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DATE: April 18, 2024

**SUBJECT: REQUEST FOR QUALIFICATIONS FOR AS-NEEDED EXECUTIVE
RECRUITMENT CONSULTANT SERVICES (RAMP ID # 213586)**

FROM: Felicia Ansley, Contract Administrator

Pursuant to the Request for Qualifications (RFQ), all respondents were to submit any questions regarding this RFQ by no later than April 9, 2024 at 3:00 p.m. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and www.rampla.org.

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

1. Q: Are additional points given to Women/Minority Owned Businesses?

A: No.

2. Q: Are you considering a pool of vendors, or just one company?

A: As stated in Section 1.1 of the RFQ, "It is the intent of the Harbor Department to establish a pool of executive recruiters. The pool is expected to remain in effect for a period of three years."

3. Q: We have nationwide support with subcontracting partners in California. Are Prime awarded firms required to be in the City of Los Angeles?

A: No, there is not a requirement that the selected Consultant(s) be physically located within the City of Los Angeles.

4. Q: What would be the number of awards you intend to give (approximate number)?

A: We cannot determine how many Statements of Qualifications we will receive in response to the RFQ, or how many consultants will be selected for the pool.

5. Q: Please provide us with an estimated not-to-exceed (NTE) budget allocated for this contract.

A: Since this is an as-needed opportunity, there is no guaranteed minimum amount of work resulting from this RFQ.

6. Q: Is this a rebid of the previous contract, or [a totally] new contract?

A: This is a new contract. In October of 2020, a Request for Qualifications was released for as-needed executive recruitment services. Nine (9) firms submitted

Statements of Qualification in response, and all nine firms were selected for the as-needed pool. However, contracts were never executed (and services were never provided).

7. Q: What are the required job titles?

A: Because these are as-needed recruitment services, the executive positions to be filled are unknown at this time. Please refer to Section 2.1 of the RFP for the functional areas where recruitments may occur within the Harbor Department's organization.

8. Q: What is the tentative start date of this engagement?

A: The start date is not available at this time.

9. Q: What is the work location of the proposed candidates?

A: Most management level employees work at the Harbor Department's Administration Building, at 425 S. Palos Verdes Street in San Pedro, California. However, there may be vacancies for positions who work in other locations. The selected pool of consultants will be advised of any relevant work locations for the positions being filled.

10. Q: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing, and are the incumbents eligible to submit [a] proposal again?

A: Please refer to Question 6. The responsive firms from 2020 are eligible to submit a Statement of Qualifications again.

11. Q: Are there any pain points or issues with the current vendor(s)?

A: No. There aren't any current consultants; please refer to Question 6.

12. Q: Could you please share the previous spending on this contract, if any?

A: Please refer to Question 6. There were no contracts awarded from the RFQ, so there was no spending.

13. Q: Is subcontracting mandatory? If yes, is there any specific goal for the contracting?

A: No, subcontracting is not mandatory. If subconsultants are not used, Prime consultants must be able to provide all of the recruitment services outlined in Section 2.2 of the RFQ, "Project Scope of Work".

14. Q: How many positions were used in the previous contract?

A: None. Please refer to Question 6.

15. Q: How many positions will be required per year or throughout the contract term?

A: Because these recruitment services will be required on an as-needed basis, the number of required positions per year is unknown.

16. Q: Could you please provide the list of holidays?

A: All City of Los Angeles offices are closed in observance of the following 13 holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, César Chávez Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day.

17. Q: [Is] there any mandated paid time off, vacation, etc.?

A: There is not any mandated paid time off or vacation for as-needed contracted staff procured through this RFQ. Paid time off and vacation for Harbor Department employees widely varies depending on title, classification, etc.

18. Q: What is the budget and also, can this be done remotely?

A: Please refer to Question 5.

If approved by the Harbor Department, some work may be performed remotely, and some meetings may be attended remotely. However, the Harbor Department requires that executive level interviews be conducted in person.

19. Q: The solicitation says RFQ and in some sections it refers to SOQ. Are these two acronyms synonymous, or are you referring to two separate document requirements?

A: The Request for Qualifications (RFQ) is the solicitation document that was released by the Harbor Department, which describes what the project background is, the scope of work, the administrative requirements, evaluation criteria, etc.

The Statement of Qualifications (SOQ) is your written response to the RFQ. The SOQ should include all of the information and documentation requested in Section 3.4, "SOQ Content".

20. Q: What are the positions anticipated during the contract period?

A: Please refer to Question 15.

21. Q: Are there any [requirements] for the vendor to have prior experience with [the] Harbor Department?

A: No.

22. Q: What are all or specific compliance we must to do business in California for [the] Harbor Department as a Washington State business?

A: In addition to carefully reviewing the Standard Contract Provisions in Section 4 of the RFQ, interested parties are responsible for determining the business and tax requirements for operating within (or doing business with) the City of Los Angeles and/or the State of California.

23. Q: Where can we find the list of certified SBE[s] for the purpose of achieving the SBE goal for the RFQ as stated?

A: There was not a mandatory Small Business Enterprise/Very Small Business Enterprise participation requirement stated in this RFQ.

24. Q: How many firms is the department looking to award [to]?

A: Please refer to Question 4.

25. Q: Under section 2. PROJECT DESCRIPTION, subsection 2.1 Project Goals and Objectives states: “Recruitment may occur in the following areas or other functional areas of the Harbor Department’s organization”.

Could you please clarify if firms can submit a proposal for only Information Technology (IT) services?

A: Yes.

26. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 2. “Firm Qualifications, Experience and References” states: “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.”

Could the Harbor Department please clarify if firms can provide commercial references to suffice this requirement? Could the Harbor Department please clarify if firms can provide references from ongoing contracts/projects to suffice this point?

A: Yes to both.

27. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 2. “Firm Qualifications, Experience and References” states: “Qualifications and experience for proposed subconsultants should also be included.”

Could the Harbor Department please clarify if firms must present references for the subconsultants (if applicable)? If yes, could the Harbor Department please confirm the number of references?

A: Yes. At least one reference may be provided for a subconsultant, but no more than two.

28. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 2. “Firm Qualifications, Experience and References” states: “Respondents are advised that it is a respondent’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.”

If firms do not have any conflicts of interest, could the Harbor Department please clarify if a statement acknowledging this point is enough to suffice this requirement or if, in that case, firms must just omit it?

A: In the RFQ, the paragraph directly above the one referenced in your question states, “If your proposed team does not have any such members, please include a statement in your SOQ so stating”.

29. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 3. “Personnel and Staffing” states: “Provide a brief description of all key personnel and technical staff (including vendors, partners or

subconsultants) to be involved and their relationship to the services to be provided.”

Could the Harbor Department please clarify if “key personnel” means the personnel who will manage the execution of this contract? Could the Harbor Department please clarify what they mean by “technical staff”?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ’s language in that section.

30. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, point 3. “Personnel and Staffing,” the following is requested: “Complete resumes should be provided as an appendix to the proposal.”

To ensure responsiveness and that firms follow the requested format, could the Harbor Department please clarify if firms must provide the requested resumes at the end of this subsection? If not, could the Harbor Department please specify under what section they must be included?

A: “As an appendix to the proposal” means that resumes should be included at the end of your Statement of Qualifications document.

31. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, point 3. “Personnel and Staffing,” the following is requested: “Indicate the on-site availability for project manager as well as other staff during the lifetime of the project.”

Could the Harbor Department please confirm if there is a possibility for firms to provide the requested services remotely?

A: Regarding remote services, firms may indicate the availability for the project manager for both on-site and remote availability. If approved by the Harbor Department, some work may be performed remotely, and some meetings may be attended remotely. However, the Harbor Department requires that executive level interviews be conducted in person.

32. Q: What is the total not-to-exceed (NTE) budget for this contract?

A: Please refer to Question 5.

33. Q: How many hours are the team members expected to work? Will there be any overtime involved?

A: Because these are as-needed services, the number of hours cannot be determined.

34. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 4. “Project Approach and Work Plan,” the following is requested: “For each task, detail the number of hours by staff level and the hourly rate for each staff level.”

Could the Harbor Department please clarify what “staff level” means under this instruction?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section.

35. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 4. "Project Approach and Work Plan," the following is requested: "For each task, detail the number of hours by staff level and the hourly rate for each staff level."

Could the Harbor Department please clarify if firms must provide a tentative schedule for every task enlisted under the scope of work of this RFP? If yes, could the Harbor Department please clarify if the requested schedule is enough to suffice this point? If not, could the Harbor Department please elaborate further on what information vendors must provide to suffice this requirement?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section.

36. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 4. "Project Approach and Work Plan," the following is requested: "Extrapolate the total cost for each major task and for each staff level for a total project cost."

Could the Harbor Department please clarify if the requested costs under this instruction are the same costs requested under point 6. Rates and Fees, on page 10 of the RFP?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section.

37. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 4. "Project Approach and Work Plan," the following is requested: "Provide a detailed equipment list for each application area with associated costs."

Could the Harbor Department please clarify if the equipment information requested under this instruction is the same as the equipment information requested under point 6. Rates and Fees, on page 10 of the RFP?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section.

38. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 4. "Project Approach and Work Plan," the following is requested: "Provide a detailed list of estimated expenses by category."

Could the Harbor Department please clarify what "category" means under this instruction?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section.

39. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 4. “Project Approach and Work Plan,” the following is requested: “Provide a detailed list of estimated expenses by category.”

Could the Harbor Department please clarify if firms are requested to provide the information for additional costs under this instruction?

A: Yes.

40. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 5. “Project Management,” the following is requested: “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.”

Could the Harbor Department please confirm if the requested schedule of tasks is the same schedule of tasks requested under point 4. Project Approach and Work Plan, on page 9 of the RFP?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ’s language in that section.

41. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 5. “Project Management” states that the project management plan must include the following information: Written progress reports.

Could the Harbor Department please clarify if firms must provide examples of the requested reports? If not, could the Harbor Department please elaborate further on what information vendors must provide to suffice this point?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ’s language in that section.

42. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 5. “Project Management,” states that the project management plan must include the following information: a) Project kick off meeting, b) Regularly scheduled project team meetings, c) Written progress reports, and d) Issue/risk management techniques.

Could the Harbor Department please clarify if firms are requested to provide a tentative schedule for the project team meetings? If not, could the Harbor Department please elaborate further on what information vendors must provide to suffice these requirements?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ’s language in that section.

43. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 6. “Rates and Fees,” the following is requested: “Provide pricing and cost information for the project.”

Could the Harbor Department please clarify if there is a specific format that firms must follow to provide the requested pricing and cost information?

A: No, there is not. Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section.

44. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 6. "Rates and Fees," the following is requested: "Provide pricing and cost information for the project."

Could the Harbor Department please clarify if firms must provide the profit markup percentage as part of the requested pricing information?

A: Yes.

45. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 6. "Rates and Fees," the following is requested: "Include hourly rates for all proposed team members and a total project cost."

Could the Harbor Department please clarify if the requested rates are all-inclusive rates?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section and states what the proposed fee should include. It is presumed that your maximum hourly rate will include all proposed costs that may be applicable (overtime, travel, etc.)

46. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 6. "Rates and Fees," the following is requested: "Include hourly rates for all proposed team members and a total project cost."

Could the Harbor Department please clarify if firms can provide rate ranges?

A: No.

47. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 6. "Rates and Fees," the following is requested: "Include hourly rates for all proposed team members and a total project cost."

Could the Harbor Department please clarify if "team members" mean the key personnel (the personnel who will manage the execution of this contract)?

A: Yes.

48. Q: Under section 3. SOQ REQUIREMENTS, subsection 3.4 SOQ Content, in point 6. "Rates and Fees," the following is requested: "Also provide pricing for any proposed equipment, software, or hardware costs and any other related expenses for the project."

If firms consider that no equipment (or any of the elements mentioned under this instruction) is needed to execute this engagement, could the Harbor Department please clarify if firms can just omit this instruction or if firms must provide a statement acknowledging this point or answer with an N/A?

A: Please refer to Amendment 1 of the RFQ, which revises the RFQ's language in that section. If no equipment, software or hardware is applicable for your SOQ, you may omit this instruction.

49. Q: Could the Harbor Department please clarify what benefits [a vendor will receive] who can participate in the Local Business Preference Program?

A: The Local Business Preference Program is not applicable for this RFQ. However, respondents must indicate on their Affidavit of Company Status (Exhibit B) whether or not they are a Local Business Enterprise, as defined on the Affidavit.

50. Q: Regarding Form 55 Prohibited Distributions, there seems to be a discrepancy between the Reference Number provided (561312) in the form and the RF[Q] (213586). Can firms correct this discrepancy, or is it necessary to leave it unmodified?

A: The correct RAMP ID reference number for CEC Form 55 is 213586. Respondents may correct the number on that form in their SOQ submission.

51. Q: When completing Form 55 Prohibited Distributions, if sections Schedule A and B are not applicable to a firm, should these sections be left blank, or is it acceptable to fill them out with "N/A"?

A: As stated on CEC Form 55, if "Yes" is checked on items 1 and 2, Schedules A and B must be completed. If those sections are not applicable, "No" should be checked. If the Schedule Summary on that form indicates anything other than "Yes" or "No" (or if it is left blank), your SOQ will be deemed non-responsive.

Respondents are encouraged to carefully read [the instructions for CEC Form 55](#) on the Ethics Commission's website before determining that any sections are "not applicable" to your firm.

52. Q: Regarding the Insurance Verification Letter requirement, could the Harbor Department kindly clarify if there is a specific format that should be followed?

A: No, there is not. However, examples of previously acceptable insurance verification letters have been uploaded to RAMP as a reference. Please also refer to the "Tips for a Successful Proposal Submission" supplemental document that was posted with the opportunity documents on RAMP.

53. Q: Regarding the Insurance Verification Letter Requirement, can the Harbor Department kindly clarify whether it is permissible to provide the Certificate of Insurance (COI) instead of the requested letter?

A: As stated several times in the RFQ (Section 3.4.7B, 3.5, and 4.4), an ACORD Certificate of Liability will not be accepted in lieu of an insurance verification letter. SOQs submitted without an insurance verification letter will be deemed non-responsive.

Respondents are strongly encouraged to review the "Tips for a Successful SOQ Submission" supplemental document that was posted with the opportunity documents on RAMP.

54. Q: Section 3.5 Checklist for SOQ Submittal Requirements, Letter of acceptance of Standard Contract Provisions and Executive Directive 35. Could the Harbor Department kindly clarify if this letter is a post-award requirement?

A: No. Everything listed in the checklist in Section 3.5 is required to be in your SOQ submission. A signed letter is required with your SOQ, which should state your firm's intention to comply with the demographic reporting requirements of [Executive Directive 35](#) and acceptance of the Standard Contract Provisions (Section 4 of the RFQ) exactly as written.

Post-award, the selected Consultants will be required to update their RAMP profiles to include the demographic information as described in the RFQ.

55. Q: Regarding the Letter of acceptance of Standard Contract Provisions and Executive Directive 35, could the Harbor Department kindly clarify if there is a specific format that should be followed?

A: No, there is not. Please refer to Question 54.

56. Q: Can the Harbor Department please clarify if is it mandatory to have the 561312 [NAICS] Code to participate in this opportunity?

A: Respondents to this SOQ should be qualified, experienced firms who can conduct nationwide recruitment and selection services for management level positions at the Harbor Department, as described in Section 2.2, "Project Scope of Work".

Firms whose primary business activity falls under [North American Industry Classification System Code number 561312](#), "Executive Search Services", are preferred for this opportunity.

57. Q: Could the Harbor Department please kindly grant an extension for the [submission] due date?

A: Yes. As stated in Amendment 1 to the RFQ, the new due date is Monday, May 6, 2024 at 3:00 p.m.

58. Q: Could the Harbor Department please clarify if [it is] allowed to use digital signatures?

A: For the required administrative forms and letters, actual signatures are preferred, but digital signatures will be accepted.

59. Q: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award, could firms replace them with equally qualified resources?

A: Replacement resources may be used after the review and approval of the Harbor Department.

60. Q: Could the Harbor Department please confirm that we can fill out proposal forms electronically?

A: No. None of the administrative forms can be completed and submitted electronically.

CEC Forms 50 and 55 are available in a fillable format on the [Ethics Commission's website](#) (as referenced in Section 3.4.7C of the RFQ). However, all of the required documents referenced in Section 3.4.7A through 3.4.7D must be included with

your Statement of Qualifications submission, which must be in a single .pdf file (see Section 3.2, "SOQ Submission").

61. Q: [Section 3.4.3] Personnel and Staffing states "Indicate the on-site availability for project manager as well as other staff during the lifetime of the project". Can the Harbor Department please clarify how much of the work must be delivered on-site?

A: Please refer to Question 31.

62. Q: Is there a page limit for the proposal response?

A: No. Please note that as a default for all users, a maximum file size of 40 GB can be sent to the Harbor Department's Outlook e-mail accounts.

If your e-mail size exceeds 40 GB, your SOQ can be separated into several .pdf documents, and e-mailed separately. The e-mail subject line should have clear labeling, such as "Exec Pool SOQ—1 of 3".

63. Q: Can our firm, as a prime, use a subcontractor to assist with performing the as-needed recruitment services?

A: Yes.

64. Q: Can a firm using a subcontractor also furnish references from the subcontractor?

A: Please refer to Question 27.

65. Q: Does the Harbor Department accept offshore resources to execute the project?

A: No.

66. Q: In case firms are submitting confidential information in the response, is it required to provide a redacted version?

A: As stated in Section 3.3 of the RFQ, "Respondents are advised that all documentation submitted in response to this RFQ 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 respondent considers confidential should not be submitted with the SOQ."

67. Q: Could the Harbor Department please provide the estimated date of the project execution?

A: Please refer to Question 8.

68. Q: Section 6. Rates and Fees. Does the Harbor Department have a preferred pricing format? If not, can firms use an Excel spreadsheet detailing milestones and the cost of each?

A: No, there is not a preferred pricing format. An Excel spreadsheet would be acceptable.

69. Q: Could the Harbor Department kindly confirm there is no SBE and VSBE mandatory goal for this opportunity?

A: Section 3.4.7A of the RFQ states, "Although there is not a mandatory Small Business Enterprise or Very Small Business Enterprise requirement for this project..."

Also, Exhibit B states, **"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."**

70. Q: On page 2 of the RFP, it is stated that "All consultants and subconsultants must be registered on RAMP at the time the SOQs 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."

Could the Harbor Department kindly clarify whether this clause regarding registration on RAMP applies to subcontractors if a firm intends to use them for this opportunity?

A: Yes, that sentence is very clear that RAMP registration applies to both consultants and subconsultants. The RFQ also states in Exhibit B that "All consultants **and subconsultants** (emphasis added) must be registered on the RAMP by the time responses are due".

If there are subconsultants that the Prime intends to use for this opportunity, those subconsultants must be listed on your Consultant Description Form, and they must also be registered on RAMP at the time the SOQs are due.

71. Q: Is this a new contract or are there any incumbents?

A: Please refer to Question 6.

72. Q: Please confirm if we can get the proposals or pricing of the incumbent(s).

A: Requests for copies of the nine SOQs submitted in 2020 must be made through the Harbor Department's records request portal:

[Open Public Records Next Request - Modern FOIA & Public Records Request Software](#)

73. Q: Can you please let us know the previous spending of this contract?

A: Please refer to Question 12.

74. Q: What is the estimated budget?

A: Please refer to Question 5.

75. Q: How many vendors will be awarded as a result of the RF[Q]?

A: Please refer to Question 4.

76. Q: Is there any mandatory subcontracting goal?

A: Please refer to Question 69.