

CRO EXEMPTIONS

CITY OF LOS ANGELES

Department of Public Works, Bureau of Contract Administration
1149 S. Broadway, Suite 300 - Los Angeles, CA 90015
Email: CRO_help@lacity.org

AWARDING AUTHORITY REQUEST FOR EXEMPTION FROM

CONTRACTOR RESPONSIBILITY ORDINANCE QUESTIONNAIRE AND POSTING REQUIREMENTS

The Department of Public Works, Bureau of Contract Administration, administers the Contractor Responsibility Ordinance (CRO) as it applies to service and construction agreements. Unless exempted, all agreements are subject to the requirements of the CRO.

SECTION 1. INFORMATION ABOUT PROPOSED AGREEMENT

A. Proposed Agreement

RFP/RFQ/RFB or Contract # (if any):

Amount: \$

Term – Start Date:

End Date:

Type of Service:

B. Awarding Department

Name of contact person:

Department:

C. Contractor Information:

Company Name:

Company Address:

City:

State:

Zip:

SECTION 2. BASIS FOR REQUEST FOR WAIVER FROM QUESTIONNAIRE AND POSTING REQUIREMENTS

Check below the basis for the request for exemption from the CRO. Submit the completed application to the Bureau of Contract Administration. An approval exempts the proposed agreement only from the CRO's Questionnaire and Posting requirement. The contract remains subject to all other CRO requirements.

_____ Exigent circumstances: The Awarding Authority finds the City would suffer a financial loss or that City operations would be adversely impacted. **Attach a memo explaining the circumstances and the financial loss or the adverse impact that would result.**

_____ Services are proprietary or available only from a single source. **Attach a memo explaining why the services are proprietary or available only from a single source. If applicable, explain what efforts have been made to identify any other potential provider of the service.**

_____ Contract awarded in accordance with one of the following. **Attach a memo explaining the circumstances of the applicable Charter Section.**

_____ Charter Section 371(e)(5) – Urgent necessity.

_____ Charter Section 371(e)(6) – War, or national, state, or local emergency.

_____ Charter Section 371(e)(7) – Equipment repairs or parts obtained from manufacturer or exclusive agent.

_____ Charter Section 371(e)(8) – Cooperative arrangements with other governmental agencies.

FOR BCA USE ONLY

Approved: _____

Not Approved. (See attached memorandum.)

Analyst: _____

Date: _____