

THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LOS ANGELES

SUMMARY

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

POLICIES

Respondents to Request for: Proposals, Qualifications, Quotations, shall comply with these provisions.

Respondents that do not comply with these provisions will be rated as nonresponsive and may not be considered for award.

Summary – EO/AA/ Program Policies

I. Utilization of Businesses

A. Minorities/Women Owned Business Enterprises (M/WBE Utilization:

Requires the Agency to make its best efforts to award 5% of all contractual dollars to women owned business enterprises (WBE) and 20% to minority owned business enterprises (MBE). This provision anticipates the participation of contractors/consultants and subcontractors in meeting these goals.

B. Project Area Business Utilization:

This provision requires the respondent to assure that to the greatest extent feasible business opportunities arising from Agency awarded contracts be made available to qualified project area businesses. Contracts over \$100,000 requires the respondent to provide a plan that describes the actions they will take to utilize project area businesses.

C. Certification of M/WBEs

A Certification Questionnaire shall be completed by minority and women owned businesses for contracts in excess of \$25,000 issued by the Agency for public works, and professional and technical services. This provision also includes those contracts in excess of \$25,000 that are awarded by Developers and Owner Participants doing business with the Agency.

D. Directory of M/WBEs and Other Businesses

With respect to compliance with the Agency's goals for M/WBE utilization, the Agency encourages joint ventures and utilization of minority and women subcontractors. For assistance in identifying minority and women owned firms and other businesses, the Agency maintains a Business Directory of Minority and women-owned firms and other businesses.

Respondents should contact the Agency's Contracts & Purchasing Department at (213) 977-1627 for referrals.

E. Good Faith Effort

Respondents' good faith efforts to reach out to M/WBEs and all other business enterprises shall be demonstrated, at bid time.

Part One – For construction contracts valued at \$100,000 or more:

The respondent shall comply with the ten (10) factors listed in the M/WBE Affidavit (attached). (Submission of M/WBE Affidavit and supporting documentation is attached).

Summary – EO/AA Program Policies

Part Two – For Professional and Technical Services Contracts valued in excess of \$25,000:

Respondent shall submit evidence, at bid time, of complying with the following:

1. The proposer's efforts to obtain participation by MBEs, WBEs, and other Business Enterprises could reasonably be expected to meet the requirements of the contract as established by the Agency.
2. A concerted and documented effort has been made to identify and negotiate with MBEs, WBEs, and Other Business Enterprises who have not previously contracted with the City to perform a portion of the work for which they are qualified. Such efforts must have been made in advance of the contract award date. (At bid time provide evidence that may include copies of solicitation notices, publication (news ads), telephone log, etc. that indicate M/WBEs were solicited).
3. The proposer attended a pre-proposal conference. (If one was scheduled by the Agency)
4. Proposer used the resources of the Agency and/or the City's Minority Business Opportunity Committee as well as other trade or business associations in meeting the requirements of the City's M/WBE Outreach Program. (At bid time, provide evidence that these sources were contacted regarding this proposal).
5. The proposer demonstrated flexibility in working with the Agency in meeting the requirements of the City's M/WBE Outreach Program.

6. Proposer may provide other records to demonstrate that they have taken steps to increase the likelihood that the Agency' 20% and 5% WBE Participation goals will be achieved.

II. Work Force Utilization

A. Equal Opportunity/Affirmative Action Program Plan

This provision requires the respondent to adopt an Equal Opportunity/Affirmative Action Program Plan of non-discriminatory employment practices, and to agree not to discriminate against a person because of race, color, religion, national origin, sex, age, disability, marital status, sexual preference/orientation, creed, ancestry, medical condition, Acquired Immune Deficiency Syndrome (AIDS)-acquired or perceived, or retaliation for having filed a discrimination complaint.

B. Minority and Female Workforce Utilization

Respondents are required to make a good faith effort to utilize minorities and women in each occupational category and in the ranks of Paraprofessional and Above, in numbers proportionate to the Agency's utilization goals of 28.3%. The Agency's goal for the utilization of women in the Construction industry (all trades) is 6.9%.

The Business Profile form must be submitted by the Prime proposer and all subcontractors identified.

C. Project Area Resident Utilization:

Requires respondents to assure to the greatest extent feasible that qualified lower-income project area residents have opportunities for employment resulting from Agency awarded contracts.

Contracts under \$100,000 requires the submittal of a Workforce Needs form by the Prime respondent and its subcontractor. Contracts over \$100,000 requires the respondent to provide a plan that describes the actions that will be taken to utilize project area residents.