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100 S. MAIN STREET, 10th FLOOR
LOS ANGELES, CA 90012

SELETA J. REYNOLDS
GENERAL MANAGER

December 14, 2023

The Honorable City Council
City of Los Angeles
City Hall, Room 395
Attention: City Clerk

Subject: **Protest Committee Decision Regarding the Parking Citation and Permit Processing
Request for Proposals**

At its regular meeting of December 14, 2023, the Board of Transportation Commissioners considered the evidence presented at the public hearing and approved the above-referenced report. A copy of the Board's action is attached and hereby transmitted to the City Council for consideration and approval.

If you need further information, please contact Gable Ohashi, Sr. Management Analyst Parking Operations & Support Division, at (213) 978-4405.

Sincerely,

Jasmin San Luis
Acting Commission Executive Assistant

**BOARD REPORT
CITY OF LOS ANGELES
DEPARTMENT OF TRANSPORTATION**

Date: December 14, 2023

To: Board of Transportation Commissioners

From: Laura Rubio-Cornejo, General Manager
Department of Transportation

Subject: **PROTEST COMMITTEE DECISION REGARDING THE PARKING CITATION AND PERMIT
PROCESSING REQUEST FOR PROPOSALS**

SUMMARY

This is a request to approve the Parking Citation and Permit Processing Protest Committee's decision to move forward with the Los Angeles Department of Transportation's (LADOT's) recommended bidder following a protest hearing from a non-selected bidder.

RECOMMENDATION

That the Board APPROVES the Parking Citation and Permit Processing Protest Committee's decision to continue the contract award process with LADOT's recommended bidder, Conduent State & Local Solutions, Inc.

BACKGROUND

On April 15, 2022, LADOT released a Request for Proposals (RFP) for parking citation and permit processing services. LADOT received two proposals, one from Conduent State & Local Solutions, Inc., and a second from Duncan Solutions. LADOT's Evaluation Committee consisting of three LADOT executive or senior managers and two non-departmental raters, completed the rating, evaluation, and selection process for the RFP, and unanimously recommended Conduent as the contractor in August 2023. On September 28, 2023, Duncan Solutions submitted a protest letter in reference to the Evaluation Committee's recommended bidder. In accordance with Section 9.6 of the RFP, LADOT was required to convene a protest hearing within 30 days of the submitted protest letter.

DISCUSSION

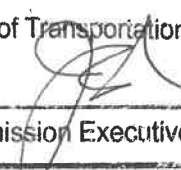
The Protest Committee hearing took place on October 25, 2023 at LADOT headquarters. The Protest Committee was composed of three LADOT executives and two Board of Transportation Commissioners. None of the Protest Committee members served on the RFP Evaluation Committee. Duncan Solutions executives presented their arguments challenging the Evaluation Committee's decision and the

procurement process itself. Following Duncan's presentation, the Protest Committee discussed the points raised and sought clarification of any issues raised and asked questions related to the protest points. The Protest Committee then went into a closed session to discuss the matter in private.

The Protest Committee carefully reviewed the evidence presented in the hearing, and the members did not find grounds to overturn the outcome of the RFP selection. The Committee informed Duncan Solutions of the decision at the meeting and in an official letter sent on November 1, 2023.

FISCAL IMPACT STATEMENT

There is no immediate impact to the General Fund. Approval of the Protest Committee's decision will allow LADOT to begin contract negotiations with Conduent State & Local Solutions, Inc., contingent upon approval from the City Council Transportation Committee.

Approved: 12/14/2024
Board of Transportation Commissioners

Commission Executive Assistant