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June 16, 2014

**REQUEST FOR PROPOSALS
FOR THE GRIFFITH PARK HALLOWEEN EVENT
REQUEST FOR PROPOSALS (RFP)**

QUESTIONS & ANSWERS

1. Question: Are financial statements reviewed and compiled by a Certified Public Account sufficient to satisfy Section VII.A.1.3?

Answer: Yes. Section VII.A.1.3 of the RFP states, in part: "Proposers must provide, with the proposal...Audit(ed) financial statements reviewed by a certified public accountant for the past three years (2010, 2011, 2012)."

2. Question: Are temporary and/or season employees considered "employees" for the purposes of the Living Wage Ordinance (LWO)?

Answer: Information regarding the LWO may be obtained from the Bureau of Contract Administration - Office of Contract Compliance (OCC) at (213) 847-1922 or from the following website at:

www.bca.lacity.org

3. Question: Are all proposers prohibited from making contributions to elected officials?

Answer: CEC Form 55 (Exhibit B-2 of the RFP) states, in part: "...proposers may not make campaign contributions to and/or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit a proposal until either the contract is approved or, for successful proposers, 12 months after the contract is signed."

Information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or from the following website:

www.ethics.lacity.org



4. Question: Are proposers required to perform the Business Inclusion Program (BIP) Outreach Program if we do not use subcontractors?

Answer: Yes. The Los Angeles Business Virtual Network (LABAVN) document entitled "The Business Inclusion Program (BIP) Outreach Process" states, in part: "

"It is the policy of the City of Los Angeles to provide Minority-owned Business Enterprises (MBEs), Woman-owned Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran-Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. Bidders and proposers (hereafter called "bidders") shall assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs have an equal opportunity to compete for and participate in City contracts. A prime bidder's Outreach efforts in reaching out to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by the level of effort put into achieving the BIP Outreach indicators. Failure to meet anticipated MBE/WBE/SBE/EBE/DVBE participation levels will not by default be the basis for disqualification or determination of non-compliance with this policy. However, failure to complete the Outreach as directed in the bid specifications will render the bid nonresponsive and will result in its rejection."

This document may be found on the LABAVN website under the Frequently Asked Questions (FAQ) / User Manuals at: www.labavn.com

This document has also been posted on the Department website at: http://www.laparks.org/dos/concession/griffithPark_RFP.html