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 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.

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.**’
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/Proponent, 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-XForm to the OCC prior to contract award.

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.
2. The company information is pre-populated 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 Slave 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.
2. The company information is pre-populated 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

**Section 1. Contact Information**

- **BAN Company ID:** 85492
- **EIN/FTIN:** 469460
- **Company Name:** Zanbini Fashion
- **Company Address:** 323 Fashion Way
- **City:** Los Angeles
- **Phone:** 213-555-3147
- **E-mail:** info@zanbini.com

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

**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 such registration, or with an internal registry maintained by the employee or 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 the Contractor’s presence or the property is connected to a Contract with the City;

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 all points 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 nonunion 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: month/day/year].
- [ ] 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.
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 comply with its compliance terms and conditions of 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://dbla.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://dbla.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, [Name], of [Address], do hereby swear and affirm that the information provided in this document is true, complete, and not materially misleading.

I, [Name], do hereby certify that the signature and personal identification information provided in this document are true, complete, and not materially misleading.

Please read and sign the terms of acceptance before submitting this form.

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 a form provided 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 of Changes if 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.org, Phone: (310) 201-2000, Fax: (310) 201-2011, E-mail: labavn@city.la.us

AFFIDAVIT DISCLOSING SLAVERY ERA PARTICIPATION, INVESTMENTS OR PROFITS

1. All , 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/L/B: Company Id: 57142
   - EIN/TIN: 44940
   - Company Name: Zanzibar Fashions
   - Street Address: 325 Fashion Way
   - City: Los Angeles
   - State: CA
   - Zip: 90013
   - Phone: 213-655-0147
   - Email: all@zanzibar.com

3. The Company came into existence in (start year required) (four digit year).

4. The Company has searched its records and those of any predecessor companies for information relating to Participation or Investment in, or Profits derived from Slavery or Slaveholder Insurance Policies (based on that research, the Company now knows that, (mark only the options 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.ego@la.ca.us
   - [ ] 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.ego@la.ca.us

TERMS OF ACCEPTANCE AND SIGNATURE:

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

Full name (required)
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 (indicated 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 any agreement, franchise, lease or concession including an agreement for any occupational or personal professional or personal personal services, the performance of any work or service, the provision of any materials, 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 Awaiting 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.
Predecessor Company 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.
Profits means any economic advantage or financial benefit derived from the use of Enslaved Persons.
Slavery means the practice of owning Enslaved Persons.
Slavery Era means that period of time in the United States when slavery existed.
Slaveholder means holders of Enslaved Persons, owners of businesses 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.
Slaveholder Insurance Policies means policies issued to, or for the benefit of Slaveholders to insure them against the death of, or injury to, Enslaved Persons.

B/L/B/SO (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.
• 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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- 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 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 affidavit were combined into one web application form on BAVN. If the contractor, a contractor be required to complete the web application form, electronically sign, and submit.
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- 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**

<table>
<thead>
<tr>
<th>Company Compliance Document</th>
<th>Status</th>
<th>Upload/Submit By</th>
<th>Upload/Submit Date</th>
<th>Expires</th>
<th>Memo Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Benefits / First Source Hiring Ordinance (3 Year Application) <strong>New</strong></td>
<td>NotCompleted</td>
<td>Disclaimer</td>
<td>Click here to complete and submit form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slavery Disclosure Ordinance (Indefinite Application) <strong>New</strong></td>
<td>Submitted</td>
<td>All Data</td>
<td>04/03/16</td>
<td>Indefinite</td>
<td>Disclaimer - Remove</td>
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