



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 2, 2009

To: All Department Heads
From: William T Fujioka
Chief Executive Officer

POLICY ON DESTRUCTION OF REQUEST FOR PROPOSALS SCORING DOCUMENTS

This memorandum is to confirm that you are adhering to the Board instruction of November 25, 2008, that included the following:

“There will be no discarding, shredding, or other destruction of scoring sheets, all notes, documents or any other evaluation materials created and utilized to form the basis for recommendations in a competitive bidding process, and the County shall retain these materials for review and inspection as necessary...”

We will be returning to the Board in March 2009 with proposed policies responsive to this and other elements of this and subsequent Board instructions on contracting policy (e.g., uniform County RFP scoring methodology and revised Protest Policy).

Please let me know if you have any questions, or your staff may call Martin Zimmerman at 213.974.1326.

WTF:ES
MKZ:pg

c: Each Supervisor

2009-02 – 02-02-09 Policy on Destruction of RFP Scoring Documents

“To Enrich Lives Through Effective And Caring Service”

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