



[First5LA.org](http://First5LA.org)

# LANDSCAPE MAINTENANCE SERVICES INVITATION TO BID (ITB)

Los Angeles County Children and Families First –  
Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: November 3, 2021

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**I. TIMELINE FOR SELECTION PROCESS<sup>1</sup>**

ACTIVITY	DATE
Invitation to Bid (ITB) Released	November 3, 2021
Mandatory Job Walk (RSVP Required by November 17, 2021, 5 PM PT)	November 19, 2021, 1 PM PT
Final date to submit questions and requests for additional information	November 29, 2021
Posting responses to questions	November 30, 2021
Bids Due	December 1, 2021
First 5 LA Closed	December 27 to December 31, 2021
Vendor Selected & Notification	January 4, 2022
Contract Start Date	January 17, 2022

To respond to this Invitation to Bid (ITB), the Bidder must submit all required documents via e-mail to Terrie Johnson at [tjohnson@first5la.org](mailto:tjohnson@first5la.org) no later than **5 PM PT on December 1, 2021**. **Failure to completely submit ALL required documents by 5 PM PT may constitute an incomplete Bid and may be grounds for disqualification.**

Questions and requests for additional information must be submitted in writing to:

Terrie Johnson, Contract Operations & Compliance Officer  
E-mail: [tjohnson@first5la.org](mailto:tjohnson@first5la.org)

All questions and requests for additional information regarding this ITB must be received in writing by First 5 LA via e-mail before **5 PM PT on November 29, 2021**. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information. First 5 LA may respond to individual inquires and then post replies to all questions by the posting date.

**Mandatory Project Job Walk**

A mandatory job walk is scheduled for November 19, 2021, at 1 PM for the exterior tasks of the project. Bidders must RSVP their attendance by 5 PM on November 17, 2021, to Terrie Johnson at [tjohnson@first5la.org](mailto:tjohnson@first5la.org). Bidders are required to wear masks and observe social distancing.

**Please check the Funding Opportunities webpage regularly for updates and addenda.** First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that

<sup>1</sup> Note: Dates are subject to change at First 5 LA's sole discretion.

which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of such addendum may result in the Bid not being considered at the sole discretion of First 5 LA. Addenda to this solicitation, if any, will be posted on First 5 LA's website, which may be accessed by clicking <http://www.first5la.org/article/landscape-maintenance-invitation-to-bid/>. It is the responsibility of Bidders to ensure, before submission, that their application reflects the most recent information and ITB requirements.

## **II. BACKGROUND**

### **First 5 LA — Giving Kids the Best Start**

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10.

## **III. PROJECT OVERVIEW**

First 5 LA is seeking the services of an experienced and qualified landscape maintenance provider with proven expertise in landscape management to maintain the agency's property at 750 N. Alameda St., Los Angeles, CA 90012 in a scheduled and professional manner. The landscape maintenance provider shall provide all personnel, equipment, tools, and supervision necessary to perform landscape maintenance services for the First 5 LA office building. Landscape maintenance services shall be performed weekly unless otherwise specified by First 5 LA. Weekend and holiday service may be requested on an as-needed basis. This is a public works project and prevailing wage is required. In addition, the selected Contractor must comply with all Department of Industrial Relations (DIR) requirements.

## **IV. SCOPE OF WORK**

The selected Contractor will perform the following duties at the specified frequency:

### **EXTERIOR PLANTS**

#### **Weekly Activities**

##### Water and/or Irrigation

- Water and/or irrigation service of all vegetation shall be performed on a weekly basis to promote healthy growth. This shall be accomplished by properly adjusting the automatic controller based on changes in rainfall and temperature.
- Any repairs to the irrigation system, unless damaged by the Contractor, will be made on a time-and-material basis. First 5 LA will provide continuous 110v power to the controller.

##### Ground Cover and Flower Bed Maintenance

- Ground cover and flower bed maintenance shall consist of trimming where needed around trees, shrubs, and fences on the property.
- Flower beds shall be weeded and cleaned of leaves and debris to maintain a neat appearance.

### Lawn Mowing

- Lawn mowing will be performed on a weekly basis to maintain a neat appearance and to promote healthy growth.
- Grass shall be edged to its local confines, e.g., around all trees, sprinklers, fences, lights, etc.
- After mowing and edging, the grass clipping shall be removed from the sidewalks, driveways, and curbs.

### Walkways, Driveways, and Decks

- Walkways, driveways, and decks shall be cleaned weekly using a broom or electric leaf blower. (The City of Los Angeles prohibits the use of gasoline leaf blowers.)

### Trash Bin and Trash Collection

- First 5 LA shall provide vendor with trash bins for grass clippings, debris, etc.

## **Bi-Weekly**

### Pruning, Thinning, and Trimming

- Pruning, thinning, and trimming of all shrubs and training of all vines shall be accomplished on a bi-weekly basis to maintain a neat appearance and promote health. Hedges must be trimmed to a height of eight (8) feet and maintained two inches above ground.
- Removal of all suckers, cross branches, dead wood, and unsightly branches shall be done bi-weekly or as necessary.
- Existing staked and tied trees shall be maintained.

## **Monthly or As Needed**

### Fertilization

- Fertilization shall be performed on a monthly or as needed basis.

### Aeration and Vertical Mowing

- Aeration and vertical mowing shall be performed during the fall or spring, as needed, to ensure healthy turf.

### Trimming

- Trees will be trimmed to the height of twelve (12) feet. An increase in trimming frequency may be required during rain months.

### Power Washing

- Cleaning building facades and sidewalks as needed or requested by Owner.

## **Quarterly**

- Major trimming of hedges and bushes. Hedges trimmed to a height of eight (8) feet.
- Trees will be trimmed to the height of twelve (12) feet.

## **INTERIOR PLANTS**

There are approximately 40 potted plants throughout the office located on three different floors.

The Contractor shall remove dead leaves and water and fertilize as needed

- The Contractor shall replace any dead or dying plants at Contractor's cost
- The Contractor shall dust and polish leaves
- Indoor plant pest control

## **General**

- All equipment and maintenance products shall be supplied by the Contractor.
- First 5 LA supports the City of Los Angeles' ban on gasoline leaf blowers and prohibits their use.
- Use of natural landscape maintenance products and toxin free products.
- Contractor shall ensure that Contractor, and its employees comply with all applicable federal, State, and local public health orders to protect against the spread of the COVID-19 virus or other public health threat, including, without limitation, maintaining social distancing requirements, avoiding unnecessary or non-essential gatherings, and providing or requiring personal protective devices such as face masks, gloves, and cleaning supplies.

## **V. ELIGIBILITY**

Bidders must meet the following minimum requirements:

- Bidders must have an active California C-27 Landscaping Contractor's License
- Bidders must be a registered contractor with the Department of Industrial Relations
- Bidders must be located in Southern California
- Bidders must have a minimum of five (5) years of experience with providing commercial landscape maintenance services
- Use environmentally friendly, non-toxic maintenance products

Bidders that do not meet the requirements above will not pass the first level of review (see *Section VII. Selection Process and Review Criteria*).

## **VI. TERMS OF PROJECT**

First 5 LA anticipates a contract start date of January 17, 2022. The contract will be a fixed-fee contract for a total project term of five (5) years. First 5 LA reserves the right to extend the entire project term up to an additional five years. First 5 LA will contract with the selected vendor on an annual basis. The fee(s) will remain fixed through the project term and will include all charges that may be incurred in fulfilling the requirements of this initial contract. Contract renewal will be contingent on First 5 LA's review of the Contractor's performance. Payment will be made through monthly invoices.

## **VII. SELECTION PROCESS AND REVIEW CRITERIA**

First 5 LA will review the Bidders based on the multi-stage review process detailed below. Each Bid must score satisfactorily in each level of review in order to move on to the next level of review for final selection, as applicable.

### Level 1 Internal Review:

First 5 LA will evaluate all Bids for completeness and minimum requirements. Basic requirements include timely receipt of Bid, submission of all required attachments, and adherence to eligibility requirements. Bids with omissions of any required documentation are subject to disqualification.

First 5 LA will also conduct a due diligence review which includes a review of the Litigation and Contract Compliance form and a review of whether Bidder (that are current and former contractors, grantees, and vendors) currently remain placed in non-compliant status by First 5 LA under any existing and past agreement with First 5 LA. First 5 LA reserves the right to request additional

information, if needed, to validate eligibility and minimum requirements. Bidders that pass Level 1 review will proceed to Level 2 Bid Analysis Review.

#### Level 2 Bid Analysis Review:

Bidders that pass Level 1 review will proceed to Level 2 Bid Analysis Review. The project team will review bids for completeness submitted using the Bid Sheet - **Appendix A**. The lowest responsive Bid will be awarded the contract.

#### Reference Checks

Reference checks will be completed after Level 2 review. First 5 LA must be able to contact at least two (2) references provided by the Bidder. If two (2) references cannot be reached, First 5 LA may deem the Bidder ineligible for this opportunity.

### **VIII. REQUIRED DOCUMENTS AND SUBMISSION**

The documents listed in this section are required to respond to this ITB. Omission of any document/form will constitute an incomplete Bid and may be grounds for disqualification.

- **Experience:**—Bidder shall submit a narrative in a cover letter which includes a summary of the firm’s overall experience including, but not limited to:
  - Company background and capabilities
  - Department of Industrial Relations Registration Number
  - Number of years in business
  - Number of years of experience (not the individual employees’ or managers’ experience) providing the services requested
  - Experience providing green, non-toxic, services.
- **Budget/Pricing:**—Bidder shall include detailed line-item budget showing (See **Appendix A**):
  - Monthly fee and annual fee of the proposed services and total fee, which includes optional on-call services. Include a full explanation of all budget line items.
  - Bidders should state assumptions on which the firm’s fee would be predicated and any factors that would change the actual fee.
  - Potential fee increases, including the rationale for the increase.
- **Provide Material Safety Data Sheets (MSDS) for Products Used**
- **References:** A list of current or former references for which the Bidder has performed similar work (at least three references). The reference information should include company name, contact person, address, and telephone number. See **Appendix B**.
- **Litigation and Contract Compliance Form:** Please read the information on the required Litigation and Contract Compliance form thoroughly and include a signed copy by the Bid deadline. If you checked “Yes” to any of the questions on this form, please explain whether this will impact the project on this solicitation. Omission of the form will constitute an incomplete Bid and may be grounds for disqualification. See **Appendix C**.
- **Copy of CSLB C-27**

**Failure to submit all required attachments may constitute an incomplete Bid and may be grounds for disqualification.** Bidders are responsible for any errors or omissions in their Bids and

applications. In order to respond to this ITB, please complete and submit your Bid and all required documents to First 5 LA no later than **5:00 PM PST on December 1, 2021**. **Bids received after this deadline will not be considered.** It is the responsibility of the Bidder to ensure, prior to submission, that its Bid reflects the requirements of this solicitation. Bidders should not wait to submit documents through the online application system minutes before the closing time. First 5 LA will not be responsible for any delays Bidders may encounter with the online application system due to multiple Bidders uploading documents before the closing time.

## **IX. TERMS OF THE ITB**

First 5 LA has the right to amend this solicitation by written addendum. First 5 LA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the online funding center. Failure to address the requirements of an addendum may result in the Bid not being considered at the sole discretion of First 5 LA. It is the responsibility of Bidders to ensure, prior to submission, that their application reflects the most recent addenda information and ITB requirements. Addenda to this solicitation, if any, will be posted on First 5 LA's website at <http://www.first5la.org/Funding-Center>.

First 5 LA reserves the right to reject all bids and re-solicit for bids. Failure to comply with bid specifications shall be grounds for disqualification of bids. Each Bidder shall be required to honor the price and specifications quoted for a minimum of sixty (60) calendar days following submission of the Bid. First 5 LA also reserves the right to cancel this ITB, in its sole discretion, at any time before the execution of a contract.

First 5 LA shall not be liable for any costs incurred in connection with a Bidder's preparation of a Bid in response to this ITB. Any cover letters, résumés, and curriculum vita, including attached materials, submitted in response to this ITB shall become First 5 LA's property and subject to public disclosure.

Each Bid shall be retained for official files and will become public record upon submittal unless the Bid or specific parts of the Bid can be shown to be exempt from disclosure by law. The budget, scope of work, and other contractual information may be included in board materials which are made public if the contract requires board approval. Each Bidder may clearly label parts of a Bid as "CONFIDENTIAL" if the Bidder thereby agrees to indemnify and defend First 5 LA for honoring such a designation. The failure to so label any information that is released by First 5 LA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for information labeled confidential is received by First 5 LA, First 5 LA will notify the Bidder of the request. Within seven (7) calendar days after First 5 LA's notification to the Bidder, it will be the Bidder's duty to act in protection of the labeled information. The Bidder's failure to act shall constitute a complete waiver.

The Bidder agrees that, by submitting a Bid, the Bidder authorizes First 5 LA to verify any or all information and/or references submitted in the Bid.

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Bid shall be sufficient cause for rejection of the Bid at any time. The evaluation and determination in this area shall be at First 5 LA's sole judgment.

First 5 LA may elect to waive any minor irregularity in a Bid if the sum and substance of the Bid is present.



First 5 LA may, at its discretion, request that the Contractor undertake additional, unanticipated, activities that are aligned to the project objectives of this ITB and incorporate such activities into the final Scope of Work/Performance Matrix and Budget, if applicable.

## **X. CONTRACTUAL CONSIDERATIONS**

If a satisfactory agreement cannot be negotiated within 30 days of award, First 5 LA may, at its sole discretion, begin negotiations with the next qualified Bidder, as determined by First 5 LA. First 5 LA may, after contract award, amend the awarded contract, scope of work, and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

Current and former First 5 LA grantees, contractors and vendors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this ITB. First 5 LA may deem a Bidder ineligible to respond to this ITB if it finds, in its sole discretion, that the Bidder has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission or engaged in a pattern or practice, that negatively reflects on the Bidder's quality, fitness or capacity to perform services listed in this ITB; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

As stewards of public funds, [First 5 LA's Funding Guidelines \(https://www.first5la.org/funding/funding-guidelines/\)](https://www.first5la.org/funding/funding-guidelines/) are intended to provide information about the restrictions on the use of First 5 LA funds. Although these Funding Guidelines are applicable generally, the terms of individual funding agreements will always take precedence over these guidelines.

First 5 LA, in its sole discretion, may conduct an evaluation of this project. Contractors will be required to comply with First 5 LA's evaluation and any requests for information arising out of such evaluations within the timeframe specified by First 5 LA.

If the awarded contract is not signed prior to the intended start date, the commencement of any activities under the contract's Scope of Work will not begin until the contract execution date (the date all parties have signed and delivered the contract) and the successful Bidder will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by First 5 LA. If the awarded contract is not signed by the successful Bidder within thirty (30) calendar days from the proposed intended start date, First 5 LA may withdraw the contract award. First 5 LA may revise the proposed effective date prior to final execution of the awarded contract.

If the fee for the five-year contract exceeds \$75,000, the award and execution of the contract is subject to First 5 LA's Board approval. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary.

Unless otherwise submitted during the ITB process, the successful Bidder will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

- Litigation and Contract Compliance Form
- Signature Authorization Form
- Appropriate business licenses
- Certificates of Insurance for all insurance requirements outlined in the sample Contract.

## **XI. APPEALS POLICY**

First 5 LA reserves the right, without prejudice, to reject any or all submitted proposals. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of the solicitation. Appeals challenging First 5 LA's decisions on the merits or qualifications of bidders or proposers, or the scoring of proposals shall not be permitted. Appeals regarding First 5 LA's decisions on procedural or formatting errors, such as failure to include required documentation or failure to comply with page limits, shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed within ten (10) business days following the date the notification of decision is made by First 5 LA. The appeal must be filed by e-mail to the designated contact person on the solicitation or other method described in the solicitation. An appeal shall be deemed filed on the date it is received by First 5 LA. Any appeal received by First 5 LA after the close of business on the tenth (10th) business day following the date the notification of decision is issued shall be rejected. Please be advised that your agency has the right to appeal the decision. First 5 LA's Appeals Policy can be found at <https://www.first5la.org/wp-content/uploads/2021/10/Procurement-Policy-2021.pdf>. Please refer to Section XI. Appeals for more information.

## **XII. APPENDIX**

- Appendix A – Bid Submittal Form (For submission)
- Appendix B – References (For submission)
- Appendix C – Litigation and Contract Compliance Form (For submission)
- Appendix D – Sample Contract (Information)

## Appendix A – BID SUBMITTAL FORM

<b>CONTRACTOR COMPANY NAME</b>		<b>DIR NUMBER</b>	
<b>CONTRACTOR CONTACT NAME</b>		<b>CSLB C-27#</b>	
<b>ADDRESS</b>			
<b>CONTRACTOR PHONE</b>			
<b>CONTRACTOR E-MAIL</b>			
<b>REQUIRED DOCUMENTS:</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Letter</li> <li><input type="checkbox"/> Appendix – A – Budget &amp; Pricing</li> <li><input type="checkbox"/> MSDS Sheets for Products</li> <li><input type="checkbox"/> Appendix B – References</li> <li><input type="checkbox"/> Appendix C – Litigation Form</li> <li><input type="checkbox"/> Copy of CSLB C-27 License</li> </ul>			
<b>EXTERIOR</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>	
<b>Weekly Activities</b>	\$0.00	\$0.00	
<p><u>Water and/or Irrigation</u></p> <ul style="list-style-type: none"> <li>• Water and/or irrigation service of all vegetation shall be performed on a weekly basis to promote healthy growth. This shall be accomplished by properly adjusting the automatic controller based on changes in rainfall and temperature.</li> <li>• Any repairs to the irrigation system, unless damaged by Contractor, will be made on a time-and-material basis. First 5 LA will provide continuous 110v power to the controller.</li> </ul> <p><u>Ground Cover and Flower Bed Maintenance</u></p> <ul style="list-style-type: none"> <li>• Ground cover and flower bed maintenance shall consist of trimming where needed around trees, shrubs, and fences on the property.</li> <li>• Flower beds shall be weeded and cleaned of leaves and debris to maintain a neat appearance.</li> </ul> <p><u>Lawn Mowing</u></p> <ul style="list-style-type: none"> <li>• Lawn mowing will be performed on a weekly basis to maintain a neat appearance and to promote healthy growth.</li> </ul>			

<ul style="list-style-type: none"> <li>Grass shall be edged to its local confines, e.g., around all trees, sprinklers, fences, lights, etc.</li> <li>After mowing and edging, the grass clipping shall be removed from the sidewalks, driveways, and curbs.</li> </ul> <p><u>Walkways, Driveways, and Decks</u></p> <ul style="list-style-type: none"> <li>Walkways, driveways, and decks shall be cleaned weekly using a broom or electric leaf blower. (The City of Los Angeles prohibits the use of gasoline leaf blowers.)</li> </ul> <p><u>Trash Bin and Trash Collection</u></p> <ul style="list-style-type: none"> <li>First 5 LA shall provide vendor with trash bins for grass clippings, debris, etc.</li> </ul>		
<b>Biweekly Tasks</b>	\$0.00	\$0.00
<p><u>Pruning, Thinning and Trimming</u></p> <ul style="list-style-type: none"> <li>Pruning, thinning, and trimming of all shrubs and training of all vines shall be accomplished on a bi-weekly basis to maintain a neat appearance and promote health. Hedges must be trimmed to a height of eight (8) feet and maintained two inches above ground.</li> <li>Removal of all suckers, cross branches, dead wood, and unsightly branches shall be done bi-weekly or as necessary.</li> <li>Existing staked and tied trees shall be maintained.</li> </ul>		
<b>Monthly (Or As Needed)</b>	\$0.00	\$0.00
<p><u>Fertilization</u></p> <ul style="list-style-type: none"> <li>Fertilization shall be performed on a monthly or as needed basis.</li> </ul> <p><u>Aeration and Vertical Mowing</u></p> <ul style="list-style-type: none"> <li>Aeration and vertical mowing shall be performed during the fall or spring, as needed, to ensure healthy turf.</li> </ul> <p><u>Trimming</u></p> <ul style="list-style-type: none"> <li>Trees will be trimmed to the height of twelve (12) feet. An increase in trimming frequency may be required during rain months.</li> </ul> <p><u>Power Washing</u></p> <ul style="list-style-type: none"> <li>Cleaning building facades and sidewalks as needed or requested by Owner.</li> </ul>		
<b>Quarterly Tasks</b>	N/A	\$0.00
<ul style="list-style-type: none"> <li>Major trimming of hedges and bushes. Hedges trimmed to a height of eight (8) feet.</li> <li>Trees will be trimmed to the height of twelve (12) feet.</li> </ul>		
<b>INTERIOR</b>	\$0.00	\$0.00
<ul style="list-style-type: none"> <li>The Contractor shall remove dead leaves and water and fertilize as needed</li> </ul>		

<ul style="list-style-type: none"> <li>• The Contractor shall replace any dead or dying plants at Contractor's cost</li> <li>• The Contractor shall dust and polish leaves</li> <li>• Indoor plant pest control</li> </ul>		
<b>OTHER (PLEASE USE THIS SPACE TO DESCRIBE):</b>		\$0.00
<b>GRAND TOTAL</b>	\$0.00	\$0.00
<b>OPTIONAL ON CALL SERVICE (PLEASE PROVIDE HOURLY RATE)</b>		

APPENDIX B – REFERENCES

Project Description	Contact Name	Contact Phone	Contact E-Mail

**EXHIBIT C - LITIGATION AND CONTRACT COMPLIANCE FORM**

<b>Agency Name:</b>		<b>Agreement Number:</b>	
<b>Agreement Period:</b>			

Check YES, NO or Not Applicable (N/A) in response to the following questions. If a YES, answer is checked, please fully explain the circumstances, and include whether it will have a potential impact on each project. Return via U.S. or electronic mail or personal delivery.		Yes	No	N/A
1.	Is the organization currently, or within the past three (3) years, involved in litigation, arbitration, or mediation?			
2.	Is the Executive Director or Board of Directors currently, or within the past three (3) years, involved in litigation related to the administration and operation of a program or organization?			
3.	Are any key staff members unable to be bonded?			
4.	Has your agency been placed on, maintained on or removed from probation, suspension, debarment, or another status of non-compliance by a contracting entity in the past three (3) years?			
5.	Has there been any negative finding or determination by an auditor or contracting party regarding fiscal management or controls or contract compliance?			
6.	Has the agency or agency director ever had public or foundation funds withheld?			
7.	Has the agency ever had its non-profit status suspended, revoked, or withheld?			
8.	Has the agency or Executive Director or Board of Directors refused to participate in any fiscal audit requested by a government agency or funding source?			
9.	Has the agency been the target or subject of any Federal, State, or local law enforcement or administrative investigation in the past three (3) years?			
10.	Are there any issues surrounding the agency's license, certification, or accreditation?			
<b>Explanation:</b> For any questions marked YES, please fully explain the circumstances and include whether it will have a potential impact on the project. Use additional pages if necessary.				

As part of the contract process the Commission, at its own discretion, may implement additional procedures to validate or further investigate any of the proposed Contractor/Grantee's responses. The Commission reserves the right to terminate the contracting process without entering into an agreement if the proposed Contractor/Grantee submits false or incorrect information.

By signing this form, I certify, on behalf of agency named above that the responses contained herein are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Must be signed by an Authorized signatory)*

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST – PROPOSITION 10 COMMISSION  
LITIGATION AND CONTRACT COMPLIANCE FORM REV 03-19