

**COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH**



**WORK ORDER SOLICITATION (WOS)
FOR COMMUNICATIONS SERVICES**

Project Title: Graphic Design

WOS Number: DMH4132026B1

Prepared by:

DEPARTMENT OF MENTAL HEALTH

Contracts Development and Administration Division

SOLICITATION INFORMATION

WOS Release Date	04/13/2026
WOS Number	DMH4132026B1
Category	Design Services
Work Order Solicitation Timetable and Deadlines	Section 3.1, Work Order Solicitation Timetable
Anticipated Work Order Term	Upon execution through June 30, 2027
WOS Contact	Section 1.3, Contact with County Personnel

Work Order Solicitation Attachments:

ATTACHMENT A	STATEMENT OF WORK
ATTACHMENT B	WORK ORDER DISCREPANCY REPORT
ATTACHMENT C	FISCAL PROVISIONS
ATTACHMENT D	SAMPLE INVOICE
ATTACHMENT E	UNIQUE INSURANCE REQUIREMENTS
ATTACHMENT F	WORK ORDER
ATTACHMENT G	LACDMH AND CONTRACTOR ADMINISTRATION

Work Order Solicitation Required Forms:

These forms are required and must be completed and attached to proposal. Missing or incomplete forms may result in disqualification from evaluation.

WOS FORM A	PROPOSER'S ESTIMATED BUDGET
WOS FORM B	REQUEST FOR PREFERENCE CONSIDERATION, IF APPLICABLE
WOS FORM C	TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW, IF APPLICABLE
WOS FORM D	CONTRIBUTION AND AGENT DECLARATION FORM

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1.0 PROJECT SCOPE

1.1 OBJECTIVE

The Los Angeles County (LAC or County) Department of Mental Health (DMH or Department) is releasing this Work Order Solicitation (WOS) to issue a Work Order, under the Communications Services Master Agreement, to a Qualified Contractor to provide the graphic design services described herein.

1.2 SERVICES REQUESTED

LACDMH seeks to contract with an experienced, professional graphic design agency that will:

- 1.2.1 Create a new LACDMH tagline, logo, and word mark; style and branding guide, including fonts, color palette, etc.; and templates for use in formats, including print (formal and informal documents), websites, social media, video, and more. All deliverable assets must be in an editable format, including Encapsulated PostScript (EPS), Adobe Illustrator (AI), Portable Document Format (PDF), and Word files.
- 1.2.2 Create standardized and editable templates in .EPS, .AI., PDF, and Word files for PowerPoint, letterhead, signature block, written report, flyers, posters, brochures, and social media which incorporate the tagline and logo/word mark in 1.2.1.
- 1.2.3 Create a custom suite of LACDMH icons/illustrations to complement tagline and final logo/word mark treatment for use in print, web, and other formats.
- 1.2.4 Create motion graphics of logo to be used in a variety of media, including for the web and broadcast purposes.
- 1.2.5 Develop written proposal for future LACDMH graphic design master plan, including consideration and potential re-design of existing LACDMH branch logos and iconography.

1.3 CONTACT WITH COUNTY PERSONNEL

Any contact regarding this WOS or any matter relating thereto must be e-mailed to:

Janet Shahoian, ASM II
SolicitationsTeam@dmh.lacounty.gov

If it is discovered that a Proposer contacted and received information regarding this work order solicitation from any County personnel other than the person specified above, County, in its sole determination, may disqualify their proposal from further consideration.

2.0 MINIMUM MANDATORY REQUIREMENTS

Interested Proposers who meet all the following minimum mandatory requirements as stated below may submit a proposal in response to this WOS.

2.1 Proposer must be a Qualified Contractor under the Design Services Category (Category 3) at the time of submitting a proposal in response to this Work Order Solicitation.

Submission not required – LACDMH will verify.

2.2 Proposers must have three (3) years of professional experience, within the last five (5) years performing services similar to those described in the Statement of Work.

Please provide a copy of a contract for similar services or copy of completed project(s).

3.0 TIMETABLE AND SUBMISSION REQUIREMENTS

This Section contains key project dates and activities as well as instructions to Proposers on how to prepare and submit their proposal. Proposers interested in responding to this WOS must comply with all of the requirements set forth herein. Failure to do so may result in Proposers being disqualified from further consideration at County's sole discretion.

3.1 WORK ORDER SOLICITATION TIMETABLE

Request for a Solicitation Requirements Review Due	4/27/2026
Written Questions Due	5/11/2026
Questions and Answers Released via Addendum	5/18/2026
Proposals Due	6/2/2026

All times listed throughout this WOS are Pacific Standard Time (PST).

3.2 PROPOSERS' QUESTIONS

Proposers may submit written questions regarding this WOS by e-mail with a subject line of "**Work Order Solicitation No. DMH4132026B1 Questions**" by the deadline specified in Section 3.1, Work Order Solicitation Timetable, to the contact person identified in Section 1.3, Contact with County Personnel.

3.3 PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted via e-mail and are due by the deadline specified in Section 3.1, Work Order Solicitation Timetable. Late or incomplete proposals will not be accepted.

Package must include one (1) electronic copy of the entire proposal in Adobe Acrobat or Portable Document Format (PDF), with no security provisions.

All WOS forms and any applicable WOS exhibits or attachments required in the submission of the proposal must be completed, signed and dated where applicable. No other templates will be accepted.

E-mail transmitting the proposal must include a subject line stating: “**Work Order Solicitation No. DMH4132026B1 – Graphic Design**” and be sent to the Contact person identified in WOS, Section 1.3, Contact with County Personnel.

4.0 PREPARATION OF THE PROPOSALS

A Proposer’s response to this Work Order Solicitation must include each of the following in the prescribed format and order:

4.1 COVER PAGE

The Cover Page must identify the Proposer’s name, Proposer’s address, and the Work Order Solicitation by title and number; it must also state the name and e-mail address of the person authorized to make representations for the Proposer during negotiations and commit the Proposer to a Work Order.

4.2 TABLE OF CONTENTS

The table of contents must include a detailed and complete outline of material included in the proposal, identified by titled sections and page numbers.

4.3 PROPOSER’S EXPERIENCE AND QUALIFICATIONS

4.3.1 The Proposer must include required items to substantiate they meet all requirements in Section 2.0, Minimum Mandatory Requirements.

4.3.2 The Proposer must provide a narrative summary of relevant background information that demonstrates they have the capability to perform the required services per Exhibit A (Statement of Work

(SOW)). Experience with County departments is desirable. Specifically, describe previous engagements and experience with County departments or other agencies that are similar to Exhibit A (SOW).

Maximum two (2) pages. This section will not be scored but will be used to introduce the agency to LACDMH.

4.3.3 Provide three (3) letters of reference from partners that have worked with your entity and can attest to the services provided (graphic design) and the quality of work performed. The letters must be on company letterhead and must provide full contact information for person providing reference.

If letters do not provide required information, the proposal may be considered as incomplete and may be disqualified from review.

4.4 PROPOSER'S ESTIMATED BUDGET

Complete and submit WOS Form A (Proposer's Estimated Budget) as provided in WOS Required Forms. This estimated budget must include all services and deliverables in Attachment A (Statement of Work) and must consider the Anticipated Work Order Term (through June 30, 2026).

Bids will be examined to determine the lowest price. Should one or more of the Bidders request and be granted the Local Small Business Enterprise Preference, Social Enterprise Preference, or Disabled Veteran Business Enterprise Preference, the lowest bid price will be determined as follows:

The maximum number of possible points will be awarded to the lowest cost bid. All other bids will be compared to the lowest cost and points awarded accordingly. However, should one or more of the Bidders request and be granted the preference, the cost component points will be determined as follows:

Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all bidders who requested and were granted the preference.

In no case will any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.

Bidder(s) must consider that winning bid may be the final WO amount. Any changes to WO amount will be at LACDMH's discretion.

4.5 REQUEST FOR PREFERENCE CONSIDERATION

Proposer must complete WOS Form B *(If applicable)*.

Proposers may not request preference consideration unless the certification process has been completed and certification is affirmed by County's Department of Consumer and Business Affairs (DCBA). Proposers must complete and submit the Request for Preference Program Consideration with each Work Order response and include their letter of certification from the DCBA within their Proposal or Bid.

4.6 REQUIRED FORMS

Proposal must include the following:

- WOS Form A – Proposer's Estimated Budget
- WOS Form B – Request for Preference Consideration, If Applicable
- WOS Form C – Transmittal to Request a Solicitation Requirements Review, If Applicable
- WOS Form D – Contribution and Agent Declaration Form

5.0 PROPOSAL SELECTION AND AWARD OVERVIEW

5.1 COUNTY'S SELECTION PROCESS

The Department of Mental Health reserves the sole right to judge the contents of the proposals submitted in response to this WOS and to review, evaluate, and select the successful proposals. The selection process will begin upon the proposal due date identified in WOS Section 3.1, Work Order Solicitation Timetable.

LACDMH will evaluate the proposals based on the criteria listed in Section 5.5. The highest-scoring proposal will be recommended for work order award.

The County also reserves the right to waive any informality, minor irregularities, or immaterial defects in proposals, as determined by County, if the sum and substance of the proposal is present. Where County waives any informality, minor irregularities, or immaterial defects, such waiver shall in no way modify WOS specifications and other WO requirements, if the Proposer is awarded any resultant WO.

5.2 SOLICITATION REQUIREMENTS REVIEW

Any person or entity may seek a Solicitation Requirements Review by submitting Transmittal to Request a Solicitation Requirements Review (WOS Form C) to the Department conducting the solicitation as described

in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

- 5.2.1** The request for a Solicitation Requirements Review is made by the deadline indicated in Section 3.1 of this WOS;
- 5.2.2** The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying authority of the person or entity to submit a proposal;
- 5.2.3** The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 5.2.4** The request for a Solicitation Requirements Review asserts either that:
 - 5.2.4.1** Application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - 5.2.4.2** Due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed, and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

5.3 ADHERENCE TO MINIMUM MANDATORY REQUIREMENTS

The Department of Mental Health will review Proposals to determine if the Proposer meets each of the Minimum Mandatory Requirements as outlined in WOS, Section 2.0 (Minimum Mandatory Requirements).

Proposer must "Pass" each of the Minimum Mandatory Requirements outlined in the WOS. Proposals that "Fail" this section of the review will be deemed non-responsive and will be disqualified from further consideration.

5.4 DISQUALIFICATION REVIEW

A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department will notify the Proposer in writing. Upon receipt of the written determination of non-responsiveness, the

Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
2. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review will be completed and the determination will be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

5.5 PROPOSAL EVALUATION CRITERIA

All Proposals will be evaluated based on the criteria listed below and will be scored and ranked in numerical sequence from high to low.

5.5.1 Proposal Evaluation Criteria and Weights

For the purposes of scoring, the Estimated Budget will be scored 100%.

- The maximum number of possible points will be awarded to the lowest cost bid. All other bids will be compared to the lowest cost and points awarded accordingly.
- However, should one or more of the Proposers request and be granted the preference, the cost component points will be determined as follows:
- Fifteen percent (15%) of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.
- In no case shall any preference be combined to exceed fifteen percent (15%) of the lowest responsible bid meeting specifications.
- The lowest price bid will be reviewed to determine whether it is responsive and responsible.

- 5.5.2 Subsequent to proposal evaluations, the County, at its sole discretion, may request to meet with the highest ranked proposer to answer questions and provide more evidence of their qualifications.
- 5.5.3 The Department of Mental Health may utilize subject matter experts to assist in its evaluation.
- 5.5.4 The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

5.6 FINAL REVIEW AND SELECTION

- 5.6.1 The highest-ranking proposal will be selected for award of the work order.
- 5.6.2 When selected to perform the requested services, the recommended Proposer and the Department will sign a Work Order. The recommended Proposer must not begin work on the project until the work order has been fully executed by Department.
- 5.6.3 Prior to beginning work, the recommended Proposer must provide valid copies of their insurance certificate(s) documenting the required coverage, as required by Paragraph 8.24 of their Master Agreement and Attachment E of the WOS, to the Department of Mental Health.

6.0 PROTEST PROCESS OVERVIEW

6.1 DEPARTMENTAL DEBRIEFING PROCESS

- 6.1.1 Upon completion of the evaluation, Department will notify the remaining Proposers in writing that Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.
- 6.1.2 The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document, with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers will not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

6.2 PROPOSED CONTRACTOR SELECTION REVIEW

Any Proposer that has submitted a timely notice of its intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as will be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
2. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
3. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative will issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date of work order award.

7.0 NOTICE OF THE PUBLIC RECORDS ACT

- 7.1.1** Responses to this WOS will become the exclusive property of the County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when (1) WO negotiations are complete; (2) The Department of Mental Health receives a Letter of Intent from the recommended Proposer's authorized officer that the negotiated WO is the firm offer of the recommended Proposer; and (3) The Department of Mental Health releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy 5.055.
- 7.1.2** Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the County awards and executes a Work Order.
- 7.1.3** Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". A blanket statement of confidentiality or the marking of each page of the proposal as confidential will not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposals which are "Trade Secrets", "Confidential", or "Proprietary" in nature. Contractor's prior work already in the public domain will not be considered confidential.
- 7.1.4** The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.0 DEPARTMENT OPTION TO REJECT WORK ORDER PROPOSALS OR CANCEL WORK ORDER SOLICITATION

The Department of Mental Health may, at its sole discretion, reject any or all work order proposals submitted in response to this WOS at any time. In addition, this WOS may be canceled at any time when County, at its sole discretion, determines that such a cancellation is in the best interest of the County. The County will not be liable for any costs incurred by the Proposer in connection with the preparation

and submission of any proposal. The Department of Mental Health, in its sole discretion, may elect to waive any error or informalities in the form of a proposal or any other disparity, if, as a whole, the proposal substantially complies with the WOS's requirements.

PROPOSER'S ESTIMATED BUDGET

Proposer Name: _____

Description of Expenditure	Amount
Personnel (specify titles/position):	
Total Personnel	\$
Employee Benefits:	
Total Employee Benefits	\$
Subtotal - Personnel: Salary and Employee Benefits	\$
Services & Supplies (specify):	
	\$
Services & Supplies Expenditures Subtotal	\$
Facilities/Equipment (specify)	
	\$
Other (specify):	
	\$
Facilities/Equipment Expenditures Subtotal	\$
Subtotal All Expenditures	\$
Indirect & Administrative Overhead:	
Percentage	0%
Indirect & Administrative Overhead	\$
Indirect & Administrative Overhead Expenditures Subtotal	\$
Grand Total Expenditures	\$

REQUEST FOR PREFERENCE CONSIDERATION

INSTRUCTIONS: Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs. **In order to qualify for preference, firm must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference your Certification Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.**

<input type="checkbox"/>	PREFERENCE NOT REQUESTED
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OR

<input type="checkbox"/>	PREFERENCE REQUESTED (SELECT ALL THAT APPLY)	
	Preference Program	Reference
<input type="checkbox"/>	Request for Local Small Business Enterprise (LSBE) Program Preference <input type="checkbox"/> Certification for Non-Federally Funded County Solicitations <input type="checkbox"/> Certification for Federally Funded County Solicitations	<u>LACC 2.204</u>
<input type="checkbox"/>	Request for Social Enterprise (SE) Program Preference <input type="checkbox"/> Certification for Non-Federally Funded County Solicitations <input type="checkbox"/> Certification for Federally Funded County Solicitations	<u>LACC 2.205</u>
<input type="checkbox"/>	Request for Disabled Veterans Business Enterprise (DVBE) Program Preference	<u>LACC 2.211</u>

Note: In no instance shall any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.

TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW

Proposers requesting a Solicitation Requirements Review must submit this form to the County within the timeframe identified in the solicitation document.

Proposer Name:	Date of Request:
Solicitation Title:	Solicitation No.:

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach supporting documentation.)*

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

CONTRIBUTION AND AGENT DECLARATION FORM

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act ([Government Code Section 84308](#)), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.

CONTRIBUTION AND AGENT DECLARATION FORM

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

[Click or tap here to enter text.](#)

- a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal: [Click or tap here to enter text.](#)
- b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months: [Click or tap here to enter text.](#)
- c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution:
[Click or tap here to enter text.](#)

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.

a) Parent(s):

[Click or tap here to enter text.](#)

b) Subsidiaries:

[Click or tap here to enter text.](#)

c) Related Business Entities:

[Click or tap here to enter text.](#)

3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.

[Click or tap here to enter text.](#)

4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control. [Click or tap here to enter text.](#)

CONTRIBUTION AND AGENT DECLARATION FORM

- 5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

[Click or tap here to enter text.](#)

- 6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

[Click or tap here to enter text.](#)

B. CONTRIBUTIONS

- 1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (elected official)	Amount
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>

*Please attach an additional page, if necessary.

- 2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

Date (contribution made)	Name (of the contributor)	Recipient Name (elected official)	Amount
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>

*Please attach an additional page, if necessary.