

**CITY OF LOS ANGELES
CONTRACTOR RESPONSIBILITY ORDINANCE**

CRO QUESTIONNAIRE RECEIPT VERIFICATION FORM

To verify the Contractor Responsibility Ordinance's (CRO) compliance, this form must be completed by the Awarding Authority and submitted to the appropriate Designated Administrative Agency (DAA) along with the Responsibility Questionnaires. Upon receipt of the Questionnaires, the DAA will return this signed form to the Awarding Authority. **The Awarding Authority must attach the certified form to each draft contract for review by the Office of the City Attorney. No contract may be executed unless a certified Receipt Verification Form indicates that the CRO requirement has been met.**

1. Information Regarding Proposed Contract

Project Name/Description: _____

RFB/RFQ/RFP # (if any): _____	Date RFB/RFQ/RFP Released: _____
Procuring Dept.: _____	Mail Stop #: _____
Name of Dept. Contact: _____	Phone: _____

2. Questionnaires Are Submitted for the Following Bidders/Proposers/Proposed Contractors:

Company Name: _____
Company Address: _____
City: _____ State: _____ Zip: _____

Company Name: _____
Company Address: _____
City: _____ State: _____ Zip: _____

Company Name: _____
Company Address: _____
City: _____ State: _____ Zip: _____

Company Name: _____
Company Address: _____
City: _____ State: _____ Zip: _____

FOR DAA USE ONLY – VERIFICATION REGARDING RECEIPT

The Responsibility Questionnaires for the bidders/proposers/proposed contractors listed above were received on (date) _____.

The Questionnaires were processed by:

- Dept. of Public Works for Construction Contracts and **Service** Contracts
- Dept. of General Services for Procurement Contracts

Authorized DAA Representative (Print Name) _____ Tom Dam _____ Phone (213) 847-2408

DAA Representative Signature _____ Date _____