

Title:		Contents:	P-2400
PROPOSITION "A" CONTRACTS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	
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Policy

Board approval of Proposition "A" contracts are normally processed and submitted for approval by the respective departments. At the department's request, the Purchasing Agent may assist with the bid solicitation.

Proposition "A" Contract

Proposition "A" contracts, more commonly known as Prop. "A", are contracts for services that can be performed more economically by outside contractors than by County employees (e.g. janitorial services, food services, security services, etc.) The authority for Proposition "A" contracting is contained within the Los Angeles County Code Chapter 2.121 (Contracting with Private Businesses).

Proposition "A" Contract Awards

Proposition "A" contracts under \$25,000 can be awarded by the Purchasing Agent or the Department Head.

Proposition "A" contracts \$25,000 or greater are awarded by the Board of Supervisors.

Mandatory Requirements

No contract may be awarded unless all of the following requirements are met:

1. The services to be contracted can be performed more economically by an independent contractor.
2. The County's ability to respond to emergencies will not be impaired.
3. The award of the contract will not result in the unauthorized disclosure of confidential information.
4. Alternative resources are available so that the services can be obtained from another source, in the event of default by the contractor.
5. The award of the contract will not infringe upon the proper role of the County in its relation to its citizens.
6. The award of the contract, if financed in whole or in part by federal or state funds will be in full compliance with all applicable federal and state regulations.

Basic Elements of Prop. "A" Contracting

Proposition "A" contracts should possess the following elements:

- A. Contract Term

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1. Maximum of 5 years.
2. Maximum 6 months extension.

B. Solicitation and Evaluation

1. Solicitation document is a Request for Proposal (RFP), which allows for consideration of factors other than just cost (e.g. experience, financial stability, proposed solution, etc.)
2. Department should use a two-step evaluation process. Step 1, is a pass/fail pre-qualification to determine if the submitted proposal is responsive and responsible. Step 2, is the formal evaluation of the proposals in accordance with the evaluation criteria stated in the RFP.

C. Statement of Work

1. What work does the County want performed?
2. What results does the County want to achieve?

D. Performance Requirements

1. What level of performance is expected of the contractor?
2. What are penalties (monetary deductions) for unacceptable performance?

E. Legal and County requirements – include but not limited to the following:

1. Cancellation Provisions
2. Child Support Program
3. Discrimination Clauses
4. Insurance Requirements
5. Living Wage Requirements
6. Subcontracting Regulations