

## KEY REQUIREMENTS FOR ETHICS COMMISSION FORMS 50, 55, and 56

	<b>FORM 50</b> Bidder Certification	<b>FORM 55</b> Prohibited Contributors (Bidders)	<b>FORM 56</b> Prohibited Contributors (Underwriters)
<b>Departments Required to Use the Form</b>	<ul style="list-style-type: none"> <li>▪ Applies to <u>all</u> City departments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applies to <u>all</u> City departments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applies only to City <u>proprietary</u> departments:                             <ul style="list-style-type: none"> <li>▪ Department of Water and Power;</li> <li>▪ Airport; and</li> <li>▪ Harbor</li> </ul> </li> </ul>
<b>Disclosure Thresholds</b> (Circumstances when the form is required by bidders)	<ul style="list-style-type: none"> <li>▪ The proposed contract meets <u>any</u> of the following:                             <ul style="list-style-type: none"> <li>▪ Goods and services contracts                                     <ul style="list-style-type: none"> <li>▪ Worth over \$25,000, and</li> <li>▪ Term of 3 months or longer.</li> </ul> </li> <li>▪ Financial assistance contracts                                     <ul style="list-style-type: none"> <li>▪ Worth \$100,000 or more, and</li> <li>▪ Any duration.</li> </ul> </li> <li>▪ Construction contracts, public leases, or licenses                                     <ul style="list-style-type: none"> <li>▪ Any value and any duration.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ The proposed contract:                             <ul style="list-style-type: none"> <li>▪ Has an anticipated value of \$100,000 or more, and</li> <li>▪ Requires approval by an elected official.                                     <ul style="list-style-type: none"> <li>▪ City Council;</li> <li>▪ Mayor;</li> <li>▪ City Attorney; or</li> <li>▪ City Controller</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ The RFP is for selection of an underwriting firm or syndicate of underwriting firms to an on-call list for noncompetitive sale of revenue bonds contracts; or</li> <li>▪ The proposed contract is with an underwriting firm or syndicate of underwriting firms for a noncompetitive sale of revenue bonds</li> </ul>
<b>Department's Obligation if Disclosure Thresholds are Met</b>	<ul style="list-style-type: none"> <li>▪ Provide the <u>current version</u> of this form in the RFP as a required document to complete a bid</li> <li>▪ Current versions of all Ethics Commission forms can be found at <a href="http://ethics.lacity.org">ethics.lacity.org</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide the <u>current version</u> of this form in the RFP as a required document to complete a bid</li> <li>▪ Current versions of all Ethics Commission forms can be found at <a href="http://ethics.lacity.org">ethics.lacity.org</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide the <u>current version</u> of this form in the RFP as a required document to complete a bid</li> <li>▪ Current versions of all Ethics Commission forms can be found at <a href="http://ethics.lacity.org">ethics.lacity.org</a></li> </ul>
<b>Department's Obligation When Forms are Received from Bidders</b>	<ul style="list-style-type: none"> <li>▪ Review each form to verify completion                             <ul style="list-style-type: none"> <li>▪ Consult your City Attorney with questions about responsiveness</li> </ul> </li> <li>▪ Keep the original Form 50 with your department</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review each form to verify completion                             <ul style="list-style-type: none"> <li>▪ Consult your City Attorney with questions about responsiveness</li> </ul> </li> <li>▪ Keep the original Form 55 with your department</li> <li>▪ Submit a PDF copy of each Form 55 to the Ethics Commission at <a href="mailto:ethics.bidder@lacity.org">ethics.bidder@lacity.org</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Review each form to verify completion                             <ul style="list-style-type: none"> <li>▪ Consult your City Attorney with questions about responsiveness</li> </ul> </li> <li>▪ Keep the original Form 56 with your department</li> <li>▪ Submit a PDF copy of each Form 56 to the Ethics Commission at <a href="mailto:ethics.bidder@lacity.org">ethics.bidder@lacity.org</a></li> </ul>

*Please feel free to contact Lisa Ishimaru at the Ethics Commission if you have any questions about these forms.*

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