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| Contractor:  |  |

|  | **Completion Status** | **Guidelines** |
| --- | --- | --- |
| **Form 1**RFCR Document Checklist | Completed: [ ]  | Please include completed checklist with RFCR submission |
| **Form 2**Contractor General Information | Completed: [ ]  | Please include the completed Contractor General Information Form with RFCR submission. |
| Corporate Documents | No Change: [ ] Revised and attached:[ ] Agency Legal Name[ ] Corporate Status[ ] City Business License Number[ ] IRS Taxpayer Identification Number[ ] Articles of Incorporation[ ] Corporate Bylaws[ ] DUNS# | If there have been any changes to your Agency’s Legal Name, Corporate Status, City Business License Number, IRS Taxpayer Identification Number, Articles of Incorporation, or Corporate Bylaws, or DUNS number, submit the revised documents with this RFCR or select No Change. |
| **Form 3**Certification of Authorities | Attached: [ ]   | Please include original Certification of Authorities with wet signatures |
| **Form 4**Board Resolution and Certification (sample) | Attached: [ ]  | Please include Board Resolution and Certification |
| **Form 5**Resolution Identifying Members of Board of Directors (sample) | Updated list Attached: [ ] Resolution Attached: [ ]  | Please include an updated list of Board Members along with Certification of Board Resolution. |
| **Form 6**Bidder Certification Certificate of Compliance Form 50  | Attached: [ ]  | Please include the original Certification Compliance Form with wet signaturesCEC Form 50 can be downloaded at <http://ethics.lacity.org/PDF/form_cec50.pdf> |
| **Form 7**Bidder Contributions CEC Form 55 |  Attached: [ ]  | Please include the original Certification Compliance Form with wet signaturesCEC Form 55 can be found on the Ethics Commission's website, on the Forms page, or by clicking this link: <http://ethics.lacity.org/pdf/forms/CEC_Form_55_June2011.pdf> |
| **Form 8**Budget Documents Including Equipment Inventory Form | Attached: [ ]  | Please attach completed Inventory Form if applicable. |
| **Form 9**Contractor Responsibility Ordinance (CRO) Service Questionnaire  | Attached: [ ]  | Please attach a completed CRO Questionnaire.The CRO Service Questionnaire can be downloaded at<https://bca.lacity.org/uploads/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf>  |
| **Form 10**CRO Pledge of Compliance | Attached: [ ]  | Please attach a completed and signed CRO Pledge of Compliance.The CRO Pledge can be downloaded at<https://bca.lacity.org/uploads/cro/CRO%20Pledge%20of%20Compliance.PDF> |
| **Forms 11**Living Wage Ordinance (LWO)Submission Guidelines | Attached: [ ]  | Please refer to the attached LWO Submission Guidelines, complete and attach the appropriate LWO forms.LWO forms can be downloaded at<http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_lwo_forms.cfm> |
| **Guideline 1**Los Angeles Business Assistance Virtual Network (BAVN) “Download Templates” Instructions | Registered: [ ]  | Please refer to the attached instructions to register on BAVN. Upload the applicable ordinance forms: EEP, AA, EBO, and SDO (Guidelines 1a—1d). **IMPORTANT**: If you have uploaded and received approvals on the above-referenced ordinance forms within the last 12 months, no action is necessary. Instead, please select the “Uploaded” boxes on Guidelines 1a-1d, wherever applicable. Approved BAVN ordinance forms remain in effect for 12 months for any number of contracts. For more details please go to <http://www.labavn.org> |
| **Guideline 1a**Equal Benefits Ordinance (EBO) and First Source Hiring Ordinance (FSHO) Compliance Affidavits | Uploaded: [ ] Date Uploaded:\_\_\_\_\_\_ | Please upload the completed EBO/FHSO form at [www.labavn.org](http://www.labavn.org) if you have not done so within the last 12 months.  |
| **Guideline 1b**Slavery Disclosure Ordinance (SDO) Affidavit | Uploaded: [ ] Date Uploaded:\_\_\_\_\_\_ | Please upload the completed SDO form at [www.labavn.org](http://www.labavn.org) if you have not done so within the last 12 months.  |