August 14, 2015

REQUEST FOR PROPOSALS
FOR THE OPERATION AND MAINTENANCE OF THE GREEK THEATRE FOOD AND BEVERAGE CONCESSION
(CON-F15-002) (RFP)

QUESTIONS & ANSWERS

1. Question: Please provide current Food and Beverage menu including item, portion, price for concession, picnic and catering.

Answer: The Greek Theatre offers a pre-order option for the purchase of select Food Baskets. All of the baskets include California Cheese and Cured Meat, Whole Grain Mustard, Marinated Olives, Grapes, Crackers and a choice of 2 desserts - Minted Lemonade Cake or Chocolate peanut butter caramel crunch brownie cake.

The Opening Act Basket $46.00 (serves 2) – includes a Greek Salad and Sourdough Baguette and Butter

The Headliner Basket $44.00 (serves 2) – includes Mediterranean Chicken Sandwich with Baby Spinach, Roasted Tomato, Feisty Feta and Potato Chips

The Superstar Basket $57.00 (serves 2) - includes a Greek Salad and Choice of 2 entrees: Grilled Flat Iron Steak with Roasted Potato Medley, Spring Mix Marinated Tomato, Lemon Green Beans, and Sour Dough Baguette and Butter or Chilled Seared Pacific Salmon with Israeli Cous Cous Salad, Spring Mix, Marinated Tomato, Broccoli Rabe, Roasted Butternut Squash and Baguette and Butter

These items along with the menu can be found on the Greek Theatre’s website at https://www.greektheatrela.com/dining/

The Greek Theatre’s concession stands offer:
Pink’s Hot Dogs ($6.00), Pink’s Chili Dog ($6.75), Chicken Tenders with Fries ($8.50), Chili Fries ($6.00) Greek Salad ($9.00) Turkey Sandwich ($9.00), Cheese and Meat Tray ($7.00), Combo options ranging from $12.00 - $14.00, Gourmet Pretzels ($6.00), Popcorn ($5.00), Nachos ($10.50), Ice Cream ($5.00), Candy ($4.00), Chips ($3.50), Wine by the carafe ($23.00), by the bottle (22.50) or by the glass ($8.50), Premium Beer
($11.00), Domestic Beer (8.25), Soda ($6.00) Coffee, Tea or Cocoa ($4.00) and Bottled Water ($4.00)

The price for picnic and catering is not available.

2. Question: Please detail food and beverage sponsorship and use details. For example, is Pink Hot Dogs a sponsorship and if so please provide details.

Answer: Some of the current food and beverage sponsorship includes Absolut Vodka, Constellation Wines, Heineken, Woodbridge, and MillerCoors.

3. Question: Is in-seat service currently offered and if so what areas?

Answer: Yes, in-seat service is currently offered in the box seats.

4. Question: Please provide food and beverage sub-contractors including their deal terms.

Answer: Aramark is the Food and Beverage sub-contractor for the current Concessionaire. The terms of their contract are not available.

5. We are trying to fulfill our requirements through the site based on the below service types and many have nothing to do with our Food Service operations.

a) Can you please confirm that we need to perform outreach to all these types although they may not be applicable?

Answer: Yes. The proposer must outreach to potential subcontractors/subconsultants for each NAICS category. See Los Angeles Business Assistance Virtual Network (BAVN) The Business Inclusion Program (BIP) Outreach Process (Attachment A). Also can be found at http://www.labavn.org/misc/docs/BAVN_BIP_walkthrough.pdf.

b) How do we locate and contact those vendors?

Answer: When viewing an opportunity, click on the "Subcontractors" tab to define your search criteria, minimally one NAICS code and click on the "Search Subs" button. A list of BAVN registered subcontractors that meet your search criteria will be listed. E-mail notification should be sent in each of the selected potential work items to potentially available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work item to be performed. The notification must be performed using the BAVN’s BIP Outreach system. The notification must be to potential subconsultants
currently registered on the BAVN. If the proposer is aware of a potential subconsultant that is not currently registered on the BAVN, it is the proposer’s responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their outreach. Proposers are highly encouraged become familiar with this requirement by reading through the Los Angeles Business Assistance Virtual Network (BAVN) The Business Inclusion Program (BIP) Outreach Process (Attachment A). Also found at http://www.labavn.org/misc/docs/BAVN_BIP_walkthrough.pdf.

c) If not, is there anything specific you can speak to that can be done?

Answer: See Los Angeles Business Assistance Virtual Network (BAVN) Downloading and Uploading Company Compliance Documents (Attachment B). This document can also be found at:

http://www.labavn.org/misc/docs/BAVN_Download_Templates_Instructions.pdf

d) Also, with respect to the “anticipated participation” levels within the various certification types, what is the specific number a percentage of?

Answer: With respect to the anticipated participation levels, the specified number is a percentage of the contract value.

6. The RFP, Exhibit D, Compliance Documents, Section G the instruction says "MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form (Schedule A) Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form, provided here in as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed."

So, from my understanding, if we decide to write some firms on this paper (schedule A), it means that we are going to use these subcontractors for the project. Is this correct?

Answer: Potential proposers are required to comply with the BIP Outreach program. Proposers should become familiar with the requirement by reading through the Los Angeles Business Assistance Virtual Network (BAVN) Business Inclusion Program (BIP) Outreach Process (Attachment A). This document can also be found at: http://www.labavn.org/misc/docs/BAVN_BIP_walkthrough.pdf.
7. Will the City guarantee a minimum number of shows/events to attain the sales levels necessary to meet the guarantee commission payment of $1.3 Million?

Answer: No. The City does not guarantee a minimum number of shows/events.

8. Will rest rooms facilities be available for non-event days?

Answer: Yes, rest room facilities will be available for non-event days.

9. Will the City provide cleaning personnel for non-event days?

Answer: No. It will be the Concessionaire’s responsibility and at its own expense, to keep the premises and the surrounding area, at least twenty-five (25) feet, clean and sanitary at all times.

10. Concept Coffee / Grab & Go - Who is handling this Coffee Concept or does our plaza year round plan need to include this? Or will this be competition?

Answer: The successful Concessionaire will be responsible for implementing all food and beverage concepts in the Front Plaza and should include this in the year round plan.

11. Who will handle alcohol related sponsorships and marketing deals?

Answer: The Department will retain all rights to sponsorships, including non-alcoholic pouring rights, at the Greek Theatre. The successful Concessionaire should collaborate with the Department to secure and receive financial benefits from sponsorship opportunities throughout the venue.

The Sponsorship Recognition Policy, Procedures and Guidelines for Recognizing Organizations and Individuals who Contribute to and/or Support City of Los Angeles Parks and Programs is Attachment C.

12. Can the City provide a copy of the 2016 Greek Theatre Logo?

Answer: The 2016 Greek Theatre logo is not available at this time.

13. Sample Contract Agreement – Hours of Operation (page 8-9): The Concessions shall be open from: Non-Concert Season: The front plaza will be open a minimum of six (6) hours for park patrons. Is it the City’s expectation for the Concessionaire to be open 7 days a week during the Non-Concert Season?
Answer: Yes, it is the City’s expectation for the Concessionaire to be open seven (7) days a week during the non-concert season.

14. Sample Contract Agreement – Section 6 Revenue Sharing Payment: The Concessions shall pay to City a monthly revenue-sharing fee of: The greater of: xx% of Gross Receipts or $xxx.00. Is it the City’s expectation to receive a guarantee monthly? For instance, if there is no Concession activity for a month, would the Concessionaire still be responsible to pay to a City the monthly revenue sharing guarantee?

Answer: It is the City’s expectation to receive a monthly revenue-sharing fee, however, the guarantee is on the annual amount, not the monthly. The Minimum Acceptable percentage for this RFP is forty percent (40%) of gross receipts for all food and beverage sold annually. The annual minimum for this Concession per calendar year will be determined by the percentage of gross receipts or One Million Three Hundred Thousand Dollars ($1,300,000), whichever is greater. The successful proposer will be responsible for adhering to the revenue-sharing payment established in the final Concession Agreement.

15. Please provide three years of historical sales by category: i.e. concession food, concession nonalcoholic beverage, beer, spirits & wine, catering, etc.

Answer: Financial information broken down by these categories is not available.


Answer:

<table>
<thead>
<tr>
<th>FOOD AND BEVERAGE</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Revenue</td>
<td>$2,383,180</td>
<td>$3,038,879</td>
<td>$3,775,076</td>
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<tr>
<td>Revenue-sharing Payment (6%)</td>
<td>$142,991</td>
<td>$182,333</td>
<td>$226,505</td>
</tr>
</tbody>
</table>

17. Sample Concession Agreement; Section 17. D.

a) Please define “charges”.

Answer: The occupancy tax charge is a percentage of the total revenue sharing rent.

b) Please provide historical payments for the past three years
Answer: The occupancy tax is currently calculated as one tax for the entire Greek Theatre operation, which includes revenue from ticket sales, parking, sponsorship, food and beverage sales, merchandise, etc.

c) Please provide an theoretical example of the calculation.

Answer: First Quarter revenue sharing rent = $10,000.

Occupancy Tax = $10,000/1,000 x $1.48 = $14.80

18. Please provide current F&B organization chart

Answer: The Department does not have a current organizational chart for the Food and Beverage subcontractor.

19. Question: Please clarify equipment ownership: What food and beverage equipment, smallwares, portables, cash registers, condiment counters, etc. remains on site for the successor Concessionaire’s use?

Answer: There is currently no City/Department owned equipment at the venue. All equipment and smallwares remaining at the venue after the current operator vacates the venue become Department property. If any of the major equipment such as stoves, ovens, fryers are removed from the premises by the current operator, the successful proposer will be responsible for the purchase or lease of all equipment required for the operation.

20. Question: Who owns the tables and chairs in the Front Plaza, South Concourse, Redwood Deck, and grass picnic area?

Answer: All furnishings are owned by the current Concessionaire or subcontractor.

21. Question: Is the Concessionaire’s investment buy back protected or at its own risk?

Answer: The Department will provide an equipment credit, up to Two Hundred Thousand Dollars ($200,000.00), for certain major equipment replacement. Any equipment purchases above the $200,000 equipment credit will be an investment of the Concessionaire’s at its own risk. This credit is only applicable the first year of the agreement.

22. Please provide a list of equipment that belongs to the City and will this equipment be transfer without cost to the concessionaire.
Answer: The City/Department currently does not own any equipment at the venue. All equipment remaining at the venue after the current operator vacates the venue become Department property but will be available for use by the successor Concessionaire. Ownership of the equipment will remain with the City/Department.

23. EXHIBIT C – Compliance Documents, the instruction says "As part of the RFP process, all proposers are to review, complete, and submit the following compliance documents. The following compliance documents MUST be included with your proposal”. So item “j” Compliance with First Source Hiring Ordinance has to be completed.

The grey box RFP EXHIBIT C (page 3) says "Only the proposer selected for award of this agreement shall submit the following additional required items prior to execution”. Only the proposer selected to the award needs to submit these forms. So item “u” "First Source Hiring Ordinance – FSHO-1” doesn’t have to be submit. Please clarify.

Answer: Yes, Item “j”, the First Source Hiring Ordinance Affidavit must be completed and submitted by all proposers. Item “u”, the Anticipated Job Opportunities form (FSHO-1) is only required of the awarded proposer. Please refer to RFP Exhibit I for additional information.

24. Please confirm Compliance Documents J – R listed under Section II are not required submittals with our proposal and are only required if we are selected.

Answer: Yes. Section II Documents are to be submitted by the selected proposer.

25. RFP – EXHIBIT D – SECTION I – B Our CFO is based in NYC. Can a New York notary sign this document?

Answer: Yes, a New York notary can sign this document.

26. Please define the Plaza area and perimeter of the “Plaza Area”.

Answer: The Plaza Area is the area directly in the front of the theatre from the curb to the front stage area within the exterior gates.

27. Can we use the north concourse, south concourse, or the Upper Zeus area for our year round operational plan?
Answer: The Front Plaza area and the Upper Zeus area may be used for the non-concert season’s year round operational plan. These areas may also be used for patron seating. The Concessionaire will be responsible for the cleaning and upkeep of the areas.

28. RFP Exhibit K
Are artist merchandise sales included in the merchandise sales show in exhibit K? If yes, please provide a break out of general merchandise vs artist merchandise.

Answer: The merchandise sales are all artist merchandise. We do not currently have Greek Theatre merchandise for sale.

29. In the RPP page 6 B. “Proposed Operational Plan for Front Plaza Area”, could you please clarify the merchandising ownership.

Answer: Merchandise ownership would be Greek Theatre merchandise sales.

30. RFP “Greek Theater Food and Beverage Concession RFP – Finals as June 26, 2015” Page 3 (see attached)
Please clarify paragraph 6: does the concessionaire have use of the backstage catering dining and kitchen areas, including all of the storage and refrigeration walk-in boxes? Or, is the use of these areas limited to the concessionaire only when contracted by the show promoter?

Answer: Backstage catering dining and kitchen areas including equipment in the kitchen area, are only available to the Concessionaire when contracted by the show promoter.

31. Please clarify who takes care of the following: Plumbing, Gas, Electrical, Air Conditioning and Pest Control in the concession areas.

Answer: The Department will be responsible for utility charges associated with the Concession with the exception of telephone, internet and trash pick-up. In all instances where damage to any utility service line is caused by Concessionaire, its employees, contractors, sub-contractors, suppliers, agents, or patrons, the Concessionaire will be responsible for the cost of repairs and all damages.

The Concessionaire will be required to keep and maintain all the utility systems existing now and during the term of the agreement, whether installed by City or Concessionaire.
The Concessionaire will be responsible for repairs, replacements, rebuilding, and restoration including electrical, mechanical, and plumbing maintenance in the interior of the premises. Written approval by the General Manager is required.

The Concessionaire is responsible pest control in and around the premises, including but not limited to, abatement of insects (including roaches, bees, etc.), spiders, rodents, vermin, and other nuisance pests, if the pests are found in or on structures or areas used and maintained by Concessionaire.
Los Angeles Business Assistance Virtual Network

BAVN

The Business Inclusion Program (BIP) Outreach Process

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

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

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.
• 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**
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 6 records

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
<td>My First Opportunity</td>
<td>Open</td>
<td>04/28/13</td>
<td>04/29/20</td>
<td>Minority Business Opportunity Center</td>
</tr>
</tbody>
</table>

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.

<table>
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<td>Description: Posting my first opportunity</td>
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<td>Prime NAICS:</td>
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<tr>
<td>Sub NAICS:</td>
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Contact

Dept: Minority Business Opportunity Center
Name: System Administrator
Email: support@iatvn.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

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**BIP Outreach Overview**

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<tr>
<th>NAICS</th>
<th>Title</th>
<th>Required</th>
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<tbody>
<tr>
<td>237210</td>
<td>Land Subdivision</td>
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</tbody>
</table>

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

**Search for Subcontractors**

**Select NAICS Codes: (required)**

- Sub NAICS Codes:
  - Land Subdivision
  - 237210

**Select Certifications: (optional)**

- City of Los Angeles Certifications:
  - OBE: Disadvantaged Business Enterprise
  - DBE: Disabled Veteran Business Enterprise
  - EBE: Emerging Business Enterprise
  - LBE: Local Business Enterprise (LA)
  - MBE: Minority Business Enterprise
  - SBE: Small Business Enterprise (LA)
  - Sub: Small Local Business Enterprise
  - OBE: Other Business Enterprise
  - WBE: Women-Owned Business Enterprise

- Harbor Certifications:
  - LBE: Local Business Enterprise
  - SBE: Small Business Enterprise
  - VBE: Very Small Business Enterprise

**Company Information: (optional)**

- Name: [ ]
- Zip code: [ ]

- Only display companies that can be notified 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
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

- Abraham Cohen
  213-922-7761
  sunshinequency@yahoo.com

Step 2: Review recipients

- J and Y Inc - ITA TEST COMPANY
- A Test Company - ITA TEST COMPANY
- Cars Creation - ITA TEST COMPANY - DO NOT CONTACT

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

Date: February 13, 2016
Name of Subcontracting/Subconsulting Firm
Address
City, State, Zip Code
County
Attention: Subcontractor Name
Subject: My First Opportunity

Cars Creation - ITA TEST COMPANY - DO NOT CONTACT is in the process of preparing a proposal for the above project and is interested in receiving subcontracting proposals for the following items:

Sub Work Areas:
- 337319 - Land Substitution

A copy of the My First Opportunity bid specifications and plans are available for review in the office of Cars Creation - ITA TEST COMPANY - DO NOT CONTACT, the City department's plan room, or on the Los Angeles Business Assistance Virtual Network (LABAVN) website at http://www.labavn.org/idc/w?19937.

Please send us a quote and/or qualifications on any of the above items by e-mailing <Selected Company Contact>. DO NOT RESPOND TO THIS EMAIL. Indicate if you are a certified MBE, WBE, DBE, OBWE or DEBE contractor.

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

For bid assistance you may contact the City of Los Angeles Business Assistance Program at (213) 927-6298.
NOTE: The selected subcontractors will receive the solicitation notification through e-mail.

Confirmation of the contacted Subcontractors is shown below.

My First Opportunity

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

Confirmation of the contacted Subcontractors is shown below.

New Subcontractor Outreaches Made On 05/22/14

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Certs</th>
<th>Address</th>
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</tr>
<tr>
<td>J and Y Inc - ITA TEST COMPANY</td>
<td>SBE</td>
<td>13812 Main St, Los Angeles,</td>
<td>213-978-2953</td>
<td>Listed under 541910</td>
</tr>
<tr>
<td></td>
<td>VSBE</td>
<td>CA 90706</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subcontractor Outreaches

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Address</th>
<th>Phone</th>
<th>Outreach Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>541910 - Marketing Research and Public Opinion Polling</td>
<td></td>
<td>999-999-9999</td>
<td>05/22/14</td>
</tr>
<tr>
<td>A Test Company - ITA TEST COMPANY</td>
<td>200 N. Main St, 4E 13,</td>
<td>999-999-9999</td>
<td>05/22/14</td>
</tr>
<tr>
<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 (Hardly) VSBE (Hardly)</td>
<td>213-922-7761</td>
<td>05/22/14</td>
</tr>
<tr>
<td></td>
<td>200 N. Main St, Los Angeles, CA 90012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J and Y Inc - ITA TEST COMPANY</td>
<td>SBE (Hardly) VSBE (Hardly)</td>
<td>213-978-2953</td>
<td>05/22/14</td>
</tr>
<tr>
<td></td>
<td>13812 Main St, Los Angeles, CA 90706</td>
<td></td>
<td></td>
</tr>
</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.
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.

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.

### 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

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

BIP Supporting Documents

File Name: cat2014.pdf
Description: 
Uploaded: 05/02/2014

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>517210</td>
<td>$500.00</td>
<td>cat2014.pdf</td>
<td></td>
</tr>
</tbody>
</table>

Prime Contractor Summary

Vendor ID: 47680
Tax ID: 347989
Name: Carr’s Creation - ITA TEST COMPANY DO NOT CONTACT
BTRC: 
Address: 250 N. Main St
Los Angeles, CA 90012
Cert: SEE
Phone: 213-922-7781
Fax: 213-985-5556

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>omana@<a href="mailto:fail-oduro@actry.org">fail-oduro@actry.org</a></td>
<td>213-922-7781</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Ramon</td>
<td><a href="mailto:ramon@e-mail.org">ramon@e-mail.org</a></td>
<td>213-922-7781</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Odoro, Carolyn</td>
<td><a href="mailto:ondoro@fast.com">ondoro@fast.com</a></td>
<td>213-922-7780</td>
<td></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 11/6/16 12:00 AM, at which point you will no longer be able to contact subs and have it count towards your BIP.
- This Summary Sheet must be completed by 11/6/16 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, CDBE's, BEBE's, LBE's, WBE's, BEBE's, SLB's, and VBE's in each of the required areas of work
- You may want to outreach and invite BE'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/maximum amount purchased for the included bid listed amount), and that the bid is unaltered by the Prime;
  - That all "valid" subbids are substantiated with hard copy;
  - Summary Sheet: the exact name of the subcontractor/supplier who submitted the bid;
  - Summary Sheet: does the dollar amount of the subbid match the subbid 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 each area;
  - That the "incomplete" subbids were clearly defined as to why they were considered incomplete;

This Summary Sheet was created on 6/23/2014 01:46 PM by Queeny 0 and last saved on 5/28/2014 03:19 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>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: (213) 532-7391</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cati's Creations - ITA TEST COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: (213) 532-7391</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>J &amp; Y the - ITA TEST COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: (213) 532-7391</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queeny O Creative Works - ITA TEST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: (213) 532-7391</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prime Contractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid/Management</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cart Color Creations - ITA TEST COMPANY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: (213) 532-7391</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prime Contractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid/Management</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queeny O Creative Works - ITA TEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: (213) 532-7391</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated List</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid/Management</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Work Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Lantana - ITA TEST COMPANY</td>
<td></td>
<td></td>
<td></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.

### The 1st section displays the Subcontractors’ work areas in ascending order.

### The 2nd section displays the Prime Contractors work areas.

### The 3rd section displays the Extended List which includes subcontractors outreached to in work areas other than those specified in the Opportunity.

### Subcontractors

<table>
<thead>
<tr>
<th>Subcontractor Details</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 (909) 922-0000</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Corp Creation - ITA TEST COMPANY - DO NOT CONTACT (213) 822-7761</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J and Y Inc. - ITA TEST COMPANY (213) 978-2900 w/ FLS</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QueenyO Creative Works - ITA TEST (213) 311-4111 w/ NRE WAREHOUSE DUYE, SLUB</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prime Contractors

<table>
<thead>
<tr>
<th>Prime Contractor Details</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>CarColor Creations - ITA TEST COMPANY - DO NOT CONTACT (909) 925-9999</td>
<td>06/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QueenyO Creative Works - ITA TEST (213) 311-4111 w/ NRE WAREHOUSE DUYE, SLUB</td>
<td>06/03/14</td>
<td>No Response</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>EJL Test Company (213) 423-1133</td>
<td>06/03/14</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.

<table>
<thead>
<tr>
<th>Subcontractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Eld</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY (800) 999-0000</td>
<td>106/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carr’s Creation - ITA TEST COMPANY - DO NOT CONTACT</td>
<td>106/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jand Y Inc - ITA TEST COMPANY</td>
<td>106/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Queenz Creative Works - ITA TEST</td>
<td>106/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prime Contractors</th>
<th>Contacted</th>
<th>Responded</th>
<th>Bid/Response</th>
<th>Notes/Reasons for selection/non-selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carr Cole Creation - ITA TEST COMPANY</td>
<td>106/03/14</td>
<td>No Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Queenz Creative Works - ITA TEST</td>
<td>106/03/14</td>
<td>No Response</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.
Completing the Business Inclusion Program (BIP) Outreach Requirement Online

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.

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Contacted</th>
<th>Responded</th>
<th>Response/Bid</th>
<th>Notice/Reason for selection/rejection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Test Company - ITA TEST COMPANY * (MM/DD/YYYY)</td>
<td>[o] 06/30/14</td>
<td>08/30/14</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>J and J Inc. - ITA TEST COMPANY * (MM/DD/YYYY)</td>
<td>06/30/14</td>
<td>08/30/14</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Carri Creations - ITA TEST COMPANY DO NOT CONTACT (MM/DD/YYYY)</td>
<td>06/30/14</td>
<td>08/30/14</td>
<td>No Submittal</td>
<td></td>
</tr>
<tr>
<td>Queen O Creative Works - ITA TEST COMPANY (MM/DD/YYYY)</td>
<td>06/30/14</td>
<td>No Response</td>
<td></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 company 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: 
Text
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></td>
<td>Test Company 111 E First ST Los Angeles, CA 90012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add</td>
<td>Test Company Name 001 2051 Main ST Los Angeles, CA 90012</td>
<td></td>
</tr>
</tbody>
</table>

**Notify Selected Company**

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, Los Angeles, CA 90012</td>
</tr>
<tr>
<td>Phone: 213476-7226</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></td>
<td>Other Work Areas</td>
<td>Response</td>
<td>Not Selected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>335111</td>
<td>Custom Computer Programming Services</td>
<td>Response</td>
<td>Not Selected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>314230</td>
<td>Professional and Management Development Training</td>
<td>Response</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.**

0/500 characters max

*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.

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.

<table>
<thead>
<tr>
<th>Enter subcontractor information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: *</td>
<td>Text</td>
</tr>
<tr>
<td>Address Line 1: *</td>
<td></td>
</tr>
<tr>
<td>Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>City: *</td>
<td></td>
</tr>
<tr>
<td>State: *</td>
<td>California</td>
</tr>
<tr>
<td>Zip Code: *</td>
<td></td>
</tr>
<tr>
<td>Phone: *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter contact information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FirstName: *</td>
<td></td>
</tr>
<tr>
<td>LastName: *</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
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</table>
Enter Contact Information

<table>
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<tr>
<th>Review the subcontractor information</th>
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<tbody>
<tr>
<td>Name: Ted Company</td>
</tr>
<tr>
<td>Address: 111 E First ST</td>
</tr>
<tr>
<td>Los Angeles, CA 90012</td>
</tr>
<tr>
<td>Phone: 213.978.7225</td>
</tr>
<tr>
<td>NAICS: 111116 Soybean Farming</td>
</tr>
<tr>
<td>Cts:</td>
</tr>
</tbody>
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Select the NAICS code for which you wish to use the subcontractor

<table>
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<tr>
<th>Other NAICS</th>
<th>Description</th>
<th>Response</th>
<th>Selected</th>
<th>Responded</th>
<th>Bid</th>
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<tbody>
<tr>
<td></td>
<td>Other Work Areas</td>
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<td>541511</td>
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<table>
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</thead>
<tbody>
<tr>
<td>611430</td>
<td>Professional and Management Training</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the reason for the selection.

[Please provide the reason for the selection.]

0/500 characters max

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

- 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>
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<tbody>
<tr>
<td>Affirmative Action (Real Disparities)</td>
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<td>Modify</td>
<td>dusty0</td>
<td>04/25/14</td>
<td>04/25/15</td>
</tr>
<tr>
<td>Equal Benefits Ordinance</td>
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<td>Click here to download templates and upload completed forms</td>
<td>dusty0</td>
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<td>04/25/15</td>
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<tr>
<td>First Source Hiring Ordinance</td>
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<td>Click here to download templates and upload completed forms</td>
<td>dusty0</td>
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<td>04/25/15</td>
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<tr>
<td>Non-discrimination/Equal Employment Practices Provisions</td>
<td>Not Uploaded</td>
<td>Click here to download templates and upload completed forms</td>
<td>dusty0</td>
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<td>04/25/15</td>
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<tr>
<td>Slavery Disclosure Ordinance (Indefinite Application)</td>
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<td>dusty0</td>
<td>07/03/13</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

- 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
City of Los Angeles Department of Recreation and Parks
Sponsorship Recognition Policy, Procedures and Guidelines for Recognizing Organizations and Individuals who Contribute to and/or Support City of Los Angeles Parks and Programs

The mission of the Department of Recreation and Parks (“RAP”) is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

RAP’s objective is to enhance and expand recreational programs and services through public and private collaborations.

POLICY:

RAP recognizes that there are many opportunities and potential benefits to be gained from RAP collaborations with private and public entities for monetary, in-kind (product and/or services), and capital contributions (collectively referred to herein as “Sponsorships”) benefiting RAP facilities, programs, events, services and/or activities. These contributions often merit some form of recognition to acknowledge and thank the sponsor, donor, and/or contributor (collectively, “Sponsors”) for their contribution to RAP. However, it shall be understood that any transaction between RAP and a private and public entity involving the naming of a park, recreation facility, amenity, landmark or other park asset, in exchange for financial support shall be in accordance with the RAP Naming Policy, which is separate and independent of this Policy.

RAP supports, in principle, public-private relationships that generate financial and/or other types of support for RAP’s mission. Accordingly, the Board of Recreation and Park Commissioners (“Board”) has adopted this Sponsorship Recognition Policy (“Policy”) establishing the criteria and setting forth the guidelines and procedures for thanking, acknowledging, and/or recognizing significant contributions provided to RAP by private and public entities. The intent of this Policy is to establish a mechanism under which RAP may thank, acknowledge and recognize private and public entities who contribute to parks and related programs and services for the primary benefit of the general public. The Board has hereby designated RAP’s General Manager or her or his designee (collectively, “GM”) to implement this Policy.

Pursuant to this Policy, RAP shall have the authority to determine the criteria, requirements, and restrictions under which a proposed form of Sponsorship Recognition shall be evaluated and approved, whether included herein or established in the future. It shall be understood that all forms of Sponsorship Recognition shall be temporary in nature, and that the duration of time that such Sponsorship Recognition shall remain in place and/or be in effect is subject to the prior approval of the Board.

RAP shall identify and solicit potential Sponsors, and evaluate Sponsorship proposals from private and public entities in accordance with this Policy, and if such Sponsorship is approved and implemented, shall recognize such Sponsors for providing monetary and/or in-kind support for RAP parks and recreation facilities, programs and/or services, and grant the authority for the Sponsor to associate its name or function with RAP parks and facilities, programs and services, and/or RAP name, as approved by the Board. RAP may provide Sponsorship Recognition, other than a displayed acknowledgement on RAP property (recognition signage), such as but not limited to, use of the RAP name or logo, association with RAP in communications, media opportunities, event participation, and distribution of information and/or product sample.
GENERAL PROVISIONS:

RAP shall retain complete discretion and authority at all times in determining whether, with whom, where, how, and when contributions shall be accepted, Sponsorships approved, and Sponsorship Recognition provided, subject to the approval of the Board. Sponsorship signage shall comply with all applicable laws.

1. **Criteria for Sponsorship Agreements.** The following criteria, in its entirety, shall be considered in evaluating sponsorship proposals:

   a. The Sponsorship must support, and conform to, the Mission of RAP.
   b. The Sponsorship must provide a direct benefit to the park, facility or amenity.
   c. Sponsorship benefits may be commensurate with the value of the support offered through the Sponsorship.

2. **Sponsorship Considerations.** RAP shall consider the following when evaluating a Sponsorship proposal.

   a. The timeliness, readiness, and requirements associated with a potential Sponsor entering into an agreement with RAP.
   b. Any current or future RAP operating or maintenance costs associated with the Sponsorship or impacts on other agencies.
   c. The Sponsor’s record of responsibility in past involvement with the City, RAP, and/or community.
   d. Sponsorships, Sponsorship benefits, and Sponsorship Recognition shall enhance rather than detract from the design standards and visual integrity of the sponsored program, activity or facility.

3. **Sponsorship Recognition Requirements and Responsibilities.** Subject to prior determination by RAP, Sponsorship Recognition requirements and responsibilities may include, but not be limited to the following:

   a. RAP shall exercise full control and authority over the form and content of the Sponsorship Recognition, including but not limited to, retaining editorial and design control over signage, publications, the sponsor name, logo and all other graphic materials.
   b. Prior to the implementation of any form of Sponsorship Recognition portraying any physical or intellectual image incorporating the RAP logo or name, and/or indicating the existence of an affiliation between RAP and the Sponsor, such recognition shall be approved by the Board.

4. **Sponsorship Benefits.** Sponsor benefits may include, but not be limited to:

   a. Public exposure of corporate logo through placement on RAP publications (facility brochures and program fliers), RAP website and/or social media, on apparel (for participants and volunteers), or on other materials such as bags, or giveaways.
   b. Recognition through press and other events, and media mentions.
   c. Participation in RAP events.
   d. Distribution of product samples at RAP events and/or facilities.
   e. The placement of a Sponsor logo on an athletic field or court surface.
f. **Recognition Signage.** In addition to the general provisions of this Policy, the following shall be considered when determining the appropriateness of placing Recognition Signage on park property.

(i) Recognition Signage may include, but not be limited to, banners, wraps, plaques, placards, dasher boards, or signs.

(ii) RAP shall maintain control over the printing, manufacturing, or otherwise fabricating of Recognition Signage to be placed on park property, and shall oversee the installation of all Recognition Signage, which may be accomplished by RAP staff or by a third party acting under RAP’s direction and control, whether funded at Contributor’s expense or RAP’s expense.

(iii) Signage in recognition of a Sponsor’s furtherance of RAP’s mission through contributions in support of RAP programs or activities, and/or improvement of RAP facilities, shall expressly include a phrase confirming that RAP is recognizing, acknowledging, and/or thanking the Sponsor, which text shall be prominently featured, and of a reasonable size proportionate to space and location, and identifying RAP as the entity responsible for the content and placement of the Sponsorship Recognition.

5. **Sponsorship and Recognition Restrictions.** In general, the following shall be restricted under this Policy:

a. **Sponsorship Restrictions:**

(i) A company or organization, or subsidiary, that conducts or has business or operational activities substantially derived from or involved with the sale, production, or distribution of alcohol, tobacco, firearms, pornography, or any other business or activities regarded as “adult oriented”.

(ii) A Sponsorship that could cause a conflict of interest or policy deviation.

(iii) A Sponsorship made conditional upon RAP performance with respect to level of public participation or response, event outcome, or objectives achieved.

(iv) An individual Sponsor that limits RAP’s ability to seek other sponsorship opportunities, unless agreed to by RAP.

b. **Recognition Signage Restrictions:**

(i) The placement of individual Recognition Signage shall not limit RAP’s ability to seek other Sponsorship opportunities, unless agreed to by RAP.

(ii) Billboards shall not be authorized under this Policy for use on park property.

(iii) Signs that contain a call to action by a commercial sponsor, for the public or RAP to purchase a good or service, shall not be authorized for use on park property.

**SPONSORSHIP RECOGNITION APPROVAL REQUIREMENTS**

Prior to any form of Sponsorship Recognition being implemented, sponsorship proposals shall be evaluated by RAP staff, with recommendations to the GM for possible consideration by the Board, which shall be provided in a report detailing the scope of the proposal (sponsorship, donation, cost, funding, duration, etc.) and the terms and conditions of any related Sponsorship Agreement, when applicable.