

# 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 FSHO 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.

### **Non-discrimination/Equal Employment Practices Provisions (ND-EEP)**

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 SDO 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 screenshot displays the LABAVN (Los Angeles Business Assistance Virtual Network) website interface. At the top, there is a dark blue header with the Los Angeles logo and the text "LOS ANGELES". To the right of the header, a white box contains the number "311" and a hamburger menu icon. Below the header, the "LABAVN" logo is prominently displayed, with the tagline "Los Angeles Business Assistance Virtual Network" underneath. A navigation bar contains the links "SEARCH", "PROFILE", "LOGOUT", and "SUPPORT". A yellow banner below the navigation bar displays "Welcome Queeny O".

Below the banner, a horizontal menu of tabs is visible. The "Profiles" tab is circled in red. Other tabs include "Bookmarked", "Related Opportunities", "BIP - Prime", "BIP - Sub", and "BIP - Outreach".

Under the "Profiles" tab, the "Company Profile" link is circled in red. Below this link, a light blue box contains the following information:

- BAVN Company ID:** 47800
- Company Name:** Carr's Creation - ITA TEST COMPANY-DO NOT CONTACT
- Company Type:** Prime & Sub Contractor
- Company Admin:** Queeny O (carr.mensah-oduro@lacity.org)

Below the information box, a list of links is provided:

- [Company Detail](#)
- [Company Users and Access Rights](#)
- [Compliance Documents](#) (circled in red)
- [MOA Emergency Vendor Contact](#)
- [Certifications](#)
- [NAICS Interest Codes / Licenses](#)

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

**ND-EEP - Non-discrimination/Equal Employment Practices Provisions**

- 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

[Return to Profile](#)

- **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.

Company Compliance Documents	Status	Edit	Uploaded By	Uploaded	Expires
 <a href="#">Affirmative Action (Read Disclaimer)</a>	Submitted	<a href="#">Modify</a>   <a href="#">Remove</a>	Queeny O	04/25/14	04/25/15
 <a href="#">Equal Benefits Ordinance</a>	Not Uploaded	<a href="#">Click here to download templates and upload completed forms</a>			
 First Source Hiring Ordinance	Not Uploaded	<a href="#">Click here to download templates and upload completed forms</a>			
 Non-discrimination/Equal Employment Practices Provisions	Not Uploaded	<a href="#">Click here to download templates and upload completed forms</a>			
 <a href="#">Slavery Disclosure Ordinance (Indefinite Application)</a>	Submitted	<a href="#">Modify</a>   <a href="#">Remove</a>	Queeny O	07/09/13	No expiration date

## Step 3: Upload Compliance Form Template

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

### Upload the Equal Benefits Ordinance (EBO) Document

**Disclaimer:**

- 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.
- The Equal Benefits Ordinance provisions apply to all agreements the value of which exceeds \$5,000 unless otherwise exempt.
- It includes Service Contracts, Construction Contracts, Purchase Contracts, Grants, Leases or Licenses as defined by the EBO.

**Important Notice:**

- 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.
- Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.
- Once uploaded, the forms are valid for three (3) years from the date they are uploaded.

**Instructions:**

1. [Click here to download the Equal Benefits Ordinance Affidavit form](#)
2. Fill out the form and sign it
3. Scan the form into a PDF file
4. Upload the completed and signed PDF form using the form below






Select File  No file chosen

Notes

- 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.



Company Compliance Documents	Status	Edit	Uploaded By	Uploaded	Expires
 <a href="#">Affirmative Action (Read Disclaimer)</a>	Submitted	<a href="#">Modify</a>   <a href="#">Remove</a>	Queeny O	04/25/14	04/25/15
 <a href="#">Equal Benefits Ordinance (Read Disclaimer)</a>	Submitted	<a href="#">Modify</a>   <a href="#">Remove</a>	Queeny O	05/20/14	05/20/15
 First Source Hiring Ordinance	Not Uploaded	<a href="#">Click here to download templates and upload completed forms</a>			
 Non-discrimination/Equal Employment Practices Provisions	Not Uploaded	<a href="#">Click here to download templates and upload completed forms</a>			
 <a href="#">Slavery Disclosure Ordinance (Indefinite Application)</a>	Submitted	<a href="#">Modify</a>   <a href="#">Remove</a>	Queeny O	07/09/13	No expiration date

4. Follow the same process to upload the rest of the Compliance documents.

For questions or concerns, please email [ITA.BAVN@LACITY.ORG](mailto:ITA.BAVN@LACITY.ORG)