

Budget and Finance Committee Meeting

November 5, 2014

Item "C"

The CFO, Director of Accounting, and the Contracts Unit met on October 23, 2014 to discuss the Banking Services RFP. It was concluded that the draft document required modifications in order to fulfill its objective. The following is a proposed schedule and outreach plan we intend to conduct once we finish the process of finalizing the RFP document.

I. Request for Proposal (RFP) Schedule

The following is the anticipated schedule of events for the RFP process, current as of the date of issuance of the Request for Proposal:

RFP EVENT	DATE / DEADLINE
Issuance of Request for Proposals:	November 5, 2014
Pre-Proposal Conference:	November 20, 2014
Requests for Clarification Deadline:	November 26, 2014
Proposals Due Deadline:	December 7, 2014
Interviews:	January 12 – 16, 2015
Notice of Intent:	January 23, 2015
Board Approval	February 11, 2015

II. Community Outreach

The Contracts Unit advertises all Requests for Proposals on the Los Angeles Daily Journal Newspaper. As the paper of record for Los Angeles County, these advertisements are picked up by aggregator sites around the world. These aggregator sites have a record of providing LACCD with vendors from all over the world. In fact, LACCD has recently received responses from as far away Bangladesh

III. Other Outreach

Accounting will provide a comprehensive list of financial institutions which the Contacts Unit will send individually addressed invitations to bid on this RFP.