



Los Angeles World Airports

Request for Qualifications

Ethics Training

For

Los Angeles World Airports

April 2006

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RFP Release Date:

Submission Date:

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II. Potential Administrative Requirements

The following documentation will be required for those awarded as a result of this Request for Qualifications process:

- [Affirmative Action Requirements and program forms](#)
- [Business Tax Registration Certificate information](#)
- [Child Support Obligations](#)
- [Affidavit of Non-Collusion form](#)
- [Assignment of Anti-Trust claims](#)
- [Bid Bond](#)
- [Contractor Responsibility Program](#)
- [Equal Benefits Ordinance](#)
- [First Source Hiring Program](#)
- [Insurance Requirements summary sheet and attachment](#)
- [List of Other City of Los Angeles Contracts](#)
- [Living Wage Ordinance exhibits](#)
- [Living Wage and Service Contract Worker Retention Ordinances](#)
- [Disadvantaged Business Enterprises Program](#)
- [Minority, Women, and Other Business Enterprise Program](#)
- [Minority, Women, and Other/Disadvantaged Business Enterprise Program](#)
- [Vendor Discounts](#)

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III. Request for Qualifications

Los Angeles World Airports (LAWA) is seeking qualifications from consulting firms (Consultants) that can provide ethics awareness training; compliance training/curriculum; database/tracking system; and/or communications tools for training reinforcement for LAWA employees under the direction of the newly-established Office of Ethics and Business Conduct. Consultants may submit qualifications for one or all of the above training elements.

IV. Background Information

LAWA is a department of the City of Los Angeles (City) and operates a system of City-owned aviation facilities consisting of four airports: Los Angeles International (LAX), Ontario International (ONT), Van Nuys (VNY), and Palmdale Regional (PMD) Airports. Under the City Charter, the Mayor and City Council have ultimate management responsibility over LAWA. Certain management functions are delegated to the appointed Board of Airport Commissioners (BOAC). An Executive Director and several Deputy Executive Directors represent the senior management team responsible for day-to-day management of LAWA. A number of divisions are organized under the Deputy Executive Directors, a specialized function of the airport system.

In October 2005, the Board of Airport Commissioners adopted a resolution to establish the LAWA Office of Ethics and Business Conduct in support of Los Angeles Mayor Antonio Villaraigosa's executive directive requiring City employees to commit themselves to a standard of conduct that maintains and enhances the public's trust in local government. To this end, LAWA established an Ethics Office to fulfill this mandate, which requires individual and collective decision-making processes and actions to be based upon the highest possible ethical standards. The unanimously-adopted Board resolution mandated that training be included in the ethics program.

V. Scope of Work

LAWA seeks professional assistance to provide ethics awareness training; compliance training; a tracking system/database; and/or communications tools for training reinforcement to ultimately help LAWA in creating and maintaining a positive, ethical work environment. The training (both value-based and compliance-based) should assist LAWA in developing an effective ethics program that engages employees and provides them with the tools needed to guide them through potential ethical dilemmas. In particular, please describe to what extent you may be able to customize the training for a governmental/public agency such as LAWA.

A. Ethics Awareness Training

The Consultant will develop a top-down cascade training module to be used by LAWA managers to raise awareness of the importance of ethics in the workplace and to assist employees in working through ethical dilemmas. The initial training module would introduce employees to the services offered by the new Office of Ethics and Business Conduct. A follow-up training module would educate employees of their responsibilities under a new Code of Ethics under development.

B. Compliance Training

The Consultant will develop a series of compliance training modules and curriculum to educate employees on rules, regulations and laws they need to know to properly do their

jobs. Training can include live presentations in both small and large group settings, web-based, paper-based, videos, DVDs, etc. Training topics would include, but would not be limited to:

- Conflicts of interest
- Contracts and procurement policies
- Diversity
- Drug-free workplace
- Emergency procedures
- Environment, health and safety
- Ex-government employees (revolving door policy)
- Gifts and gratuities
- Harassment in the workplace
- Internet policy
- IT policies, including software license compliance
- Obtaining and using company assets wisely
- Record retention
- Security

C. Tracking System/Database Development

The Consultant will develop an automated compliance training system/database that would allow LAWA to track the training (who has been identified to take the training, who has completed the training, who still needs to complete the training, etc.).

D. Communications Tools

The Consultant will provide strategies and ideas to reinforce the training curriculum (i.e. posters, giveaways and other creative means of communicating ethics in the workplace).

VI. Qualifications

All prospective training entities shall be capable of furnishing all of the necessary professional and expert ethics training as outlined under the Scope of Work above. All RFQ submittals shall clearly identify and demonstrate qualifications (using its own staff or proposed subconsultants) in those subject areas described under the Scope of Work.

It is the intention of LAWA to negotiate a Contract with one or more qualified training entities. LAWA's principal objective is to ensure that the aggregated qualifications of the selected Consultants are sufficient to satisfy LAWA's need for ethics training. The training entities will be selected in accordance with the evaluation criteria set forth in Section VIII entitled "Selection Procedures." Any such contract will be subject to approval by the City Attorney as to form.

VII. Contents of Proposal

If you are qualified and would like to be considered, please furnish a list of your qualifications, including your company's capabilities and experience in the training areas identified above.

Supplementary visual aids, videotapes, computerized information, and other extraneous materials will be accepted.

Once submitted, submittals, including the composition of the consulting team, cannot be altered without prior written consent of LAWA.

The RFQ submittal should include the following:

A. Executive Summary

Each proposer shall submit with their RFQ response an Executive Summary that summarizes important features of the company. The Executive Summary should also include a brief statement of how the proposer meets the qualification criteria set forth in the "qualifications" section of this RFQ. (The text for the Executive Summary must contain no more than three (3) pages of minimum 10-point type lettering).

B. Identification

Identify your firm and each subconsultant by name, address, and telephone number. Indicate the business structure of your firm (i.e., whether your firm is a corporation, joint venture, partnership, or sole proprietor). Indicate the name(s) and owner(s) of your firm. Also indicate the name of the person to be designated Project Manager and the names of the Key Staff Personnel who shall be responsible for completing this assignment within each consultant organization.

C. Experience

Indicate your firm's recent experience in ethics training and any other appropriate experience. Provide a list of specific examples of appropriate experience in any relevant past or on-going projects. Describe each project in detail, including the completion date, location and contact information for the client involved. Provide your firm's experience as related to the professional service areas described in the Scope of Work above. In particular, please describe to what extent you may be able to customize the training for a governmental/public agency such as LAWA. Any experience in dealing with City of Los Angeles and State of California ethics laws should also be noted.

Describe the professional capabilities, project experience, education, training and office location of your designated Project Manager. Identify other key staff personnel for this project and the scope of their project responsibilities. Indicate their present office locations. Provide specific examples of appropriate experience that qualify them for their responsibilities on the project, including information similar to that requested in the previous paragraph.

List and identify all subconsultants to be used on the project. Provide specific examples of appropriate experience of each subconsultant firm and their key staff.

D. Term

LAWA will require the Consultant(s) to provide ethics training for a period of up to three (3) years after issuance of the Notice to Proceed. LAWA reserves the right to terminate the performance of all, or a portion, of the Consultant's services upon giving the Consultant thirty (30) days' written notice prior to the effective date of such termination which date shall be specified in the notice.

E. Compliance with All Laws

In rendering the services required, Consultant shall include all necessary consultations and conferences with offers and employees of City, representatives of the BOAC, public officials, and others for performance and completion of the work under a Contract for services under this RFQ and other related aspects thereof.

Consultant shall also comply with all applicable laws, rules, and regulations, and shall hold all necessary consultations and conferences with personnel of any and all city, county, state, or federal agencies, as applicable, which may have jurisdiction over, or be concerned with, elements of the work to be performed by Consultant under a Contract for services under this RFQ.

F. Non Assignments

The Contractor shall not permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original Subcontractor listed on the original proposal without the consent of the Executive Director or its duly authorized officer.

VIII. Submission of Proposal

Written responses to the RFQ must be prepared as specified herein as to form, content, and sequence. Proposers should use the following as a checklist to ensure that all requirements are met. No changes to a proposal may be made after the submittal date.

- One (1) original and five (5) copies (including an electronic version) of the proposal for consultant services must be received by LAWA on or before, but not later than, **3:00 p.m. on (date)**. Proposals received after this time will not be considered by LAWA.
- Original proposals and copies shall be enclosed in a single sealed package, with the name and address of the proposer in the upper left hand corner, and marked "Qualifications for Ethics Training."
- All necessary forms and statements for the various miscellaneous provisions explained earlier in this document must be completed, properly signed, and submitted with the proposal.

Your written submittal should be addressed to and received by the following:

Barbara Yamamoto
Ethics Officer
Los Angeles World Airports
One World Way, Suite 200
Los Angeles, California 90045

IX. Selection Procedures

All RFQ responses that adequately contain the information requested, as determined by LAWA, will be evaluated on the basis of professional experience, qualifications, and services to be performed. The City reserves the right to judge and appraise the qualifications in the best interest of the City.

Staff will carefully review the written proposals. A select number of Consultants may be invited to give an oral presentation to a panel on their approach to the services proposed, experience, and capabilities. The Consultants to be interviewed will be notified in writing.

The RFQ responses will be evaluated using criteria including, but not limited to, the following:

- Experience of the lead firm and subconsultants in providing services as described herein, including the ability to provide services to satisfy specific area(s) of need described in the Scope of Work.
- Breadth of experience of the lead firm and subconsultants in the field of professional consulting, including the ability to provide communications services to satisfy multiple areas of need described in the Scope of Work.
- Experience and qualifications of the Project Manager and key staff.
- Costs

After the evaluation of written submittals and oral interviews, one or more highly-qualified Consultants may be recommended and selected. All recommended Consultants will have capabilities and experience in one or more of the consulting service areas outlined in the Scope of Work. The final detailed scope of work, term, conditions, schedule, and professional fee for the services will be determined during contract negotiations following the selection process. If an agreement with a selected firm cannot be reached during the time specified for negotiations, another qualified Consultant may be asked to enter into negotiations. Negotiated contract(s) shall be subject to approval by the City Attorney as to form. LAWA reserves the right to award a contract or contracts based on only a portion of the Scope of Work.

Following the City's approval and execution of a Contract, each Consultant will provide applicable ethics training to LAWA on an on-call, as-needed basis. When LAWA determines the need for Consultant services, management will request one or more Consultants selected through this RFQ process to prepare a Work Task Proposal. LAWA will then assign a Consultant to complete the work task, based on the contents of the Consultant's Work Task Proposal and LAWA's needs. LAWA has the sole discretion to either use the Consultant's Work Task Proposal, use parts of the Work Task Proposal, or not use the Work Task Proposal at all.

X. Right of Rejection

The City reserves the right to reject any or all RFQ submittals, to waive any informality in such proposals, to request new RFQ submittals, or to proceed to do work otherwise. The receipt of RFQ submittals shall not in any way obligate the Board of Airport Commissioners, LAWA, or the City to enter into a consultant agreement, lease, or any contract of any kind with any consultant.

XI. Protest

The purpose of these procedures is to provide a method for resolving, prior to award, protests regarding the award of contracts by the City, by and through its BAOC. These procedures are for the benefit of the City and are not intended to establish an administrative requirement which must be exhausted by the protesting proposer prior to pursuing any legal remedy which may be available. For this reason, no proposer shall have the right to due process, should the City fail to follow these procedures for any reason within its discretion. However, a failure by a proposer to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

- a. A protest relative to a particular RFQ response must be submitted in detail and in writing and filed before 5:00 p.m. of the fifth business day after the issuance of notification of an intent to award the contract. The protest shall contain a full and complete statement specifying in detail the grounds of the protest and the facts in support thereof.
- b. All protests must be addressed to: Office of the City Attorney, Airport Division, One World Way, P.O. Box 92216, Los Angeles, CA 90009-2216.
- c. Advance, officially signed and dated, copies of protests will be accepted if sent via fax within the protest period to the Secretary, Board of Airport Commissioners at (310) 646-1897 and provided approval is received prior to sending the fax, by calling the Secretary at (310) 646-6263.
- d. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest. Protests against a Prime Contractor by a Subcontractor who has direct financial interest which may be adversely affected by the determination of the protest may be considered by the Board beyond the protest period.
- e. The BOAC will only consider protests against any proposer(s) who appears to have a substantial and reasonable prospect of receiving an award if the protest is denied or sustained.
- f. Protests meeting the above criteria will be reviewed and will be submitted to the BOAC. Protesting parties will be notified of the time and date that the protest will be discussed in a public session of the BOAC. Protesting parties will be given the opportunity to present their arguments at the public session.

XII. Expense, Ownership, and Disposition

LAWA shall not be responsible in any manner for the costs associated with the RFQ submittals. The submittals, including all drawings, plans, photos, and narrative material, shall become the property of LAWA upon receipt by LAWA. LAWA shall have the right to copy, reproduce, publicize, or otherwise dispose of each submittal in any way that LAWA selects. LAWA shall be free to use as its own, without payment of any kind of liability therefore, any idea, scheme, technique, suggestions, layout, or plan received during this RFQ process.