Frequently Asked Questions
Department of Human Resources Consultant Pool
Request For Consultant
May 16, 2013

*This questions relates to Insurance:*

After looking over the RFC I was not able to locate the insurance requirements for individuals. If there are any minimum insurance requirements please make me aware.

    Insurance requirements can be found in the SAMPLE CONTRACT (page 10) listed under IMPORTANT DOCUMENTS on the webpage. Depending on the project and scope of work, certain insurance requirements can be waived.

*This question relates to the Business License:*

Are you referring to the City of Los Angeles’ Tax Registration Certificate (TRC)? If so, will a copy of the renewal confirmation and account numbers be sufficient?

    If the renewal confirmation includes the name of the organization/ business and its account number that is sufficient as not all cites require business licenses.

*These two questions relate to the Contractor Signature Authorization Form:*

What information should be provided under Project Name, Contract Number and Contract Period?

    Leave Project Name, Contract Number and Contract Period blank- these fields will be populated once a contract is issued.

It is requested that Parts 1 and 2 be filled out in Blue Ink – does this apply to signatures only or should the entire form be manually filled out (versus using the PDF form-fill option)?

    It only applies to signatures.

*This question relates to Agency Involvement in Litigation and/or Contract Compliance Difficulties:*

What information should be provided under Contract Number when completing Agency Involvement in Litigation and/or Contract Compliance Difficulties?

    Leave Contract Number blank-this field will be populated once a contract is issued.

*This question relates to the First 5 LA RFC for the Department of Human Resources Consultant Pool:*

The California Business and Professions Code (Section 7520) states that no person shall provide investigative services in California without holding a private investigator’s license, or qualifying for one of the exemptions listed under 7522. Exemptions include “an attorney at law in performing his or her duties as an attorney at law.”

Our understanding is that only licensed private investigators and attorneys admitted to the California Bar are allowed to conduct the types of investigations envisioned in the RFC. Is First 5 LA limiting the
applicants for Third-Party Investigative Services to licensed private investigators and attorneys admitted to practice in California?

Yes, consultants providing third-party investigative services must be licensed accordingly.