monitor, one printer, and one PC.

Standard technologies were selected based on security, integration/conflicts, economic, and support reasons. Non-standard technologies require ITD review and approval prior to connecting to the network. Furthermore, ITD may not be able to support nonstandard technologies.

3.2.6 Computer equipment acquisition falls under one of two categories:

1. New acquisition –

A new acquisition for a PC or server requires the purchase of ALL software licenses (O/S, applications such as MS Office, Adobe, etc.)

Equipment costing \$5,000 or more shall be added to the Fixed Asset ledger.

2. Replacement of existing equipment –

Replacement of a PC or server allows for the transfer of ALL software licenses (O/S, applications such as MS Office, Adobe, etc.) and a removal date MUST be provided to the Manager of the ITD Infrastructure Section before delivery of the new equipment. The old PC/Server will be removed on the date provided. Extensions to the removal date must be approved by the CIO. In the event that a date is not provided, the new equipment shall be held until the removal date of the old equipment is provided.

Equipment being replaced costing \$5,000 or more shall require the removal of the equipment from the Fixed Asset ledger. ITD shall be responsible for following the Fixed Asset disposal procedures outlined in the Administrative Manual, Section 9.2 Salvaging Property.

3.2.7 Users are not to move equipment. Users are to contact the ITD Help Desk if computer equipment needs to be moved. ITD will conduct physical inventories of equipment every three years, and will continuously electronically scan inventory of equipment on an on-going basis.

3.3 INTERNET ACCESS

The following applies to any POLA internet access, including but not limited to, access through the POLA network, POLA Wi-Fi, or POLA-issued cellular services.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

3.3.1 You are provided Internet access at POLA primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of the computer equipment or your work duties.

3.3.2 You shall not use POLA's Internet services to access Facebook, unless authorized by your Division Manager.

3.3.3 You shall not enroll in Internet lists with your POLA email address, except as needed for business purposes.

3.3.4 You shall not subscribe to Internet sites with your POLA email address, except as needed for business purposes.

3.3.5 You shall not disable or attempt to bypass any virus scanning or content blocking mechanisms put in place by POLA.

3.3.6 You shall not use POLA's Internet access to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material,
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability,
- Threatening violent, illegal or commercial messages,
- Religious, political, or racial nature messages,
- Gambling,
- Sports or entertainment sites, except as required for business purposes,
- Personal financial gain,
- Material protected under copyright laws.

3.3.7 Usage reports may be provided to Division Managers and/or Human Resources.

3.4 EMAIL USE AND RETENTION

The City-Wide Email Policy (ITPC-003) applies to POLA, with the following exceptions for POLA

- Email boxes at POLA will be limited to 2 GB (gigabytes) for F1 licenses, 50 GB for G1 licenses and 100 GB for G3 licenses maximum.
- Emails will be retained for 3 years, unless there is a litigation hold. If there is a litigation hold, retention period shall be as directed by the City Attorney.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

3.5 SECURITY AND PROPRIETARY INFORMATION

3.5.1 General

- All computer equipment access is managed through accounts and passwords. All access is granted to individuals. A group account requires a named individual responsible for the group account, which would be the supervisor of the group unless designated otherwise.
- Any access made using your account or password is considered to be an access by you and you are personally accountable for any action taken using your access. To protect against unauthorized access, you should protect the security and privacy of your passwords and accounts.
- Security mechanisms are incorporated into POLA's computer equipment. You may not disable or attempt to bypass any security mechanism. This includes, but is not limited to, changing security settings, install or uninstall programs, or make unauthorized changes.
- If you are leaving your computer equipment unattended for extended periods of time, you should either lock your screen or log off your computer.
- You cannot engage in any activity that is illegal under local, state, federal or international law while utilizing POLA-owned resources.

3.5.2 PASSWORD SECURITY

- Your password is not to be shared with any person, including ITD staff, your supervisor or your secretary.
- ITD may ask you to log in in order to observe an activity, but you should not provide any person with your password.
- You will be prompted to change your password every 190 days to comply with best practice.

PASSWORD GUIDELINES

- Your password must be a minimum of six characters and contain at least three of the four types of characters:
 - Upper case (A, B, C, D, E, ...)
 - Lower case (a, b, c, d, e, ...)
 - Number (1, 2, 3, 4, 5, ...)
 - Non-alphanumeric (&, !, #, @, %, *, \$).
- Passwords should not contain your name, other names or words found in the dictionary.
- Passwords should not be number patterns, such as aaabbb or 123456.
- Passwords should not be any of the above spelled backward.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

- Passwords should not be any of the above preceded or followed by a single digit (e.g. – 1POLA or POLA1).
- Do not store passwords on your computer, email or on paper.
- Report an incident if you see something suspicious or think that your password has been compromised.

3.5.3 OPERATING SYSTEM

Computer equipment has an operating system configured per POLA specifications. You are not authorized to modify or delete any of the following settings, or knowingly allow them to be modified by others who are not authorized to do so:

- Anti-virus software
- Windows auto updates
- USB and Firewire ports
- Default shares for administrator use
- File sharing

3.5.4 APPLICATIONS

Each computer has applications installed by the ITD. The applications selected were determined by ITD and your Division Manager or Senior Manager. If new applications need to be installed, please submit an Information Systems Service Request (ISSR) to the ITD Help Desk. The ISSR form can be found on iPOLA. Do not install any applications yourself. Only POLA approved and licensed applications may be installed. Also, while the computer can be used for limited personal use, no additional applications may be installed to facilitate this use.

3.5.5 DATA TRANSFER, STORAGE AND BACK UP

To ensure that anti-virus protections are fully in place and that data are backed up, data should be transferred using shared network drives or workgroup folders. Data on your PC and laptop are not backed up. Active data files for POLA business should be stored on the shared network drive assigned to you. The network drives are backed up by ITD. You should set the file permissions appropriately on your shared network drives to protect the information. Back-ups are kept for 30 days for disaster recovery purposes.

No personal data shall be stored on the network drives. Personal data includes, but are not limited to, electronic documents, pictures, audio, or video. Limited personal data are allowed on the local drive of PCs and laptops, provided it does not have adverse impacts.

Due to overall storage capacity limits, the individual storage amounts will be limited

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

for file folders, home folders, Outlook mailboxes, and other network storage drives.

3.5.6 USE OF EXTERNAL STORAGE DEVICES

If you are granted authorization for use of an external drive (e.g. – USB flash drive, external hard drive, CD/DVD, etc.), the drive must be securely stored when not in use. Department issued storage devices shall be encrypted. External drives shall not be connected to non-POLA equipment in order to protect the information and prevent viruses.

USB flash drives in particular pose a threat to the security of your computer and the POLA network due to their built-in “plug and play” drivers which can contain viruses. The USB driver does not pass through the PC or laptop computer’s virus filtering protocol and can introduce a virus unobstructed and undetected.

3.5.7 ADDITIONAL REQUIREMENTS FOR LAPTOPS AND OTHER MOBILE DEVICES

Because laptops and mobile devices are easily stolen or lost, the following precautions must be taken:

- Hard drives will be encrypted.
- Sensitive or confidential POLA information should not be stored on a laptop or mobile device unless it is absolutely necessary for a business purpose and only for the duration of that purpose.
- Sensitive or confidential POLA information must not be read, discussed or otherwise exposed in public (e.g. – restaurants, airports, trains) where unauthorized people might discover it.
- Do not leave the laptop or mobile device unattended when traveling.
- Do not check in the laptop or mobile devices as airline luggage.
- Tape your business card to the laptop and accessories.
- After completing a remote session with POLA, log off completely and wait until you receive a confirmation of your log off command, then close the browser.

3.5.8 ADDITIONAL REQUIREMENTS FOR VIRTUAL PRIVATE NETWORK (VPN) ACCESS

- Secure remote, or VPN, access must be strictly controlled. Control will be enforced through using one-time password authentication token device.
- At no time should any authorized remote user provide their login or password to anyone.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

- Secure remote access users must ensure that their computers are not connected to any other network while connected to POLA's network via remote access.
- Users shall not make any modifications to the remote access connection.
- Computer equipment and devices used for secure remote access shall have current antivirus software and other reasonable security measures.

3.5.9 ADDITIONAL REQUIREMENT FOR CLOUD APPLICATIONS

- Multi-factor authentication must be enabled for cloud applications, when available.

3.6 SYSTEM AND NETWORK ACTIVITIES

You cannot:

3.6.1 Violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution or "pirated" or other software products that are not appropriately licensed for use by POLA.

3.6.2 Duplicate copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, or copyrighted music. The installation of any copyrighted software for which POLA does not have an active license is strictly prohibited.

3.6.3 Export software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.

3.6.4 Willfully introduce malicious programs into the network, e.g., viruses, worms, Trojan horses, email bombs, etc.

3.6.5 Use POLA-owned computer equipment to actively engage in procuring or transmitting material that violates sexual harassment or hostile workplace laws in the user's jurisdiction.

3.6.6 Sell, endorse or solicit any products, items, or services, unless it is a part of job duties.

3.6.7 Issue statements about warranty, expressly or implied, unless it is a part of job duties.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

3.6.8 Commit security breaches or disrupt network communication. Security breaches include, but are not limited to, accessing data when you are not an intended recipient, log into a server or account that you are not authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

3.6.9 Actively monitor the POLA network or intercept data not intended for you, unless has been specifically authorized by policy of otherwise authorized in writing by ITD.

3.6.10 Circumvent user authentication or security of any host, network or account.

3.6.11 Use any program/script/command, or send messages of any kind, with the intent to interfere with another user, via any means (e.g. – locally, Internet, intranet, etc).

3.7 TAKE-HOME IT EQUIPMENT WHILE TELECOMMUTING

3.7.1 Take-home IT equipment for POLA business use is allowed while the Telecommute Policy is in effect.

3.7.2 Employee is responsible for equipment when taken home, including but not limited to use, damage or loss.

3.7.3 Monitor, keyboard, mouse, printer and peripherals are allowed to be taken home with approval from both the employee’s Deputy Executive Director and the CIO.

3.7.4 PC is not allowed to be taken home. Creates cyber security risk.

3.7.5 ITD will not provide physical support for equipment take home (e.g. – install/removal, hardware repair, etc.). Only remote support may be attempted. Equipment must be brought back in to the office for support that cannot be done remotely.

3.7.6 Loaner equipment will not be available for equipment taken home when the employee comes in to the office. Employee will need to bring their equipment back to the office for the day(s) they come in, if needed.

3.7.7 Employee must notify the IT Help Desk when equipment is taken home and when it is returned. Help Desk will keep a record of equipment taken home by employees.

3.7.8 Employee is responsible for returning the equipment back to the office.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

- 3.7.9 Personal and/or unauthorized devices are prohibited from connecting to the network without approval of the CIO or equivalent.

4.0 EXCEPTIONS

Exceptions to this policy must be in writing, from the user's Division Manager to the Chief Information Officer. Some exceptions may also require Executive Director or Deputy Executive Director approval. All exceptions must state the business reason for the exception, the persons to whom the exception will apply and the expected duration of the need. All exceptions are temporary and will expire if the justification provided in the exception request changes (e.g. – change in business need, personnel reassignment, etc.).

5.0 ENFORCEMENT

Any person who violates this policy may be subject to disciplinary action, revocation of access to POLA IT resources and/or other penalties not described here.

PORT OF LOS ANGELES
INFORMATION TECHNOLOGY DIVISION
COMPUTER ACCEPTABLE USE POLICY
Effective Date: August 3, 2022

6.0 REVISION HISTORY

- September 1, 2009 Original policy as drafted
- March 13, 2011 revision to add email 2Gb storage limit policy
- May 1, 2011 Wording for 90 password expiration changed
- June 12, 2012 Standard configuration of one monitor, one printer and one PC was added to section 3.1.8
- March 11, 2013 Various changes
- September 12, 2014 No changes
- December 2, 2014 Added section 3.1.6
- August 12, 2017 Added section 3.1 re: mandatory cybersecurity training and renumbered. Other various changes.
- January 8, 2018 Various changes.
- February 5, 2018 Various changes.
- August 6, 2020 Added section 3.7
- November 9, 2021 Added section 3.5.9 and various changes
- July 25, 2022 Added section 3.7.9, updated 3.5.6 and 3.2.5
- August 3, 2022 Updated email section