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July 14, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF REVISED
BOARD POLICY NUMBER 5.060 – REPORTING OF IMPROPER SOLICITATIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

Recommendation to approve revised Board of Supervisors Policy Number 5.060, Reporting of Improper Solicitations, which prohibits vendors, bidders, proposers, and contractors, or their agents, from offering or providing anything of value to County officers, employees, or agents in exchange for favorable treatment related to solicitations and contracts and requires them to report any requests for such improper consideration made by such County personnel in connection with solicitations or contracts.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached Board of Supervisors Policy Number 5.060, Reporting of Improper Solicitations (Attachment 1), revised to strengthen and clarify language, and align the purpose with policy requirements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 17, 2026, your Audit Committee reviewed and approved Board Policy 5.060, Reporting of Improper Solicitations, and directed the Internal Services Department (ISD) to submit a Board letter for final action and approval by the Board of Supervisors within 30 days. The policy language was revised to accomplish the following:

- Added clarifying language to align the purpose with policy requirements.
- Added references to “bidder(s)”, “proposer(s)”, “vendor(s)”, “contractor(s)” and “their agents”, where applicable, to clarify policy applicability.
- Revised standard language to be used in all solicitations and contracts as follows:
 - o Added “Bidder(s)”, “Vendor(s)” and “their agents” where applicable, to clarify applicability;
 - o Added fraud@auditor.lacounty.gov email address to provide an additional avenue for reporting;
 - o Replaced the non-secure website link with the secure link (<https://fraud.lacounty.gov/>); and
 - o Reorganized language (“Form of Improper Consideration”) to improve clarity and flow.
- Added “S” after DEPARTMENT to accurately reflect responsibility of multiple departments.
- Extended the sunset review date to September 15, 2030.

Implementation of Strategic Plan Goals

Board approval of the recommended action supports the County’s Strategic Plan, Goal North Star 3 G (Internal Controls and Processes), by strengthening the County’s internal controls and contracting processes and maintaining the highest ethical standards in the conduct of County affairs, while conducting the County’s business with integrity and in a manner that excludes considerations of personal advantage or gain.

FISCAL IMPACT/FINANCING

No fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Board Policy 5.060, Reporting of Improper Solicitations, was revised by ISD, in conjunction with the Chief Executive Office and County Counsel, and approved by the Audit Committee on June 17, 2026. The changes will be effective upon your Board’s approval.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of revised Board Policy 5.060, Reporting of Improper Solicitations, will strengthen and clarify language in the policy, and will align its purpose with policy requirements. Additionally, it will revise standard language to be used in all solicitations and contracts.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two stamped copies of the approved Board letter to the Director, ISD.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael OWH", with a circular flourish at the end.

MICHAEL OWH

Director

MO:QH:LG:CC:wm

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.060	Reporting of Improper Solicitations	08/06/97

PURPOSE

Explicitly prohibits bidders, proposers, vendors, contractors or their agents from offering or providing consideration, in any form, to any County officer, employee, or agent, with the intent of securing favorable treatment with respect to the award, amendment or extension of a contract, or the making of any determinations with respect to a contractor's performance pursuant to a contract, and Requires bidders, proposers, vendors, contractors or their agents to report solicitations of improper consideration made by County officers, employees, or agents in connection with solicitations or contracts.

REFERENCE

July 22, 1997, Board Order, [Synopsis 20](#)

August 6, 1997, Chief Administrative Office memo, "[Request for Proposal and Contract Language Requiring Reporting of Improper Solicitation](#)".

POLICY

County officers, employees and agents must maintain the highest ethical standards in the conduct of County affairs. ~~County officers, employees and agents~~ and must conduct the County's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. A County officer, employee, or agent must not solicit consideration, in any form, from a bidder, ~~or~~ proposer, vendor, contractor or their agents with the implication, suggestion or statement that the bidder's, ~~or~~ proposer's, vendor's contractor's or their agent's provision of the consideration may secure more favorable treatment for the bidder, proposer, vendor or contractor in the award of a County contract. Bidders, proposers, vendors, contractors or their agents must report any attempt to solicit such improper consideration made by County officers, employees, or agents in connection with a solicitation or contract.

All County solicitation documents must include standard language requiring bidders, proposers, vendors, contractors or their agents to report solicitations of improper consideration made by County officers, employees, or agents in connection with a

solicitation or contract.

Standard language to be used in all solicitation documents:

Improper Considerations

Attempt to Secure Favorable Treatment

It is improper for any County officer, employee, or agent to solicit consideration, in any form, from a Bidder/Pproposer/Vendor or their agents with the implication, suggestion or statement that the Bidder's/Pproposer's/Vendor's or their agent's provision of the consideration may secure more favorable treatment for the Bidder/Pproposer/Vendor in the award of the contract or that the Bidder's/Pproposer's/Vendor's or their agent's failure to provide such consideration may negatively affect the County's consideration of the Bidder's/Pproposer's/Vendor's submission. A Bidder/Pproposer/Vendor or their agent must not offer or give, either directly or through an intermediary, consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of the contract.

Form of Improper Consideration

Among other items, improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

Notification to County

A Bidder/Pproposer/Vendor or their agent must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861, fraud@auditor.lacounty.gov or http://fraud.lacounty.gov/—https://fraud.lacounty.gov/. Failure to report such a solicitation may result in the Bidder's/Pproposer's/Vendor's submission being eliminated from consideration.

~~Form of Improper Consideration~~

~~Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.~~

Additionally, all contracts must include the following provision:

Termination for Improper Consideration

The County may, by written notice to the Contractor, immediately terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment or extension of the Contract, or the making of any determinations with respect to the Contractor's performance pursuant to the Contract. Among other items, improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts. In the event of

such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

The Contractor must immediately report any attempt by a County officer, -employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861, fraud@auditor.lacounty.gov or <https://fraud.lacounty.gov/http://fraud.lacounty.gov/>.

~~Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.~~

RESPONSIBLE DEPARTMENTS

Internal Services Department

Chief Executive Office

County Counsel

DATE ISSUED/SUNSET DATE

Issue Date: August 6, 1997

Review Date: October 18, 2001

Review Date: September 15, 2006

Review Date: July 8, 2010

Review Date: July 16, 2014

Review Date: July 18, 2018

Review Date: July 20, 2022

Review Date: May 20, 2026

Sunset Review Date: August 6, 2001

Sunset Review Date: October 18, 2005

Sunset Review Date: September 15, 2010

Sunset Review Date: September 15, 2014

Sunset Review Date: September 15, 2018

Sunset Review Date: September 15, 2022

Sunset Review Date: September 15, 2026

Sunset Review Date: September 15, 2030