

# CRO EXEMPTIONS

## CITY OF LOS ANGELES

Department of Public Works, Bureau of Contract Administration  
Special Research & Investigation Section  
1149 S. Broadway, Suite 300 - Los Angeles, CA 90015  
Phone: (213) 847-1922  
Mail Stop 480

### **AWARDING AUTHORITY REQUEST FOR EXEMPTION FROM CONTRACTOR RESPONSIBILITY ORDINANCE QUESTIONNAIRE AND POSTING REQUIREMENTS**

The Department of Public Works, Bureau of Contract Administration, Special Research & Investigation Section (SRIS) administers the Contractor Responsibility Ordinance (CRO) as it applies to service agreements. Unless exempted, a service agreement is subject to all requirements the CRO if it is for \$25,000 or more, and is at least three months in duration.

#### **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: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

##### **C. Contractor Information (If known):**

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 Contractor Enforcement Section. 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.

\_\_\_\_\_ New contract entered into as a result of an Invitation for Bid (IFB) released prior to September 4, 2001. An IFB includes a RFB, RFP, RFQ, and any other procurement process. **A contract not covered by the CRO on this basis becomes subject to the CRO if it is amended after September 4, 2001. Fill in the information below:**

Date IFB released: \_\_\_\_\_ Date contract executed: \_\_\_\_\_ Date work on contract began: \_\_\_\_\_

Has there been an amendment to this contract since September 4, 2001? Yes \_\_\_\_\_ No \_\_\_\_\_

#### **FOR SRIS USE ONLY**

Approved: \_\_\_\_\_ Not Approved. (See attached memorandum.)

Analyst: \_\_\_\_\_ Date: \_\_\_\_\_