

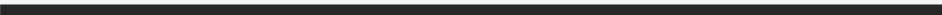


TIPS FOR A SUCCESSFUL PROPOSAL SUBMISSION

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The following tips are to help proposers avoid common administrative mistakes when submitting a proposal for personal services to the Harbor Department.



Read the Checklist carefully



- Make sure that you refer to the Proposal Submission Checklist in the Request for Proposals (RFP) document, so that all of the required documents and/or areas are addressed.
- Do not assume that an administrative form does not apply to your firm.
- It is the proposer's responsibility to review their proposal before submission to ensure that all required administrative documents are included, and complete.

Small Business Enterprise Program Requirement



- If the opportunity has a 25% Small Business Enterprise (SBE) mandatory participation requirement, and the Prime consultant is a certified SBE **on RAMP** (www.rampla.org, formerly LABAVN), the mandatory SBE requirement will be deemed as met. You must indicate your firm's SBE status on both the Affidavit of Company Status and Consultant Description Form.
- If the Prime consultant is not a certified SBE, the Consultant Description Form must indicate that 25% of the project will be awarded to a certified SBE subconsultant (or multiple SBEs, for a total of 25%). Complete the requested information for the subconsultant(s) on the Consultant Description Form.

Small Business Program Requirement (continued)



Important note:

If your firm is a certified SBE but is **not** also a certified Very Small Business Enterprise (VSBE), and the opportunity has a 5% VSBE participation requirement, you must utilize RAMP to find a certified VSBE firm. Complete the requested information for that firm on your Consultant Description Form.

If your firm is not a certified VSBE, you must award 5% of the project to a certified VSBE firm in order to meet the VSBE participation requirement.

Small Business Program Requirement (continued)



All firms, Prime and subs, must be certified on RAMP (www.rampla.org) **at the time the proposals are due** in order to receive credit for meeting the mandatory SBE and VSBE participation requirement.

Again...

Firms will **not** receive SBE or VSBE credit if they are not certified on RAMP!

Don't wait until the last minute to create a profile, or update/verify your firm's RAMP status!

Small Business Program Requirement (continued)



- Do **not** submit a completed Proprietary SBE Application (Exhibit C) with your proposal. It will not be reviewed by POLA staff, nor will it be forwarded to the Bureau of Contract Administration for processing.
- If you wish to apply for SBE and VSBE certification, refer to the “Roadmap for Applicants” page of Exhibit C. **Please start the application process as soon as possible before the proposal is due!** You do not get SBE/VSBE credit for simply having sent in the application, or having “Pending” status on RAMP.

Small Business Program Requirement (continued)

Do not submit copies of your firm's certificates in your proposal (from DGS, WBEC-West, CUCP, Caltrans, etc.).

The *only* thing that matters is what's reflected on your firm's RAMP profile!



Affidavit of Company Status form



- Ownership status verification for your firm will be done on www.rampla.org. The certifications that you list on your Affidavit of Company Status form should **match** what is on your RAMP profile.
- If your firm's RAMP profile is missing a certification, it is strongly advised that you log in and update it well in advance of the proposal's due date.
- Submit only **one** Affidavit of Company Status form with your proposal, completed for your firm (Prime). Do **not** submit Affidavit forms for your subconsultants.
- Don't assume that if your firm doesn't hold any certifications, the Affidavit form is not required in your proposal...**it is!** Please refer to the definition of an "OBE".

Consultant Description Form



- Ensure that **all fields** on your form are completed, for both your firm (Prime) and your subconsultants.
- Certification status for all subconsultants will also be verified using RAMP. Please make sure that what you complete on this form for your sub's certifications matches their RAMP profile. Your subs should be strongly encouraged not to wait until the last minute to create/update their profiles, or apply for certifications!
- Codes to use when asked for "Owner's Ethnicity":
 - AA:** African American
 - APA:** Asian Pacific American
 - C:** Caucasian
 - HA:** Hispanic American
 - NA:** Native American
 - SAA:** Subcontinent Asian American

Local Business Preference Program



- If applicable for the contract opportunity, proposers may receive an additional 8% on their score for being a Local Business Enterprise (LBE), or up to an additional 5% for utilizing LBE subconsultants.

In order to qualify for the 8% LBE preference, your firm must meet one of the following criteria:

1. Business is headquartered within Los Angeles, Orange, Riverside, San Bernardino or Ventura County

OR

2. Business has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in the five Counties listed above.

Insurance Verification Letter Requirement



The only acceptable submission for this requirement is a **letter** from your insurance carrier/broker, signed and dated, which includes the title of the RFP.

Your insurance carrier/broker should review the entire Section 4.4 of the RFP. The insurance verification letter's purpose is to confirm in writing that they've reviewed it.

And, the letter should state that either:

Your firm currently meets all of those insurance requirements

OR

Your firm will meet all of those insurance requirements if you're selected for contract award.

That's it!

They should not include more information in their letter than that (such as a line item description of your current coverage).

Insurance Verification Letter Requirement



- Do **NOT** submit an ACORD® Certificate of Liability Insurance sheet
- Do **NOT** submit a quote from your insurance carrier or broker
- Do **NOT** submit a copy of your current insurance policy
- Do **NOT** submit a copy of your policy renewal documents

Many firms have had their entire proposal deemed as non-responsive because they failed this requirement.

Don't let yours be on that list!

Insurance Verification Letter Requirement



Do not submit any insurance documents on KwikComply (<http://kwikcomply.org>) at the proposal stage.

ONLY the firm selected for contract award will be required to submit proof of insurance documents through KwikComply.

An automated message received through KwikComply stating that your insurance is approved is not acceptable as an insurance verification letter.

Standard Provisions Letter Requirement



Submit a letter, signed by an authorized principal of your firm, attesting that your firm accepts all of the Harbor Department's Standard Contract Provisions exactly as set forth in Section 4 of the RFP. The letter should also confirm that if selected for award, your firm will comply with the demographic reporting requirements of Executive Directive 35.

If your firm cannot agree to the Standard Contract Provisions, exactly as set forth, please do not submit a proposal.

Questions?

We are happy to answer any administrative requirement questions before your proposal is due, to avoid any potential problems!

Please contact the Contract Administrator for questions about a particular opportunity.

