

November 9, 2022



REQUEST FOR PROPOSAL

State Legislative Advocacy Services

Barry Lew, Legislative Affairs Officer
626-831-9815 | blew@lacera.com
300 NORTH LAKE AVENUE, SUITE 650
PASADENA, CA 91101

TABLE OF CONTENTS

1.	INTRODUCTION	3
2.	SCOPE OF SERVICES	5
3.	MINIMUM QUALIFICATIONS	7
4.	INSTRUCTIONS TO RESPONDENTS	8
5.	NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT AND RALPH M. BROWN ACT	11
6.	CONTRACT NEGOTIATIONS	12
7.	DIVERSITY, EQUITY, AND INCLUSION	13
8.	RESERVATIONS BY LACERA	14

EXHIBITS LIST

EXHIBIT A – PROPOSAL COVER PAGE AND CHECKLIST	16
EXHIBIT B - MINIMUM QUALIFICATIONS CERTIFICATION	17
EXHIBIT C – QUESTIONNAIRE	19
EXHIBIT D –AGREEMENT FOR SERVICES	21
EXHIBIT E – INTENT TO RESPOND	34
EXHIBIT F – SELECTION CRITERIA	35
EXHIBIT G – LACERA LEGISLATIVE POLICY	36
EXHIBIT H – DIVERSITY, EQUITY, AND INCLUSION	37

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
REQUEST FOR PROPOSAL (RFP)
STATE LEGISLATIVE ADVOCACY SERVICES
NOVEMBER 9, 2022**

1. INTRODUCTION

1.1. Purpose of Request

The Los Angeles County Employees Retirement Association (LACERA), a \$71 billion public pension fund, is seeking proposals from qualified firms to provide state legislative advocacy services to LACERA and its Board of Retirement concerning its areas of interest, including but not limited to pension and healthcare benefits, plan administration and governance, and other pension and retirement-related matters. LACERA invites qualified firms to respond to this RFP (Request for Proposal).

1.2. Background Information

LACERA is a tax-qualified defined benefit public pension fund established to administer retirement, disability, and death benefits for the employees of the County of Los Angeles and other participating agencies pursuant to the County Employees Retirement Law of 1937 (CERL) (California Government Code Section 31450, et seq.), the California Public Employees' Pension Reform Act of 2013 (PEPRA) (California Government Code Section 7522, et seq.), LACERA's Bylaws and Board Policies, and other applicable California law. LACERA also administers the County's medical and dental retiree health benefits program.

LACERA operates as an independent governmental entity separate and distinct from Los Angeles County and the other participating agencies. LACERA has approximately 168,000 members, including 96,000 active members and 72,000 retired members. About 110,000 retired members and survivors take part in the medical and dental retiree healthcare programs. In addition to benefits administration, the fund invests in assets to support payment of the promised pension benefits as well as additional sums to support the retiree healthcare program.

The Respondent(s) selected through this RFP process will be recommended to LACERA's Board of Retirement (BOR). The BOR has responsibility over the administration of pension and healthcare benefits and other fund administrative issues. The BOR consists of four Trustees elected by the general, safety, and retired members, four Trustees appointed by the County's Board of Supervisors, and the sitting County Treasurer and Tax Collector as an ex officio Trustee. The BOR also has two alternate Trustees, one elected by safety members, and one elected by retired members.

The Board and its trustees have fiduciary duties as defined in Article XVI, Section 17 of the California Constitution and CERL, with duties owed to the plan members and their beneficiaries taking precedence over any other duties.

LACERA is inviting vendors to submit proposals to state legislative advocacy services.

The Board engages legislative issues according to the framework set forth in the Board-approved Legislative Policy, a copy of which is attached as Exhibit G. The Board has an Insurance, Benefits & Legislative Committee (IBLC), which serves as an initial screen for legislative business. Past agendas and agenda materials of the Board and the IBLC are available on lacera.com.

At the staff level, legislative issues are the general responsibility of LACERA's internal Legislative Affairs Officer, who is part of the Legal Division and advises the Board and the IBLC on a monthly basis concerning a wide variety of legislative issues. Staff in the Retiree Healthcare Division advises the Board and the IBLC monthly regarding health-related legislative issues. In addition, staff throughout the organization—including Member Services, Benefits, Quality Assurance, Executive Office, and other internal divisions—is knowledgeable about, deals on a regular basis with, and is affected by legislative issues.

LACERA, the Board, and the IBLC have a long history of robust engagement with California state legislative issues affecting CERL, PEPRRA, and other state proposals concerning LACERA's interests. State-level engagement is achieved through Board action guided by LACERA's internal Legislative Affairs Officer, an external state legislative advocate located in Sacramento (the state capital), and other staff.

Examples of LACERA's state legislative engagement include:

- Sponsorship of legislation.
- Monitoring of legislation.
- Communication between staff and the external state legislative advocate.
- Monthly reports by staff to the Board and the IBLC concerning legislative issues.
- Annual Board report by the external legislative advocate.
- Board-approved positions on legislation of Support, Oppose, Neutral, or Watch. Positions are initially presented to the IBLC and then presented to the full Board for final approval. Board action to Support or Oppose will be followed by letters from LACERA's Chief Executive Officer to legislators and the Governor informing them of LACERA's position.
- Leadership positions, including the past president and members of the Legislative Committee and other committees, in the State Association of County Retirement Systems (SACRS), which consists of the 20 California county systems formed, like LACERA, under CERL. Trustees and staff are also frequent speakers on issues at SACRS and other state and national pension organizations, including the California Association of Public Retirement Systems (CALAPRS), the National Conference on Public Employee Retirement Systems (NCPERS), and the National Association of Public Pension Attorneys (NAPPA).

- Periodic staff and executive management trips to Sacramento to meet with LACERA's external legislative advocate, legislators and their staff, or other persons of interest in the capital.
- Information gathering concerning state legislative, public policy, political, and election issues as required.

By this RFP, the Board desires to review its existing resources, and equip itself to continue to pursue a high level of state legislative and regulatory engagement when appropriate in the interest of LACERA and its members, through the retention of a state legislative advocate with knowledge and experience with the health and pension benefit and plan administration issues affecting a California public pension system. As explained more fully in the Scope of Services below, LACERA and the Board expect that the state legislative advocate will provide information and reports to staff and the Board about potential and proposed state legislation and regulations, facilitate communication between LACERA, state decision makers, and other groups that may be aligned with LACERA's interests, advise the Board on legislative and regulatory strategies, and implement agreed-upon strategies so that LACERA's voice is heard and may have some influence on state discussion and decision-making.

2. **SCOPE OF SERVICES**

LACERA seeks to hire an external state legislative advocate (Consultant) to perform the following services with respect to potential, proposed, and actual legislation, regulations, trends, discussion, and debate among decision makers, stakeholders, and other interested parties, relating to health and pension benefit and plan administration issues that may impact LACERA and its active or retired members (State Issues). Examples of State Issues include but are not limited to CERL, PEPRA, the Ralph M. Brown Act, the Public Records Act, public pension service retirement benefits, disability retirement benefits, retiree healthcare benefits, pension reform legislation and initiatives, information and data privacy and protection, fiduciary duties of the Board, pension-related provisions of the California Constitution, public pension plan operations, plan administration and transparency, and the Political Reform Act and other conflicts of interest and ethics legislation and regulations.

- A. Monitoring.** Consultant shall monitor State Issues with all appropriate sources, including members of the Legislature, committees, legislators' and committee staffs, state agencies, and interest groups aligned with or adverse to LACERA's interests. In monitoring, the Consultant shall be aware of relevant time periods associated with legislative or regulatory proposals so that LACERA can be informed and take timely action, if it elects to do so. Consultant shall regularly communicate, verbally and in writing, as appropriate, with LACERA staff on an ongoing basis with respect to relevant matters. Monitoring shall also include an assessment of the impact of a proposal or issue on LACERA and its members.
- B. Bill/Regulation Tracking.** Consultant shall obtain copies of proposed and actual legislation and regulations relating to the State Issues and shall track the progress of such legislation and regulations and other relevant information,

including applicable deadlines.

- C. Regular Bill/Regulation Report to the IBLC; Other Reports.** Consultant shall prepare written reports for the IBLC based on a frequency and format to be agreed upon with the Legislative Affairs Officer, concerning proposed and actual legislation regulations and other activity relevant to the State Issues, including an explanation of the relevance and impact on LACERA and its members. Consultant shall prepare such other written reports as LACERA may request from time to time with respect to State Issues. All such reports shall be delivered in strict adherence to the schedule provided by LACERA so that each report can be included in the Board packet distributed to trustees in advance of their meetings.
- D. Development of Strategy.** Consultant shall work with the Board, the IBLC, and LACERA staff to determine the desired degree of engagement on State Issues and then develop a strategy of legislative advocacy to further LACERA's objectives and interests. Consultant shall assist in the development or revision of internal principles, policies, and procedures relating to LACERA's desired level of activism on legislative issues at the state level.
- E. Communication with the Board, the IBLC, and Staff.** Consultant shall communicate as needed with LACERA, including at least two personal appearances per year before the Board or the IBLC, so that LACERA is informed and can engage directly with the Consultant regarding State Issues, the implementation of each strategy, and other activities pursued by the Consultant.
- F. Communication with Interested Parties.** Consultant shall communicate as appropriate with all interested parties, including parties supportive of and/or adverse to LACERA's positions, regarding LACERA's strategies and priorities and to learn the strategies and priorities of other parties. Consultant shall consider, when appropriate, coordination of communication and action with LACERA stakeholder groups, including the plan sponsor and member organizations.
- G. Legislative Advocacy.** Consultant shall advocate Board-approved positions on legislation and regulations, including direct personal communications with legislators and regulators, correspondence, meetings, testimony, and reports, to the relevant decision makers. The Consultant shall locate bill sponsors when necessary and manage sponsored legislation through the legislative process. These services shall also include distribution of letters and management of other forms of communication, such as personal meetings, with regard to official positions the Board may take on specific legislation. The Consultant shall use other legislative advocacy strategies as needed.
- H. Establish an Active Presence for LACERA.** Consultant shall conduct itself at all times in a manner and shall take such steps as are appropriate within the

approved strategy to raise awareness of LACERA's issues and interests and establish an active, credible presence for LACERA on State Issues with legislators, regulators, and other relevant parties.

- I. **Special Projects.** Consultant shall perform special projects, with LACERA's advance written approval, relating to State Issues, including information gathering concerning state legislative, public policy, political, and election issues as required.

This RFP relates only to California state legislative advocacy services with regard to State Issues as defined. This RFP does not relate to federal legislative advocacy services, which are the subject of a separate RFP issued concurrently. Interested and qualified parties may respond to both RFPs.

3. **MINIMUM QUALIFICATIONS**

All respondents must clearly show and document in the proposal the following minimum qualifications:

- At least five (5) years highly responsible and accountable experience managing complex State Issues for public entity clients and advocating directly with legislators and regulators in Sacramento on such issues to achieve client objectives.
- A diverse and experienced team to provide the expertise, varying background and perspectives, depth, and bench of resources needed to perform the Scope of Services.
- An established office in Sacramento.
- Strong substantive knowledge of the State Issues.
- Experience analyzing legislation and developing legislative and regulatory proposals with respect to State Issues.
- Strong understanding of state legislative advocacy and communication strategies.
- Longstanding and positive working relationships with legislators, regulators, their staff, and other parties in connection with legislative advocacy.
- A track record of accomplishment in legislative advocacy on State Issues.
- A proactive approach to the Scope of Services.
- Exceptional writing skills.

- Exceptional interpersonal and presentation skills.
- The ability to work well with and maintain the confidence of the Board, the IBLC, and staff.
- The ability to deliver services in a timely and cost-effective manner.
- Sound judgment.
- No professional and/or ethical conflicts, or the appearance of conflicts, with LACERA's interests, and an approach that reflects strong sensitivity to ethical concerns.
- A strong educational and professional background.

4. **INSTRUCTIONS TO RESPONDENTS**

4.1. RFP Important Dates

The following table provides a tentative schedule of important dates and deadlines for this RFP. All dates are subject to modification by LACERA without notice.

Event Description	Date
RFP release date	November 9, 2022
Intent to Respond closing date	December 7, 2022
Written questions from Respondents due date	December 21, 2022
LACERA's response to Respondents' questions	January 9, 2023
RFP due date	January 20, 2023
Finalist Interviews (estimate)	February 2023
Selection Notification (estimate)	March 2023
Commencement of work	Upon contract execution

4.2. Response Requirements and Formatting

4.2.1. Respondents to this RFP must submit the following for delivery no later than **5:00 PM PDT on January 20, 2022** to the Project Manager specified in Section 4.3. below.

4.2.2. Response to this RFP should be submitted as an electronic copy in PDF or Microsoft Word format via email to:

Barry Lew
Legislative Affairs Officer
LACERA
300 North Lake Avenue, Suite 650
Pasadena, CA 91101
blew@lacera.com

If the file is too large to email, it may be submitted on a USB flash drive.

If Respondent requests any confidential information to be exempt from public disclosure, then submissions should also include one **unbound** copy, and one **electronic copy**, each marked “**REDACTED**.” The redacted copies should redact all material from the proposal that the respondent believes in good faith is exempt from disclosure under the California Public Records Act, (California Government Code section 6250 et seq. the “Act”). Individual redactions should appear as blacked out material. Large sections, tables, or entire blank page(s) shall include the word “REDACTED” or “PROPRIETARY” inserted. Each respondent must indicate the basis for each redaction under the Act (defined below) with a citation to the code section and subsection relied upon. LACERA cannot guarantee that redacted information will not be publicly available. Please see the **Section 5** below “*Notice to Respondents Regarding the Public Records Act AND RALPH M. BROWN ACT*” for further information. An electronic copy of both the original and the redacted response in PDF format saved on separate DVDs, each labeled accordingly.

4.2.3. Submittals shall be double-sided with text in at least 10-point font, but no larger than 12-point font, including Exhibits. Submittals shall address all RFP sections in the same order presented and be responsive to each section.

All responses to this RFP should follow the outline of the RFP requirements and should fully respond to each section as appropriate and to all questions and items in Exhibit C and should contain at a minimum:

4.2.3.1. Cover Letter. A cover letter (EXHIBIT A) shall be signed by the individual(s) who is (are) authorized to bind the respondent contractually.

4.2.3.2. Minimum Qualifications Certification. You must certify, by completing and signing EXHIBIT B, that your firm meets the minimum qualifications required.

4.2.3.3. Table of Contents. The response must contain a Table of Contents that identifies the major sub-sections of the Questionnaire.

4.2.3.4. Questionnaire. Provide your response to the enclosed Questionnaire (EXHIBIT C). Responses shall be in the prescribed format.

4.2.3.5. Attachments. Optional material such as brochures or company information may be included as an attachment but will not be counted as responsive to this RFP and will not be used in scoring.

4.2.4. All proposals made in response to this RFP must remain open and in effect for a period of not less than 180 days after the submission deadline. Responses to this RFP may be changed or withdrawn in writing if modifications are received prior to the submission deadline. Modification to or withdrawal of a proposal received after the submission deadline will not be considered. Responses received after the specified deadline may be considered for evaluation solely at the discretion of LACERA. In addition, LACERA reserves the right to request more information or clarifications from respondents, or to allow corrections of errors or omissions.

4.2.5. Proposals not following these instructions or not including complete information as requested may result in a lower evaluation score or the proposal being declared non-responsive. For each part of the response, restate the RFP item immediately above the response. Pages in the proposal shall be numbered. When asked, please provide details, and state all qualifications or exceptions. All information supplied should be concise and relevant to qualifications.

4.3. Contacts with LACERA Personnel

Contacts with LACERA personnel about this RFP, and all inquiries and requests for information shall be directed to the Point of Contact identified below:

Barry Lew
Legislative Affairs Officer
LACERA

300 North Lake Avenue, Suite 650
Pasadena, CA 91101

Email: blew@lacera.com
Phone: 626-831-9815

4.4. Quiet Period

To ensure that prospective Respondents to this RFP have equal access to information about the RFP and communications related to the RFP are consistent and accurate so that the selection process is efficient and fair, a quiet period will be in effect from the date of issuance of this RFP until the selection of one or more respondents is completed and announced.

This RFP and other relevant information related to the RFP, including addenda, modifications, answers to questions, and other updates, will be available to the public at lacera.com. Each respondent to this RFP will be subject to the same terms and conditions and will receive the same information.

During the quiet period, respondents are not allowed to communicate with any LACERA staff member or Board member regarding this RFP except through the point of contact named herein. Respondents violating the quiet period may be disqualified at LACERA's discretion.

Respondents who have existing relationships with LACERA must limit their communications between LACERA staff and Board members to the subject of the existing services provided by them.

4.5. Questions relating to this RFP

All questions, inquiries, and requests for additional information concerning this RFP should be received no later than 5:00 PM PDT, December 21, 2022, and should be emailed to Barry Lew (blew@lacera.com). All questions received and responses thereto will be posted on LACERA's website (www.lacera.com) under the "Business Opportunities" section that relates to this RFP (<https://www.lacera.com/who-we-are/business-opportunities>) on or about 5:00 PM PDT, January 9, 2023.

4.6. RFP Scoring and Selection Criteria

RFPs will be scored according to Exhibit F, *Selection Criteria*. LACERA staff may select Respondents based upon the selection criteria or using a combination of onsite interviews and reference verification.

The highest scoring Respondents may be invited to an interview by LACERA's Board(s). At LACERA's discretion, selected Respondents may be offered the opportunity to present their materials to the Board(s).

4.7. Intent to Respond

If your firm chooses to respond to this RFP, please send the Intent to Respond, Exhibit E, via email to Barry Lew (blew@lacera.com), by 5:00 p.m. PDT, December 7, 2022. Failure to send your Intent to Respond may disqualify your firm from submitting a response to this RFP.

5. **NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT AND THE RALPH M. BROWN ACT**

The information submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act (California Government Code Section 6250, et. seq., the "Act"). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying unless specifically exempted under one of several exemptions set forth in the Act. If a respondent believes that any portion of its proposal is exempt from public disclosure or discussion under the Act, the respondent must provide a full explanation and mark such portion "TRADE SECRETS," "CONFIDENTIAL" or "PROPRIETARY," and make it readily separable from the balance of the response. Proposals marked "TRADE SECRETS," "CONFIDENTIAL" or "PROPRIETARY" in their entirety will not be honored, and LACERA will not deny public disclosure of all or any portion of proposals so marked.

By submitting a proposal with material marked "TRADE SECRETS," "CONFIDENTIAL" or "PROPRIETARY," a respondent represents it has a good faith belief that the material is exempt from disclosure under the Act; however, such designations will not necessarily be conclusive,

and a respondent may be required to justify in writing why such material should not be disclosed by LACERA under the Act. Fee and pricing proposals are not considered "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY."

If LACERA receives a request pursuant to the Act for materials that a respondent has marked "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY," and if LACERA agrees that the material requested is not subject to disclosure under the Act, LACERA will deny disclosure of those materials. LACERA will not be held liable, however, for inadvertent disclosure of such materials, data, and information or for disclosure of such materials if deemed appropriate in LACERA's sole discretion. LACERA retains the right to disclose all information provided by a respondent.

If LACERA denies public disclosure of any materials designated as "TRADE SECRETS," "CONFIDENTIAL" or "PROPRIETARY," the respondent agrees to reimburse LACERA for, and to indemnify, defend and hold harmless LACERA, its Boards, officers, fiduciaries, employees, and agents from and against:

1. All claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation attorneys' fees, expenses, and court costs of any nature whatsoever (collectively, Claims) arising from or relating to LACERA's non-disclosure of any such designated portions of a proposal; and
2. All Claims arising from or relating to LACERA's public disclosure of any such designated portions of a proposal if LACERA determines disclosure is deemed required by law, or if disclosure is ordered by a court of competent jurisdiction.

If LACERA staff recommends any respondent to the Boards for hiring, such recommendation, the reasons for the recommendation, and the relevant proposal(s) will appear on a publicly posted agenda and in supporting materials for public meetings of the Boards.

Nothing in this RFP requires LACERA to withhold any documents from production under the Act. LACERA retains the discretion to publicly produce information it deems necessary and appropriate, and respondent agrees, by responding, that LACERA has no liability to respondent for such production.

6. CONTRACT NEGOTIATIONS

Upon Board approval, staff will enter contract negotiations with the approved Respondent(s). LACERA may end negotiations, at its sole discretion, if it believes a satisfactory agreement cannot be negotiated. LACERA reserves the right to award a contract based upon proposals received; you should not rely upon the opportunity to alter your proposal (e.g., services to be provided, fees, etc.) during contract negotiations.

The final contract must allow LACERA to terminate a) for its convenience, b) if funds are not appropriated for the services to be provided, and c) for default.

The general form of the contract LACERA intends to use for this engagement is attached as **Exhibit D**. By sending a proposal without comment on the general form contract, Respondent agrees to each term in the contract, and will not seek any modifications to the contract. LACERA has the right to change or negotiate contract terms different than those in Exhibit D in our sole discretion.

Respondents are required in their response to identify and explain any exception that it desires to take to any of the terms and conditions of this RFP. In addition, a respondent will be deemed to have agreed to each clause in the agreement (and not to seek inclusion of additional clauses), unless the respondent identifies an objection or inclusion, sets forth the basis for the objection or inclusion, and provides substitute language to make the clause acceptable to the respondent or to address an issue the respondent feels is not addressed by the agreement in its response to this RFP. If a satisfactory agreement cannot be negotiated with one or more of the firms, LACERA may, at its sole discretion, terminate such negotiations. LACERA, may then, at its option, initiate fee negotiations with another firm, and so on.

At LACERA's discretion the term of the contract entered under this RFP may be for an initial period of up to five (5) years, beginning from the date of final execution. There may be two (2) one-year extensions under the same terms and conditions at LACERA's option. All contracts may be terminated at LACERA's convenience at any time.

7. DIVERSITY, EQUITY, AND INCLUSION

LACERA values diversity, equity, and inclusion ("DEI"), and believes that effectively accessing and managing diverse talent leads to improved outcomes. LACERA takes a broad view of diversity, inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. LACERA expects its business partners to respect and reflect LACERA's value of DEI.

With respect to diversity, the response must include a description of your firm's DEI efforts further described below as well as a response to EXHIBIT H at the end of this RFP:

- description of diversity policies, practices, and procedures maintained by the firm regarding equal employment opportunity, including the recruitment, development, retention, and promotion of a diverse and inclusive workforce, non-discrimination based on gender, race, ethnicity, sexual orientation, age, disability status, veteran's status, and other legally protected categories, and prohibition of sexual harassment in the workplace. If the respondent has written policies that address these matters, provide copies with the response to this RFP.
- the oversight, monitoring, and other compliance processes for implementation and enforcement of the firm's diversity policies, practices, and procedures, including the name of the individual who is responsible for oversight of the firm's method to measure the effectiveness of the policies, and conclusions as to effectiveness.
- any judicial, regulatory, or other legal finding, formal action, or claims related to equal employment opportunity, workplace discrimination, or sexual harassment during the past ten (10) years.

8. **RESERVATIONS BY LACERA**

In addition to the other provisions of this RFP, LACERA reserves the right to:

- 8.1. Cancel or modify this RFP, in whole or in part, at any time.
- 8.2. Make such investigation as it deems necessary to determine the respondent's ability to furnish the required services, and the respondent agrees to furnish all such information for this purpose as LACERA may request.
- 8.3. Reject the proposal of any respondent who has failed to comply with the requirements of this RFP, or who is not currently in a position to perform the contract, or who has previously failed to perform similar contracts properly, or in a timely manner or for any other reason in LACERA's sole discretion.
- 8.4. Waive irregularities to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award.
- 8.5. Award a contract, if at all, to the firm which will provide the best match to the requirements of the RFP and the service needs of LACERA in LACERA's sole discretion, which may not be the proposal offering the lowest fees or achieving the highest score.
- 8.6. Request additional documentation or information from respondents. Requested information may vary by respondent. LACERA may ask questions of any respondent to seek clarification of a proposal or to ensure the respondent understands the scope of the work or other terms of the RFP.
- 8.7. The right to choose to not enter into an agreement with any of the respondents to this RFP or negotiate for the services described in this RFP with a party that did not submit a proposal.
- 8.8. Determine the extent, without limitation, to which the services of a successful respondent are or are not actually utilized.
- 8.9. Defer selection of a winning bidder to a time of LACERA's choosing.
- 8.10. Consider information about a respondent in addition to the information submitted in the response or interview.
- 8.11. Add terms and conditions during contract negotiations.
- 8.12. The information that a respondent submits in response to this RFP becomes the exclusive property of LACERA. LACERA will not return any proposal or reimburse proposal preparation expenses.

LACERA shall not be liable for any costs respondents incur in connection with the preparation or submission of a proposal.

(The rest of this page is left intentionally blank)

EXHIBIT A

PROPOSAL COVER PAGE AND CHECKLIST (TO BE SUBMITTED ON RESPONDENT'S LETTERHEAD)

Respondent Name:

Respondent Address:

By submitting this response, the undersigned hereby affirms and represents that they have reviewed the proposal requirements and have submitted a complete and accurate response to the best of their knowledge. By signing below, I hereby affirm that the respondent has reviewed the entire RFP and intends to follow all requirements.

Respondent specifically acknowledges the following facts:

1. Respondent has the required technical expertise and has sufficient capacity to provide the services outlined in the RFP.
2. Respondent has no unresolved questions about the RFP and believes that there are no ambiguities in the scope of work.
3. The fee schedule or price proposal sent in response to the RFP is for the entire scope of work and no extra charges or expenses will be paid by LACERA.
4. Respondent has completely disclosed to LACERA all facts bearing upon any possible interests, direct or indirect, that Respondent believes any member of LACERA, or other officer, agent, or employee of LACERA presently has, or will have, in this contract, or in the performance thereof, or in any portion of the profits thereunder.
5. Materials contained in proposals and all correspondence and written questions sent during the RFP process may be subject to disclosure pursuant to the Act.
6. Respondent is not currently under investigation by any state or federal regulatory agency for any reason.
7. The signatory below is authorized to bind the respondent contractually.

[/s]

EXHIBIT B

MINIMUM QUALIFICATIONS CERTIFICATION (TO BE SUBMITTED ON RESPONDENT'S LETTERHEAD)

All Respondents must sign and return this attachment, along with written evidence of how you meet each qualification. The undersigned hereby certifies that the Respondent submitting this response fulfills the minimum qualifications outlined below, as well as the requirements contained in the RFP.

Minimum Qualifications include:

- At least five (5) years highly responsible and accountable experience managing complex State Issues for public entity clients and advocating directly with legislators and regulators in Sacramento on such issues to achieve client objectives.
- A diverse and experienced team to provide the expertise, varying background and perspectives, depth, and bench of resources needed to perform the Scope of Services.
- An established office in Sacramento.
- Strong substantive knowledge of the State Issues.
- Experience analyzing legislation and developing legislative and regulatory proposals with respect to State Issues.
- Strong understanding of state legislative advocacy and communication strategies.
- Longstanding and positive working relationships with legislators, regulators, their staff, and other parties in connection with legislative advocacy.
- A track record of accomplishment in legislative advocacy on State Issues.

- A proactive approach to the Scope of Work.
- Exceptional writing skills.
- Exceptional interpersonal and presentation skills.
- The ability to work well with and maintain the confidence of the Board, the IBLC, and staff.
- The ability to deliver services in a timely and cost-effective manner.
- Sound judgment.
- No professional and/or ethical conflicts, or the appearance of conflicts, with LACERA's interests, and an approach that reflects strong sensitivity to ethical concerns.
- A strong educational and professional background.

The undersigned hereby certifies that they are an individual authorized to bind the Firm contractually, and said signature authorizes verification of this information.

Authorized Signature

Date

Name and Title (please print)

Name of Firm

EXHIBIT C
QUESTIONNAIRE

(RESPONDENT SHALL USE QUESTIONNAIRE FORMAT IN ITS PROPOSAL)

LACERA reserves the right in its discretion to request additional information from any respondent, although such requests may not be made to all respondents.

Executive Summary

The proposal must provide an overview of the respondent's background, experience, and other qualifications to serve as LACERA's legislative advocate with respect to State issues.

Experience, Approach, and Success

The proposal must provide a detailed statement of the respondent's experience and accomplishments in providing legislative advocacy services on State issues, including, if subject to disclosure, information concerning such work performed for other public pension systems. LACERA's goal in the RFP process is to obtain a comprehensive understanding of the respondent's experience, approach, and success in providing such services. LACERA is also interested in how the respondent differentiates themselves from other firms offering similar services.

Assigned Professionals

The proposal must set forth the name of the project lead and all other professional staff expected to be assigned to LACERA's work, including a detailed profile of each person's background and relevant individual experience and the ability of a diverse group of professionals with different perspectives to collectively to function together as a team and to work effectively with the Board, the IBLC, and staff in performing the scope of services.

References

The proposal must identify as references at least three (3) public pension systems, public entities, or other references for which the respondent has provided state legislative advocacy services on State issues, including, for each reference, an individual point of contact, the length of time the respondent served as legislative advocate, and a summary of work performed.

Fees and Costs, Billing Practices, and Payment Terms

The proposal must explain the pricing proposal for the scope of work, including pricing of fees and costs, billing practices, and payment terms that would apply assuming a five (5) year initial duration of the engagement as well as any additional period during which the engagement may extend. LACERA does not place any limits on the approach to pricing and is open to presentation of more than one pricing alternative for the scope of work or portions of it. For example, the respondent might propose a monthly fixed fee with special projects to be performed on an hourly rate basis. This section of the response should include an explanation as to how the pricing approach(es) will be managed to provide the best value to LACERA. The respondent should represent that the pricing offered to LACERA is, and will remain, equivalent to or better than that provided to other government clients, or should provide an explanation as

to why this representation cannot be provided. All pricing proposals should be “best and final,” although LACERA reserves the right to negotiate on pricing.

Conflicts of Interest

The proposal must identify all actual or potential conflicts of interest that the respondent may face in the representation of LACERA. Specifically, and without limitation to other actual or potential conflicts, the proposal should identify any representation of the County of Los Angeles, Los Angeles Superior Court, Los Angeles County Office of Education, the South Coast Air Quality Management District, Little Lake Cemetery District, and Local Agency Formation Commission, and, to the respondent’s knowledge, any of LACERA’s members, vendors, other contracting parties, investments, and employees. The proposal should also identify any positional conflicts of which the respondent is aware.

Claims

The proposal must identify all past, pending, or threatened litigation, and all administrative, ethics, and disciplinary investigation or other proceedings and claims against the firm and any of the professionals proposed to provide services to LACERA, whether while such professionals were employed by the firm or employed elsewhere.

Insurance

The proposal must explain the insurance that the respondent will provide with respect to the services to be provided and other acts or omissions of the firm and its staff in performing legislative advocacy services for LACERA.

Samples of Written Work

The proposal may contain samples of the respondent’s written work relating to legislative advocacy on State issues.

Other Information

The proposal may contain any other information that the respondent deems relevant to LACERA’s selection process.

EXHIBIT D

AGREEMENT FOR SERVICES

THIS IS THE GENERAL FORM AND CONTENT OF THE CONTRACT LACERA INTENDS TO USE. IN SUBMITTING A PROPOSAL WITHOUT COMMENT ON THE CONTRACT, THE BIDDER WILL BE DEEMED TO HAVE AGREED TO EACH CLAUSE IN THE AGREEMENT BELOW (AND TO NOT SEEK ANY MODIFICATIONS TO THE AGREEMENT), UNLESS BIDDER'S PROPOSAL IDENTIFIES AN OBJECTION OR INCLUSION, SETS FORTH THE BASIS FOR THE OBJECTION OR INCLUSION, AND PROVIDES SUBSTITUTE LANGUAGE TO MAKE THE CLAUSE ACCEPTABLE TO BIDDER.

LACERA RESERVES THE UNILATERAL RIGHT IN ITS SOLE DISCRETION TO MAKE CHANGES TO THE CONTRACT PRIOR TO EXECUTION, WHICH CHANGES WILL NOT PROVIDE BIDDER WITH AN OPPORTUNITY TO MAKE FURTHER CHANGES TO THE OTHER TERMS OF THE CONTRACT.

CONTRACT FOR STATE LEGISLATIVE ADVOCACY SERVICES

This Contract for State Legislative Advocacy Services ("Contract") is made and entered into by and between Los Angeles County Employees Retirement Association ("LACERA") and [NAME] ("Vendor"), and is effective as of the date shown in Section 5.

Recitals

LACERA seeks the services of a company that offers professional services in state legislative advocacy and government affairs.

Vendor represents that they offer the state legislative advocacy services that LACERA seeks.

LACERA does not have the personnel to provide the specialized services in legislative advocacy and government affairs.

Vendor is specially trained and possesses certain skills, experience, education, and competency to perform such legislative advocacy services, and LACERA desires to engage Vendor to provide professional services in legislative advocacy and governmental affairs in relation to LACERA's interests in California state government.

Contract

1. Services to be Provided.

1.1 Vendor agrees to perform the services ("Services") described in the Statement of Work ("Statement of Work") attached to this Contract as Attachment A.

1.2 Vendor agrees to perform the Services at LACERA's offices, and with LACERA's consent, via telephone or email, and when appropriate, at a location of Vendor's choice.

1.3 All writings prepared or furnished by Vendor to LACERA in the performance of this Contract shall be the exclusive property of LACERA and may be used by LACERA, as LACERA deems appropriate.

1.4 Vendor's quality of service will be at least equivalent to that which Vendor provides to other clients it serves in the same capacity. Vendor will be held to the same standard of care, skill, prudence, and diligence that applies to other experts practicing in a like enterprise.

2 Independent Contractor.

2.1 Vendor agrees to perform the Services as an independent contractor and agrees they will be acting at all times as such. Neither party intends, and this Contract may not be construed, to create any relationship of agent, servant, employee, partnership, joint venture or association between Vendor and LACERA. Vendor is not, and will not be deemed to be for any purpose (including, without limitation, Workers' Compensation) an employee of Los Angeles County (the "County"). Vendor is not entitled to any rights, benefits, or privileges of County employees. Vendor is not eligible to participate in any insurance, savings, pension or deferred compensation offered by LACERA or the County.

2.2 Vendor has no power or authority to assume or create any obligation or responsibility, express or implied, on behalf of LACERA or the County, or to bind LACERA or the County in any way whatsoever.

2.3 Vendor accepts full and complete responsibility for filing all tax returns and paying all taxes, which may be required, or due for payments received from LACERA under this Contract. LACERA will memorialize payments for Vendor's services on a Form 1099.

2.4 Vendor represents and warrants that they comply with all applicable federal, state, and local laws, including without limitation, those laws respecting business licenses, withholding, reporting, and payment of taxes. Vendor further represents and warrants that they will report any income accruing to him from this Contract to the appropriate taxing authorities.

3. LACERA's Project Director.

LACERA's Project Director, or designee, has responsibility for determining whether the Services are performed to LACERA's satisfaction. LACERA's Project Director is Barry Lew.

4. Indemnification and Insurance.

4.1 Vendor shall indemnify, defend and save harmless LACERA, its agents, officers and employees from and against any and all liability, damage, suit, cost of suit, or expense,

including defense costs and attorney's fees, arising out of or connected with claims for damages of any nature whatsoever arising from or connected with Vendor's operations or its services, including, without limitation, claims for bodily injury, death, personal injury, or property damage, including damage to Vendor's property.

4.2. Without limiting Vendor's obligations to indemnify LACERA, Vendor will provide and maintain at its own expense during the term of this Contract the programs of insurance programs specified in this Contract. Such insurance will be primary and not contributing with any other insurance of self-insurance programs maintained by LACERA, and Vendor agrees to provide and maintain such insurance at its own cost and expense.

4.2.1 Certificate(s) or other evidence of coverage satisfactory to LACERA shall be delivered to prior to commencing services under this Contract and annually thereafter to:

Barry Lew
LACERA
300 N. Lake Avenue, Suite 650
Pasadena, CA 91101-4199

4.3 Such certificates or other evidence shall:

4.3.1 Specifically identify this Contract.

4.3.2 Clearly evidence all coverage's required in this Contract.

4.3.3. Contain the express condition that LACERA is to be given written notice by mail at least 45 days in advance of cancellation for all policies, or, alternatively, in the event the insurers that otherwise provide satisfactory insurance hereunder do not assume third-party notification provisions, Vendor hereby agrees to notify LACERA at least 45 days in advance of any cancellation of any of the policies provided for herein.

4.3.4 Include copies of the additional insured endorsement to the commercial general liability policy, adding that LACERA, its trustees, officers and employees as insureds for all activities arising from this Contract.

4.3.5 Self-Insured Retentions must be declared to and approved by the LACERA. LACERA may require Vendor to purchase coverage with no retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention will be satisfied by the named Vendor

4.3.6 LACERA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

4.4 Insurer Financial Ratings. Insurance is to be provided by an insurance company acceptable to LACERA with an A.M. Best rating of not less than A-, X, unless otherwise approved by LACERA.

4.5 Failure to Maintain Coverage. Vendor's failure Vendor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to LACERA, shall constitute a material breach of the contract upon which LACERA may immediately terminate or suspend this Contract. LACERA, at its sole option, may obtain damages from Vendor resulting from said breach.

4.6 Compensation for LACERA Costs. In the event that Vendor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to LACERA, Vendor shall pay full compensation for all costs incurred by LACERA.

4.7 Cooperation Regarding Insurance. LACERA may elect to procure insurance against loss or damage it may sustain in connection with Vendor's performance under this Contract. Vendor will promptly cooperate with any reasonable request for information regarding Vendor which is required to obtain such insurance.

4.8 Survival of Obligations. Vendor's obligations under this Section 4 shall survive expiration or termination of this Contract.

4.9 Commercial General Liability. Vendor shall provide and maintain a Commercial General Liability insurance policy, which names LACERA as additional insured. Such policy shall cover legal liability for bodily injury and property damage arising out of Vendor's business operations and services that Vendor provides pursuant to this Contract. Such policy shall include, without limitation, endorsements for Property Damage, Premises-Operations, Products/Completed Operations, Contractual, and Personal/Advertising Injury with a limit of at least \$1,000,000 per occurrence and an annual aggregate of at least 2,000,000. If such insurance is written on a Claims Made Form, such insurance shall be endorsed providing an extended reporting period of not less than five (5) years following termination or expiration of this Contract.

4.10 Auto Liability. Vendor shall provide and maintain a comprehensive auto liability insurance policy endorsed for all "owned", "non-owned", and "hired" vehicles, or coverage for any "auto", with a combined single limit of not less than One Million Dollars (\$1,000,000) per accident.

4.11 Workers' Compensation. Vendor shall bear sole responsibility and liability for furnishing Workers' Compensation benefits to Vendor's employees for injuries arising from or connected with any services provided to LACERA under this Contract. Vendor shall provide and maintain a program of Workers' Compensation, in an amount and form to meet all applicable statutory requirements. In all cases, worker's compensation insurance also shall include Employer's Liability Insurance with limits of not less than \$1,000,000, each accident, and \$1,000,000, disease, covering all of Vendor's employees.

4.12 Errors and Omissions. Vendor shall provide and maintain insurance covering liability arising from any error, omission, negligent or wrongful act of the Vendor, its officers, employees, or Agents, with limits of at least \$1,000,000 per claim and an annual aggregate of

at least \$2,000,000. The coverage also shall provide an extended one-year reporting period commencing upon termination or cancellation of this Contract.

4.13 Cyber Liability Insurance. Without limiting any of the obligations or liabilities of Vendor, Vendor shall carry and maintain, at its own expense including any applicable deductibles or retention, Cyber Liability insurance with limits of not less than \$2,000,000 for each occurrence and an annual aggregate of \$5,000,000 covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy coverage shall include, but not be limited to:

4.13.1 Privacy Liability Coverage. This coverage shall include LACERA and its members for breaches of their private information in the case of a data breach.

4.13.2 Notification Costs. This coverage shall cover the costs of notifying third parties and LACERA members potentially affected by a data breach.

4.13.3 Crisis Management. This coverage shall include the costs of managing the public relations outfall from most data breach scenarios.

4.13.4 Credit/Identity Monitoring. This coverage shall include coverage for affected members for at least 24 months or the minimum legally required period, whichever is longer.

4.13.5 Theft and Fraud Coverage. This coverage shall include the costs of theft or destruction of the LACERA's data and theft of funds.

4.13.6 Network and Business Interruption. This coverage shall include any expense due to an intentional interruption of the LACERA's computer systems.

4.13.7 Data Loss and Restoration. This coverage shall include the costs of diagnosing and repairing the cause of the loss and restoring all data.

5. Term.

The term of this Contract begins on [DATE] (the "Start Date"), and unless terminated for convenience, ends on the earlier of (i) full performance of the Services by Vendor and acceptance by LACERA or (ii) [ONE YEAR or SPECIFIED DATE] after the Start Date. This Contract automatically renews up to four times for subsequent and successive one-year periods under the same terms, conditions, and compensation, unless either party delivers its written request for changes not less than ninety (90) days prior to the end of the then current term of the Contract. Neither party is required to renew or extend this Contract.

6. Non-Exclusive Services.

This Contract is not exclusive. Vendor has the right to perform services for others during the term of this Contract, but Vendor agrees not to engage in any business, work or services of any kind under contract, or otherwise, for any person, organization or agency, which in the

opinion of LACERA is detrimental to the interests of LACERA or that would materially interfere with the performance of the Services. Vendor agrees to disclose such information regarding business, work or services they perform on behalf of any person, organization or agency as LACERA may reasonably require verifying Vendor's compliance with this Section.

7. Compensation.

LACERA agrees to pay Vendor according to the Fee Schedule attached as Attachment B for performing the Services. Vendor's expenses are included in the compensation described in Attachment B and therefore Vendor is not entitled to any separate reimbursement for any expenses incurred by it in discharging its duties under this Contract, unless otherwise agreed by LACERA.

8. Invoices.

Vendor agrees to submit invoices to LACERA's Project Director, in arrears, by the tenth day of each calendar month for Services performed during the previous calendar month. Each invoice must (a) describe in detail the Services performed and expenses incurred by Vendor during the invoice period, (b) show the cumulative charges year-to-date (based on a fiscal year beginning July 1) for all Services and expenses, and (c) include such other information as LACERA may reasonably request. Each invoice will be payable within thirty days of receipt by LACERA. If LACERA's Project Director disputes any portion of an invoice, however, LACERA will pay the undisputed portion only and notify Vendor in writing of the disputed portion. Vendor and LACERA agree to act in good faith to resolve such disputes.

9. Contract Not Assignable.

Vendor may not assign any of its rights, duties, or obligations under this Contract without the prior written consent of LACERA, which LACERA may grant or withhold in its sole discretion.

10. Confidentiality.

10.1 Confidential Information. Vendor understands that, during the performance of this Contract, it will have access to confidential and proprietary LACERA information, policies and procedures, benefits, business practices, and technology concerning LACERA's operations, as well as sensitive confidential member information and business critical non-member information (collectively, "Confidential Information"). For clarity, Confidential Information includes all information of any and every kind provided to Vendor, regardless of whether it may previously have been disclosed by LACERA or others in other contexts, in that LACERA needs to know to whom, when, where, and how all of its information has been disseminated and reserves to itself the right to determine to whom, when, where, and how such information is released. Confidential Information further includes all information related in any way to LACERA provided to Vendor.

Confidential Information may be provided to Vendor or generated or stored by Vendor in written, electronic, verbal, and all others forms. Vendor understands and agrees that:

10.1.1 Vendor shall not disclose Confidential Information to any person within its organization except those persons required to perform the services of the Contract.

10.1.2 Vendor shall not disclose Confidential Information to any third party without LACERA's advance written approval.

10.1.3 Vendor's agreement not to disclose Confidential Information includes an agreement not to disclose information even on a no-names basis.

10.1.4 Vendor will use best efforts, including but not limited to the highest level of care Vendor accords to its own most sensitive information and the most sensitive information of its other clients, to secure and maintain the confidential nature of the Confidential Information.

10.1.5 Vendor will not use the Confidential Information for any purpose other than to perform the services required by this Contract. This confidentiality provision will survive the termination of the Contract.

11. Nondiscrimination.

Vendor hereby promises and agrees that it will comply with Subchapter VII of the Civil Rights Act of 1964, 43USC Section 2000e through 2000e (17), to the end that no person shall, on grounds of race, creed, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract, or under any project, program or activity supported by this Contract.

Vendor shall take affirmative action to ensure that applicants and employees are treated in an unbiased manner without regard to their race, color, religion, sex, age, ancestry, or national origin, physical or mental handicap, marital status, or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

12. Compliance with Laws.

Vendor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, and directives, and all provisions required to be included in this Contract are incorporated by this reference. Vendor shall indemnify and hold LACERA harmless from any loss, damage or liability resulting from a violation by Vendor of any such laws, rules, regulations, ordinances, and directives.

13. Conflict of Interest.

No officer or employee of LACERA whose position enables him or her to influence the award of this Contract or any competing agreement, and no spouse or economic dependent of such officer or employee shall be employed in any capacity or in any way remunerated by Vendor, or have any direct or indirect financial interest in this Contract or in Vendor.

14. Modifications.

Any modification to this Contract must be in writing, signed by Vendor and LACERA, to be effective.

15. Termination for Default.

Services performed under this Contract may be terminated in whole or in part by LACERA providing to Vendor a written Notice of Default if (1) Vendor fails to perform the services within the time specified in this Contract or any extension approved by LACERA, or (2) Vendor fails to perform any other covenant or condition of this Contract, or (3) Vendor fails to make progress so as to endanger its performance under this Contract.

Vendor shall have ten (10) calendar days from the date of the Notice of Default in which to cure the Default(s), however, in its sole discretion, LACERA may extend this period or authorize a longer period for cure.

Without limitation of any additional rights or remedies to which it may be entitled, if LACERA terminates all or part of the services for Vendor's Default, LACERA, in its sole discretion, may procure replacement services and Vendor shall be liable for all excess costs incurred by LACERA in connection with those replacement services, as determined by LACERA in its sole discretion.

If it is determined that Vendor was not in Default under the provisions of this Contract, or that the Default was excusable, then the rights and obligations of the parties shall be the same as if the Notice of Termination had been issued under Section 16. Termination for Convenience.

16. Termination for Convenience.

Services performed under this Contract may be terminated in whole or in part at any time LACERA or Vendor deems that termination is in its best interest. LACERA or Vendor shall terminate services by delivering a written Termination Notice which specifies the extent to which services are terminated and the effective termination date.

After receiving a Termination Notice under this section, and unless otherwise expressly directed by LACERA, Vendor shall take all necessary steps and shall stop services on the date and to the extent specified in the Termination Notice and shall complete services not so terminated.

17. Entire Contract and Severability.

This document (including Attachments A and B) constitutes the final, complete, and exclusive statement of the terms of the Contract between LACERA and Vendor for the services to be performed and supersedes all prior and contemporaneous understandings or Contracts of the parties. The provisions of this Contract are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining

provisions or parts thereof shall nevertheless be binding and enforceable and the invalid, illegal or unenforceable provision shall be replaced by a mutually acceptable valid, legal and enforceable provision which comes closest to the intent of the parties.

18. Governing Law and Venue.

18.1 This Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of California without regard to principles of conflicts of laws.

18.2 Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract or the transactions it contemplates (whether in contract, tort, equity, or otherwise), shall bring the legal action or proceeding in either the United States District Court or in any court of the State of California sitting in Los Angeles County.

18.3 Each party to this Contract consents to the exclusive personal and subject matter jurisdiction of any United States District Court sitting in the County of Los Angeles and any court of the State of California sitting in the County of Los Angeles, and their appellate courts for the purpose of all legal actions and proceedings arising out of or relating to this Contract or the transactions it contemplates, including all claims of any nature or type, whether in contract, tort, statutory, equitable, legal, or otherwise.

19. Attorney's Fees.

In the event of litigation between the parties concerning this Contract, the prevailing party shall be entitled to recover reasonable costs and expenses incurred therein, including without limitation attorney's fees. These expenses shall be in addition to any other relief to which the prevailing party may be entitled and shall be included in and as part of the judgment or decision rendered in such proceeding.

20. Interpretation.

Vendor acknowledges they have been given the opportunity to have counsel of their own choosing to participate fully and equally in the review and negotiation of this Contract. The language in all parts of this Contract shall be construed in all cases according to its fair meaning, and not strictly for or against any party hereto. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Contract.

21. Waiver.

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Contract shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, or preceding or subsequent, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

Remainder of Page Intentionally Left Blank

IN WITNESS WHEREOF, Vendor has signed this Contract, and the [SIGNATORY TITLE] of LACERA has signed this Contract, effective as of the date indicated in Section 5.

LACERA:

[Vendor Name]:

Los Angeles County Employees Retirement Association

By:

_____ [TITLE]

_____ [Authorized Signatory Title]

Address for notices:

Address for notices:

[NAME]
LACERA
300 N. Lake Avenue, Suite [XXX]
Pasadena, CA 91101

[NAME]
[STREET]
[CITY, STATE, ZIP]

Approved as to form:

John Harrington
LACERA Staff Counsel

ATTACHMENT A
STATEMENT OF WORK

Vendor scope of services shall be to provide state legislative advocacy services as follows:

ATTACHMENT B

FEES

Vendor Fees for providing state legislative advocacy services shall be as follows:

EXHIBIT E

INTENT TO RESPOND

If you choose to respond to this RFP, please send this form to Barry Lew (blew@lacera.com) via email no later than 5:00 p.m. PT, December 7, 2022. Failure to send your Intent to Respond may disqualify your firm from submitting a proposal.

LACERA's responses to written requests for clarification or other information will be provided to all Respondents that have submitted an Intent to Respond.

To:	Barry Lew	From:	
Co.:	LACERA – Legal Division	Title:	
Phone:	626-564-6000 ext. 2370	Co.:	
Email:	blew@lacera.com	Phone:	
Re:	Intent to Respond	Email:	
		Date:	

Our firm intends to submit a response for LACERA's RFP for State Legislative Advocacy Services.

Please send inquiries to the following contact:

Name: _____

Title: _____

Company: _____

Mailing Address: _____

Telephone: _____

Facsimile: _____

Email Address: _____

EXHIBIT F

SELECTION CRITERIA

The selection criteria below are a guide only and do not bind or limit LACERA in any way in its selection of vendor(s).

An evaluation committee will review, evaluate, score, and rank all responsive proposals by the evaluation criteria described below. LACERA may invite the highest ranked Respondents for presentations and interviews at which time each will have a limited amount of time to further describe their experience and qualifications, and to answer questions.

Scores will be used merely as an aid in selection and is not binding or determinative on LACERA with respect to the basis for selection. LACERA will evaluate proposals based upon the proven ability of the Respondent to satisfy the requirements in an efficient, cost-effective manner, considering quality of service. LACERA will evaluate responses against the following criteria and factors:

LACERA will consider the criteria, without a specific weighting, unless noted below. The balancing of the factors is in LACERA's sole discretion. LACERA reserves the right to consider factors other than those listed in making its choice.

1. Experience performing legislative advocacy with respect to the State Issues.
2. Substantive knowledge of the State Issues.
3. Quality of the team proposed to provide services to LACERA.
4. Information provided by references.
5. Communications skills.
6. Pricing and value.
7. Teamwork, both internally and with the Board, the IBLC, and staff.
8. Level of investment and commitment to the LACERA relationship.
9. The organization, completeness, and quality of the proposal, including cohesiveness, conciseness, and clarity.

EXHIBIT G

LACERA LEGISLATIVE POLICY

EXHIBIT H

DIVERSITY, EQUITY, AND INCLUSION QUESTIONNAIRE

LACERA values **diversity, equity, and inclusion (“DEI”)**, and believes that effectively accessing and managing diverse talent leads to improved outcomes. LACERA takes a broad view of diversity, inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. LACERA expects external asset managers and other third-party providers to respect and reflect LACERA’s value of DEI. LACERA’s ongoing monitoring of third-party service providers incorporates an assessment of vendors’ commitment to, adherence with, and track record of accessing and retaining diverse and inclusive workforces.

Section I

I. Policy

1. Describe your firm’s approach to diversity, equity, and inclusion (“DEI”) in the workplace and its relation to your strategic objectives.
2. Does your firm have a written policy (or policies) addressing workplace DEI (“Policy”)? A Policy defines the firm’s commitment, policies, and practices regarding equal employment opportunity, including the recruitment, development, retention and promotion of a diverse and inclusive workforce and non-discrimination based on gender, race, ethnicity, sexual orientation, gender identity, age, veteran’s status, and other legally protected categories. A Policy (or policies) may be a standalone document or part of a larger firm document.

Please provide a copy of your firm’s Policy.

3. Does your Policy address sexual harassment in the workplace? If not, please explain.
4. If your firm does not have a written policy, do you commit to promptly adopting and providing a copy of a Policy, if your firm is awarded a mandate/contract with LACERA?

II. Oversight

5. Who is responsible for overseeing the Policy’s implementation? Please provide name and title. What processes are employed to implement and enforce the firm’s Policy?
6. Who is responsible for overseeing compliance with the Policy? Please provide name and title. What processes are employed to promote compliance with the Policy?
7. What oversight, if any, does your firm’s board and/or executive team exercise regarding the firm’s DEI policy and efforts?
8. What data, trends, or analysis does the firm’s board or executive committee receive

regarding the firm's effectiveness in adhering to DEI policies, objectives, and compliance?

9. Under what circumstances would an allegation of non-compliance with the Policy prompt notification and/or consideration by the firm's board or executive committee?

III. Track Record

10. Please complete the charts in **Section II** regarding your firm's workplace composition as defined by the Equal Employment Opportunity Commission categories for employees of your firm's U.S. operations. We also request completion of similar information for non-U.S. employees, absent any applicable legal or regulatory restrictions.
11. Does your firm commit to providing the firm's workforce composition in a format similar to **Section II** on a periodic basis, if awarded with a mandate/contract with LACERA?
12. Has your firm been subject to any judicial, regulatory, or other legal finding, formal action, or claims related to equal employment opportunity, workplace discrimination, or sexual harassment during the past twelve years? Please describe.
13. Please identify the number of confidential settlements and/or non-disclosure agreements related to workplace discrimination and/or sexual harassment entered into by your firm during the past twelve years. Please describe the nature of each settlement within the terms of the confidential settlement.

IV. Objectives and Compliance Strategies

a)

14. Does your firm integrate DEI into executives' performance reviews and/or incentive pay objectives? Please describe.
15. Does your firm conduct pay disparity analyses to discern any disparities by gender, race, ethnicity, or other attributes of diversity? Please describe or explain why not.
16. Does your firm have a clawback or recoupment policy in place by which workplace misconduct, such as sexual harassment, may trigger recoupment of incentive pay, awards, bonuses, or other compensation?
17. Does your firm provide paid family leave provisions? If yes, please describe.
18. Please explain any other incentives or risk mitigation strategies your firm employs to promote compliance with your DEI policies.
19. How does your firm promote an accessible workplace for employees with disabilities?
20. Please describe any DEI objectives or goals your firm has.
21. Describe any affiliations or leadership positions related to DEI in the financial services industry with which your firm is involved.

Section II

General Instructions

LACERA seeks to understand the track record of vendors in accessing and retaining talent inclusive of diverse backgrounds.

We invite all firms to provide the demographics and diversity attributes of their leadership (such as boards or executive committees) and management professionals, consistent with applicable laws, regulations, and privacy considerations in the markets in which they operate.

LACERA takes a broad view of diversity and welcomes firms to report on diversity attributes relevant to your business. However, as a standard baseline, LACERA requests all firms with U.S. operations to provide reporting consistent with the gender, race, and ethnicity categories used by the United States Equal Employment Commission (EEOC) in your firm's Employer Report EEO-1. See www.eeoc.gov/employers/eeo1survey/index.cfm for further information.

Please complete all columns in Tables 1, 2, and 3 by entering in the number of employees/individuals for each relevant category (not percentages). Blank cells will be interpreted as having a value of zero.

Job Categories:

Board of directors, and CEO, CFO & COO: This row includes all members of the firm's governing board (or executive committee), as well as CEO, CFO, COO or equivalent positions.

Management professionals: All professionals who have a role in decision-making at the firm.

Management support: All professionals who have a role in supporting management, such as marketing, client service, operations, accounting, IT, and legal.

If an employee is both a member of the board of directors or occupies the position of CEO, CFO or COO, as well as serves as a member of the management staff, the individual may be counted in both rows.

Total compensation figures should be provided for all management professionals in each category reported in Row 2 as a percentage of total compensation of all management professionals (not total personnel of the firm).

Your firm may elect to provide information on additional diversity categories. If you choose to do so, please provide such information on additional sheets.

B. TABLE 1

1. Firmwide for U.S. Operations

Job Categories	Hispanic or Latino			Non-Hispanic Or Latino												All													
				Black or African American			Asian			Native Hawaiian or Other Pacific Islander			American Indian or Alaska Native						Two or More Races			White			Other/Undisclosed Race				
	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F		
1 Board of Directors and CEO, CFO & COO																										0	0	0	
2 Management Professionals																											0	0	0
3 Management Support																											0	0	0
For Management Professionals: Total																													
4 Compensation %, including Profit Sharing																													



LACERA Diversity
Equity and Inclusion

C. TABLE 2

1. Employees in Non-U.S. Operations (optional)

Job Categories	Hispanic or Latino			Non-Hispanic Or Latino												All													
				Black or African American			Asian			Native Hawaiian or Other Pacific Islander			American Indian or Alaska Native						Two or More Races			White			Other/Undisclosed Race				
	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F		
1 Management Professionals																											0	0	0
2 Management Support																											0	0	0
For Management Professionals: Total																													
3 Compensation %, including Profit Sharing																													

a) FIRM OWNERSHIP

LACERA invites disclosure of any diversity attributes among your firm's ownership (where applicable) and the percentage of ownership of each individual. LACERA takes a broad view of diversity (inclusive of gender, race and ethnicity, sexual orientation, gender identity, disability, and other attributes). We invite you to describe how your firm defines diversity in your ownership profile below.

U.S. firms are also requested to provide the baseline demographic information of the firm's owners, consistent with EEO-1 categories, in Table 3.

Table 3: Firm Ownership of Attributes Consistent with EEO-1 Categories

		# of Owners	% Ownership
Hispanic or Latino	F		
	M		
	Total		
Black or African American	F		
	M		
	Total		
Asian	F		
	M		
	Total		
Native Hawaiian or Other Pacific Islander	F		
	M		
	Total		
American Indian or Alaska Native	F		
	M		
	Total		
Two or More Races	F		
	M		
	Total		
White	F		
	M		
	Total		
Other Race/Ethnicity	F		
	M		
	Total		
Not disclosed	F		
	M		
	Total		
TOTAL	F	0	0%
	M	0	0%
	Total	0	0%



DEI DDQ Ownership
Summary.xlsx