

Los Angeles Business Assistance Virtual Network

BAVN

The Business Inclusion Program (BIP) Outreach Process

As of 9/25/2012

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.

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 subconsultants (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.

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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. In utilizing the BAVN's notification function, bidders will receive a message 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 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.

Submit two parts:

The Summary Sheet

- BAVN automatically organizes the list of companies outreached to by work area 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's Reports system and must be completed by 4:30 p.m. the following day after the date bids are received. 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

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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 into BAVN and find the opportunity.

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 to register. The registration is simple and currently free of charge. Once you receive your login id and password, follow the steps below.

The screenshot shows the BAVN website interface. At the top, there is a navigation bar with links: Home | Search | FAQ | Register | Login. The 'Log-in' link is circled in red. Below the navigation bar, the 'Log-in' section contains a form with 'Login Name:' and 'Password:' fields, and a 'Login' button. To the right of the login form is a 'Welcome to BAVN!' message and a 'Mayor Antonio Villaraigosa' profile. Below the login form are sections for 'Business Support', 'Contractual Opportunities', and 'Business Information/Services'.

- Login to the website.
- If you know the category of contracts you are interested in, click on the appropriate link under “View Opportunities by Category.” You can also filter the opportunities by contracting department. Click on the department link in the ‘View Opportunities by Department’ section located in the middle of the page, or
- Click the “Home” link in the menu bar to get to the above step.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 2: Find the Opportunity Online.

- Click on the name of the Department that posted the Opportunity.

Log-in	Welcome to BAVN!	Mayor Antonio Villaraigosa
Welcome back, Queeny O. Logout	<p>The Business Assistance Virtual Network (BAVN) is a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development.</p> <p>View and download information about all contractual opportunities offered by the City of Los Angeles in one convenient location as well as find up-to-date certified sub-contractors to complement your project bid. Our goal is to have your business grow in the City of Los Angeles.</p>	<p>The Mayor's Office of Economic Development</p> 
		139 Opportunities Available Online

Business Support

Have A Business Question?

Click here to find information about how to do business in the City of LA

Have A Certification Question?

Click here to find information about how to be certified by the City of LA

Have A Technical Question?

Click here to get support for technical issues with the BAVN website

Contractual Opportunities

Search by Type

- [Commodity](#)
- [Construction](#)
- [Personal Services](#)

Search by Department

- [Chief Legislative Analyst](#)
- [City Administrative Officer](#)
- [City Attorney](#)
- [City Planning](#)
- [Community Development Department](#)
- [Controller's Office](#)
- [Department Of Animal Services](#)

From the Opportunity list, click the desired opportunity's title to view detailed information about the opportunity

Search Opportunities	Search Subcontractors
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Search Results

Displaying records 1 - 3 of 3 total records found

Opportunity	Department	Posted	Closes	Status
WILDLIFE FIELD HANDLING AND HUMANE CAPTURE SERVICES (Online BIP)	Department Of Animal Services	08/03/12	09/14/12	Open
OPERATION OF A MOBILE SPAY/NEUTER CLINIC (Online BIP)	Department Of Animal Services	08/16/12	09/28/12	Open
PET VACCINATION AND MICROCHIP CLINIC (Online BIP)	Department Of Animal Services	08/17/12	10/01/12	Open

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- From the opportunities list, click the desired opportunity's title to view detailed information about the opportunity. If an opportunity is eligible for the online Outreach process (BIP), you will see the **Outreach Due** date on the right side of the screen.
- To search for Subcontractors, click on the **Subcontractors** Tab

Summary | Documents | Prime Contractors | **Subcontractors**

Operation of a Mobile Spay/Neuter Clinic

General Information	Status
BAVN ID: 14373	Status: Open
Category: Commodity	Posted: 08/16/12
Type: Request For Proposal	Outreach Due: 09/14/12 Midnight
The contractor shall operate and maintain a mobile spay/neuter clinic and provide free spay/neuter services for animals owned by low income City residents in zip codes 90003, 90011, 90018, and 90037.	Bid Due: 09/28/12 3:00 PM
Prime NAICS Work Areas:	Summary Due: 09/29/12 4:30 PM
Sub NAICS Work Areas: 541690: Other Scientific and Technical Consulting Services	Contact
	Dept: Department of Animal Services
	Name: Ross Pool
	Email: ross.pool@lacity.org
	Phone: 213-482-9501

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- Click on the **Other Scientific and Technical Consulting Services** link to select all the interest codes. You can also use Certifications as a filter.
- Click on the **Search Subs** button

Operation of a Mobile Spay/Neuter Clinic

Online BIP Requirements

NAICS Code	Description	Required	Made
541690	Other Scientific and Technical Consulting Services	10	0

The notification feature will be disabled on 09/14/2012 Midnight. All BIP related outreach must be performed by then.

Search for Subcontractors

Select NAICS Codes: (required) [Find Subs with Other NAICS Codes](#)

541690 54169 5416 : [Other Scientific and Technical Consulting Services](#)

Select Certifications: (optional)

MBE: Minority Business Enterprise SBE: Small Business Enterprise SBE: Small Business Enterprise (Harbor)
 WBE: Women-Owned Business Enterprise EBE: Emerging Business Enterprise VSBE: Very Small Business Enterprise (Harbor)
 DBE: Disadvantaged Business Enterprise DVBE: Disabled Vets Business Enterprise
 SLB: Small Local Business Enterprise LBE: Local Business Enterprise

Company Information: (optional)

Name:

Zip code:

Only display companies that can be notified online

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

The following screen under Step 3 will be displayed

Step 3: Identify Subcontracting Opportunities and Notify Potential Subcontractors

- Click on the checkbox located to the left of a company name to select a subcontractor that you wish to Outreach to. You can check up to 25 subs at a time.
- Click on the “Notify” button.

Notify Subcontractors

1763 companies found. / 2 companies selected.
Check the checkboxes and click the Notify button to contact the listed companies.

Notify

	Companies	Address	Phone	Certification (Blank field indicates OBE)
<input type="checkbox"/>	(a*) - Alpha Analysis, Inc. 5416: Management, Scientific, and Technical Co... 541690: Other Scientific and Technical Consultin...	2321 Sewanee LN Arcadia, CA 91007	626-338-2120	MBE,SLB
<input checked="" type="checkbox"/>	1st Choice Modular Installation 541611: Administrative Management and General Ma...	3540 Cadillac Avenue Costa Mesa, CA 92626	714-979-9788	
<input checked="" type="checkbox"/>	23 Skidoo 5416: Management, Scientific, and Technical Co...	123 Main Street Richmond, CA 95231	555-555-5555	
<input type="checkbox"/>	24x7 Geek, Inc. 5416: Management, Scientific, and Technical Co...	4651 P.O. Box 4651 West Hills, CA 91308	818-974-0331	

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

Note: If a checkbox doesn't appear for a subcontractor it means that the company has chosen not to be notified via the BAVN. You may still contact the firm through other means such as a phone call or fax, however the outreach will NOT count towards your minimum outreach requirements.

Note: This step can be repeated as many times as you wish up until the outreach due date, or up until all potential subcontractors have been notified.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 4: Conduct Outreach

- **Create/modify the solicitation letter**
The system automatically generates a standard solicitation letter for you; if you wish to add additional language to the letter:
 - 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

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Operation of a Mobile Spay/Neuter Clinic

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

Step 1: Select your company contact person

Queeny O
213-922-7761
carr.mensah-oduro@lacity.org

Step 2: Review recipients

- (a?) - Alpha Analysis, Inc.
- 24x7 Geek, Inc.
- 23 Skidoo

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

Date: August 24, 2012

Name of Subcontracting/Subconsulting Firm
Address
City, State, Zip Code
Country

Attention: Subcontractor Name

Subject: Operation of a Mobile Spay/Neuter Clinic

Carr's Creation - ITA TEST COMPANY is in the process of preparing a proposal for the above project and is interested in receiving subcontracting proposals for the following item(s):

- 541690 - Other Scientific and Technical Consulting Services

A copy of the Operation of a Mobile Spay/Neuter Clinic bid specifications and plans are available for review in the office of Carr's Creation - ITA TEST COMPANY, the City department's plan room, or on the Los Angeles Business Assistance Virtual Network (LA BAVN) website at <http://www.labavn.org/bid.cfm?14373>.

Please send us a quote on any of the above items by e-mailing <Selected Company Contact>. DO NOT RESPOND TO THIS E-MAIL. Indicate if you are a certified MBE, WBE, SBE, EBE, DVBE or DBE contractor.

The bid due date is September 28, 2012. We must receive your proposal no later than

09/28/2012

For bond assistance you may contact the City of Los Angeles Bond Assistance Program at (213) 327-0298.

Truly yours,

0/400 characters max

Name of Prime Contractor
Selected Company Contact Name
Selected Company Contact Phone Number
Selected Company Contact Fax Number
Selected Company Contact Email Address

Notify Subcontractors

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

After the notifications have been sent, a summary of companies you notified will be displayed as shown below

Summary Sheet

Wildlife Field Handling and Humane Capture Services

[View Summary Sheet with all outreaches](#) | [View this opportunity online](#) | [View all related subcontractors for this opportunity](#)

New BIP Outreaches Made On 08/07/12

Company Name	Company Will Be Listed Under the Following Work Areas on the Summary Sheet
3Di INC	<ul style="list-style-type: none">● 541611: Administrative Management and General Management Consulting Services● 541690: Other Scientific and Technical Consulting Services
79th Unit	<ul style="list-style-type: none">● 541611: Administrative Management and General Management Consulting Services● 541690: Other Scientific and Technical Consulting Services
A Better Emergency	<ul style="list-style-type: none">● 541611: Administrative Management and General Management Consulting Services● 541690: Other Scientific and Technical Consulting Services

- **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 before this date and time and include all responses received from potential subs. Editing of the Summary Sheet will be disabled after the due date and time.
- **Note:** Review the list of work areas for which subs have been outreached to. Be aware of the number of subs to which you are required to Outreach to in each work area versus the number of subs that you have actually outreached to so far. You can roll over each certification to ensure that 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 selected the subs to send the solicitation letter to, your Summary Sheet will automatically be created. As a Prime, you can access your Summary Sheet at anytime. Visit your Profile page and simply click the "Business Inclusion Program" tab to review your past contacts and to review the outreach requirements.

For all projects requiring BIP Outreach, the following Summary Sheet will be displayed when all requirements have been met.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Summary Sheet (All Requirements have been met)

Summary Sheet

Arroyo Seco Evacuation Plan

[View Summary Sheet with all outreaches](#) | [View this opportunity online](#) | [View all related subcontractors for this opportunity](#)

BIP Outreach Summary

NAICS Work Areas		Min Requirements		Number of Certified Firms Contacted Per Work Area							
Code	Description	Required	Made	MBE	WBE	SBE	EBE	DBE	DVBE	SLB	LBE
541490	Other Specialized Design Services	20	33	5	2	0	0	5	0	1	0
541614	Process, Physical Distribution, and Logistics Consulting Services	3	29	7	2	1	0	7	1	1	1
541618	Other Management Consulting Services	20	27	3	1	1	0	3	1	1	1
541990	All Other Professional, Scientific, and Technical Services	2	29	5	2	1	0	5	1	1	1

BIP Supporting Documents

No documents uploaded. [Upload BIP Summary Sheet supporting documents](#)

Bids Submitted by Sub-Contractors

Date	NAICS	Bid	Attachment	Notes
Carr's Creation TEST TEST				
07/16/12	111211	\$0.00	bavnattendance.pdf	rest

Prime Contractor Summary

Company Summary			
Vendor ID:	10786	Tax ID:	1
Name:	J and Y Incorporated - ITA Test Co. (Non Profit)	BTRC:	BT123-31215123513463
Address:	13612 Main Ave. suite 143 Los Angeles, CA 90012	Certs:	WBE
Phone	213-978-2953		
Fax	123-456-7890		

Company Staff				
Name	E-mail	Phone	Fax	Title
Joseph., Jayson. (Main Contact)	testjay@email.com	213-978-2953	213-847-3512	CEO
Jayson, Jospeh	testjay4@email.com	213-978-2953		
Mensah-Oduro, Carr	testjay4@email.com	213-978-2953		

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

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 all outreaches](#)
- [Add A Company to the Summary Sheet Manually](#)

Subcontractors	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
541490: Other Specialized Design Services [Edit this section]				
Airstreams Renewables, Inc *	[o] 06/08/12	08/10/12	\$100.00	Prime Bid Notes
Buildit Engineering Company * WBE	[o] 06/08/12	08/10/12	\$50.00	Notes
California Watershed Engineering Corp. * MBE, DBE	[o] 06/11/12	08/09/12	\$100.00	Prime Bid Note
1 Eagle Inspections, Llc	[o] 06/08/12	08/02/12	\$100,000.00	hello
Acentech, Inc.	[o] 06/08/12	08/01/12		
Company Name	[p]	08/27/12	\$0.00	cccc
Companymileage.Com Llc	[p]	08/21/12	\$21.00	ase describe who made initial contact, when
Testcert MBE, DBE	[p]	08/30/12		describe

Prime Contractors	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
11211 : Potato Farming [Edit this section]				
Carr'S Creation Test Test *	[s] 07/16/12			this is extended list prime notes
Companymileage.Com Llc	[p]	08/18/12	\$100.00	Please describe who made initial contact
Test	[p]	08/01/12	\$500.00	Please describe who made initial cont
Test Co.	[p]	08/01/12		Please describe who
624230 : Emergency and Other Relief Services [Edit this section]				
Carr'S Creation Test Test	[s] 07/16/12		\$14.00	
Companymileage.Com Llc	[p]	08/23/12	\$23.00	ase describe who made initial contact, when
Extended List				
Other Work Areas [Edit this section]				
Carr'S Creation Test Test * NAICS: 712190	[s] 07/16/12			extended list TEST TEST
Malibu Boys Travel Store Lic *	06/10/12	08/10/12	\$500.00	adasdasdasdasda
Carr'S Creation Test Test NAICS: 236210	[s] 07/16/12			Prime Bid Notescharacters max !!
Carr'S Creation Test Test NAICS: 712110	[s] 07/16/12			tetestcharacters ma

LEGEND

- * Listed sub has been selected by the prime to work on this opportunity.
- [o] Outreach was sent by the prime to the sub. Click the link for details. Contact will count towards your outreach goals.
- [s] Sub self-submitted their quote to the prime. Contact will count towards your outreach goals.
- [p] Prime manually added the sub to the sheet. Contact will not count towards your outreach goals.

CERTIFICATIONS

- DBE: Disadvantaged Business Enterprise
- DVBE: Disabled Veteran Business Enterprise
- EBE: Emerging Business Enterprise
- LBE: Local Business Enterprise
- MBE: Minority-Owned Business Enterprise
- SBE: Small Business Enterprise (Los Angeles)
- SLB: Small Local Business
- WBE: Women-Owned Business Enterprise

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Summary Sheet (Requirements have not been met)

BIP Outreach Summary

NAICS Work Areas		Min Requirements		Number of Certified Firms Contacted Per Work Area							
Code	Description	Required	Made	MBE	WBE	SBE	EBE	DBE	DVBE	SLB	LBE
332995	Other Ordnance and Accessories Manufacturing	30	1*	0*	0*	0*	0*	0*	0*	0	0
332999	All Other Miscellaneous Fabricated Metal Product Manufacturing	30	*	0*	0*	0*	0*	0*	0*	0	0
484110	General Freight Trucking, Local	13	*	0*	0*	0*	0*	0*	0*	0	0

You must contact at least 1 MBE sub in this area.
At the time of posting there were 6 available.

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

BIP Outreach Submission Checklist

- You must perform your BIP outreach by **09/20/12 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 **10/05/12 4:30 PM**, at which point you will no longer be able to edit this form and it will be considered final.
- Where possible, outreach to DBEs, DVBEs, EBEs, LBEs, MBEs, SBEs(LA), SLBs, and WBEs in each of the required areas of work
- You may want to outreach and list LBEs 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/materials purchased for the included bid-listed amount), and that the subbid is unaltered by the Prime
 - That all "verbal" subbids are substantiated with hard quotes;
 - 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 every work area;
 - That the "incomplete" subbids were clearly defined as to why they were considered incomplete;
- This Summary Sheet was created on 08/19/2012 09:36 PM by Queeny O and last saved on 08/19/2012 09:36 PM by Queeny O

Note: Note the BIP Warnings. The warnings are displayed if you have not outreached to the **required number** of Certified Firms such as MBE, WBE, SBE, EBE, DVBE, or OBE in a work area(s). **Rollover** each **Cert** to determine if there were any certified firms at the time the opportunity was posted. The warnings for a work area can only be ignored if there are no MBEs, WBEs, SBEs, EBEs, DVBEs, or OBEs available in a particular work area

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

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

- The 1st section displays the subcontractors' work areas in ascending order.

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 all outreaches](#)
- [Add A Company to the Summary Sheet Manually](#)

Subcontractors	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
541490: Other Specialized Design Services [Edit this section]				
Airstreams Renewables, Inc *	[o] 06/08/12	08/10/12	\$100.00	Prime Bid Notes
Buildit Engineering Company * WBE	[o] 06/08/12	08/10/12	\$50.00	Notes
California Watershed Engineering Corp. * MBE, DBE	[o] 06/11/12	08/09/12	\$100.00	rime Bid Note
1 Eagle Inspections, Llc	[o] 06/08/12	08/02/12	\$100,000.00	hello
Acentech, Inc.	[o] 06/08/12	08/01/12		
Company Name	[p]	08/27/12	\$0.00	cccc
Companymileage.Com Llc	[p]	08/21/12	\$21.00	ase describe who made initial contact, when
Testcert MBE, DBE	[p]	08/30/12		describe

Prime Contractors	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
411211 : Potato Farming [Edit this section]				
Carr'S Creation Test Test *	[s] 07/16/12			this is extended list prime notes
Companymileage.Com Llc	[p]	08/18/12	\$100.00	Please describe who made initial contact
Test	[p]	08/01/12	\$500.00	Please describe who made initial cont
Test Co.	[p]	08/01/12		Please describe who

624230 : Emergency and Other Relief Services [Edit this section]				
Carr'S Creation Test Test	[s] 07/16/12		\$14.00	
Companymileage.Com Llc	[p]	08/23/12	\$23.00	ase describe who made initial contact, when

Extended List	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
Other Work Areas [Edit this section]				
Carr'S Creation Test Test * NAICS: 712190	[s] 07/16/12			extended list TEST TEST
Malibu Boys Travel Store Llc *	06/10/12	08/10/12	\$500.00	adasdasdasdasda
Carr'S Creation Test Test NAICS: 236210	[s] 07/16/12			Prime Bid Notescharacters max !!
Carr'S Creation Test Test NAICS: 712110	[s] 07/16/12			tetestcharacters ma

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- The 2nd section displays the [Prime Contractors](#) work areas.
- The 3rd section displays the [Extended List](#) which includes subs outreached to in work areas other than those specified in the opportunity.
- The list displays the names of the subcontractors and their certification status (if applicable) in the first column. The [\[o\]](#) link allows you to view/print the solicitation letter sent to a specific company.
- The 2nd column displays the initial contact date. This column is blank for companies that were added manually (companies where the solicitation letter was not sent via the BAVN system).
- The 3rd column displays the response date. This date needs to be updated when you receive a response from a sub. The column is blank until you update this information.
- The 4th column displays the Bid Amount or Letter of Intent (for RFQs), once updated by you.
- The 5th column displays the Notes section. You should provide information regarding communication between you and the sub, the reason for not selecting the lowest bidder in a work area, or any other information that supports your negotiations in good faith.
- The Summary Sheet will not count subs that were not registered in the required work area(s) or were 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.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 7: Negotiate in Good Faith

Update your Summary Sheet to include all bids received, their corresponding work areas, and justifications for selection/ non-selection of subs. Follow the steps below to update your Summary Sheet:

- Click on the **Profile** link located on top of the page, and click on the “**BIP-Prime**” tab. The Summary Sheet can be viewed for all open and closed bids where the Online Business Inclusion Program Outreach was enabled.



Home | Search Opportunities | FAQ | Profile | Logout Welcome Queeny C

Profiles | Bookmarked | Related Opportunities | **BIP - PRIME** | BIP - SUB | Outreach Recd.

[\[View Open Opportunities\]](#) [\[View Closed Opportunities\]](#) [\[View Recently Closed Opportunities\]](#)

Summary Sheets for Open Opportunities

Contract	Business Inclusion Program Due	Summary Sheet Due	Close Date
Arroyo Street Evacuation Plan	05/22/2012 12:00 AM	06/06/2012 04:30 PM	06/05/2012 04:00 PM
Regulation 4 - Fire Protection services	06/21/2012 12:00 AM	07/06/2012 04:30 PM	07/05/2012 01:00 PM

- Select a project by clicking on the title from the list. You will see a more detailed view of the Outreach performed on that project. Every sub outreached to on that project will appear. The company name, certification status, and initial contact date will automatically be filled-in. The Prime must update this form with all other relevant information related to their Outreach.
- Responses received in each work area can be modified by clicking on the “Edit this Section” link.
- In order to complete the Summary Sheet, Primes must provide/enter the following information about the subcontractors that have responded:
 - Response Type. 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: Sub did not respond
 - Response/No-submittal: Sub responded but did not bid
 - Submit Quote: Sub responded with a bid amount
 - Letter of Intent (for RFQ opportunities)

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- Response Date.
 - List the date that the Sub responded with a bid.
- Selection/Non-Selection.
 - Selected: Prime selected the sub
 - Not Selected: Prime received a sub bid but did not select the sub
- Bid Amount.
 - This field is required when “Submit Quote” is selected as the response type.
- 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.

Note: The Summary Sheet displays the due date and time after which the form will be disabled. If the Summary Sheet form is active at the due date and time, changes will be saved automatically. The form will not be accessible once the Summary Sheet due date and time has passed.

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 all outreaches](#)
- [Add A Company to the Summary Sheet Manually](#)

Subcontractors	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
541490: Other Specialized Design Services				[Edit this section]
Airstreams Renewables, Inc. [*]	[o] 06/08/12	08/10/12	\$100.00	Prime Bid Notes
Buildit Engineering Company [*] WBE	[o] 06/08/12	08/10/12	\$50.00	Notes
California Watershed Engineering Corp. [*] MBE, DBE	[o] 06/11/12	08/09/12	\$100.00	rime Bid Note
1 Eagle Inspections, Llc	[o] 06/08/12	08/02/12	\$100,000.00	hello
Acentech, Inc.	[o] 06/08/12	08/01/12		
Company Name	[p]	08/27/12	\$0.00	cccc
Companymileage.Com Llc	[p]	08/21/12	\$21.00	ase describe who made initial contact, when
Testcert MBE, DBE	[p]	08/30/12		describe

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Click on the **Edit this section** link to update company information on the summary sheet

Summary Sheet: Arroyo Seco Evacuation Plan

- You must update this form by 01/01/2013 04:30:00 PM
- [Go back to Summary Sheet](#)

Subcontractor Work Areas	
541490 : Other Specialized Design Services	[Edit this section]
541614 : Process, Physical Distribution, and Logistics Consulting Services	[Edit this section]
541618 : Other Management Consulting Services	[Edit this section]
541990 : All Other Professional, Scientific, and Technical Services	[Edit this section]
Prime Contractor Work Areas	
111211 : Potato Farming	[Edit this section]
624230 : Emergency and Other Relief Services	[Edit this section]
Extended List	
Other NAICS Codes	[Edit this section]

Click on the **Edit Record** button to update company information on the summary sheet

Company Name	Response	Response Date	Bid Amount	Bid Notes	Edit
541490 : Other Specialized Design Services					
Airstreams Renewables, Inc *	[o] Submit Quote	08/10/2012	\$100.00	Prime Bid Notes	Edit
Buildit Engineering Company * WBE	[o] Submit Quote	08/10/2012	\$50.00	Notes	Edit
California Watershed Engineering Corp. * MBE,DBE	[o] Submit Quote	08/09/2012	\$100.00	rime Bid Note	Edit

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Select a **Response** from the drop down list, enter the **Response Date**, **Bid Amount**, indicate whether or not this is the company you have **Selected** and enter **Bid Notes**.

Update Summary Sheet

Summary Sheet: Arroyo Seco Evacuation Plan

Company:	Airstreams Renewables, Inc	
Response:	Submit Quote	
Response Date:	08/10/2012	Please enter a date between 06/08/2012 and 09/25/2012
Bid Amount:	\$100	
Selected:	Yes	
Prime Bid Notes:	Prime Bid Notes	
		15/600 characters max
	Save Summary Sheet	

Click on the **Save Summary Sheet** button to save changes to the summary sheet

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 8: Add a subcontractor to the Summary Sheet manually

If a Sub that the Prime wants to Outreach to is not registered on BAVN or not on the list of Subs search, they can be manually added by the Prime.

Primes may also manually add subs to their summary sheet if a Sub is not registered on the BAVN.

- Click the “Add A Company Manually” link. This will take you to a new page. You first must search for the company that you wish to add.

BIP Summary Sheet

<ul style="list-style-type: none"> To modify the Summary Sheet, click on the "Edit this Section" link by the corresponding area you wish to edit View Summary Sheet with all outreaches Add A Company to the Summary Sheet Manually 				
Subcontractors	Contacted	Responded	Bid	Notes/ Reasons for selection/non-selection
541490: Other Specialized Design Services				[Edit this section]
Airstreams Renewables, Inc * [o]	06/08/12	08/10/12	\$100.00	Prime Bid Notes
Buildit Engineering Company * [o] <small>WBE</small>	06/08/12	08/10/12	\$50.00	Notes
California Watershed Engineering Corp. * [o] <small>MBE,DBE</small>	06/11/12	08/09/12	\$100.00	rime Bid Note
1 Eagle Inspections, Llc [o]	06/08/12	08/02/12	\$100,000.00	hello
Acentech, Inc. [o]	06/08/12	08/01/12		
Company Name [p]		08/27/12	\$0.00	cccc
Companymileage.Com Llc [p]		08/21/12	\$21.00	ase describe who made initial contact, when
Testcert [p] <small>MBE,DBE</small>		08/30/12		describe

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- In order to prevent duplicate registrations, you will first have to enter the company's name that you wish to add to your Summary Sheet.



Summary Sheets

Add Company Manually to Summary Sheet

Step 1: Search For A Company | Step 2: Identify The Company | Step 3: Enter Contact Information

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:



- 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

Add An Existing Subcontractor

If you would like to send a notification letter to a company, select the checkbox by that company and click the 'Notify Companies' button below. The selected companies will receive a notification of your interest and will automatically be added to your Summary Sheet. *(Recommended)*

If you would like to only add a company to your Summary Sheet without sending them a notification letter simply click the 'Add' link by the company and they will be automatically added to your Summary Sheet.

Send Message to Company	Add Company Manually	Company	Certs
<input type="radio"/>	Add	Carr & Hoitt Business Consultants 3219 Thrush LaVerne, CA 91750	
<input checked="" type="radio"/>	Add	Carr Global Consulting ITA TEST COMPANY 200 N. Main St ITA Los Angeles, CA 91702	
<input type="radio"/>	Add	carr's company - ITA TEST COMPANY 123 main st los angeeles, CA 90012	



Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- Option 1: You may send the company a message stating your interest by selecting the checkbox next to the company you wish to contact and then clicking the Notify button. A letter will be sent to this company, as done previously in the Outreach. This process will automatically add the sub to your Summary Sheet.
 - 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.
 - The solicitation letter shall appear. Complete the solicitation letter and click Notify Subcontractors button.

- Option 2: You have the option to simply add the sub to your Summary Sheet without sending a letter of interest by clicking the "Add" link next to the company name. If you choose this option, please be sure to explain the contact method and history in the "Notes" section of your Summary Sheet.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

LABAVN Los Angeles Business Assistance Virtual Network

Los Angeles Works Mayor's Office of Economic and Business Policy

MBC Minority Business Office

Home | Search Opportunities | FAQ | Profile | Logout

Welcome jayson. joseph.

Summary Sheets 3:03:20 PM

Add Company Manually to Summary Sheet 'SZC12163'

Enter Contact Information

Review the company information and enter the details of your communication in the fields below. A red * indicates a required field.

Company Information	
Company: Carr's Creation TEST TEST	Phone: 213-922-7761
BTRC:	Fax:
Type: Sub	URL:
Address: 200 N. Main St Los Angeles, CA 90012 USA	

Work Areas

Select the Naics Codes for which you wish to Outreach the subcontractor. *

- 115310: Support Activities for Forestry
- 561730: Landscaping Services
- Other: (please enter details below)

Contact Information/Notes

Please describe who made initial contact, when contact was made, how contact was made, and what prompted contact. *

0 characters of 600 entered

Step 1: Search For A Company

Step 2: Identify The Company

Step 3: Enter Contact Information

Add Company

- Check the work area for which you wish to add the company.
- Provide the Response, Response Date, Bid Amount and Selection, if applicable.
- Add description of the communication between you and the subcontractor in the "Contact Information/Notes" box.
- Click "Add Company" button. The company will then be added to your Summary Sheet.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- If the company doesn't exist in the BAVN's vendor database, click the "Manually add a new company to your Summary Sheet" link.

Summary Sheets

Add Company Manually to Summary Sheet

Step 1:

Search For A Company

Step 2:

Identify The Company

Step 3:

Enter Contact Information

Add A New Subcontractor

One or more companies were found on BAVN matching the name 'CARR.' 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 then be automatically added into your Summary Sheet. Once added, the company will be visible in the list after using the search function involving adding a company manually. If the same company registers itself with the appropriate NAICS code, they will appear in the subs listing.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Summary Sheets

Add Company Manually to Summary Sheet

Step 1:
Search For A Company

Step 2:
Identify The Company

Step 3:
Enter Contact Information

Enter Contact Information

Enter subcontractor information	
Company Name: *	<input type="text"/>
Address Line 1: *	<input type="text"/>
Address Line 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	California <input type="button" value="v"/>
Zip Code: *	<input type="text"/>
Phone: *	<input type="text"/>
Enter contact information	
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
E-mail:	<input type="text"/>

Select the NAICS code for which you wish to use the subcontractor *					
Other NAICS	Description	Response	Selected	Responded	Bid
<input type="checkbox"/>	Other Work Areas	Response/No-submit <input type="button" value="v"/>	Not Selected <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Sub NAICS	Description	Response	Selected	Responded	Bid
<input type="checkbox"/>	237310 Highway, Street, and Bridge Construction	Response/No-submit <input type="button" value="v"/>	Not Selected <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	238990 All Other Specialty Trade Contractors	Response/No-submit <input type="button" value="v"/>	Not Selected <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Prime NAICS	Description	Response	Selected	Responded	Bid
<input type="checkbox"/>	237110 Water and Sewer Line and Related Structures Construction	Response/No-submit <input type="button" value="v"/>	Not Selected <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	237990 Other Heavy and Civil Engineering Construction	Response/No-submit <input type="button" value="v"/>	Not Selected <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

Please describe who made initial contact, when contact was made, how contact was made, and what prompted contact

Add Company to Summary Sheet

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

- Provide the Name and Contact Information of the company.
- Click 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 sub 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 sub is added in this manner, it is not considered registered until the sub 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.**

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Submitting a Quote Online

Subcontractors can now submit a quote online to a Prime, **ONLY** if the Prime **DID NOT** outreach to that Subcontractor.

To submit a quote to a Prime as a Subcontractor, do the following

Step 1

Search for the **Opportunity** you are interested in, and on the details page of the Opportunity, click on the **Prime Contractors** tab. A list of Primes will be displayed as shown below



SZH11708 - Construction Services Contract (CiSCO) 8

The following Prime Contractors are participating in the online Business Inclusion Program on BAVN.

If you are a subcontractor who is interested in working with one of the following prime contractors on this opportunity and they have not already outreached to you, you may submit your quotes directly to them by clicking the "Submit" link by the corresponding Prime contractor's name.

Company	Address	Phone	Submit Sub Quote
Bitech Construction Co., Inc.	5241 Lincoln Ave.	714-229-1477	Submit
Blois Construction, Inc.	3201 Sturgis RD	805-656-1432	Submit
Colich & Sons, L.P.	547 W 140th ST	323-770-2920	Submit
Griffith Company	3050 E Birch ST	714-984-5500	Submit
Masters Contracting Corporation	544 Riverdale DR	818-5000971	Submit
Mike Bubalo Construction Co., Inc.	5102 Gayhurst AVE	626-9607787	Submit
Mike Pritch & Sons, Inc.	5103 Elton ST	626-813-1700	Submit
Mladen Buntich Construction Co., Inc.	1500 W 9th ST	909-920-9977	Submit
Murray Plumbing and Heating Corporation DBA Murray Company	2919 East Victoria Street	310-637-1500	Submit
Spiniello Companies	1441 E Ninth ST	909-629-1000	Submit
Torres Construction Corp.	7330 N Figueroa ST	323-257-7460	Submit
W.A. Rasic Construction Co., Inc.	4150 Long Beach Blvd.	562-928-6111	Submit

Step 2

Click on the **Submit** link next to the **Prime** you are interested in submitting a quote to.

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

Step 3

Select a **Work Area** from either the **Opportunity Work Areas** or from **Your Work Area**. Enter **Bid Amount**, **Attach Quote (PDF only)**, and **Provide Contact Information**. Click on **Submit Bid** button when done.

Summary Documents Prime Contractors Subcontractors

SZC12310 - Secondary Sewer Renewal Program (SSRP) P21A- Los Feliz Blvd & Revere Ave, P21B- Glendale Blvd & Rowena Ave, and P21C- Los Feliz Blvd & 5 Fwy

Submit bid to Williams Pipeline Contractors, Inc. summary sheet.

Opportunity Work Areas *

- 237110: Water and Sewer Line and Related Structures Construction
- 237310: Highway, Street, and Bridge Construction
- 237990: Other Heavy and Civil Engineering Construction
- 238990: All Other Specialty Trade Contractors

Your Work Areas

- 111991: Sugar Beet Farming
- 111992: Peanut Farming
- 111998: All Other Miscellaneous Crop Farming
- 236115: New Single-Family Housing Construction (except Operative Builders)
- 236116: New Multifamily Housing Construction (except Operative Builders)

Bid amount *

Attach documentation * (Only pdf's are accepted)

Browse...

Please describe who made initial contact, when contact was made, how contact was made, and what prompted contact. *

Submit Bid

This input box is a required field

Completing the Business Inclusion Program (BIP) Outreach Requirement Online

****Please note that you can submit a Bid for only one Work Area at a time****

You cannot submit a Bid to a Prime if the Prime has already outreached to you