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 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.**’

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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 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 forms.
- 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/Employment Practices Provisions Compliance affidavit 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.
- A form is uploaded and verified prior to 7/1/16, these will continue to be valid for three years from the UPLC/A 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 a new version of the EBOFISHO forms are posted, the 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.

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**View Expired Compliance Documents**

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<td></td>
<td></td>
</tr>
</tbody>
</table>
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 contractual 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 a waiver by submitting a completed FSHO-W Form to the OCC prior to contract approval.

Important Notice:
- These instructions are NOT applicable to Bidders/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 pre-saved and 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 Bidders/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 pre-saved, 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 ORDINANCE COMPLIANCE AFFIDAVIT

City of Los Angeles
Department of Public Works
Bureau of Contract Administration
Office of Contract Compliance
1149 S. Broadway, Suite 200, Los Angeles, CA 90015
Phone: (213) 482-2625 Email: losangeles@lapd.org

SECTION 1. CONTRACT INFORMATION

BAN Company ID: 85149
ENN/INN: 494460

Company Name: Zanchar Distributors
Company Address: 1925 Fashion Way
City: Los Angeles
State: CA
Zip: 90023

Contact Person: Ali Baba
Phone: 213-555-3147
Email: Ali@Zanchar.com

Approximate Number of Employees in the United States: [Number]
Approximate Number of Employees in the City of Los Angeles: [Number]
Number employees LO (required): [Number]
Number employees LA (required): [Number]

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:
   a. The Contractor's operations located outside 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
   b. The Contractor's employees located elsewhere in the United States, but outside 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/We have read and understand the provisions of the Equal Benefits Ordinance and have determined that this company will comply as indicated below:

[ ] No employees.
[ ] Provide equal benefits to employees only.
[ ] Provide equal benefits as required by the City of Los Angeles EBO.
[ ] Provide benefits to 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.
[ ] Provide additional benefits if required by the EBO.
[ ] Provide benefits to employees covered by a collective bargaining agreement (CBA) or union trust fund. Consequently, I/We will provide Equal Benefits to all employees who are covered under 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/We 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/We will make the necessary modifications within the time frame of the final deadline.
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 on or to the 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 is available at [http://www.labc.org](http://www.labc.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. Contractors must notify the Awarding Authority on the FSHO-1 form of any substantial employment opportunities.

During the term of the contract, the contractor and their subcontractors shall:

1. At least seven business days prior to making any announcement of a specific employment opportunity, provide notification of that employment opportunity by submitting a FSHO-3 form to the Community Development Department;
2. Interview qualified individuals referred by the City’s referral resource; and
3. Prior to filling any employment opportunity, inform the Office of Contract Compliance of the names of the referred 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 assert 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 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 “EBFISHO Affidavit”, warrant the truthfulness of the information provided in the document.

Please type your First and Last Name

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

Submit
Slavery Disclosure Compliance

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

Unless otherwise exempt by 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 Slaveholding Insurance Policies, during the Slavery Era. The company must complete and submit the Affidavit on the SDO website 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 Affid on changes 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://labavn.com/submit hips: (213) 947-2529, E-mail: labavn@lacity.org

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

1. All applicants are authorized to bind contractually the company identified below.

2. Information about the company entering into a contract with the City is as follows:

   - **B/A/N Company Id:** 35142
   - **EIN/TIN:** 449491
   - **Company Name:** Zancaha Fashions
   - **Street Address:** 125 Fashion Way
   - **City:** Los Angeles
   - **State:** CA
   - **Zip:** 90033
   - **Phone:** 213-655-0147
   - **Email:** al@zancaha.com

3. The company came into existence on [Start year required] ([Four digit year]).

4. The company has searched its records and those of any predecessors companies for information relating to participation or investment in, or profits derived from slavery or Slaveholding Insurance Policies. Based on that research, the company now reports that (mark only the options that apply):

   - The company found no records that the company or any of its predecessor companies had any participation in investments, or derived profits from, slavery or Slaveholding Insurance Policies during the Slavery Era.
   - The company found records that the company or its predecessors 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.reo@lacity.org.

   - The company found records that the company or its predecessors companies bought, sold, or derived profits from Slaveholding 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.reo@lacity.org.

**TERMS OF ACCEPTANCE AND SIGNATURE:**

- **Ali Baba,** the requester of this “SDO 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 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**

- **Affidavit** 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.

- **Company** means any person, firm, corporation, partnership, or combination of these.

- **Contract** means an agreement, franchise, lease or concession including any agreement for any personal 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 local Authority of the City.

- **Enslaved Person** 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.

- **Investment** means to make use of an Enslaved Person for future benefits or advantages.

- **Participation** means having been a Slaveholder during the Slavery Era.

**B/A/N-SDO (05/2016)**

- 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

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- Upon BCA verification, the awarding Authority shall award the contract, if in the process of verifying the uploaded forms, BCA finds that the forms are incomplete, the awarding department shall be notified and your company will be required to re-upload the forms.
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- 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.
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**Your SDO Compliance document has been submitted.**

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<td>Slavey Disclosure Ordinance (Indefinite Application)</td>
<td><strong>New</strong></td>
<td>Submitted</td>
<td>04/03/16</td>
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