

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

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

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

Telephone: (213) 978-1960 | Email: lisa.ishimaru@lacity.org | Website: ethics.lacity.org