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DATE: April 13, 2021

SUBJECT: REQUEST FOR PROPOSALS FOR AS-NEEDED IT STAFFING SERVICES (ORACLE ERP CLOUD UPDATE AND IMPLEMENTATION PROJECT)

Pursuant to the Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than March 30, 2021.

Questions were to be answered in writing, and all questions and responses were to be posted on the [Department's website](#) and www.labavn.org.

Below is a list of questions received from proposers, and the Department's response:

1. Q: Is this a new requirement, or [is there] any incumbent currently performing the services? If yes, could you please share the contract amount information?

A: We currently have a contract with CherryRoad Technologies, Inc. to support our current on-premise Oracle EBS system. There is no incumbent for the ERP Cloud Implementation Project.

2. Q: Can we utilize our consultants as a reference who are on similar kinds of projects?

A: No, references must be actual customers that you provide the services for.

3. Q: If we are participating as a Prime with [a] subcontractor on this opportunity, can we participate as a subcontractor with other Prime companies at the same time?

A: Yes.

4. Q: Is there any local preference given to vendors [who] provide services from the City of Los Angeles Harbor Department area?

A: Yes. Please refer to Section 4.2 of the RFP, and the "Local Business Preference Program" section of Exhibit B.

5. Q: Is this a single award or multiple award contract?

A: This is a single award contract.

6. Q: Previously, for a similar RFP, it was mentioned that only pre-qualified vendors can participate. Can you please confirm?

A: There is not any language in this RFP indicating that only pre-qualified consultants can submit a proposal. All firms who can provide technology professionals with the required skillsets and experience described in the RFP can submit a proposal.

7. Q: [Is] the Prime firm obligated to have SBE/VSBE participation? Or can it be through the subcontractor? For example, [if] the Prime firm holds MBE and the subcontractor holds SBE/VSBE, would you consider the proposal?

A: No, the Prime does not have to be an SBE or VSBE, but the mandatory participation requirement must be met through the utilization of certified SBE and VSBE subconsultants.

A subconsultant who is both an SBE and VSBE would meet the requirement, but the Consultant Description Form must indicate that they will receive at least 25% of the project award. Please also refer to Question 22.

All Primes and subconsultants must be certified on LABAVN (www.labavn.org) in order to receive SBE/VSBE credit, at the time the proposals are due.

8. Q: How many resources are we allowed to submit for each open position?

A: Proposers can submit up to five resources for each open position.

9. Q: Have you ever considered outsourcing some of [your] routine IT security tasks to a dedicated team of experts, so your internal tech team can focus on supporting end users and completing IT projects?

A: This question is not relevant to this RFP.

10. Q: [Are] offshore resources allowed?

A: No.

11. Q: What is the budget of this solicitation? If [you] can't reveal, what was the previous budget of a similar contract?

A: Budget figures will not be disclosed.

12. Q: Is there any current incumbent?

A: Please refer to Question 1.

13. Q: Should we include the Account manager and Account executive resumes or is the Port ok to see the resumes of IT consultants deployed in this project?

A: Resumes should be submitted for all proposed members of your firm that will be working on the project, including vendors, partners, managers, and subconsultants. If those positions will not be providing services related to this project, do not submit resumes for them.

14. Q: Given the COVID pandemic, can these roles be remote and should candidates be ready for onsite occasionally?

A: Please refer to Section 2.2 of the RFP.

15. Q: How many positions [does the Port want] to fill each year through this contract?

A: All positions must be filled from the beginning of the contract. The duration of the contract awarded as a result of the RFP is expected to be three (3) years from the date of execution of the agreement.

16. Q: How many vendors will be [selected] for an award?

A: Please refer to Question 5.

17. Q: We are a minority business enterprise certified under NCTRCA. Should we still engage with [a] Local Business Enterprise to fulfill the goal?

A: Please refer to Exhibit B of the RFP. There is not an LBE “goal”. The Local Business Preference Program qualifies a proposer to receive additional points for being a certified LBE.

There is, however, a **mandatory** requirement to engage with a Small Business Enterprise and a Very Small Business Enterprise if the Prime consultant does not hold either of those certifications. The North Central Texas Regional Certification Agency is not an acceptable partner certification agency; please refer to Exhibit C’s “Roadmap for Applicants”.

18. Q: As the 5% preference for firms utilizing Local Business Enterprise (LBE) subconsultants is no longer applicable to this “as-needed” contract opportunity, is the mandatory participation of Small Business Enterprises (SBEs) and Very Small Business Enterprises (VSBES) still applicable?

A: Yes.

19. Q: As per the RFP, “Proposers who qualify as a LBE will receive an 8% preference on any services valued in excess of \$150,000”. As this contract opportunity is “as-needed”, and we are submitting job classifications and hourly rates rather than an overall estimated project cost, how are we to determine [if] the value of services is in excess of \$150,000 in order to obtain the 8% preference allocated to proposers who are qualified LBEs?

A: The project has already been determined by the awarding authority, the Harbor Department, to be over the \$150,000 threshold.

20. Q: Is there any way for proposers to obtain the 5%-8% preference on services without being an LBE?

A: No. Although the proposer is certifying their LBE status under penalty of perjury on their Affidavit of Company Status form, LBE certification will be verified on LABAVN before awarding the 8% preference.

As stated in Amendment 1, the 1-5% LBE preference for subconsultants does not apply.

21. Q: Can we achieve the 8% preference on services if we are using a Joint Venture (JV) with an LBE where we are essentially both the Primes? If the proposal

contains two vendors, is it acceptable as a JV that the vendor of record is not an LBE, but the other vendor is an LBE, can we still achieve the 8%?

A: No. The Information Technology Division will not accept a Joint Venture for this project. Only one firm may serve as the Prime, which must be a certified LBE in order to receive the preference. Any other firms providing services should be listed as subconsultants.

22. Q: Since this contract opportunity is “as-needed” and we will be submitting a summary of hourly rates and job classifications rather than a total project cost estimate, how are we to determine the 25% SBE/VSBE participation in order to satisfy the mandatory participation requirement, if required?

A: Although the exact subcontract dollar amount or percentage does not have to be noted on the Consultant Description Form at this time, the Form must include all of the other requested information for the proposed SBE and/or VSBE subconsultant(s).

The selected Prime consultant will be required to award 25% to SBEs and 5% to VSBEs during the three year term of the agreement. The awards will be verified when invoices submitted for payment by the Prime are processed by the Harbor Department’s Accounting Division and Information Technology Division.

23. Q: In the event that the mandatory participation of SBE/VSBE is still applicable to “as-needed” contract opportunities, please clarify the following statement found in Section 3.3.6A of the RFP: “The mandatory Small Business Enterprise (SBE) participation will be 25%, including 5% Very Small Business Enterprise (VSBE) participation”. Does this statement mean that both 25% SBE and VSBE participation are required (for a total of 30% participation), or does it mean that 5% of the minimum 25% can be allocated to a VSBE, in addition to an SBE subconsultant?

A: It means that 5% of the minimum 25% can be allocated to a VSBE, in addition to an SBE subconsultant. A VSBE firm is also an SBE firm.

24. Q: In the event that both 5% VSBE and 25% SBE are required, if we engage a subconsultant firm who is both an SBE and a VSBE, will that be sufficient to meet requirements? Will full points still be awarded?

A: Yes. Please refer to Question 7. Also refer to the supplemental document titled “Tips for a Successful Proposal”, which states this explicitly. Please note that there are not “points” assigned for the SBE/VSBE mandatory participation requirement. It is a Pass or Fail administrative requirement.

25. Q: Without an estimated project cost, what is the best way to demonstrate that we will meet or exceed the minimum mandatory SBE/VSBE participation, in the event that it is still required for this contract opportunity?

A: Please refer to Question 22.

26. Q: With regards to Section 3.3.2, the RFP states, “Contracted resources must meet professional standards and quality that prevails among information

technology professionals in the same discipline.” Are there specific professional standards we can demonstrate in our proposal that are of great importance to the Harbor Department and this specific project?

A: Please refer to Appendix B of the RFP.

27. Q: As this is an “as-needed” contract opportunity, what is the best way to present a General Work Plan and undertaking of the scope of work (as requested in Section 3.3.4 of the RFP) required by this project?

A: Present the General Work Plan with the assumption that the resources will be needed.

28. Q: What specific roles is the Harbor Department looking to fulfill in the RFP? Are there additional roles that may be required once the engagement begins?

A: Please refer to Appendix B – Skills Matrix for specific roles.

Yes, additional roles may be required once the engagement begins.

29. Q: With respect to each of the defined roles required by the Harbor Department (as asked in Question 28), how many resources are required for each role?

A: One resource for IT Project Coordinator/Assistant, one resource for Technical Lead and up to three resources for the Oracle Integration Developer. All positions will be full time during the project life cycle.

30. Q: What is the total number of resources being solicited in this RFP? Will more potentially be required throughout the life cycle of the project?

A: Please refer to Question 29.

31. Q: In reference to the RFP where it mentions “*technology professionals*”, can you elaborate on the required skills and experience the resources for this specific role should bring?

A: Please refer to Appendix A – Staff Skills Assessment and Appendix B – Skills Matrix of the RFP.

32. Q: In reference to Appendix A – Staff Skills Summary, the top of the sheet lists the numbers R1-R5 and asks for the names of resources. Is there a correlation between the list of numbers (R1-R5) and the desired roles for this project? For example, should the role of Technical Lead be assigned to a specific number in the range from R1-R5?

A: No.

33. Q: In reference to Appendix A – Staff Skills Assessment, are there additional roles that need to be added beyond the number of roles provided (lines R1-R5)?

A: Please refer to Question 28.

34. Q: How does the information provided in Appendix A – Staff Skills Summary correlate to Appendix B – Skills Matrix? If only the three roles listed in

Appendix B (IT Project Assistant/Coordinator, Technical Lead, Oracle Integration Developer) are required, what skills beyond what is identified in Appendix B are expected/required from those listed in Appendix A? For example, if the IT Project Coordinator/Administrator is defined as having the skills presented in Appendix B, would they also be expected to have additional skills from Appendix A (not mentioned in Appendix B)?

A: It is desirable for the IT Project Assistant/Coordinator to have additional skills from Appendix A so that she/he/they can better assist the Harbor Department's IT Project Manager for this project.

35. Q: What are the desired skill sets of the IT Project Coordinator/Administrator beyond those presented in Appendix B?

A: Please refer to Question 34.

36. Q: Are there skills in Appendix A – Staff Skills Assessment that have a higher priority or weight than others? Are there some skills listed in Appendix A that are mandatory, and others that are preferred or complimentary?

A: There is neither a priority nor a weight on the skills listed.

37. Q: There are skills listed in Appendix B that are absent from Appendix A. For example, we noticed that qualifications for Technical Lead includes "JDeveloper", but it is not included as a skill in Appendix A. Since this skill (and others) are not included in Appendix A, how can we effectively communicate our expertise in these areas in the scope of our response?

A: Skills in Appendix B are required. The detailed listing in Appendix A is for the purpose of determining the number of years of experience that each of the proposed staff has.

38. Q: Where there are gaps between Appendix A and Appendix B, what skills should we prioritize? How should we aim to fulfill the requirements or express our skill set effectively? Between the two Appendices, does one carry more weight than the other with regards to the demonstration of the desired skills/qualifications for this project?

A: Please refer to Questions 36 and 37.

39. Q: In *Exhibit F – RFP Selection Evaluation Form* provided in the RFP, in the Area "Criteria to be Rated C. Project Approach, Work Plan, Management and Timeline", the description reads, "*Quality of proposed work plan to meet project requirements? Quality of project management and timeline?*". As we have not been requested to provide a Project Management section for the purposes of this RFP, what is the best way to fulfill this area of criteria?

A: Proposers were requested to provide this information, which is clearly outlined in Section 3.3.4 of the RFP.

40. Q: As this is an "as-needed" contract opportunity, will our response be expected to contain a proposed number of hours for each of the roles and resources required by the Harbor Department? For example, Exhibit F, Area

D states, “Are proposed budget management, fees and staff hours proposed and clearly defined?”

A: Yes.

41. Q: Based on [the] requirement, I assume that [the] City will be requiring resources to provide services [on an as-needed] basis. Please confirm that we are required to include sample resumes for the positions listed in Appendix A and B.

A: Resumes for the positions listed in Appendix B are required.

42. Q: In the RFP Section 3.3.4 (Project Approach, Work Plan and Engagement Management), please specify whether the “technical approach” and “the timeline” is with respect to Project or Staffing.

A: Staffing.

43. Q: Do we need to submit the actual resumes for all the below five roles, or only for the first three roles? IT Project Assistant/Coordinator; Technical Lead; Oracle Integration Developer; Business Systems Analysts; System Integrator.

A: The first three roles.

44. Q: Please specify the number of resumes required for each role.

A: Please refer to Question 8.

45. Q: Is this required to be onsite, remote (remote only), or a mixture?

A: A mixture, initially. Please refer to Question 14.

46. Q: How do the internal and external interfaces with Oracle EBS consume data? In the form of APIs or Flat files?

A: Current interfaces are in the form of flat files.

47. Q: Could you provide details on customizations (alerts, forms, procedures, reports, workflows, OAF) done currently in EBS 12.1.3, as we will need to know if similar functionality exists on Oracle Cloud ERP (SaaS model) and which customizations need to be retained?

A: This will be discussed with the selected consultant when the contract is awarded.

48. Q: Are MD-50 and MD-70 documents available on customizations and extensions?

A: No, we have EDM documents.

49. Q: [What is the] number of years of historical data maintained in Oracle EBS and to be migrated to Oracle Cloud ERP?

A: The Harbor Department’s EBS R12.1.3 system was implemented in 2012.

50. Q: Is the current Oracle EBS implemented as a single Global Instance or multiple instances?

A: All of our modules reside in one single instance.

51. Q: Do you have a partner who is currently supporting Oracle EBS? Is it a Managed Services or a T&M model? Will the same partner be the system integrator for this project?

A: Yes, we have a contract with a consultant who is supporting Oracle EBS. This is a T&M model. The System Integrator is currently being selected as part of a separate Request For Proposals evaluation process.

52. Q: Will you provide VPN connectivity to our resources, while working from onshore location, during the pandemic period?

A: Yes.

53. Q: Any training is envisaged for IT and End users from the resources we will be providing to Port of LA, besides knowledge transfer and training on implemented procedures and processes?

A: This will be discussed with the System Integrator when the Project starts.

54. Q: Do the resources we provide need to have mandatory experience in similar public sector implementations?

A: It is preferable but not mandatory.

55. Q: When was the last upgrade done in moving to the current version for both Oracle EBS and DB?

A: Please refer to Question 49.

56. Q: You have mentioned while moving to Oracle Cloud ERP (SaaS model), you will be implementing new functionalities. Could you highlight what you have in mind? Will it be additional modules on SaaS model?

A: This question is not relevant to this RFP.

57. Q: We understand you are currently looking for 3 skill sets as mentioned in Appendix B. Will it be one resource for each of these skill sets? Or do you require more resources?

A: Please refer to Question 29.

58. Q: Will the 3 client references mentioned in the RFP from the firm's perspective need to be doing exactly similar work from Oracle EBS to Oracle Cloud ERP (SaaS model)? Can these be references even from the resources who are currently working with us?

A: It is preferable, but not required, to have client references doing similar work from Oracle EBS to Oracle Cloud ERP.

59. Q: It is not very clear from the Project approach, Work Plan and Engagement Management part [Section 3.3.4] whether we will be involved in providing the necessary details in upgrading and migrating to Oracle Cloud ERP, or will the resources provided by us work in collaboration with the Port of LA's

stakeholders and system integrators to follow the plan that is being laid out by your organization?

A: The resources will work in collaboration with the Harbor Department's stakeholders and System Integrator to follow the plan that is being laid out by the Harbor Department. The resources will report directly to the Harbor Department's IT Project Manager.

60. Q: We believe from a PBCS perspective, you are already on Cloud and using the subscription model and besides interfacing the same with Oracle EBS new version, there are no additional services to be performed?

A: Yes.

61. Q: We understand the duration of the Contract from award will be for 3 years. Does the pricing provided by us need to remain constant for the entire period, or can we take into account a small percentage increase every year on account of inflation?

A: The pricing does not need to remain constant for the entire period; however, proposal scores will be weighted as indicated on the RFP Selection Evaluation Form, Exhibit F.

62. Q: Can we propose our Payment Terms, or will we have to follow the payment terms put forth by the Port of LA? If that is the case, could you please highlight same?

A: All Harbor Department agreements must conform to the City of Los Angeles' payment terms. General information regarding the City's payment terms are attached to this Q&A document. Additional payment information will be provided to the selected consultant upon award.

63. Q: Does the Port of LA have a defined Project Plan for the upgrade and migration work to Oracle ERP laid out? Will it be the responsibility of the System Integrator working on this project or the vendor organization deploying resources for this project?

A: No, we do not have a defined Project Plan. It will be the responsibility of the System Integrator.

64. Q: Is the integration between Oracle EBS and PBCS happening via FDMEE? Are the details on Budget prepared in PBCS fed back to Oracle EBS?

A: The details on Budget prepared in PBCS are imported back to Oracle EBS using EBS Desktop Integrator.

65. Q: What reporting tool is currently being used by the Port of LA? How many operational and analytical reports are currently generated either through Oracle EBS or PBCS? Will report migration also be a part of the current scope?

A: We currently use Oracle Concurrent Request to generate our reports. There are approximately 96 customized reports. These reports will be evaluated by the System Integrator.

66. Q: Since we will be providing resources for a longer duration of 3 years, will you allow rotation of resources after a certain period (e.g. 6 months/1 year)?

A: No. However, the Harbor Department reserves the right to change resources if needed.

67. Q: If the resource provided has a personal emergency during the contract period and cannot continue work, what is the minimum lead time by when we need to replace the resource?

A: Expected average time to hire is 2 weeks. Proposers should discuss the replacement process for smooth transition in their proposals.

68. Q: While you have mentioned the contract duration at the time of award will be 3 years, it is also indicated that these resources will be required on an as-needed basis. Could you please clarify?

A: Please refer to Question 29.

69. Q: What is the typical lead time provided to selected proposers to arrange in-person interviews of their consultants?

A: 1 - 2 weeks.

70. Q: Once the contract is awarded, could you provide indications on the time required by the Port of LA to complete the onboarding process, and the candidates [have] to be available for the project? This will help us in planning their availability in advance, to meet the timelines suggested.

A: Candidates should be available as soon as the contract is awarded.

71. Q: Is the System Integrator mentioned in the RFP separate from this as-needed staffing support?

A: Yes.

72. Q: What company is the incumbent or selected System Integrator Implementation Team mentioned in the RFP?

A: The System Integrator has not yet been selected. Please refer to Question 59.

73. Q: Is the Harbor Department planning to move to the EPBCS SaaS product as well? Move from on premise to HCM Cloud also?

A: We are currently using PBCS. Please refer to Question 64.

74. Q: On Page 6, [in Section] 2.2 it says: “The Harbor Department requires services of an IT Project Assistant/Coordinator, Technical Lead, Oracle Integration Developer, and other technology...”. Does the word “an” in the sentence imply you need one of each of these roles? If no, does the Port know how many of each role it might be needing?

A: Please refer to Question 29.

75. Q: On Page 6, [in Section] 2.2, the Port provides some skills required. Does the Port require every member of the team to possess all of these skills, or do these skills need to be covered by some of the members of the team?

A: Please refer to Questions 36 and 37.

76. Q: On Page 10, Section 5 (Cost) it asks for “a list of Job Classifications...”. Is the Port looking [for] other Job Classifications other than the three (3) listed on Page 6, [Section] 2.2? If yes, which additional Job Classifications is the Port looking to have us support?

A: Proposers should include additional job classifications based on the requirements listed in the RFP.

77. Q: Will there be multiple awards for this scope, or is the intent for this to be a single vendor award? If this is a multi-vendor award, is there a certain number of vendors that you are targeting for the list, and is there a minimum score criteria?

A: Please refer to Question 5.

78. Q: Who are the System Integrator(s) and/or cloud platforms tied to the technology stack/project?

A: Please refer to Question 72.

79. Q: Is there an incumbent already engaged in performing this work, or is this an RFP to help identify with a new partner?

A: Please refer to Question 1.

80. Q: Will the chosen vendor(s) take possession of, and be in control of, client data? If so, will we be storing data on your infrastructure (for example, your servers via VDI or on our network/local machine)?

A: No. The consultant will not take possession of, or be in control of, any client data.

81. Q: Will vendor have access to any sensitive data such as PII, PHI, etc.?

A: Possibly.

82. Q: Will vendor encounter data from residents of California or GDPR considerations?

A: Possibly.

83. Q: At the technical level, who (Port Authority, Systems Integrator, chosen vendor(s), etc.) will be managing the technical architecture?

A: The Harbor Department's IT Manager will be in charge of managing the technical architecture, with the potential need for support from the selected consultant.

84. Q: Would you like the chosen vendor to handle all interview/screening process? Or if more applicable, please share the intended interview and screening process for added contractors.

A: Please refer to Section 3.3 Item 4 of the RFP. The proposers should state assumptions in their proposals.

85. Q: Will there be considerations (weighted) in choosing a vendor that has strategic partnerships with and subsequent experience working on very similar projects supporting Oracle and/or applicable Cloud engagements?

A: Proposal scores will be weighted as indicated on the RFP Selection Evaluation Form, Exhibit F. Highly qualified firms will be scored accordingly.

86. Q: Can you expand your definition of “as needed” resources (typical contract length, on-call, shift, how quickly you need resources when you have a need, etc.)? Will the need be intermittent, or will the resources be working 40 hours per week on a regular basis?

A: Please refer to Question 29.

87. Q: Do you anticipate needing [the] vendor’s full time technical resources (for example, project delivery managers, Oracle Architects, etc.) to be partially aligned or allocated to this program, [allocated] full time, or a combination depending on the phase?

A: Please refer to Question 29.

88. Q: Is there a possibility of engaging the same chosen vendor to perform professional services related work in the future? For example, the run and maintenance aspect, or other program-related aspects that can be handed over to a vendor to own more of the management aspects, deliverables, etc.

A: All future professional services will be solicited through different RFPs.

89. Q: Should the prime be LBE, or should we partner with LBE subcontractors to be eligible to bid?

A: There is not a requirement to have LBE certification in order to submit a proposal. Also, please refer to Amendment 1; proposers will not receive an LBE preference for identifying LBE subconsultants.

90. Q: [Is the Port] expecting the staff of vendors to be already working with them on projects, or [can the vendor] hire candidates [on an] as-needed basis whenever the Port sends a task order?

A: Please refer to Question 29 and 70.

91. Q: Is there any other set-aside we should be aware of, excluding LBE goal?

A: The Local Business Preference is not a “set aside”, which applies to contracts with the Federal government. The purpose of awarding an LBE preference is to support an increase in jobs and expenditures within the local and regional private sector. Firms who are certified LBEs, and who submit responsive proposals, will have an additional 8% of the total possible evaluation points added to their scores. There is no requirement that the Prime consultant hold LBE certification.

There is a mandatory SBE and VSBE participation requirement, however, which is referenced in the RFP (Section 3.3.6A, Section 4.2, and Exhibit B). Please

also refer to the supplemental document titled “Tips for a Successful Proposal Submission”, and Question 22.

92. Q: We are [a] Texas-based MBE certified firm. Should we still get the LA business license to be eligible for bidding?

A: The Business Tax Registration Certificate (referred to in Exhibit D) does not have to be obtained in order to submit a proposal. It will be required from the selected consultant before an agreement with the Harbor Department can be executed.

93. Q: How many resumes should be include[d] for technical staff and key personnel?

A: Please refer to Questions 13, 41, 43, and 44.

94. Q: In Section 3.3, item 2 [it says] “The consultant shall possess the professional and technical staff necessary to perform the as-needed IT services...”. If we don’t have these roles currently under payroll and are recruiting staff members who are [an] ideal fit for these roles, would that put us in a disadvantageous position with respect to the bid rating?

A: The evaluation committee will assign a score based on the proposed personnel and staffing recruitment process presented in the firm’s proposal. Please refer to Exhibit F of the RFP.

95. Q: In Section 3.3, item 3 [it asks for] names, titles, licenses, etc. of proposed personnel. Is this intended for the staff we would have deployed for the roles in scope if the project was to start immediately on/after the bid due date?

A: Please refer to Question 70.

96. Q: We are a minority business enterprise certified through NCTRCA (Texas Unified Certification program approved by Federal DoT). Would that be accepted in lieu of the LABAVN certification process, or do we need to go through a full certification process with the Exhibit C application?

A: No. MBE certification from that agency is not an equivalent for SBE and VSBE certification. You must be certified on LABAVN as described in the RFP.

If you want to submit the application to the Bureau of Contract Administration, it is strongly advised that you start that process immediately, so that your certification status is reflected on LABAVN at the time the proposal is due.

If you do not want to apply for SBE/VSBE certification as the Prime, you must identify certified SBE and VSBE subconsultants on the Consultant Description Form. Refer to Questions 7 and 22.

97. Q: Are there any incumbents currently providing support? If yes, what is the name of the firm?

A: Please refer to Question 1.

98. Q: Who is the current system integrator?

A: Please refer to Question 72.

99. Q: How many users [use the] Oracle EBS system?

A: As stated in Appendix C, "The system serves approximately 1,000 Harbor Department users".

100. Q: Is this a single award or multiple award? If multiple awards, then how many awards does [the] Harbor Department plan to make?

A: Please refer to Question 5.

101. Q: Are you looking for three labor categories, or [should the] vendor provide the list of needed labor categories?

A: Please refer to Question 76.

102. Q: [In] Section 3.3, item 3 (Project Organization, Personnel and Staffing), who are the Key Personnel for this opportunity? Are you referring to the Management staff supporting [the] Harbor's staffing requirement, or one or more of the positions that you have requested?

A: As stated in that Section, a Skills Assessment Form should be completed and submitted for all proposed members of your firm that will be working on the project, including vendors, partners, and subconsultants. Yes, please include the Management staff resumes as well.

103. Q: [In] Section 3.3, item 3, you are requesting the resumes of our proposed personnel, and not the Management staff. Are we correct in our understanding?

A: Refer to Question 102.

104. Q: As we understand, [the] Harbor has defined three (3) job titles. How many resources do you intend to source for each position? Is it one each, or more than one per Job Title/Labor Category?

A: Please refer to Questions 28 and 29.

105. Q: [Related to] Section 3.3, item 4 (Project Approach, Work Plan and Engagement Management), [we are assuming that] the implementation and management plan[s] are performed by Harbor [Department staff]. [Are we expected to discuss the] onboarding process, or [the] technical approach for O&M and implementation of Oracle EBS at [the] Harbor?

A: Discuss the onboarding process and how your resources will assist the Harbor Department's IT team efficiently in this Project.

City of Los Angeles

General Guidelines for Payment Processing

Timely Payment

It is City policy to pay vendors within 30 days of invoice receipt. Whenever possible, Departments should pay vendors within 30 days of the invoice date or take advantage of available supplier discounts. Because the City uses the invoice date to determine compliance with the 30-day payment policy, the invoice date should be the later of the following dates:

1. Invoice received by Department or;
2. Goods received/ Services rendered or;
3. Construction work approved (*OK to pay*) by Project Manager/designee or;
4. When contractor met all City requirements (e.g., insurance, BTRC)

Progress and Milestone Payments

For contracts with progress or milestone payment provisions, Departments must ensure the invoice reflects payment for the appropriate progress or milestones described in the contract and the appropriate retention amount is withheld until the vendor has performed all of its contractual duties to the full satisfaction and acceptance of the Department.

State Nonresident Income Tax Withholding

Departments must maintain vendor records in such a way that the State nonresident tax withholding status of vendor payments is clear. All vendor records with an out-of-state address should contain a Franchise Tax Board (FTB) tax withholding status form. In addition, Departments must obtain a FTB tax withholding status form from the vendor before adding an out-of-state address to the vendor record. Departments may accept a completed Form 590 or 587 from a vendor at face value if there is no reason to believe

the form is invalid. Completed Form 588 or 589 is only acceptable if approved by the FTB.

Departments must withhold the appropriate tax withholding amounts from payments made to California nonresident vendors. Departments must apply the tax withholding rate on the first dollar of payment subject to withholding. Payments subject to withholding include payments to California nonresident vendors for services provided within California, or other non-wage payments of California source income to California nonresidents, such as leases, rents, and royalties from assets located within California.

Departments should withhold the current rate of 7% from payments subject to withholding made to vendors with an out-of-state payment address, unless the vendor has submitted the appropriate form to exempt, waive, or reduce the withholding amount. To determine the appropriate withholding amount, Departments should review the vendor FTB form and analyze the vendor invoice.

Departments should work with vendors to obtain an itemized invoice that clearly distinguishes which portion of the payment is not subject to tax withholding. Portions of the vendor payment that are not subject to tax withholding may include:

- Services performed totally outside of California
- Goods and materials, including electronic materials and subscriptions
- Reimbursements for expenses, such as for consultant travel costs

If the vendor's invoice does not clearly identify the portion subject to tax withholding, the Department must withhold 7% from the entire invoice payment.

Source: City of Los Angeles Controller's Office (intranet)

"General Guidelines for Payment Processing"

<http://controller.insidela.org/expenditures/policy/general-guidelines>