LABAVN - LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK

SUBMIT COMPLIANCE DOCUMENTS

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 submit the online compliance forms, or it may submit the forms at the time it responds to a contracting opportunity. All forms contained in the Company Compliance Documents section are to be completed and electronically signed. Each form is only valid for a specified amount of time. Please refer to instructions online for more details.

The submitted 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 submitted forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to resubmit the form(s). The resubmission of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

- As of 7/1/16, the Affirmative Action (AA) and Non-discrimination/Equal Employment Practices
 Provisions (ND-EEP) Compliance affidavits will no longer be required on BAVN as compliance
 with these provisions will be included in the contract language.
- As of 7/1/16, the Equal Benefits Ordinance (EBO) and First Source Hiring Ordinance (FSHO)
 Compliance affidavits were combined into one web application form on BAVN. If subject, a
 contractor will be required to complete the web application form, electronically sign, and
 submit.
 - If a form was uploaded and verified prior to 7/1/16, these will continue to be valid for three years from the UPLOAD date. When the form expires, a contractor will be required to complete the new online application form.
- The **Slavery Disclosure Ordinance (SDO)** Compliance affidavit was also updated to an online application form. While the SDO is an indefinite application, if and when an older version of the EBO/FSHO forms are deleted from a contractor's profile, the older version of the SDO affidavit will also be deleted at the same time. At this time, the contractor will be required to complete, electronically sign, and submit the updated web application form. After the SDO form is updated to the current version, it will continue to be an indefinite application.

Equal Benefits Ordinance (EBO)

By completing and submitting 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 submit 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.

Slavery Disclosure Ordinance (SDO)

By completing and submitting 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

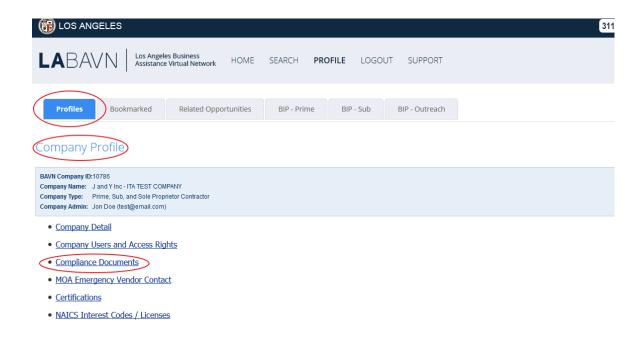
Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

The following tutorial will walk you through the process of

Completing the Online 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 "Profiles" tab, click on the Compliance Documents link.



The following compliance forms can be completed online on BAVN:

EBO/FSHO - Equal Benefits / First Source Hiring Ordinance (3 Year Application)

Combines the Equal Benefits Ordinance Affidavit and First Source Hiring Ordinance
 Compliance Affidavit

SDO - Slavery Disclosure Ordinance Forms

- Slavery Disclosure Ordinance Affidavit

Please read instructions before completing the online Company Compliance Documents

Step 2: Access the selected Compliance Form

- 1. Review the Company Compliance Documents list
- 2. Select the **Compliance Document** to be submitted:
 - Equal Benefits / First Source Hiring Ordinance (3 Year Application) or
 - slavery Disclosure Ordinance (Indefinite Application)
- 3. Click on the 'Click here to complete and submit this form.



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

IMPORTANT INFORMATION - ALL BAVN USERS - PLEASE READ - RECENT CHANGES THAT COULD AFFECT COMPLIANCE DOCUMENTS

- As of 7/1/16, the Affirmative Action and Non-discrimination/Equal Employment Practices Provisions Compliance affidavits will no longer be required on BAVN as compliance with these provisions will be included in the contract language.
- As of 7/1/16, the Equal Benefits Ordinance and First Source Hiring Ordinance Compliance affidavits were combined into one web application form on BAVN. If subject, a contractor will be required to complete the web application form, electronically sign, and submit.
- If a form was uploaded and verified prior to 7/1/16, these will continue to be valid for three years from the UPLOAD date. When the form expires, a contractor will be required to complete the new web application form.

 The Slavery Disclosure Ordinance Compliance affidavit was also updated to a web application form. While the SDO is an indefinite application, if and when an older version of the EBO/FSHO forms are deleted from a
- The stativery Discrossive Ordinance Compliance alliquivit was also updated to a web application form, while the SDO is an indefinite application, in and when an older version of the SDO affidavit will also be deleted at the same time. At this time, the contractor will be required to complete, electronically sign, and submit the updated web application form.

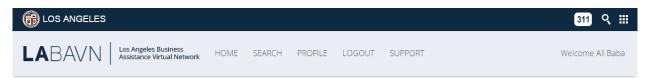
 After the SDO form is updated to the current version, it will continue to be an indefinite application.

View Expired Compliance Documents

Company Compliance Documents		Status	Upload/Submit By Upload/Submit Date Expires Menu Options
0	Equal Benefits / First Source Hiring Ordinance (3 Year Application) **New**	Not Completed	Disclaimer Click here to complete and submit this form
0	Slavery Disclosure Ordinance (Indefinite Application) **New**	Not Completed	Disclaime Click here to complete and submit this form

Step 3: Complete Online Compliance Form

1. Click on the "Click here to access the EBO/FSHO form to fill it and submit it" link or "Click here to access the Slavery Disclosure Ordinance form to fill it and submit it." link.



Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) Document

Disclaimer:

- By completing, electronically signing, and submitting the Equal Benefits Ordinance (EBO) 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 (OCC) 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 EBO provisions apply to all agreements the value of which exceeds \$25,000 unless otherwise exempt.
- . It includes Service Contracts, Construction Contracts, Purchase Contracts, Grants, Leases or Licenses as defined by the EBO.
- Prime contractors who are awarded a contract that is subject to the requirements of the First Source Hiring Ordinance (FSHO) must agree to the FSHO by electronically signing and submitting the FSHO Compliance
- . 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 OCC prior to contract execution

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

Click here to access the EBO/FSHO form to fill it and submit it.

- 2. The company information is preloaded where only contact information fields may be changed. Fill out the remaining inputs
- 3. Sign the electronic E-signature and Terms of Acceptace form and submit it.
- 4. Clicking on the "Submit" button will save and submit it. No further edits will be allowed.

Slave Disclosure Ordinance (SDO) Document

Disclaimer:

- By completing, electronically signing, and submitting the Slavery Disclosure Ordinance (SDO) Affidavit, your company will have satisfied the reporting requirement of the SDO.
- 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.
- This new SDO Affidavit will remain valid indefinitely or until any changes occur in the company that would require revision and resubmission.

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/proposa
- The SDO Affidavit will remain valid indefinitely or until any changes occur in the company that would require revision and resubmission.

Instructions

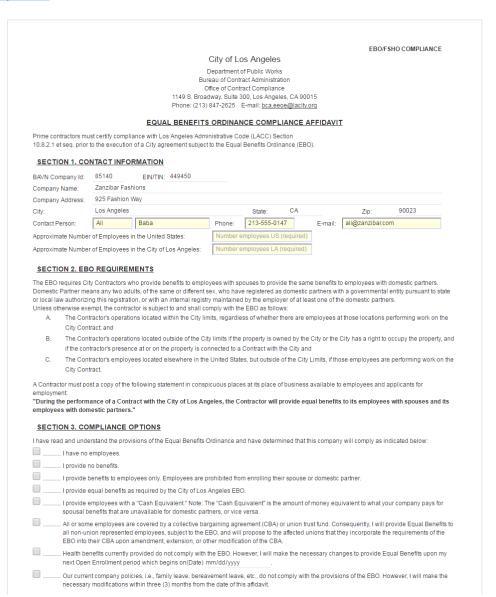
Click here to access the Slavery Disclosure Ordinance form to fill it and submit it.

- 2. The company information is preloaded where only contact information fields may be changed. Fill out the remaining inputs.
- 3. Sign the electronic E-signature and Terms of Acceptace form and submit it
- 4. Clicking on the "Submit" button will save and submit it. No further edits will be allowed.

Equal Benefits / First Source Hiring Compliance



Return to Company Documents



FIRST SOURCE HIRING ORDINANCE COMPLIANCE AFFIDAVIT

Contractors (including loan or grant recipients) participating on a City contract that is subject to the First Source Hiring Ordinance (FSHO) are required to certify their compliance prior to contract execution.

As part of their obligations under the FSHO, Contractors must provide the Awarding Department a list of anticipated employment opportunities that they and their subcontractors expect to fill in order to perform the services under the contract. The FSHO-1 form (available at http://bca.lacity.org) should be utilized to inform the Awarding Authority of any such opportunities. If no opportunities are anticipated, contractors do not need to submit the FSHO-1 form prior to contract award, but must report any subsequent employment opportunities on the FSHO-3 form (available at http://bca.lacity.org) as described below. During the term of the contract, the contractor and their subcontractors shall:

- At least seven business days prior to making an announcement of a specific employment opportunity, provide notification of that employment opportunity by submitting the FSHO-3 form to the Community Development Department;
- 2. Interview qualified individuals referred by the City's referral resources; and
- Prior to filling any employment opportunity, inform the Office of Contract Compliance of the names of the referral resources used, the names of the
 individuals referred, and the names of the referred individuals who were interviewed. If the referred individuals were not hired, the contractor
 should also provide the reasons they were not hired.

DECLARATION UNDER PENALTY OF PERJURY

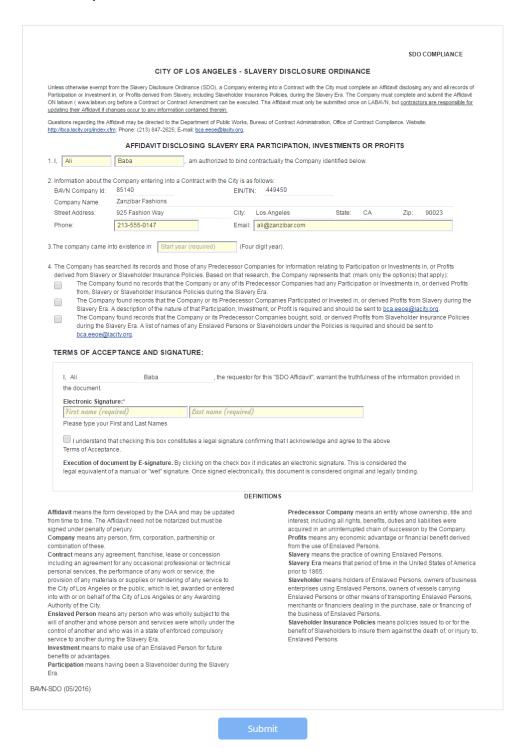
I understand that I am required to permit the City of Los Angeles access to and upon request, must provide certified copies of all company records pertaining to benefits, policies and practices for the purpose of investigation or to ascertain compliance. Furthermore, I understand that failure to comply may be deemed a material breach of any City contract by the Awarding Authority. The Awarding Authority and ye cancel, terminate or suspend in whole or in part, the contract, monies due or to become due under a contract may be retained by the City until compliance is achieved. The City may also pursue any and all other remedies at law or in equity for any breach. The City may use the failure to comply as evidence against the Contractor in actions taken pursuant to the provisions of the LAAC Section 10.40, et seq., Contractor Responsibility Ordinance.

TERMS OF ACCEPTANCE AND SIGNATURE:

l, Ali	Baba	, the requestor for this "EBO/FSHO Affidavit", warrant the truthfulness of the informati
provided in the do	cument.	
Electronic Signatu	ıre:*	
First name (requ	uired)	Last name (required)
Please type your F	irst and Last Names	
I understand to		utes a legal signature confirming that I acknowledge and agree to the above
		icking on the check box it indicates an electronic signature. This is considered the c. Once signed electronically, this document is considered original and legally binding.

Submi

Slavery Disclosure Compliance



- Complete the form
- Click on the Submit button to complete the process.
- You should receive a confirmation notice when form has successfully been completed.

- The Status now shows Submitted. You can Remove the submitted document by clicking on the link.
- If the **Status** now shows **Verified** the **Remove** link is no longer available.

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.

IMPORTANT INFORMATION - ALL BAVN USERS - PLEASE READ - RECENT CHANGES THAT COULD AFFECT COMPLIANCE DOCUMENTS

- As of 7/1/16, the Affirmative Action and Non-discrimination/Equal Employment Practices Provisions Compliance affidavits will no longer be required on BAVN as compliance with these provisions will be included in the contract language.
- As of 7/1/16, the Equal Benefits Ordinance and First Source Hiring Ordinance Compliance affidavits were combined into one web application form on BAVN. If subject, a contractor will be required to complete the web application form, electronically sign, and submit.

 If a form was uploaded and verified prior to 7/1/16, these will continue to be valid for three years from the UPLOAD date. When the form expires, a contractor will be required to complete the new web application form.
- The Slavery Disclosure Ordinance Compliance affidavit was also updated to a web application form. While the SDO is an indefinite application, if and when an older version of the EBO/FSHO forms are deleted from a contractor's profile, the older version of the SDO affidavit will also be deleted at the same time. At this time, the contractor will be required to complete, electronically sign, and submit the updated web application form. After the SDO form is updated to the current version, it will continue to be an indefinite application.

Your SDO Compliance document has been submitted.

View Expired Compliance Documents

•	Company Compliance Documents		Status	Upload/Submit By	Upload/Submit Date	Expires	Menu Options
	0	Equal Benefits / First Source Hiring Ordinance (3 Year Application) **New**	Not Completed	Disclaimer Click here to complete and submit this form			
	J.	Slavery Disclosure Ordinance (Indefinite Application) **New**	Submitted	Ali Baba	08/03/16	Indefinite	<u>Disclaimer</u> Remove