



Los Angeles World Airports

**LAWA Procurement Manual
Revised Section 3.2.7**

**DA Request for Proposals for
Professional Services**

Effective Date: June 2021



PREFACE

POLICY:

It is the policy of Los Angeles World Airports (LAWA) to conduct a competitive process for any procurement of professional services valued above \$1,000. Pursuant to [LAWA Procurement Policy](#), all requests for professional services over \$1,000, must be entered into the Procurement Wizard by the Requesting Division.

The Board of Airport Commissioners (BOAC) must approve any contract for Professional Services valued above \$150,000 or with a term longer than one year, regardless of dollar value. If the proposed contract term is for more than three (3) years, then the City Council must formally approve the contract award.

PROCEDURE:

A Request for Proposals (RFP) is a formal competitive process used to procure professional (personal) scientific, expert technical or other special services, such as appraisals, environmental assessments and design services. The steps below outline the RFP process. They are numbered sequentially for identification purposes. However, as indicated, various Steps may be worked on concurrently or in parallel to expedite the process and shorten the turn-around time. Included in the Appendix to this document is a checklist of the steps (see [RFP Development Checklist](#)) that can be used as a tool to track your RFP development.

If you have questions or if you would like to consult with a procurement specialist on procurement options, then please contact PSD RFP Centralization Section staff at 424-646-5380.



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PHASE I -- RFP DEVELOPMENT AND APPROVAL

STEP 1: RD Identifies the Business Need and Gets Executive Committee Approval

PSD will prepare a 12 month Look Ahead List of upcoming procurements after working with all LAWA departments to refine and develop the list. The Look Ahead List will be posted on SharePoint and a link will be sent to all EC members so they can review upcoming procurements. Information in the Look Ahead List will include a brief summary of the purpose of the procurement, estimated cost, estimated timeframe for release and award, and any other pertinent information. The Look Ahead List will consist of procurements over \$150K.

If EC members have any questions about the RFPs, they will ask PSD within one business week of receiving the list. PSD will work with the respective Division to get answers to any questions and will provide that information to the requesting member within one business week. If that information is not sufficient for the EC Member they will schedule the item at the next EC meeting for discussion. The sponsoring department will be notified and staff will be prepared to answer questions at the EC meeting. EC members will then decide whether the procurement process for that item should move forward. It is important that this review be done as far in advance as possible so that staff does not spend a lot of time on a procurement that will not end up going forward.

If no EC members ask questions or schedule the item for discussion at the EC, then it will be assumed that the procurement process for the item will move forward. If there are last minute or time sensitive items, they will be added to the list and EC Members will be notified.

For larger items over \$1 million, the draft RFP will be sent to the EC for review and input and/or a presentation to the EC will be made by the sponsoring deputy to discuss any major issues or policy implications. This will be done at the earliest stage possible in the procurement process. EC members will provide input or comments within 2 business days of receiving a draft RFP.

This process will not apply to RFPs that are discussed at other steering committees (i.e. Capital Strategy). If another committee has already approved moving forward with an RFP, that RFP will not need EC approval. However, draft RFPs will still be sent to EC for review. RFPs that go to the BOAC for release will follow this same process.

Once the RFP is posted, the item is removed from the Look Ahead List.

The Requesting Division (RD) identifies the need for professional, scientific, expert, technical, or other special services. In order to do so, the RD should perform the following activities prior to initiating a procurement request:

- A. Conduct comprehensive project research
- B. Identify any system requirements
- C. Identify skills/expertise/certifications/license requirements
- D. Develop cost estimates
- E. Verify funding availability - Confirm with the Division budget analyst if funding is available. If funding is unavailable, then obtain written confirmation from the LAWA Finance and Budget Division that the funds will be made available at the



time the contract is awarded, either through an internal funds transfer or through a BOAC approved additional appropriation of funds from the Un-appropriated Balance of the Airport Revenue Fund.

Include the following in the Request for Proposal file:

- Cost Center
- Cost Element
- Budget Amount
- Date Verified
- SAP Screen Printout

More information can be found on the [Finance and Budget Division Website](#).

- F. Obtain project pre-approval from the Division Manager and Deputy Executive Director.

NOTE: If an IT system (software) is to be installed or impacted as part of the project, then IT Governance Committee approval may be required. For further information, please contact LAWA IMTG, IT Planning and Architecture.

STEP 2: RD Prepares the RFP Document

Use the [RFP Interactive Template](#) for the development of the RFP document.

A. Scope of Work

Identify the scope of work, the specific duties to be performed by the contractor and the expected outcomes. Review the [Scope of Work for Professional Services](#) template and [Developing an Effective Scope of Work](#) for more detailed instruction on this critical step.

NOTE: Firms that assist in the development of the RFP Scope of Work are precluded from participating in the proposal process either as prime contractors or subcontractors. Proposals that list such firms must be disqualified and receive no consideration.

B. Minimum Qualifications vs Desired Qualifications

When appropriate, include criteria for the minimum qualifications. LAWA's goal is to obtain the business proposal that is most advantageous to LAWA. If there are more, rather than fewer proposers, then LAWA will have more opportunities to choose a proposal that meets its objectives. Any minimum qualification should be narrowly crafted to only exclude those proposers who are not qualified to perform the proposed work. As an alternative, the RD can establish desired qualifications that would then be used by the Proposal Evaluation Panel to evaluate and score the proposals.

C. Evaluation Weighted Criteria

Determine the proposed evaluation criteria and its relative weights. Ensure the proposed criteria conform to and will result in the selection that will assist



LAWA in meeting its business objectives as stated in the RFP. Review the [Evaluation Guidelines](#) for further instructions.

D. Administrative Requirements Appendix

Based on the input submitted by the RD in the Procurement Wizard (see Step 4), PSD establishes the administrative requirements language and forms applicable to the specific project. These are attached as an Appendix to the RFP (See sample [Administrative Requirements Checklist](#)).

E. Bonds – Proposal, Performance, Payment

The RD identifies the need for bond requirements to be included as part of the procurement effort. A Proposal Bond may be requested/required as part of a proposer's submittal as a guarantee that the Proposer to whom the contract is awarded will enter into the proposed contract and as liquidated damages for any loss LAWA may accrue from selected proposer's failure to enter into the proposed contract.

A Faithful Performance Bond may be requested/required for the proposed new contract. The Faithful Performance Bond shall be provided by the selected Contractor and remain in full effect for one (1) full year after acceptance of the completed work by LAWA. This bond acts as a guarantee that the Contractor will satisfactorily correct any deficiencies in project materials or workmanship of which LAWA notifies the Contractor within the year after acceptance of the completed work.

A Payment Bond is to be requested/required if the work of a project requires a Contractor license or is subject to prevailing wage requirements. The Payment Bond guarantees that the Contractor will correctly pay its subcontractors, suppliers and employees for services, materials and equipment they provide to the Project. The Payment Bond is necessary to protect LAWA from lawsuits and potential judgments requiring LAWA to pay the differential between the wages paid by a prime contractor to a sub-contractor and the full amount of the applicable prevailing wage the sub- contractor is due.

Performance and Payment Bonds are required for all contracts that are subject to Prevailing Wage or require a contractor license. Both of these bonds are required to be for one hundred percent (100%) of the actual contract value; not the estimated contract expenditure value. Proposal bonds are ten percent (10%) of the proposed amount.

F. Additional Terms, Conditions, Disclaimers and Requirements

This document is updated periodically by the City Attorney and contains the protest procedures as well as other legal verbiage applicable to RFPs. This information is an Appendix to the RFP and should not be repeated or restated in the body of the RFP. PSD will distribute this document with the Project Review Memo and the Administrative Requirements package.

G. Timeline



Plan for a seven (7) to nine (9) month RFP process. A nine (9)-month timeline applies to contracts with scopes that are more complex and may require lengthier negotiations or to DA contract awards (contracts for more than \$150,000 per year for up to three (3) years or professional services contracts with terms longer than one (1) year).

If the contract is for a term of more than three (3) years, then the City Council and Mayor must formally approve the award. Thus, an additional 60 days are required for their review and approval, scheduling for City Council Committee, and full City Council. LAWA Government Affairs Division coordinates these steps.

Develop an RFP schedule detailing major steps, milestones and required timeframes of the process -- such as Scope development phase; [advertising on Los Angeles Business Assistance Virtual Network (LABAVN)]; and approval by the RD Management, PSD, City Attorney and Executive Management; pre-proposal meeting; proposer response time; proposer interviews (if applicable); protest period; negotiations; and, the BOAC process for award of the contract.

STEP 3: RD Initiates Charter Section 1022 Analysis

Section 1022 of the Los Angeles City Charter provides for the use of independent contractors for the performance of work when it is determined by the City Council, or the Board of Commissioners for those departments having control of their own revenues and funds, that the work can be performed more economically or feasibly by independent contractors than by City employees.

A Charter Section 1022 analysis is only required for service contracts with a labor component of \$25,000, and above. Construction and concession contracts are categorically exempt from this requirement. If your project will require services valued at \$25,000 or more, then follow the instructions below.

After preparing the scope of work, determine if there is a LAWA Division, Section, Unit or Office that may have the staff with the skills, knowledge and abilities to perform the proposed work. If one or more are identified, then send an email with the scope of work and project schedule to the Manager of the respective Division,

Section, Unit or Office and request a response in writing stating whether or not they can perform the work of the proposed project within the timeframe required. Upload the response to the Procurement Wizard.

If the response from any LAWA Division, Section, Unit or Office contact is affirmative, then do not proceed with a competitive process to outsource the proposed work. Coordinate with that LAWA entity instead to perform the proposed work. If the response is negative, then proceed to the next step of the RFP process.

STEP 4: RD Enters Project Request in SAP and Procurement Wizard

The RD enters the Project Request in SAP and Procurement Wizard:

- A. SAP - create a Requisition in SAP for the estimated cost of the contract.



When creating a requisition, be sure to use the following:

- Material Type: Professional Services
- Authority: Service Authority

Note: Requisitions for Professional Services valued at more than \$150,000, or for terms longer than one year are converted into DA authorities by PSD after the contract is approved by the BOAC.

B. Procurement Wizard

The Procurement Wizard is the official system of record for the processing and approval of requests for all contracts valued at more than \$1,000. The RD defines the scope of work and any sub-contracting opportunities, determining the estimated cost and funding source, create the SAP Requisition, and then enters the Project information into the Procurement Wizard. PSD recommends that new Wizard requestors review the [Wizard Requestor Tutorial Manual](#). If additional help is needed, contact PSD at 424-646-7392.

STEP 5: PSD Determines Administrative Requirements

Once all project approvals (Division Manager, Deputy Executive Director) have been obtained in the Wizard, it is transmitted to PSD for determination of applicable Administrative Requirements. As necessary, PSD contacts the RD for clarification of the scope of work or another project information. PSD issues a Project Review Memo to the RD listing all the Administrative Requirements along with the forms to be incorporated into the RFP as an Appendix.

Having a thoroughly written scope of work and properly completed Wizard entry will ensure the timely completion and issuance of the Project Review Memo.

Note: Incomplete Project Requests, such as those lacking a complete and final Scope of Work or that don't identify possible subcontracting opportunities, will not be approved and are cancelled by PSD within 30 days of request submission.

STEP 6: SET UP PRE PROPOSAL CONFERENCE

Secure the date, time and place for the Pre-Proposal Conference so this information is stated in the RFP. The dates must allow sufficient time between the Pre-Proposal Conference and Proposal submission deadline date (approximately 2-3 weeks) for the conference information to be processed and/or incorporated into the vendors' proposals.

STEP 7: RD Submits RFP to City Attorney and Management for Review

The RD, submits the complete RFP document to the RD management for review and approval. After the RFP document is approved by the RD Manager, the RD forwards it to the City Attorney, with a cover memo (see sample [City Attorney RFP Review Request Memo](#)), for review and approval as to form. Make all necessary City Attorney recommended changes. The RD should get their DED approval on the final RFP.



PHASE II -- RELEASE OF RFP

STEP 8: PSD Posts RFP on LABAVN

RD sends the final RFP, all related documents (including all Exhibits and Attachments) and copies of the fully approved RFP Release Request form and Office of the City Attorney e-mail approving the RFP to PSD for posting. PSD posts the approved RFP document on the Los Angeles Business Assistance Virtual Network website.

NOTE: If the RD decides to cancel the RFP before proposals are received, then the RD must prepare an Addendum to the RFP stating the cancellation and forward it to PSD for posting to LABAVN. PSD will post the Addendum and withdraw the RFP.

STEP 9: RD Conducts Pre-Proposal Conference

- A. Conduct a pre-proposal conference to explain the specific objectives and requirements of the RFP. Holding a pre-proposal conference is encouraged but not required. The RFP Administrator is to state in the RFP document (1) if there will be a pre-proposal conference and (2) if it is optional or mandatory for proposers/vendors to attend in order to propose (since mandatory conferences tend to limit the number of proposers, it is normally reserved for situations where the RD believes it is in LAWA's best interest to generate responsive proposals)
- B. Prepare an agenda (see sample [Pre-Proposal Conference Agenda](#)), and Power Point presentation (if desired), attendance sign-in sheet (see sample [Pre-Proposal Conference Attendee Sign-In Sheet](#)) and any other additional documents deemed necessary for hand-outs. Invite representatives from PSD, Risk Management and Business Jobs and social responsibility to participate at the conference. For complex procurements, consider inviting the City Attorney.
- C. The RD submits the request to set-up audio-visual equipment, e.g. PowerPoint equipment, for use during the pre-proposal conference (if applicable). Contact IT Service Desk, or enter the request in HP Service Manager, with sufficient lead time to ensure set-up of the audio/visual equipment.

STEP 10: RD Prepares Addenda to the RFP

Once the RFP is advertised on LABAVN, proposers are to submit any questions or comments on the RFP in writing to the email address provided in the RFP. The RFP Administrator responds to substantive questions by issuing an addendum to the RFP and asking PSD to post the addendum on LABAVN. Addenda may need to be approved by the City Attorney prior to posting on LABAVN, particularly if it makes a substantive change to or answers a legal question about the RFP. If a Proposer calls the RFP Administrator to ask a substantive question, then the RFP Administrator shall request that the Proposer submit the question in writing to obtain a response via RFP addendum.

If necessary, issue an addendum clarifying the scope of work, RFP instructions, additional new information, responses to proposer questions, etc. (see sample [RFP Addendum](#)). Submit the approved Addendum to PSD for posting to LABAVN.



STEP 11: PSD Posts Addenda on LABAVN

PSD posts the approved addenda on LABAVN.

STEP 12: RD Receives Proposals and Proposal Bonds (if required)

RFP Administrator will create a log (see sample [Log](#)) of the date and time when proposals are received and issue a receipt (see sample [Proposal Receipt](#)) to the vendor. Late proposals cannot be accepted nor considered. Any late proposal received should be returned, unopened, to the sender and the log should be noted.

RFP Administrator forwards all proposal bonds with cover memo to the Office of the City Attorney (see sample [City Attorney Bond Review Request Memo](#)) for review and approval. Any proposal bond received in the form of a check, as may be required by the RFP, must be forwarded by the RFP Administrator to LAWA Accounting Operations Division for deposit into a LAWA account (see sample [Bond Deposit Memo to Accounting](#)) Bonds should be in the form of a check certified by a responsible bank in the City of Los Angeles, or a cashier's check issued by a responsible bank, or a corporate surety bond of a responsible surety company, payable to the order of the City of Los Angeles, Department of Airports. The City of Los Angeles reserves the right to cash such checks and hold the proceeds.

Proposal bond proceeds will become the property of the City of Los Angeles if the proposer to whom the contract is awarded fails or refuses to execute the contract. The Proposal Bonds from the unsuccessful proposers will be returned by the RFP Administrator to the proposers within thirty (30) days of either award of the contract or rejection of all proposals, whichever occurs first.

PHASE III -- PROPOSAL EVALUATION AND SELECTION

STEP 13: PSD Determines Administrative Responsiveness

NOTE: The following sub-steps can be worked on concurrently:

- RFP Administrator transmits all completed Administrative Requirements documents submitted by all proposers to PSD for review.
- PSD Reviews the Administrative Documents.
- PSD posts the names of the proposers on LAWA's website for the mandatory 14 calendar day Contractor Responsibility Program (CRP) review period for RFP awards subject to BOAC approval.
- PSD also validates and investigates all complaints received during the CRP review period. No contract can be awarded until the CRP investigation is completed.
- No contract can be awarded until/unless the Office of the City Attorney approves the proposal bond.
- PSD issues a Vendor Review Memo indicating whether or not proposers passed the Administrative Documents review.



STEP 14: RD Evaluates Written Proposals and Conducts Interviews

It is mandatory that the RD follows each of the steps detailed in the [Evaluation Guidelines](#) and any additional instructions listed in the RFP.

Schedule a meeting with the Evaluation Panel members listed in the approved RFP Release Request form prior to the evaluation of the proposals. Review the evaluation criteria, the objectives of the RFP, etc. Ensure that the Panel members are familiar with the requirements of the RFP (see sample [Evaluation Panel Participation Letter](#)).

Prior to engaging non-City individuals as evaluation panel members, you must ensure that they have no conflict of interest. Have these individuals complete and sign a Conflict of Interest form (see sample [Conflict of Interest Form](#)).

Once the evaluation and selection process is completed, submit all evaluation and selection documentation, including documentation of the results of the minimum qualifications (if any) and technical requirements review, to PSD with a cover memo (see sample [PSD Evaluation/Selection Process Review Memo](#) and [Consensus Scoring Summary Sheet](#)) requesting review for conformance with the Evaluation Guidelines.

STEP 15: PSD Reviews Proposal Evaluation Documents for Compliance

PSD reviews the proposal evaluation documents and issues a [Proposal Evaluation Documentation Review Memo](#) to the RD confirming conformance with the Proposal Evaluation Policy.

NOTE: If for some reason RD decides to reject all proposals received in response to the RFP, then RD must prepare an RFP Cancellation Notice and send it out to all firms that submitted a proposal (see sample [RFP Cancellation Notice](#)). However, if the BOAC approved the release of the RFP, then only the BOAC can reject the proposals. The RD must prepare a Board Report requesting that the BOAC approve the rejection of all proposals.

PHASE IV -- CONTRACT AWARD

STEP 16: RD Negotiates Contract Terms and Fees

When applicable, the RD Contract Manager / Project Manager conducts negotiations with the selected vendor regarding the Scope, dollar amount and timeframe for completing the work. RD cannot add any work that was not originally included in the RFP scope or proposed by the selected proposer or any additional requirements that would unfairly prohibit or limit the contractor's ability to perform the work. The City Attorney should be involved if standard contract terms and conditions need to be negotiated. Any changes to LAWA standard contract language are subject to Deputy Executive Director approval.



STEP 17: RD Submits Request to City Attorney for Contract Document (This step may be concurrent with Step 18)

Once the negotiation is complete, the RFP Administrator:

- A. Provides Risk Management with the selected proposer and contract information to open a vendor file and initiate compliance with the insurance requirements. Risk Management revises the RFP Insurance Requirement (IR) Sheet to list the name of the selected vendor.
- B. Requests that the City Attorney prepare and finalize the contract document. See sample [City Attorney Request for Contract Creation Memo](#).
- C. The RD sends the contract to the selected proposer for signatures and requests the selected proposer to sign and return two (2) original copies of the contract document.
- D. If the contract award is subject to BOAC approval, then two (2) Original vendor-signed contracts must be delivered to the Board Office with the cover memo (see sample [BOAC Cover Memo for Contract Submission](#)) by the same day and time that the final Executive Manager signed Board Reports are due for the targeted BOAC meeting. (Step 18)

STEP 18: RD Prepares Board Report for Award of Contract

The RD is responsible for preparing the Board Report to award the contract. When preparing the Board Report recommending award of the contract, follow the instructions on the [BOAC Report Template located on the Board of Airport Commissioners intranet site \(BOAC\), "Templates" tab](#).

If there are Business Enterprise (SBE) goals, ensure that the Subcontractor Participation Plan form submitted with the Board Report reflects any negotiated changes to the scope of work or related costs, so that the correct dollar commitment is reflected in the form.

TIP: Drafting of the Board Report may be started at any time during the RFP process, but is finalized after contract negotiations with the vendor are complete.

STEP 19: RD Briefs Deputy Executive Director for Agenda Review Meeting

The Deputy recommending award of the contract must attend the Agenda Review meeting to respond to questions from Executive Management regarding the proposed contract award; otherwise the item may be deferred to the next Agenda Review.

STEP 20: RD Notifies Proposers of Intent to Recommend Award of Contract

All proposers must be notified of the results of the evaluation and selection process, including the Proposer who was selected for contract award and any Proposers who were determined to be non-responsive because they did not comply with the administrative requirements of the RFP. Please use the [Notice of Intent to Award Contract](#) sample when preparing the notice. The BOAC Office and PSD must be copied on this letter. This notification must be issued on the same day (or the next day) after Agenda Review, if Executive Management has decided to move forward with the recommendation to award. Attach a PDF copy of the signed notification and email it to the vendor(s)' contact person. If the notice is sent via U.S. mail, then the



Notification period does not start until receipt, and the protest period will not be completed before the BOAC meeting.

NOTE 1: The issuance of this notification initiates the protest period. All protests filed within the protest period as indicated in the RFP should be resolved before the recommendation of award is included in the agenda for BOAC consideration.

NOTE 2: The time period from Agenda Review to the conclusion of the protest period and the posting of the final BOAC Agenda for review by the public is very short. The RD should expect that if a protest is received, then the review of the contract by the BOAC may be deferred. If the need for a contract award is time sensitive, then the Deputy should obtain permission from the Executive Director to start the protest period prior to Agenda Review.

NOTE 3: If a Proposer submits a California Public Records Act (CPRA) request in connection with a protest, then the RD must respond quickly. In time sensitive or high profile RFPs, the RD may want to anticipate the request and gather the likely information in advance. The kinds of documents that typically are requested include the proposals and evaluation and selection documentation, such as scoring sheets and administrative and technical review documentation. Information marked "Confidential" or "Trade Secret" by proposers should not be released unless authorized by the City Attorney or through court order. The RD will work with the vendor and City Attorney to make this determination. The RD is responsible for obtaining City Attorney approval of the documents prior to providing them to the requestor within the required time period to respond.

STEP 21: RD Coordinates any Protest(s) with City Attorney and PSD

If a protest is filed, then the RFP Administrator coordinates with PSD and the assigned City Attorney to review the merits of the protest. At the conclusion of the review, City Attorney issues a determination and notifies the Proposer in writing. If the City Attorney determines the protest may have merit, then LAWA Executive Management, upon consultation with the City Attorney, determines whether to attempt to remedy the protest prior to submitting the recommendation to award contract to the BOAC, to move forward with the recommendation to award contract, or to request that the BOAC to reject all proposals and approve release of a new RFP.

STEP 22: BOAC Considers Award Recommendation

The RD prepares the talking points for the Deputy, including answers to any potential questions that may be asked by the BOAC during the scheduled meeting. Questions may relate to the various elements of the RFP process and contract recommended for award, including the contractual terms and conditions. The BOAC will approve, approve with conditions or modifications, defer the item or not approve the contract award.

For contracts that require City Council approval, send a copy of the vendor signed contract and the signed Board Report to LAWA Government Affairs Division. Government Affairs will then coordinate with the Office of the City Administrative Officer to create a report and City Clerk to place the item on the City Council calendar for consideration.



STEP 23: RD Ensures Contractor Compliance with Insurance, BTRC, EBO and any Performance Bond Requirements

After contract award, the RD instructs the contractor to submit evidence of insurance, a signed Equal Benefits Ordinance (EBO) form, any performance/payment bonds, if applicable, and a Business Tax Registration Certificate (BTRC), see [Business Tax Registration Certificate](#) website.

STEP 24: LAWA Observes Charter Section 245 Review Period

Charter Section 245 allows the City Council five (5) meeting days in which to schedule an action of the BOAC for formal consideration. If five (5) Council meeting days go by and the City Council does not review the BOAC action, then the BOAC action is final. The City Council may defer the item for later consideration, vacate the BOAC's action, request additional information/action or confirm the BOAC's action after further discussion.

STEP 25: Board Office Coordinates Contract Execution

Once the Charter Section 245 review period is complete, the Board Office coordinates execution of the contract by the City Attorney and LAWA Executive Management. The two (2) original copies of the contract are signed by the City Attorney, the LAWA Chief Financial Officer and the Executive Director or COO. The Board Office keeps one original conformed copy of the contract in its files. The Board Office uploads a copy of the fully executed contract to LAWASHare under BOAC – Executed Documents and forwards one original conformed copy to the vendor. The documents are located under the "Executed Documents" tab by document type (ex-contract).

Evidence of approved insurance, BTRC and EBO compliance requirements should be in place prior to execution of contract by the City Attorney and Executive Management.

If a Faithful Performance or Payment Bond is required, then obtain it from the vendor at this time, and submit it to the City Attorney for approval as to form. If it is a check, then submit it to the LAWA Accounting Division. Bonds should be in place prior to contract execution and must be in place prior to the first day of performance of work.

STEP 26: RD Submits Form C to PSD

RD SAP Requisitioner uploads to the SAP Requisition a PDF copy of the completed Contract Transmittal Form C (see [Contract Transmittal Form C](#) template), with all the required documentation listed in it, and notifies PSD Compliance Section staff via e-mail that the SAP Requisition (include Requisition Number) is ready for review and approval.

STEP 27: PSD Creates SAP Authority

PSD Contract Compliance Section reviews the SAP Requisition for completeness and adherence to policy, creates the DA contract authority in SAP and notifies the SAP Requisitioner of the SAP authority number via email.



APPENDIX – Below is a list of all of the Links in this RFP document.

[RFP Development Checklist](#)

[LAWA Procurement Policy](#)

[Finance and Budget Division Website](#)

[RFP Interactive Template](#)

[Scope of Work for Professional Services](#)

[Developing an Effective Scope of Work](#)

[Evaluation Guidelines](#)

[Administrative Requirements Checklist](#)

[Wizard Requestor Tutorial Manual](#)

[RFP Release Request Form](#)

[SharePoint](#)

[City Attorney RFP Review Request Memo](#)

[www.labavn.org](#)

[Pre-Proposal Conference Agenda](#)

[Pre-Proposal Conference Attendee Sign-In Sheet](#)

[RFP Addendum](#)

[Log](#)

[Proposal Receipt](#)

[Bond Deposit Memo to Accounting](#)

[Evaluation Panel Participation Letter](#)

[Conflict of Interest Form](#)

[PSD Evaluation/Selection Process Review Cover Letter](#)

[Consensus Scoring Summary Sheet](#)

[Proposal Evaluation Documentation Review Memo](#)

[RFP Cancellation Notice](#)

[City Attorney Request for Contract Creation Memo](#)

[BOAC Cover Memo for Contract Submission](#)

[BOAC Report Template](#)

[Notice of Intent to Award Contract](#)



Los Angeles World Airports

[Business Tax Registration Certificate](#)

[Contract Transmittal Form C](#)

[DA RFP File Checklist](#)
