PY2021-22 WORKSOURCE CENTER

*CHECKLIST OF REQUIRED DOCUMENTS / REQUIRED INFORMATION*

AGENCY NAME:

*\*Please attach backup documentation if there has been any change to requested information. Otherwise indicate*

*“NO CHANGE” (right-click on checkbox and select Properties →Default Value→Checked*

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| --- | --- | --- | --- |
| **DOCUMENT/INFO REQUESTED** | **NO CHANGE/**  **CONFIRMED** | **DOC**  **ATTACHED/ON FILE** | **INFO/NOTES\*** |
| State of California corporate number:  (<https://businesssearch.sos.ca.gov/>) |  |  | Please confirm # |
| For out-of-state entity conducting business in CA:  *Copy of signed Franchise Tax Board Form 587*  (<https://www.ftb.ca.gov/forms/2018/18_587.pdf>) |  |  | N/A |
| D-U-N-S® Number:  (<http://fedgov.dnb.com/webform>) |  |  | Please confirm # and provide documentation |
| Business Tax Registration Cert. Number:  Copy: City of LA “Tax Registration Certificate” (TRC) **OR**  Copy: City of LA Vendor Registration Number (VRN) (<https://www.lacity.org/for-business>) **OR**  Copy: Exemption |  |  |  |
| IRS Number:  For entities: IRS Number & copy of IRS letter with number **OR**  For individuals: Individual’s Social Security number & proof document **OR**  For individuals, instead of personal IRS number: W-9 form, “IRS EIN Certification form”  (<https://www.irs.gov/forms-pubs/about-form-ss-4-application-for-employer-identification-number-ein>) **OR**  For non-profit, 501(c)(3) organization: Copy of IRS letter dated within last 5 years |  |  |  |
| **Certification of Authorities** (on City form) – with signatures and email addresses - dated, signed, & with corporate seal affixed and Board/Company resolution |  |  | NEW FORM, email addresses required |
| Original: Board Resolution authorizing *this contract* -- dated, signed, and with corporate seal affixed (for corporations), **OR**.  Original: Company Resolution authorizing *this contract* – dated, signed, and with corporate seal affixed (for LLC), **OR**  Original: Self-Statement authorizing *this contract* – dated and signed (for individuals / sole proprietorships) |  |  |  |
| Copy: Articles of Incorporation & any amendments thereto (if corporation), **OR**  Copy: Articles of Organization & any amendments thereto (if LLC), **OR**  Copy: Partnership Agreement & any amendments thereto (if partnership) |  |  | *Please provide documents only if there are changes* |
| Copy: By-laws & any amendments thereto (if corporation), **OR**  Copy: Operating Agreement of LLC, & any amendments thereto (if LLC) |  |  | *Please provide documents only if there are changes* |
| Copy: Roster of Board Members with contact information (updated annually & for any change in membership) |  |  |  |
| BAVN registration by Contractor (<https://www.labavn.org/>)  (Includes the following forms to be uploaded: EBO/FSHO, DO, etc.) |  |  | *Please confirm ordinance docs are up-to-date on LABAVN website* |
| Insurance: To be posted by Contractor’s broker in City’s “KwikComply” database at https://kwikcomply.org/Home/ |  |  | *Please confirm that req’d insurance is in place and is posted* |
| Original: Contractor Responsibility Ordinance Questionnaire – dated & signed **(*Required for each new City contract)***  <https://bca.lacity.org/Uploads/cro/CROQ_Service_Questionnaire_Fillable.pdf> |  |  | [*Responsibility Questionnaire*](https://bca.lacity.org/Uploads/cro/CROQ_Service_Questionnaire_Fillable.pdf) |
| Original: CRO Pledge – dated & signed **(*Required for each new City contract)***  <https://bca.lacity.org/Uploads/cro/CRO_Pledge%20of%20Compliance_Fillable%20%281%29.PDF> |  |  | [*Pledge of Compliance*](https://bca.lacity.org/Uploads/cro/CRO_Pledge%20of%20Compliance_Fillable%20%281%29.PDF) |
| ~~Original: LWO-6 (Employee Info)~~ |  |  | N/A |
| ~~Original: LWO-18 (Subcontractor Info)~~ |  |  | N/A |
| ~~Original: LWO-13 (Non-Profit Exemption Certification)~~ |  |  | N/A |
| Original: Code of Conduct – dated & signed |  |  |  |
| ~~Organization Chart of Contractor~~ |  |  | N/A |
| ~~Resumes of Contractor’s key personnel~~ |  |  | N/A |
| ~~Jobs Descriptions and Salary Range Summary~~ |  |  | N/A |