

STATEMENT OF QUALIFICATIONS SUBMISSION CHECKLIST

Date: _____

VENDOR: _____

		INCLUDED		
		YES	NO	N/A
2.7	PREPARATION AND FORMAT OF THE STATEMENT OF QUALIFICATION			
2.7.1	Table of Contents			
2.7.2	Vendor's Qualifications (Proposer's SOQ Section A)			
	Vendor's Background and Experience (Section A.1)			
	Exhibit 1: SOQ Checklist			
	Exhibit 2: Vendor's Organization Questionnaire/Affidavit			
	1) Statement of Experience			
	2) Personnel Policies and Procedures Manual			
	3) Vendor's Organizational Structure			
	Corporations or Limited Liability Company			
	a) A copy of a "Certificate of Good Standing"			
	b) A conformed copy of the most recent "Statement of Information"			
	Limited Partnership			
	Conformed copy of the Certificate of Limited Partnership Or			
	Application for Registration of Foreign Limited Partnership			
	Vendor's References (Section A.2)			
	Exhibit 7 - Prospective Contractor References			
	Exhibit 8 - Prospective Contractor List of Contracts			
	Exhibit 9 - Prospective Contractor List of Terminated Contracts			
	Contractor's Pending Litigation and Judgments (Section A.3)			
	Exhibit 10 - Prospective Contractor Pending Litigation and Judgements			
	Vendor's Financial Viability (Section A.4) (Financial Statement for three (3) years)			
2.7.3	Required Forms (Proposer's SOQ Section B)			
	Exhibit 3: Certification of No Conflict of Interest			
	Exhibit 4: Vendor's Equal Employment Opportunity (EEO) Certification			
	Exhibit 5: Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information - Intentionally Omitted			X
	Exhibit 6: Familiarity with the County Lobbyist Ordinance Certification			
	Exhibit 11: Attestation of Willingness to Consider GAIN/GROW Participants			
	Exhibit 12: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception			
	Exhibit 13: Certification of Compliance with the County's Defaulted Property Tax Reduction Program Charitable Contribution Certification			
	Exhibit 14: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76) Intentionally Omitted			X
	Exhibit 15: Charitable Contribution Certification			
	Exhibit 16: Acceptance of Terms and Conditions Affirmation			
	Exhibit 17: Request for Disabled Veteran Business Enterprise Preference Program Consideration - Intentionally Omitted			X
2.7.4	Proof of Insurability (Proposer's SOQ Section C)			
	Vendor provided proof of insurability that meets all insurance requirements set forth in the Appendix H - Master Agreement, sub paragraphs 8.27 and 8.28			
2.7.5	Proof of Licenses (Proposer's SOQ Section D)			
	Vendor furnished a copy of a valid Business License			
2.8	SOQ SUBMISSION			
	Vendor hand-delivered or sent by a delivery services the original SOQ in an enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words: "SOQ FOR TEMPORARY PERSONNEL SERVICES" -OR- Vendor PDF scanned the original SOQ and electronically submitted with the above subject line to: Contract and Grants Division E-mail address: Contracts-Grants@ph.lacounty.gov			

COMMENTS:

Vendor Signature _____