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DATE: January 29, 2025

**SUBJECT: AMENDMENT #2
CYBERSECURITY ARTIFICIAL INTELLIGENCE IMPLEMENTATION
SERVICES REQUEST FOR PROPOSALS**

FROM: Felicia Ansley, Contract Administrator

The aforementioned Request For Proposals (RFP) has been amended as outlined below.

1. **REPLACE** the language in Section 3.5 (“Proposal Content”) Subsection 8B (“INSURANCE VERIFICATION LETTER”), with the following, in its entirety:

Provide a letter from your firm indicating that the insurance requirements as described in this RFP are presently part of your insurance coverage, or that your firm will be able to obtain such coverage should you be selected for award. The proposer 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 submitted alone will not be accepted. Proposals submitted without an insurance verification letter, as described above, will be deemed non-responsive.**

2. **REPLACE** the language on the sixth bullet in Section 3.5 (“Checklist for RFP Submittal Requirements”) with the following:
 Letter from your firm indicating your ability to meet the insurance requirements for this project as described in Section 4.4 of the RFP. **Do not submit an ACORD® Certificate of Liability Insurance sheet alone; it must be submitted with an insurance verification letter.**
3. **REPLACE** the language at the beginning of Section 4 (“Standard Contract Provisions”) Subsection 4 (“Indemnity and Insurance Requirements”) with the following, in its entirety:

REQUIRED AT PROPOSAL STAGE: A letter from each proposer must be provided with their proposal. The letter should indicate that the requirements below are presently part of the proposer’s insurance coverage or that the proposer will be able to obtain such coverage should they be selected for award. The proposer 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 submitted without an insurance verification letter will not be accepted.**

4. The supplemental document called “Tips for a Successful Proposal Submission” that was posted to the Regional Alliance Marketplace for Procurement (RAMP) on January 9, 2025 has been **REVISED** based on this Amendment regarding the insurance verification letter requirement. The revised version has been attached to this Amendment as a courtesy, but proposers are responsible for checking the RAMP prior to submitting a proposal to ensure that their proposal is complete and responsive.

There has been significant interest in this contracting opportunity and the Harbor Department expects to receive a large number of proposals in response to this RFP. Therefore, the supplemental “Tips” document has also been **REVISED** to state that the Contract Administrator will **not** perform courtesy pre-reviews of a proposer’s administrative documents on the day that the proposal is due.

5. The supplemental document called “Insurance Letter Verification Information” that was posted to the RAMP on January 9, 2025 will be **DELETED** based on this Amendment. Proposers are instructed to disregard that supplemental document.



TIPS FOR A SUCCESSFUL PROPOSAL SUBMISSION

January 2025

Felicia Ansley
Assistant Director,
Contracts and Purchasing Division

I'm happy to answer any administrative requirement questions before your proposal is due.

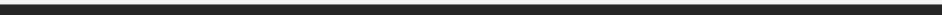
If you submit your proposal **a day or two early**, I may have time to go through it and advise you about any administrative deficiencies.

On the day the proposal is due, I will not have time for this courtesy review!

If any RFP administrative requirements are not met, your proposal will be deemed non-responsive and will not be forwarded to the evaluation committee for review.



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



Proposal Submission Timing



Due to the size of our organization, e-mail takes time to travel through several servers and processes, especially those with attachments.

Do not wait until just before the 3:00 p.m. deadline to hit "send" on your e-mail submission.

You are responsible for making sure your proposal is *delivered* before 3:00 p.m. Waiting until the last minute to send it puts that delivery time in unnecessary jeopardy.

For example, if you wait until 2:58 p.m. to hit "send", it may not be *delivered* to my in-box until 3:01 p.m. It **will** be considered late, and I will not accept it!

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. Everything on the checklist is required!
- It is the proposer's responsibility to carefully review their proposal before submission to ensure that all required administrative documents are included and are complete.

Affidavit of Company Status form



- Although there is no SBE/VSBE mandatory participation requirement for this opportunity, you still must submit this form.
- 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



- Although there is no SBE/VSBE mandatory participation requirement for this opportunity, you still must submit this form.
- Ensure that **all fields** on your form are completed, for both your company (Prime) and your subconsultants, if applicable.
- 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

Consultant Description Form



The Consultant Description Form is what will be used by the Contract Administrator to populate the address of your firm, and who your main contact person is, in the contract file.

It will also be used as part of the review to determine if the firm qualifies as a Local Business Enterprise (LBE-Harbor).

Please ensure that the information on the form is legible, and correct (does not conflict with the information in the rest of your proposal).

Consultant Description Form



- Where “Company RAMP ID#” is requested, do not put the RAMP ID# number that is listed on the front page of the RFP document.
- In that field, you must put the ID# number of your company’s profile on the Regional Alliance Marketplace for Procurement (RAMP). All consultants and subconsultants must be registered on the RAMP at the time the proposals are due.

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-Harbor), 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



Your proposal must include a letter from your firm, signed and dated, which includes the title of the RFP.

Your firm must review the entire Section 4.4 of the RFP. **It is strongly recommended that you also share that portion of the RFP with your insurance carrier or broker.**

The insurance verification letter's purpose is for you to attest in writing that either:

Your firm currently meets all those insurance requirements

OR

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

That's it!

Do not include more information in your 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 by itself
- 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

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.

Copies of automated "approval" e-mails received through KwikComply will not be accepted in lieu of an insurance verification letter.

CEC Form 50



For most proposers, it is appropriate to check “Original Filing” at the top of CEC Form 50.

Please contact the Ethics Commission for questions about this form:

<https://ethics.lacity.gov/contact/>

Make sure the entire form is complete.

CEC Form 55



For most proposers, it is appropriate to check “Original Filing” at the top of CEC Form 55.

Please refer to the Ethics Commission’s website for when it is appropriate to mark “Amendment”, and for other detailed instructions for completing this form:

[Form 55 Instructions](#)

Do not forget to put the date for “Date Bid Submitted”!

CEC Form 55 #1



Make sure the Schedule Summary section is **fully completed**.

Many firms fail this requirement!

- For number one, either “Yes” or “No” must be checked. If “Yes” is checked for number one, you must also submit a completed Schedule A.
- If the boxes for number one in the Schedule Summary are left blank, or if “N/A” is written, the form will be deemed non-responsive!
- Most proposers are entities, so it is strongly advised that you check “Yes”. Refer to the definitions in the instructions:

[Form 55 Instructions](#)

CEC Form 55 #2



- For number two, either “Yes” or “No” must be checked.
- If “Yes” is checked for number two, you must submit a completed Schedule B.
- If “No” is checked for number two, do not submit a Schedule B in your proposal that says N/A on it, or is blank. It is already implied by the “No” response that Schedule B is not applicable.
- If the boxes for number two in the Schedule Summary are left blank, or if “N/A” is written, the form will be deemed non-responsive!

CEC

Form 55

#3



For number three, indicate the **total number of pages** of CEC Form 55 that you are submitting, including the first page and any additional Schedule A and/or Schedule B pages.

Do **not** put the total of number of pages of your entire proposal!

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.

Once again...

I'm here to answer your administrative questions! If you submit your proposal **a day or two early**, I may have time to go through it and advise you about anything that needs fixing. As long as I receive a corrected proposal before 3:00 p.m. on the proposal due date, you're okay!

On the day the proposal is due, I will **not** have time to do a courtesy pre-review of your **administrative documents**, and therefore you will not have a chance to correct any mistakes which make your proposal non-responsive...I will only acknowledge receipt of your e-mailed submission.



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