

Instructions for Reviewing and Completing the General Conditions and Compliance Forms of Attachment 4

Pursuant to Attachment 4 (General Conditions and Compliance Documents) of the RFP, proposers must review and/or complete certain City required and compliance forms. This document provides further instructions for reviewing and completing these forms based on frequently asked questions.

1. Appendix A – General Conditions

For your review. This document describes the general terms and conditions pertaining to proposals and contracts. For further reference, the City of Los Angeles Charter, Administrative Code, and Municipal Code may be accessed at:

<https://www.lacity.org/your-government/government-information/city-charter-rules-and-codes>

- **Attachment 1 – Confidentiality & Non-Disclosure of Member Information**
For your review. LACERS does not anticipate the services described in this RFP to require use of confidential member information.
- **Attachment 2 – RFP Warranty/Affidavit**
Complete this form, sign, and return with your proposal. Notarization is not required (contrary to the instructions of Exhibit 7 of the RFP). A tutorial form is attached as Attachment 2a.
- **Attachment 3 – Ethical Contract Compliance Policy**
For your review. This policy provides information regarding communication and gift restrictions during the RFP process.
- **Attachment 4 – Ethical Contract Compliance Policy Proposer Disclosure Form**
Complete this form, sign, and return with your proposal. If you have no disclosures to make, please indicate so in the appropriate table(s), sign, and return with your proposal. LACERS Form 700 filers are provided as Attachment 7 to the RFP.
- **Attachment 5 – Bidder Certification – City Ethics Commission Form 50**
Complete this form, sign, and return with your proposal. Input “N/A” for the Bid/Contract/BAVN Number and “LACERS” in the Awarding Authority (Department) sections. A tutorial form is attached as Attachment 5a.

- **Attachment 6 – Bidder Certification – City Ethics Commission Form 55**
Complete this form, sign, and return with your proposal. Input “N/A” for the Reference Number section, the title of the RFP you are responding to in the Contract Description section, and “LACERS” for the Awarding Authority section. A tutorial form is attached as Attachment 5a.
- **Attachment 7 – Form 700 Filers**
For your review. This document provides the list of LACERS Form 700 filers necessary to complete Attachment 4 – Ethical Contract Compliance Policy Proposer Disclosure Form.

2. Appendix B – Standard Provisions for City Contracts

For your review. Contractors hired under this RFP will be required to adhere to the Standard Provisions for City Contracts, which will be incorporated in the contract (Investment Management Agreement) awarded via this RFP. Certain Standard Provisions may not be applicable to this contract; negotiation of specific contract provisions will occur subsequent to contract award. Do not submit proposed modifications to these provisions with your proposals.

3. Appendix C – Additional Forms

- **Attachment 1 – Sexual Harassment Policy Disclosure Form**
Complete this form and return with your proposal.
- **Attachment 2 – Gender Equity Disclosure Form**
Complete this form and return with your proposal.
- **Attachment 3 – Organizational Diversity Survey (ODS)**
Complete this form and **upload it to the ODS portal using the link below. *Do not return the completed ODS with your proposal.***

<https://lacers.app.box.com/f/279a89bd1e6447098377af4d45d50fa1>

Please refer to the LACERS Emerging Investment Manager Policy within the LACERS Investment Policy Manual for further details regarding the ODS. The policy is located on LACERS website at:

https://www.lacers.org/sites/main/files/file-attachments/lacers_board_manual.pdf?1627588543

As indicated in the RFP, failure to complete and return these forms as instructed above may deem your proposal as non-responsive and may result in disqualification. If you require further clarification on these forms, please email your questions to lacers.invest@lacers.org prior to the RFP deadline as indicated in *Section E. Schedule* of the RFP. **Please allow at least two business days for a response to your question.** All other questions unrelated to these forms must adhere to the “Written Questions Submissions” instructions and deadline discussed in *Section E. Schedule* of the RFP.