June 23, 2015

REQUEST FOR PROPOSALS
FOR OVERSIGHT OF THE GREEK THEATRE’S OPEN VENUE MODEL
(CON-M15-001) (RFP)

QUESTIONS & ANSWERS

1. Question: The RFP should specify whether or not there are tax-exempt bond outstanding on the facility and whether or not any resulting management agreement needs to comply with IRS Revenue Procedure 97-13.

   Answer: There are no tax-exempt bonds outstanding on the Greek Theatre.

2. Question: Please clarify the statement - “This will be a fee based agreement with incentives built into the sale of venue sponsorships and box seats”. Nowhere in the RFP does it specifically ask for a fee proposal. This should be added to be clear.

   Answer: The Greek Theatre Management Team, Administrative Support and Operational Expenses relating to the positions will be based on a fixed fee. A sample operations and management staffing plan is a required submittal item which will identify the fee proposal. See page 6 of the RFP.

3. Question: On page 6 of the RFP, Draft as of May 13, 2015, Section IV.A., under a management fee scenario, the staffing plan should not include any type of mark-up. While these expenses are the responsibility of the City, the City may want to ask for a staffing plan that includes positions, salaries, taxes, benefits, etc.

   Answer: This has been addressed in the final RFP. There should be no mark-ups of any kind. The Base Management Fee will include all other expenses not covered in the fixed fee portion of the proposal.

4. Question: On Page 6 of the RFP, Section IV.A., the City may want to consider clarifying what is meant by “This shall be a fixed cost quote where the Department reserves the right to accept all or some of the positions as part of the management team.” Given the fact that the mark-up concept states it includes profits, bidders may be confused as to whether or
not they receive fees for their services or are taking some type of risk based upon the budget they submit.

Answer: The Department requests a fixed cost quote for the Greek Theatre Management Team, Administrative Support and Operational Expenses. From the list of positions submitted by the proposer, the Department reserves the right to accept or reject all or some of the positions submitted by the proposer. There should be no mark-ups of any kind. The Base Management Fee should include all other expenses not covered in the fixed fee portions of the proposal.

5. Question: The same comment as above would apply on Page 7 under the Event Service Staffing Plan.

Answer: The Department requests an Event Service Staffing Plan (Plan) for a typical sold out concert and a fixed hourly rate proposal for each position in the Plan. From the list of positions submitted by the proposer, the Department reserves the right to accept or reject all or some of the positions submitted by the proposer. The successful proposer will receive reimbursement for the event services staffing utilized on each event at the contract rate agreed to by the successful proposer and the Department.

6. Question: We recommend that the City provide the following information to assist bidders:
   o Current organizational chart with titles and salaries

   Answer: The Department does not have a current organizational or salary chart.

   o Detailed financial statements (including all revenues and expenses) for the last 2-3 completed fiscal years

   Answer: Financial information is provided in Exhibit I, Greek Theatre Venue Data.

   o Detailed event settlement reports for the last 2-3 years showing all revenues and expenses related to each event

   Answer: The Department does not have any event settlement reports.

   o Detailed listing of events/attendance for the last 2-3 completed fiscal years

   Answer: Attendance information is provided in Exhibit I, Greek Theatre Venue Data.
Details (or copies) of any existing 3rd party agreements in place (ticketing, parking, cleaning, security, etc.)

Answer: The Department does not have any of the existing 3rd party agreements currently in place.

Union agreements (if applicable)

Answer: The Department does not have any of the union agreements.

7. Question: Would the Department consider accepting a more industry-standard fee arrangement whereby the selected operator would be paid a Base Management Fee and Incentive Fee? Under this scenario, all revenue and expenses (profits and losses) would be the responsibility of the City/Department.

Answer: No. There is an incentive fee for the sponsorship and box seating sales. Refer to RFP Section IV. C., Sponsorship and Box Seating Sales Plan.

8. Would the City/Department be willing to accept a Bid Bond in lieu of a cashier’s check to satisfy the Proposal Deposit requirement?

Answer: No. Refer to Exhibit B, Section B.2., Proposal Deposit.

9. Is the City/Department requiring that the selected operator assume risk for the net operating income or loss of the venue?

Answer: No. The selected proposer will be not assuming any risk relating to the net income or loss of the venue.

10. Please clarify the language in Section 6 of the proposed Agreement as follows:

   a) Please confirm that the Payments and Revenue Sharing Fee is expected to be only based upon those direct costs associated with our staff and does not include other Indirect Operating Expenses such as repairs and maintenance, office supplies, advertising, etc.?

   Answer: Section 6, Payments and Revenue-Sharing Fee of the Sample Operational Oversight Agreement, is intended to be inclusive of all financial related items of the agreement. The successful proposer is expected to submit monthly financial statements detailing all of the event related financial transitions by show, the cost of the management team, administrative support, operational expenses and Base
Management Fees, along with the Monthly Remittance Advice and other supporting documentation as may be required by the Department. The Base Management Fee will include all other expenses not covered in the fixed fee portion of the proposal. The successful proposer will cash flow all expenses prior to the recognition of revenue from venue operations and from the sale of sponsorships and VIP box seats.

b) What items are to be included in the Administrative Support line item? Are these meant to be specific staff positions or other expenses such as office supplies, postage, etc.?

Answer: The Administrative Support line item should include all administrative support positions. All administrative and operational expense items such as office supplies, postage, furniture and equipment leases, travel, etc. are to be included in the Base Management Fee.

c) What items are to be included in the Operational Expense line item?

Answer: Operational expense includes but are not limited to payroll taxes, insurance, employee benefits, bonds and any other employee related expenses.

d) Concerning the Annual Costs for the Greek Theatre Management Team and Administrative Support, is it intended that this is a fixed cost for the City/Department? Who bears the cost (or gets the benefit) if actual costs are different from the monthly payment from the Department?

Answer: The annual costs for the Greek Theatre Management Team and Administrative Support are intended to be a fixed cost to the Department. The successful proposer will be responsible for adhering to the fixed cost established in the final Operational Oversight Agreement.

11. Must the proposer have completed agreements with subcontractors in order to achieve the anticipated participation levels noted on page 2 of Exhibit C of the RFP by the time of the submission due date? Or is the intention to complete the outreach, summarize all communication, and note any proposals which have been accepted or rejected? We want to ensure that contracting the 57% total participation level prior to the due date is not a requirement.

Answer: The proposer is not required to have completed agreements with subcontractors at the time the response is due to the Department. This is not part of the BIP requirements.
The proposer is required to complete the Summary Sheet and Schedule A. See Los Angeles Business Assistance Virtual Network (BAVN) The Business Inclusion Program (BIP) Outreach Process (Attachment A).

12. In regards to the NAICS categories listed in conjunction with this bid on the LABAVN page:
   a) Must the proposer reach out to potential subconsultants for all of the categories listed? Or are they suggestions based on the scope of work?
      
      Answer: Yes. The proposer must outreach to potential subcontractors/subconsultants for each NAICS category.

   b) Can the proposer include additional NAICS categories for which we would look to hire sub consultants but are not listed on the website?
      

13. Will the proposer have access to continue to use the LABAVN website for communication with potential subconsultants whom we have already reached out to after we have exceeded the 15-day minimum window prior to the due date?

      Answer: BIP Indicator 4 requires primes to contact potential subs at least 15 days prior to the bid/proposal due date. After that deadline, primes will no longer be able to send written notices to potential subcontractors. However, primes can contact subcontractors via other non-BAVN means, including via phone or e-mail. However, primes should be made aware that only written notices sent using the BAVN count toward the BIP Indicator 4 requirements. See Los Angeles Business Assistance Virtual Network (BAVN) The Business Inclusion Program (BIP) Outreach Process (Attachment A).

14. Section C Affirmative Action Plan of Exhibit D of the RFP references the "four (4) page Affirmative Action Plan" which must be uploaded in order to comply with provisions of the Los Angeles Administrative Code Sections 10.8.4 which is available through BAVN. Upon downloading and reviewing all compliance documents through BAVN, the only form which pertains to Affirmative Action 10.8.4 is two (2) pages long. Please confirm that this is the accurate form to use.

      Answer: Yes. The two (2) page form downloaded from BAVN is correct. See Los Angeles Business Assistance Virtual Network (BAVN) Downloading and Uploading Company Compliance Documents (Attachment B).
15. Can you confirm that any subcontractors that the proposer has an agreement with at the time of submission do not need to complete a "Pledge of Compliance with Contractor Responsibility Ordinance" until a contract award is made?

Answer: Yes. Subcontractors for the successful proposer must submit the “Pledge of Compliance with Contractor Responsibility Ordinance” (Pledge of Compliance) when the contract award is made. Subcontractors must submit the Pledge of Compliance to the Department before they can start work on the subcontracted services. Refer to RFP Exhibit D, Section D, Contractor Responsibility Ordinance.

16. In Regards to Exhibit H – First Source Hiring Ordinance, can you confirm that the only form to be submitted with the Proposal is the Affidavit, and form FSHO-1 is only required upon the award of a contract?

Answer: Yes. Refer to RFP Exhibit H.
Los Angeles Business Assistance Virtual Network

The Business Inclusion Program (BIP) Outreach Process

As of 4/10/15
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Completing the Business Inclusion Program (BIP) Outreach Requirement Online

The Los Angeles Business Assistance Virtual Network (BAVN) at http://www.labavn.org is a free service provided by the City of Los Angeles and the Mayor's Office of Economic & Business Policy.

Companies can view and download information on all contractual opportunities offered by the City of Los Angeles in one convenient location, as well as find up-to-date subcontractors and sub consultants (hereafter called “subcontractors”) to complement your project bids and proposals (hereafter called “bids”). Our goal is to have your business grow in the City of Los Angeles.

If you are not registered already, please register for a free account on BAVN by visiting us at http://www.labavn.org

This document will walk you through the online Business Inclusion Program (BIP) Outreach requirement process.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

BIP Outreach Overview

It is the policy of the City of Los Angeles to provide Minority-owned Business Enterprises (MBEs), Woman-owned Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran-Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. Bidders and proposers (hereafter called “bidders”) shall assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs have an equal opportunity to compete for and participate in City contracts. A prime bidder’s Outreach efforts in reaching out to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by the level of effort put into achieving the BIP Outreach indicators. Failure to meet anticipated MBE/WBE/SBE/EBE/DVBE participation levels will not by default be the basis for disqualification or determination of non-compliance with this policy. However, failure to complete the Outreach as directed in the bid specifications will render the bid non-responsive and will result in its rejection.

BIP Outreach Helpful Hints

Each indicator is evaluated and scored on a pass/fail basis. No partial credit is awarded. Make sure to complete each indicator on time. Some indicators need to be completed by a certain number of days before the bid due date.

Below are suggestions in completing the BIP Outreach requirement:

I. Learn about the RFB/RFP/RFQ
   Attend the Pre-bid Meeting. Sign the attendance sheet in order to receive credit for your attendance. (This only applies to Bureau of Engineering)

II. Identify subcontracting opportunities and potential subcontractors
   Review the RFB/RFP/RFQ and identify areas of work that may be subcontracted out.

III. Conduct Outreach (Written Notices to Subcontractors)
   • Via the BAVN, e-mail letters to potential subcontractors not less than 15 calendar days prior to the bid due date.
Required documentation:
- E-mail notifications in each of the selected potential work areas to potential MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs for each anticipated work area (NAICS code) to be performed. **The notification must be performed using the BAVN’s Outreach system.**
- The notification may be to potential subcontractors either currently registered on the BAVN or added to the BAVN by the bidder.
- Bidders are required to send notifications to a sufficient number of firms in each potential work area as determined by the City.
- The sufficient number of firms will be determined by the total number of potential subcontractors registered on the BAVN in each specific work area.
- Bidders will not be able to utilize the BAVN’s Outreach notification function if there are less than fifteen (15) calendar days prior to the bid submittal deadline. Bidders will see a message on the Summary Sheet if they have failed to outreach to a sufficient number of firms in a work area.
- Bidders are allowed to add their own comments to the Written Notice (up to 400 characters). Make sure that the language used is not limiting.

IV. Negotiate in Good Faith
- The bidder has discussed or contacted in good faith to interested potential MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs and did not unjustifiably reject as unsatisfactory bids prepared by any enterprise as determined by the Board.

Required Submissions

The Summary Sheet
- BAVN automatically organizes the list of companies outreached to by work areas in a ‘Summary Sheet’ report.
- These reports are available in the ‘Business Inclusion Program’ section of your Profile page.
- You will be responsible for listing **ALL** bids received, bid dollar amounts (if the project is an RFB or RFP) and the reason(s) for selection/non-selection.
- Must be performed using the BAVN and must be completed by 4:30 p.m. the day after the Opportunity Close Date. Bidders will not be able to edit their Summary Sheet after 4:30 p.m. If a bid is submitted by a subcontractor that is not registered with the BAVN, the bidder is required to add that firm to their Summary Sheet.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- A bidder’s failure to utilize BAVN’s Summary Sheet function will result in their bid being deemed non-responsive.

Bids/Quotes/Rate Sheets/Letters of Interest
- Verbal quotes must be submitted in writing on the subcontractor’s letterhead prior to award.
- If you choose to self-perform a work area in which you received a bid/quote, you must submit a quote for doing the work yourself (self-quote) so that we can compare the two.
- Please make sure that the dollar amounts listed on the quotes match the dollar amounts listed on the Summary Sheet and also the dollar amounts listed in the List of Subs page of your bid (if applicable). If the dollar amounts differ, explain the discrepancy in your Summary Sheet.
- Prior to award, copies of ALL bids, quotes, rate sheets, and letters of interest received (including MBE/WBE/SBE/EBE/DVBE/OBE) must be submitted, even if it is in a work area that you did not Outreach in.

Document all relevant correspondence on the Summary Sheet.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

**Step 1: Login to BAVN**

**NOTE:** The Business Inclusion Program (BIP) section of the website requires a BAVN login id and password. If you need a user id, go to [www.labavn.org](http://www.labavn.org) to register. Registration is simple and currently free of charge. Once you receive your login id and password, follow the steps below.

You can also select an Opportunity from the **News Feed**
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

**Step 2: Search for an Opportunity**

You can search for an Opportunity by doing one of the following

- Click on the **Search** link, to search for the Opportunity
- Click on the **Bookmarked** tab
- Click on the **Related Opportunities** tab

You can also select an Opportunity from either the **News Feed** or from **City Departments Open Bids list**

For this example, we will search for an opportunity using **Status**, **Online BIP** and **Department**.

- Click on the **Search** button
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- Choose desired opportunity from the result list

Search Results

Displaying 1 - 5 of 5 records

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Posted</th>
<th>Due</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My First Opportunity</strong></td>
<td>Open</td>
<td>04/29/19</td>
<td>04/29/20</td>
<td>Kimergy Business Opportunity Center</td>
</tr>
</tbody>
</table>

**ATTACHMENT A**

**Click on the Subcontractor tab to begin your Outreach to Subcontractors**

**My First Opportunity**

[Bookmark this opportunity] to express your company's interest to the department. Interested companies will receive e-mail updates about this opportunity.

- **General Information**
  - **DAVN ID:** 16927
  - **Category:** Construction
  - **Type:** Request For Proposal
  - **Description:** Posting my first opportunity
  - **Prime NAICS:**
  - **Sub NAICS:** 237210 Land Subdivision

- **Status**
  - **Status:** Open
  - **Posted:** 04/29/19
  - **Outreach Due:** 04/15/20 12:00 AM
  - **Bid Due:** 04/29/20 5:00 PM
  - **Summary Due:** 04/30/20 4:30 PM

- **Contact**
  - **Dept.:** Kimergy Business Opportunity Center
  - **Name:** System Administrator
  - **Email:** support@keitown.org

**NOTE** Opportunities with the Business Inclusion Program (BIP) have an Outreach Due Date. It is important to complete the outreach on or before the outreach due date.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 3: Identify Subcontracting NAICs Codes and Notify Potential Subcontractors

- Select NAICS Codes you are interested in Subcontracting
- Select Certifications
- Click on the Search button

LABAVN – Los Angeles Business Assistance Virtual Network – Information Technology Agency (ITA)

Step 3: Identify Subcontracting NAICs Codes and Notify Potential Subcontractors

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Title</th>
<th>Required</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>237210</td>
<td>Land Subdivision</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

In addition to performing the required outreach, a bidder/proposer must also complete their on-line Summary Sheet. A bidder/proposer's failure to utilize the BAVN's Summary Sheet function will result in the bid/proposal being deemed non-responsive.

Search for Subcontractors

Select NAICS Codes: (required)

Sub NAICS Codes:

- 237210
- 237211
- 237220

Select Certifications: (optional)

City of Los Angeles Certifications:

- DBE: Disadvantaged Business Enterprise
- CVEBE: Disabled Vets Business Enterprise
- EBE: Emerging Business Enterprise
- LBE: Local Business Enterprise (LA)
- MBE: Minority Business Enterprises
- SBE: Small Business Enterprise (LA)
- SLBE: Small Local Business Enterprise
- OBE: Other Business Enterprise
- WBE: Women-Owned Business Enterprise

Harbor Certifications:

- LBE: Local Business Enterprise
- SBE: Small Business Enterprise
- VSBEBE: Very Small Business Enterprise

Company Information: (optional)

- Name:
- Zip code:
- Only display companies that can be reached online

Search
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- From the result list of companies click on the checkbox next to the Subcontractor you are interested in (You can only select 15 subcontractors at a time) and click on the **Select Subs** button.

### Subcontractor Search Results

You are searching for subcontractors;
- where the company is registered under the following NAICS codes:
  - 23721: Land Subdivision
  - 237211: Land Subdivision

<table>
<thead>
<tr>
<th>Companies</th>
<th>Address</th>
<th>Phone</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY</td>
<td>200 N. Main St, CHE 13, Los Angeles, CA 90012</td>
<td>888-999-9999</td>
<td>OBE</td>
</tr>
<tr>
<td>CBS Inc. Creation - ITA TEST COMPANY - DO NOT CONTACT</td>
<td>200 N. Main St, Los Angeles, CA 90012</td>
<td>213-922-7761</td>
<td>SBE (Elfinon) VSBSE (Harbor) OBE</td>
</tr>
<tr>
<td>Jandy Y Inc - ITA TEST COMPANY</td>
<td>138612 Main St, Los Angeles, CA 90706</td>
<td>213-978-2963</td>
<td>SLB SBE (Elfinon) VSBSE (Harbor) LBE (Harbor) OBE</td>
</tr>
</tbody>
</table>

1697 companies found. Check the checkboxes and click the **Select Subs** button to contact the listed companies.

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**ATTACHMENT A**
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 4: Conduct the Outreach

Create/modify the solicitation letter

The system will generate a standard solicitation letter for you

- Select your company contact
- Review the list of Recipients (subcontractors you will be notifying)
- Review the shell letter.
- You can also include additional information in the input box.
- Specify the due date of the proposals
- Click on the “Notify Subcontractors” button

Follow the steps below to send e-mails to your selected subcontractors

**Step 1: Select your company contact person**

- [Name and Contact Information]

**Step 2: Review recipients**

- J and Y inc - ITA TEST COMPANY
- A Test Company - ITA TEST COMPANY
- Caris Creation - ITA TEST COMPANY - DO NOT CONTACT

**Step 3: Review the shell letter and submit the form to send e-mails to selected recipients**

- [Details of the shell letter]

A copy of the My First Opportunity bid specifications and plans are available for review in the office of Caris Creation - ITA TEST COMPANY - DO NOT CONTACT, the City departments' plan room, or on the Los Angeles Business Assistance Virtual Network (LABAVN) website at [URL].

Please send us a quote and/or qualification on any of the above items by e-mailing [Contact Information]. DO NOT RESPOND TO THIS EMAIL. Indicate if you are a certified MBE, WBE, SBE, DBE or DBE contractor.

The bid due date is April 29, 2020. We must receive your proposal no later than 04/29/2020.

For more assistance you may contact the City of Los Angeles Bond Assistance Program at (213) 227-6598.

Notify Subcontractors
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

NOTE: The selected subcontractors will receive the solicitation notification through e-mail.

Confirmation of the contacted Subcontractors is shown below.

My First Opportunity

This opportunity is eligible for the Business Inclusion Outreach Program. Review your Summary Sheet here.

New Subcontractor Outreaches Made On 05/22/14

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Certs</th>
<th>Address</th>
<th>Phone</th>
<th>NAICS Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY</td>
<td></td>
<td>200 N. Main St, CHE 13,</td>
<td>999-999-9999</td>
<td>Listed under 541910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Angeles, CA 90012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can't's Creation - ITA TEST COMPANY-DO NOT CONTACT</td>
<td>SBE</td>
<td>200 N. Main St, Los Angeles, CA 90012</td>
<td>213-922-7761</td>
<td>Listed under 541910</td>
</tr>
<tr>
<td></td>
<td>VSBE</td>
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</tr>
<tr>
<td>J and Y Inc - ITA TEST COMPANY</td>
<td>SLB</td>
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<tr>
<td></td>
<td>VSBE</td>
<td></td>
<td></td>
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</table>

Subcontractor Outreaches

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<thead>
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<th>Subcontractor</th>
<th>Address</th>
<th>Phone</th>
<th>Outreach Date</th>
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</thead>
<tbody>
<tr>
<td>541910 - Marketing Research and Public Opinion</td>
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<td></td>
</tr>
<tr>
<td>Opinion Polling</td>
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<td>Can't’s Creation - ITA TEST COMPANY-DO NOT CONTACT</td>
<td>200 N. Main St, Los Angeles, CA 90012</td>
<td>213-922-7761</td>
<td>05/22/14</td>
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<tr>
<td>SBE (Judge)</td>
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<tr>
<td>VSBE (Judge)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J and Y Inc - ITA TEST COMPANY</td>
<td>13612 Main St, Los Angeles, CA 90076</td>
<td>213-978-2953</td>
<td>05/22/14</td>
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<td></td>
</tr>
<tr>
<td>VSBE (Judge)</td>
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</tbody>
</table>

NOTE: The Outreach due date and time - The Subcontractor Outreach (the sending out of the solicitation letters) must be completed before this date and time. 12:00 AM is the morning of that date (midnight of the previous day).

NOTE: The Summary Sheet due date and time - The Summary Sheet must be completed by this date and time and include all responses received from potential subcontractors. Editing of the Summary Sheet will be disabled after the due date and time.

NOTE: Review the list of work areas for which subcontractors have been outreached to. Be aware of the number of subcontractors to which you are required to outreacht to in each work area versus the number of subcontractors that you have actually outreached to so far. Roll over each certification to ensure there are certified firms available.

REVIEW - The checklist to make sure that you have completed all of the steps required to be a successful bidder on the project.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 5: Review Your BIP Outreach Activities

Once you have outreached and selected the subcontractors to send the solicitation letter to, your Summary Sheet will be created automatically. As a Prime, you can access your Summary Sheet at anytime before the due date. Visit your Profile page and simply click on the “BIP Prime” tab to review your past contacts and to review the outreach requirements.

My First Opportunity

To review your summary sheet, click on the Review your Summary Sheet here link and click on the Opportunity

Incomplete Summary Sheet

The RED columns and rows indicate that you have not met the minimum outreach requirements of certified companies per work areas.

My First Opportunity

NOTE: The Summary Sheet display has changed. Please download the updated BIP manual for an explanation of the new display. Contact ITA.BIP@cityofla.org for any questions.

BIP Outreach Summary

<table>
<thead>
<tr>
<th>HACs Work Areas</th>
<th>Minimum Requirements</th>
<th>Number of Certified and Other Firms Contacted Per Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Description</td>
<td>MBE</td>
</tr>
<tr>
<td>237210</td>
<td>Land Subdivision</td>
<td>3</td>
</tr>
</tbody>
</table>

You have not met the required outreach in one or more specific areas. Roll over the highlighted number for more details on the issue.

NOTE: Continue to outreach to Subcontractors until you have met the minimum outreach requirements and all columns and rows are Green. You can roll over each certification to ensure that there are certified firms available.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 6: Completed Summary Sheet - The minimum requirements have been met and all rows and columns are highlighted in Green.

My First Opportunity

ATTACHMENT A

BIP Outrach Summary

<table>
<thead>
<tr>
<th>NAICS Work Area</th>
<th>Minimum Requirements</th>
<th>Number of Certified and Other Firms Contacted Per Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Description</td>
<td>Required</td>
</tr>
<tr>
<td>207210</td>
<td>Land Subdivision</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition to performing the required outreach, a bidder/proposer must also complete their on line Summary Sheet. A bidder’s/proposer’s failure to utilize the LABAVN’s Summary Sheet function will result in their bid/proposal being deemed non-responsive.

BIP Supporting Documents

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>cal2014.pdf</td>
<td></td>
<td>05/02/2014</td>
</tr>
</tbody>
</table>

Bids Submitted by Sub-Contractors

<table>
<thead>
<tr>
<th>Date</th>
<th>NAICS</th>
<th>Bid</th>
<th>Attachment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/14</td>
<td>207210</td>
<td>$500.00</td>
<td>cal2014.pdf</td>
<td>Carr’s Creation - ITA TEST COMPANY DO NOT CONTACT</td>
</tr>
</tbody>
</table>

Prime Contractor Summary

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Tax ID</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>47880</td>
<td>Carr's Creation - ITA TEST COMPANY DO NOT CONTACT</td>
<td>34789</td>
<td>BTRC:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Certs</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 N. Main St, Los Angeles, CA 90012</td>
<td>SEE</td>
<td>213-922-7781</td>
<td>213-985-3556</td>
</tr>
</tbody>
</table>

Company Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
<th>Fax</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>O. Queen (Main Contact)</td>
<td><a href="mailto:oduto@acthr.org">oduto@acthr.org</a></td>
<td>213-922-7781</td>
<td>213-922-7781</td>
<td></td>
</tr>
<tr>
<td>H. Ramon</td>
<td><a href="mailto:rramon@email.org">rramon@email.org</a></td>
<td>213-922-7781</td>
<td>213-922-7781</td>
<td></td>
</tr>
<tr>
<td>Oduro, Carmen</td>
<td><a href="mailto:comoduro@bet.com">comoduro@bet.com</a></td>
<td>213-922-7781</td>
<td>213-922-7781</td>
<td></td>
</tr>
</tbody>
</table>
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

BIP Outreach Submission Checklist

- You must perform your BIP outreach by 11/09/14 12:00 AM, at which time you will no longer be able to contact sub and have it count towards your BIP.
- This Summary Sheet must be completed by 12/01/14 5:30 PM, at which point you will no longer be able to edit this form and it will be considered final.
- Where possible, outreach to DBE's, EBIES, LBES, WBE's, EBE's(IS), SLBs, and WEBS in each of the required areas of work
- You may want to outreach and invite EBE's to take advantage of the Local Bid Preference
- List ALL potential subcontractors/suppliers with whom the bidder has had contact regarding this project and/or ALL those who have submitted sub-bids
- Make sure all subcontractors/suppliers listed on the Bidder's Summary Sheet have the following complete information:
  - ALL of the responses and/or bids received (to include the exact work to be performed and materials purchased for the included bid listed amount), and that the subbid is unaltered by the Prime
  - That all "valid" subbids are submitted with hard copy
  - Summary Sheet the exact name of the subcontractor/supplier who submitted the bid
  - Summary Sheet does the dollar amount of the sub bid match the sub bid amount and the bid listed amount (if applicable)
  - That a brief reason is given for selection/non selection of a subcontractor/supplier
  - That the subcontractor (or Prime)/supplier is selected for every work area
  - That the "Incomplete" subbids were clearly defined as to why they were considered incomplete

This Summary Sheet was created on 6/22/2014 01:46 PM by Queeny 0 and last saved on 05/26/2014 06:28 PM by Queeny 0

**BIP Summary Sheet**

- To modify the Summary Sheet, click on the "Edit this Section" link by the corresponding area you wish to edit
- View Summary Sheet with only responses
- Add A Company to the Summary Sheet Manually

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>61551I: Computer Programming Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. A Test Company - ITA TEST COMPANY</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>2. Carr's Creative - ITA TEST COMPANY</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>3. J and Y Inc - ITA TEST COMPANY</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>4. Queeny O Creative Works - ITA TEST</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>Prime Contractors</td>
<td>Contacted</td>
<td>Responded</td>
<td>Bid Manager</td>
<td>Notes/Reasons for selection/non-selection</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>61551E</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Carr's Creative - ITA TEST COMPANY</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>6. Queeny O Creative Works - ITA TEST</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

Updated List

<table>
<thead>
<tr>
<th>Other Work Areas</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid Manager</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Blue Lantara-ITA TEST COMPANY</td>
<td>[ ]</td>
<td>06/9/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>
Step 7 Negotiate in Good Faith

Review the checklist to make sure that you have completed all of the steps required to be a successful bidder on the project.

To view all Subcontractors that you have outreached to, click on the **View Summary Sheet with all outreaches** link.

### Subcontractors

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Test Company - ITA TEST COMPANY</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Creative - ITA TEST COMPANY - DO NOT CONTACT</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 J and M Inc - ITA TEST COMPANY</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Quantum Creative Works - ITA TEST</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prime Contractors

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid/Response</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Color Creative - ITA TEST COMPANY - DO NOT CONTACT</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Quantum Creative Works - ITA TEST</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Extended List

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid/Response</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Blue Lagoon - ITA TEST COMPANY</td>
<td>06/30/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

**Edit Your Summary Sheet**

- To update information submitted by the Subcontractors, click on the **Edit this Section** link

### Subcontractors

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/ Bid</th>
<th>Notes/ Reasons for selection/ non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carr’s Creation - ITA TEST COMPANY - Do Not Contact</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J and Y Inc. - ITA TEST COMPANY</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QueenyO Creative Works - ITA TEST COMPANY</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prime Contractors

<table>
<thead>
<tr>
<th>Prime Contractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/ Bid</th>
<th>Notes/ Reasons for selection/ non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carr Colla Creations - ITA TEST COMPANY - Do not Contact</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QueenyO Creative Works - ITA TEST COMPANY</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Extended List

<table>
<thead>
<tr>
<th>Other Work Areas</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/ Bid</th>
<th>Notes/ Reasons for selection/ non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Lanterns - ITA TEST COMPANY</td>
<td>06/03/14</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click on the **Edit button** corresponding to Company you would like to Edit
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- Choose a Response from the drop down
- Enter the Response Date
- Enter the Bid Amount
- Indicate whether or not you have Selected this company to work with
- Enter Bid Notes if applicable
- Click on the Save Summary Sheet button to submit form

**NOTES**

**Response** - This field is required and you must select a response type first before entering values in the other fields. The possible values for this field are:

- **No Response**: The Subs did not respond
- **Response/No-submittal**: Sub responded but did not bid
- **Submit Quote**: Sub responded with a bid amount

**Response Date** - List the date that the Sub responded with a bid.

**Selected**: Selected: Prime selected the sub **Yes**

- Not Selected (No): Prime received a subcontractor bid but did not select the subcontractor.

**Bid Amount** - This field is required when “Submit Quote” is selected as the response type. **For all RFPs, RFQs and RFBs, there will be a Response Bid Amount column to display the bid amount**

**Prime Bid Notes**. Enter any necessary information here about the Sub, including reasons for selection/non-selection. You can add notes by clicking the “Add Notes” link.
Your Summary Sheet will look very similar to the form below, indicating which companies you selected (with an asterisk), the ones you did not and those companies that did not respond. Follow the prior steps to completely fill in the responses from your Subcontractors.

### ATTACHMENT A

#### 681115 Custom Computer Programming Services

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
<th>Notes/Reason for selection/none-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY *</td>
<td>[o]</td>
<td>06/03/14</td>
<td>08/03/14</td>
<td>$266.90</td>
</tr>
<tr>
<td>B Test Company - ITA TEST COMPANY *</td>
<td>[p]</td>
<td>06/03/14</td>
<td>08/03/14</td>
<td>$256.90</td>
</tr>
<tr>
<td>C Test Company - ITA TEST COMPANY</td>
<td>[s]</td>
<td>06/03/14</td>
<td>08/03/14</td>
<td>No Submittal</td>
</tr>
<tr>
<td>D Test Company - ITA TEST COMPANY</td>
<td>[s]</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

#### 611482 Professional and Management Development Training

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid Response</th>
<th>Notes/Reasons for selection/none-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Test Company - ITA TEST COMPANY</td>
<td>[o]</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>F Test Company - ITA TEST COMPANY</td>
<td>[s]</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

The Summary Sheet will not count subcontractors that were not registered in the required work area(s) or not outreached to online.

The symbol [o] indicates an outreach was made by the Prime to the Subcontractor. The symbol [p] indicates the Prime manually added the Subcontractor to the summary sheet. The symbol [s] indicates a Subcontractor self-submitted a quote to the Prime.

Subcontractors, who you did not outreach to, can self-submit a quote to you up until the Close Date of the Opportunity. The 8 Day rule to self-submit a quote to a Prime, no longer applies.

For all RFPs, RFQs and RFBs, there will be a Response Bid Amount column to display the bid amount.

For all RFIs and RFQualification the Response is either a no-submittal, or response with no-submittal. The response bid amount is usually not required.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 8: Add a Subcontractor to the Summary Sheet Manually

A Prime can manually add subcontractors to their summary sheet if they are interested in working or outreaching to a Subcontractor that is not registered in the BAVN or not on the list of Subcontractor search.

1. From your Summary Sheet click on the Add A Company to the Summary Sheet Manually link.

**NOTE:** This link is only available after you have fulfilled the outreach requirements

BIP Summary Sheet

- To modify the Summary Sheet, click on the 'Edit this Section' link by the corresponding area you wish to edit
- View Summary Sheet with enter responses
- Add A Company to the Summary Sheet Manually

2. Search for the Company – This is to prevent duplication. Click on the Search Companies button

Add Company Manually to Summary Sheet

Search For A Company

To manually add a company to your Summary Sheet, your first step will be to search through the list of registered BAVN companies to see if the company you want to add is already registered on BAVN.

Company Name:
Test

Search Companies

3. Select Company from result list

<table>
<thead>
<tr>
<th>Send Message to Company</th>
<th>Add Company Manually</th>
<th>Company</th>
<th>Certs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add</td>
<td>Test Company</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>111 E First ST</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Angeles, CA 90012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add</td>
<td>Test Company Name CMO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>301 N Main ST</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Angeles, CA 90012</td>
<td></td>
</tr>
</tbody>
</table>

If the result list includes the company, simply
check the box under **Send Message & Add Company**, to send a Notification letter. If you want to add them without notifying them, click on the **Add** link to add the Sub to your BIP. Click on the **Notify Selected Company** button

**Option 1:** You may send the company a message stating your interest by selecting the checkbox under **Send Message to Company**
- Select the company that you wish to add to your summary sheet.
- Click the **Notify Selected Companies** button located at the bottom of the list.
- Complete the solicitation letter and click **Notify Subcontractors** button.

**Option 2:** You have the option to simply add the subcontractor to your Summary Sheet without sending a letter of interest by clicking on the **Add** link next to the company name.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Enter Contact Information

<table>
<thead>
<tr>
<th>Review the subcontractor information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Test Company</td>
</tr>
<tr>
<td>Address: 1111 E First ST</td>
</tr>
<tr>
<td>Los Angeles, CA 90012</td>
</tr>
<tr>
<td>Phone: 213-470-7226</td>
</tr>
<tr>
<td>NAICS: 111110, Soybean Farming</td>
</tr>
<tr>
<td>Costs:</td>
</tr>
</tbody>
</table>

Select the NAICS code for which you wish to use the subcontractor

<table>
<thead>
<tr>
<th>Other NAICS</th>
<th>Description</th>
<th>Response</th>
<th>Selected</th>
<th>Responded</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Work Areas</td>
<td>Response/No-submit</td>
<td>Not Selected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub NAICS: 031511</td>
<td>Custom Computer Programming Services</td>
<td>Response</td>
<td>Selected</td>
<td>Responded</td>
<td>Bid</td>
</tr>
<tr>
<td>Prime NAICS: 31436</td>
<td>Professional and Management Development Training</td>
<td>Response/No-submit</td>
<td>Not Selected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please describe who made initial contact, when contact was made, how contact was made, what prompted contact and ultimately why the subcontractor was or was not selected.

Please verify that the subcontractor’s address, contact information, and selected NAICS work areas are accurate. This information cannot be edited after submission.

Add Company to Summary Sheet

- Check the work area for which you wish to add the company.
- Provide the **Response, Response Date, Bid Amount and Selection**, if applicable.
- Add a **description** of the communication between you and the subcontractor in the “Contact Information/Notes” box.
- Click on the **Add Company to Summary Sheet** button. The company will then be added to your Summary Sheet.
NOTE If the company doesn’t exist in the BAVN’s vendor database, click the “Manually add a new company to your Summary Sheet” link.

Add A New Subcontractor

One or more companies were found on BAVN matching the name Test. Either review the search results and add a listed subcontractor or manually add a new subcontractor.

Manually add a new company to your Summary Sheet

You must enter the new company’s information into the BAVN’s vendor database. This information will be automatically added into your Summary Sheet. Once added, the company will be visible in the list after using the search function of adding a company manually. If the same company registers itself with the appropriate NAICS code, they will appear in the subcontractors listing.
Provide the Name and Contact Information of the company.
Click on the checkbox next to the work area that you wish to add the company onto your Summary Sheet.
Provide the Response, Response Date, Bid Amount and Selection, if applicable.
Add a description of the communication between you and the subcontractor in the “Contact Information/Notes” box.
Click the “Add Company to Summary Sheet” button. The company will then be added to your Summary Sheet.

**NOTE:** Once the subcontractor is added in this manner, it is not considered registered until the subcontractor creates a BAVN user ID and updates their NAICS codes, licenses etc. This registration must be completed before the award of the contract.
Important Notes regarding the online BIP Outreach:

- Make sure you meet the Outreach requirements before the respective deadlines. The system automatically keeps track of all of the Outreach/contact you make on the BAVN. The system also allows you to keep track of Outreach/contact you make outside of the BAVN; however, this information will need to be entered manually onto your Summary Sheet.

- All Outreach/contact must be made no later than **11:59 PM on the 15th day prior to the bid due date**. **After this date**, the subcontractor selection form will be disabled. However, you will still be able to view or print the subcontractor listing.

- The Summary Sheet must be completed by **4:30 PM one day after the Bid due date (Close date)**, at which point you will no longer be able to make edits and it will be considered final. However, you will still be able to view/print the Summary Sheet.

- Once you have completed your Summary Sheet online, there is no need to submit a hard copy with your bid package. City Staff will have online access to your Summary Sheet. If there are any questions or potential errors, Staff will contact you for clarification. However, you may want to print out your Summary Sheet for your personal records.

- Please note that nothing in this document supersedes the requirements in a project’s bid package. This should only be used as a guide in your completion of the BIP Outreach requirement online.
Los Angeles Business Assistance Virtual Network

BAVN

Downloading and Uploading Company Compliance Documents

5/15/2015
**BAVN “Download Templates” Instructions**

These instructions are NOT applicable to Bidder/Proposers responding to contracting opportunities advertised by the Los Angeles World Airports, the Port of Los Angeles and the Department of Water & Power

All companies registering on BAVN may at this time complete and upload the compliance forms listed in the “Download Templates” or it may upload the forms at the time it responds to a contracting opportunity. All forms contained in the “Download Templates” section are to be completed and signed prior to being uploaded to the “Company Compliance Documents” section. Each form is only valid for a specified amount of time. Please refer to instructions online for more details.

The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

**Affirmative Action Program (AA)**

All companies that have an approved Affirmative Action Plan on file with the Office of Contract Compliance prior to August 15, 2011 shall be required to complete and upload the Equal Employment Practices Affidavit and the Affirmative Action Plan Affidavit (if required by the contracting opportunity posted by the awarding department). Contractors will remain subject to all applicable provisions of any previously approved EEP/AAP Plans for all current contracts advertised by the City prior to August 15, 2011.

**Construction Contracts** – The Affirmative Action Plan will be effectuated upon completion of the “Anticipated Employment Utilization Report” (AEUR). Any subsequent bids will require the submittal of the AEUR to the Bureau of Contract Administration’s Office of Contract Compliance prior to the issuance of a Notice to Proceed by the awarding department.

Every Non-construction contract with or on behalf of the City of Los Angeles for which the consideration is $100,000 or more shall require the prime contractor to complete and upload an Affirmative Action Plan. Subcontractors are required to submit this form to their prime contractor, who must retain it for the life of the contract, for any subcontracts for which the consideration is $100,000 or more. Every construction contract with or on behalf of the City of Los Angeles for which the consideration is $5,000 or more shall require the prime contractor to complete and upload an Affirmative Action Plan. Subcontractors are required to submit this form to their prime contractor, who must retain it for the life of the contract, for any subcontracts for which
the consideration is $5,000 or more. Additionally, every construction contract as referenced above shall also comply with the Los Angeles Administrative Code Section 10.13.

**Equal Benefits Ordinance (EBO)**
By completing and uploading the Equal Benefits Ordinance Compliance Affidavit your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

**First Source Hiring Ordinance (FSHO)**
Prime contractors who are awarded a contract that is subject to the requirements of the FSHO must complete and upload the FHSO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over $25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

Every contract with or on behalf of the City of Los Angeles for which the consideration is $1,000 or more shall complete and upload Equal Employment Practices Provisions Certification. Subcontractors are required to submit this form to their prime contractor, who must retain it for the life of the contract, for any subcontracts for which the consideration is $1,000 or more.

**Slavery Disclosure Ordinance (SDO)**
By completing and uploading the Slavery Disclosure Affidavit your company will have satisfied the reporting requirement of the Slavery Disclosure Ordinance. A company wishing to seek an exemption of the SBO provisions must submit the SDO Exemption Form with the bid or proposal. The SDO Exemption Form shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request.

**IMPORTANT NOTICE**
Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.
The following tutorial will walk you through the process of

- Downloading and Uploading Company Compliance Documents
Step 1: Log into BAVN

1. Only the administrator of your company has the authority to upload company compliance documents.

2. Under Profiles, go to Company Profile, click on the Compliance Documents link.
The following compliance forms can be downloaded and uploaded on BAVN;

**AA – Affirmative Action**
- Federally Assisted Construction Projects Equal Employment Opportunity/Affirmative Action
- Affirmative Action Plan

**EBO – Equal Benefits Ordinance**
- Equal Benefits Ordinance Affidavit

**FSHO – First Source Hiring Ordinance**
- First Source Hiring Ordinance Compliance Affidavit

- Equal Employment Practices Provisions Certification

**SD - Slavery Disclosure Ordinance Forms**
- Slavery Disclosure Ordinance Affidavit

Please read instructions before downloading and uploading Company Compliance Documents
Step 2: Download Compliance Form Template

1. Review the Company Compliance Documents list
2. Click on the ‘Click here to download templates and upload completed forms’ link next to the form you would like to download.

Company Compliance Documents

- The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award.
- Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s).
- Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

<table>
<thead>
<tr>
<th>Company Compliance Documents</th>
<th>Status</th>
<th>Edit</th>
<th>Uploaded By</th>
<th>Uploaded</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative Action (Revised)</td>
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<td></td>
<td></td>
<td>04/25/14</td>
<td>04/26/15</td>
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<tr>
<td>Equal Benefits Ordinance</td>
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<td>First Source Hiring Ordinance</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Slavery Disclosure Ordinance (Indefinite Application)</td>
<td>Submitted</td>
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<td></td>
<td>07/02/13</td>
<td>No expiration date</td>
</tr>
</tbody>
</table>
Step 3: Upload Compliance Form Template

1. Click on the “Click here to download the Equal Benefits Ordinance Affidavit form” link

<table>
<thead>
<tr>
<th>Select File</th>
<th>Choose File</th>
<th>No file chosen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Download and Fill form completely
- **Scan the form and save it as and into a single PDF file**
- Select form to upload
- Click on the Upload Document button to submit form

3. The **Status** now shows Submitted. You can either **Modify** or **Remove** the uploaded document by clicking on the respective links.
4. Follow the same process to upload the rest of the Compliance documents.

For questions or concerns, please email ITA.BAVN@LACITY.ORG