

LABAVN – LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK

# SUBMIT COMPLIANCE DOCUMENTS

7-29-2016

**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 screenshot shows the LABAVN website interface. At the top, there is a dark blue header with the Los Angeles logo and the text 'LOS ANGELES' on the left, and the number '311' on the right. Below this is a light blue navigation bar with the LABAVN logo and the text 'Los Angeles Business Assistance Virtual Network'. To the right of the logo are links for 'HOME', 'SEARCH', 'PROFILE', 'LOGOUT', and 'SUPPORT'. Below the navigation bar is a row of tabs: 'Profiles' (highlighted in blue), 'Bookmarked', 'Related Opportunities', 'BIP - Prime', 'BIP - Sub', and 'BIP - Outreach'. Below the tabs is a section titled 'Company Profile' (circled in blue). This section contains the following information: 'BAVN Company ID:10786', 'Company Name: J and Y Inc - ITA TEST COMPANY', 'Company Type: Prime, Sub, and Sole Proprietor Contractor', and 'Company Admin: Jon Doe (test@email.com)'. Below this information is a list of links: 'Company Detail', 'Company Users and Access Rights', 'Compliance Documents' (circled in red), 'MOA Emergency Vendor Contact', 'Certifications', and 'NAICS Interest Codes / Licenses'.

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.**

**LOS ANGELES**
311

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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.

[View Expired Compliance Documents](#)

Company Compliance Documents	Status	Upload/Submit By	Upload/Submit Date	Expires	Menu Options
Equal Benefits / First Source Hiring Ordinance (3 Year Application) <b>**New**</b>	Not Completed	<a href="#">Disclaimer</a>	<a href="#">Click here to complete and submit this form</a>		
Slavery Disclosure Ordinance (Indefinite Application) <b>**New**</b>	Not Completed	<a href="#">Disclaimer</a>	<a href="#">Click here to complete and submit this form</a>		

### 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 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 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:**

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


**Instructions:**

1. [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 Acceptance 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


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Los Angeles Business Assistance Virtual Network
HOME SEARCH PROFILE LOGOUT SUPPORT
Welcome Ali Baba

[Return to Company Documents](#)

**EBO/FSHO COMPLIANCE**

City of Los Angeles  
 Department of Public Works  
 Bureau of Contract Administration  
 Office of Contract Compliance  
 1149 S. Broadway, Suite 300, Los Angeles, CA 90015  
 Phone: (213) 847-2625 E-mail: [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org)

**EQUAL BENEFITS ORDINANCE COMPLIANCE AFFIDAVIT**

Prime contractors must certify compliance with Los Angeles Administrative Code (LACC) Section 10.8.2.1 et seq. prior to the execution of a City agreement subject to the Equal Benefits Ordinance (EBO).

**SECTION 1. CONTACT INFORMATION**

BAVN Company Id: 85140 EIN/TIN: 449450  
 Company Name: Zanzibar Fashions  
 Company Address: 925 Fashion Way  
 City: Los Angeles State: CA Zip: 90023  
 Contact Person: Ali Baba Phone: 213-555-0147 E-mail: ali@zanzibar.com  
 Approximate Number of Employees in the United States:   
 Approximate Number of Employees in the City of Los Angeles:

**SECTION 2. EBO REQUIREMENTS**

The EBO requires City Contractors who provide benefits to employees with spouses to provide the same benefits to employees with domestic partners. Domestic Partner means any two adults, of the same or different sex, who have registered as domestic partners with a governmental entity pursuant to state or local law authorizing this registration, or with an internal registry maintained by the employer of at least one of the domestic partners. Unless otherwise exempt, the contractor is subject to and shall comply with the EBO as follows:

- A. The Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the City Contract; and
- B. The Contractor's operations located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the contractor's presence at or on the property is connected to a Contract with the City and
- C. The Contractor's employees located elsewhere in the United States, but outside of the City Limits, if those employees are performing work on the City Contract.

A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment:  
**"During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners."**

**SECTION 3. COMPLIANCE OPTIONS**

I have read and understand the provisions of the Equal Benefits Ordinance and have determined that this company will comply as indicated below:

..... I have no employees.

..... I provide no benefits.

..... I provide benefits to employees only. Employees are prohibited from enrolling their spouse or domestic partner.

..... I provide equal benefits as required by the City of Los Angeles EBO.

..... I provide employees with a "Cash Equivalent." Note: The "Cash Equivalent" is the amount of money equivalent to what your company pays for spousal benefits that are unavailable for domestic partners, or vice versa.

..... All or some employees are covered by a collective bargaining agreement (CBA) or union trust fund. Consequently, I will provide Equal Benefits to all non-union represented employees, subject to the EBO, and will propose to the affected unions that they incorporate the requirements of the EBO into their CBA upon amendment, extension, or other modification of the CBA.

..... Health benefits currently provided do not comply with the EBO. However, I will make the necessary changes to provide Equal Benefits upon my next Open Enrollment period which begins on(Date) mm/dd/yyyy .

..... Our current company policies, i.e., family leave, bereavement leave, etc., do not comply with the provisions of the EBO. However, I will make the necessary modifications within three (3) months from the date of this affidavit.

## APPLY FOR COMPLIANCE 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:

1. 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
3. 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 may 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:

I, Ali Baba, the requestor for this "EBO/FSHO Affidavit", warrant the truthfulness of the information provided in the document.

#### Electronic Signature:\*

First name (required)

Last name (required)

Please type your First and Last Names

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

**Execution of document by E-signature.** By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

BAVN-EBO/FSHO (05/2016)

Submit



Slavery Disclosure Compliance

SDO COMPLIANCE

**CITY OF LOS ANGELES - SLAVERY DISCLOSURE ORDINANCE**

Unless otherwise exempt from the Slavery Disclosure Ordinance (SDO), a Company entering into a Contract with the City must complete an Affidavit disclosing any and all records of Participation or Investment in, or Profits derived from Slavery, including Slaveholder Insurance Policies, during the Slavery Era. The Company must complete and submit the Affidavit ON LABAVN ( www.labavn.org before a Contract or Contract Amendment can be executed. The Affidavit must only be submitted once on LABAVN, but contractors are responsible for updating their Affidavit if changes occur to any information contained therein.

Questions regarding the Affidavit may be directed to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance. Website: <http://bca.lacity.org/index.cfm> Phone: (213) 847-2625; E-mail: [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org)

**AFFIDAVIT DISCLOSING SLAVERY ERA PARTICIPATION, INVESTMENTS OR PROFITS**

1. I,  , am authorized to bind contractually the Company identified below.

2. Information about the Company entering into a Contract with the City is as follows:

BAVN Company Id:	<input type="text" value="85140"/>	EIN/TIN:	<input type="text" value="449450"/>
Company Name:	<input type="text" value="Zanzibar Fashions"/>		
Street Address:	<input type="text" value="925 Fashion Way"/>	City:	<input type="text" value="Los Angeles"/>
		State:	<input type="text" value="CA"/>
		Zip:	<input type="text" value="90023"/>
Phone:	<input type="text" value="213-555-0147"/>	Email:	<input type="text" value="ali@zanzibar.com"/>

3. The company came into existence in  (Four digit year).

4. The Company has searched its records and those of any Predecessor Companies for information relating to Participation or Investments in, or Profits derived from Slavery or Slaveholder Insurance Policies. Based on that research, the Company represents that: (mark only the option(s) that apply):

The Company found no records that the Company or any of its Predecessor Companies had any Participation or Investments in, or derived Profits from, Slavery or Slaveholder Insurance Policies during the Slavery Era.

The Company found records that the Company or its Predecessor Companies Participated or Invested in, or derived Profits from Slavery during the Slavery Era. A description of the nature of that Participation, Investment, or Profit is required and should be sent to [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org).

The Company found records that the Company or its Predecessor Companies bought, sold, or derived Profits from Slaveholder Insurance Policies during the Slavery Era. A list of names of any Enslaved Persons or Slaveholders under the Policies is required and should be sent to [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org).

**TERMS OF ACCEPTANCE AND SIGNATURE:**

I,  , the requestor for this "SDO Affidavit", warrant the truthfulness of the information provided in the document.

**Electronic Signature:\***

Please type your First and Last Names

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

**Execution of document by E-signature.** By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

**DEFINITIONS**

<p><b>Affidavit</b> means the form developed by the DAA and may be updated from time to time. The Affidavit need not be notarized but must be signed under penalty of perjury.</p> <p><b>Company</b> means any person, firm, corporation, partnership or combination of these.</p> <p><b>Contract</b> means any agreement, franchise, lease or concession including an agreement for any occasional professional or technical personal services, the performance of any work or service, the provision of any materials or supplies or rendering of any service to the City of Los Angeles or the public, which is let, awarded or entered into with or on behalf of the City of Los Angeles or any Awarding Authority of the City.</p> <p><b>Enslaved Person</b> means any person who was wholly subject to the will of another and whose person and services were wholly under the control of another and who was in a state of enforced compulsory service to another during the Slavery Era.</p> <p><b>Investment</b> means to make use of an Enslaved Person for future benefits or advantages.</p> <p><b>Participation</b> means having been a Slaveholder during the Slavery Era.</p>	<p><b>Predecessor Company</b> means an entity whose ownership, title and interest, including all rights, benefits, duties and liabilities were acquired in an uninterrupted chain of succession by the Company.</p> <p><b>Profits</b> means any economic advantage or financial benefit derived from the use of Enslaved Persons.</p> <p><b>Slavery</b> means the practice of owning Enslaved Persons.</p> <p><b>Slavery Era</b> means that period of time in the United States of America prior to 1865.</p> <p><b>Slaveholder</b> means holders of Enslaved Persons, owners of business enterprises using Enslaved Persons, owners of vessels carrying Enslaved Persons or other means of transporting Enslaved Persons, merchants or financiers dealing in the purchase, sale or financing of the business of Enslaved Persons.</p> <p><b>Slaveholder Insurance Policies</b> means policies issued to or for the benefit of Slaveholders to insure them against the death of, or injury to, Enslaved Persons.</p>
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BAVN-SDO (05/2016)

Submit

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

## APPLY FOR COMPLIANCE DOCUMENTS

- 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.
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Your SDO Compliance document has been submitted.

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 <a href="#">Slavery Disclosure Ordinance (Indefinite Application)</a> <b>**New**</b>	Submitted	Ali Baba	08/03/16	Indefinite	<a href="#">Disclaimer</a>   <a href="#">Remove</a>