

Invites you to attend...

# DOING BUSINESS WITH LAWA

Training Session for Prospective LAWA Contractors and Vendors  
Learn about the contracting process and opportunities at LAWA!

## Topics Include:

- ✓ LAWA Procurement Process & Overview
- ✓ Request for Bid Requirements
- ✓ Los Angeles Business Assistance
- ✓ Virtual Network Demo
- ✓ [www.rampla.org/s/](http://www.rampla.org/s/)
- ✓ Business Enterprise Programs
- ✓ Business Certifications
- ✓ Business and Job Resources
- ✓ LAWA Bond Assistance



Photo: Jay Berkowitz, LAWA

**Location:** *\*In light of COVID-19, LAWA is conducting Microsoft Teams sessions until further notice. Please see below.*

**Date & Time:** **Wednesday, April 3, 2024, 9am-11am**

**RSVP:** <https://events.teams.microsoft.com/event/88fcabec-077a-4e71-b15a-571150f04fac@0741658c-4389-4f59-96b1-83a79508d207>

**Microsoft Teams:** Join the live broadcast by web or phone as a listen-in session. Please indicate in your reservation that you would like to participate in the listen-in and more information will be provided to you directly.

Sign Language Interpreters, assistive listening devices or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For accommodation requests only, please contact: Larry Rolon, LAWA ADA Coordinator, at 424-646-5005.



## Doing Business with Los Angeles World Airports

### LIST OF ACRONYMS

<b>ACDBE</b>	Airport Concessions Disadvantaged Business Enterprise
<b>BJRC</b>	Business and Job Resources Center
<b>BOAC</b>	Board of Airport Commissioners
<b>BPW</b>	Board of Public Works
<b>BTRC</b>	Business Tax Registration Certificate
<b>CA</b>	City Attorney
<b>CBA</b>	Collective Bargaining Agreement
<b>CEQA</b>	California Environmental Quality Act
<b>CRO</b>	Contract Responsibility Ordinance
<b>CRP</b>	Contract Responsibility Program
<b>CUCP</b>	California Unified Certification Program
<b>DA</b>	Department of Airports
<b>DAA</b>	Designated Administrative Agency: Department of Public Works and Bureau of Contract Administration
<b>DBE</b>	Disadvantaged Business Enterprise
<b>DVBE</b>	Disabled Veterans Business Enterprise
<b>EBO</b>	Equal Benefits Ordinance
<b>EEEO</b>	Equal Employment Opportunity Officer
<b>FSHP</b>	First Source Hiring Program
<b>GFE</b>	Good Faith Effort
<b>LACC</b>	Los Angeles City Charter
<b>LAMC</b>	Los Angeles Municipal Code
<b>LAWA</b>	Los Angeles World Airports
<b>LBE</b>	Local Business Enterprise
<b>LSBE</b>	Local Small Business Enterprise
<b>LWO</b>	Living Wage Ordinance
<b>M/W/OBE</b>	Minority / Women / Other Business Enterprise
<b>MBOC</b>	Minority Business Opportunity Center
<b>MLO</b>	Municipal Lobbying Ordinance
<b>NAICS</b>	North American Industrial Code Standards
<b>PSD</b>	Procurement Services Division
<b>PMD</b>	LA/Palmdale Airport
<b>RAMP</b>	Regional Alliance Marketplace for Procurement
<b>RFB</b>	Request for Bid
<b>RFP</b>	Request for Proposal
<b>RFQ</b>	Request for Qualification
<b>SBA</b>	Small Business Act and Small Business Administration
<b>SBE</b>	Small Business Enterprise
<b>SCMBDC</b>	Southern California Minority Business Development Council
<b>SCWRO</b>	Service Contractor Worker Retention Ordinance
<b>SLBE</b>	Small and Local Business Enterprise
<b>UCP</b>	Unified Certification Program
<b>USDOT</b>	United States Department of Transportation
<b>VNY</b>	LA/Van Nuys Airport
<b>VRN</b>	Vendor Registration Number



# Doing Business with Los Angeles World Airports

## Bi-Monthly Seminar

Useful links and contact data for prospective contractors

Name	Service	Address	Phone number	Web or email addresses
<b>Los Angeles Business Assistance Virtual Network</b>	Business opportunities online system	-	-	<a href="http://www.rampla.org/">http://www.rampla.org/</a>
<b>Business Job &amp; Social Responsibility Division</b>	General Info on LAWA and business opportunities	Los Angeles World Airports 6053 W Century Blvd. Ste 300 Los Angeles, CA 90045	424-646-7300 424-646-9257 f.	<a href="http://www.lawa.org/bjsr">www.lawa.org/bjsr</a>
<b>Procurement Services Division (Purchasing Services)</b>	Info on current business opportunities	Los Angeles World Airport 7301 World Way West, 4 <sup>th</sup> Floor Los Angeles, California 90045	424-646-7392 424-646-9274 f.	- <a href="http://www.lawa.org">www.lawa.org</a> -> Business Opportunities -> Administrative Requirements <a href="mailto:procurementrequirements@lawa.org">procurementrequirements@lawa.org</a>
<b>Procurement Services Division (Contract Services)</b>	Administrative requirements and contract compliance	Los Angeles World Airport 7301 World Way West, 4 <sup>th</sup> floor Los Angeles, California 90045	424-646-5380 424-646-9262 f.	<a href="http://www.lawa.org">www.lawa.org</a> -> Business Opportunities -> Administrative Requirements <a href="mailto:procurementrequirements@lawa.org">procurementrequirements@lawa.org</a>
<b>The Los Angeles Minority Business Opportunity Center (LA MBOC)</b>	Services to MBE firms	City of Los Angeles City Hall 200 N. Spring Street, 13 <sup>th</sup> Floor Los Angeles, Ca 90012	213-978-0671 213-978-0690 f.	<a href="http://www.lamboc.org">http://www.lamboc.org</a> <a href="mailto:lamboc@lacity.org">lamboc@lacity.org</a>
<b>The Department of Public Works, Bureau of Contract Administration</b>	DBE/MBE/WBE/SLBE certification	City of Los Angeles 1149 S. Broadway, Suite 300 Los Angeles, CA 90015	213-847-2684 213-847-2777 f.	<a href="http://bca.lacity.org">http://bca.lacity.org</a>
<b>City of Los Angeles Bond Assistance Program (Rosa Osorio, Surety Specialist)</b>	Bid, performance and payment bond guarantees to surety companies	Merriwether & Williams Insurance Services 523 W. 6th Street, Suite 650 Los Angeles, CA 90014	213-258-3000 213-258-3099 f.	<a href="http://www.imwis.com">http://www.imwis.com</a> <a href="mailto:rosorio@lawa.org">rosorio@lawa.org</a>
<b>Insurance Compliance Section</b>	Info/help desk on Insurance requirements	Los Angeles World Airport 7301 World Way West, 2 <sup>nd</sup> floor Los Angeles, California 90045	310-215-5300 f.	Additional information and direct phone numbers are provided at: <a href="http://www.lawa.org">www.lawa.org</a> -> Business Opportunities -> Administrative Requirements -> Insurance

# DEPARTMENT OF AIRPORTS

## STRATEGIC SOURCING DIVISION

### BID OPPORTUNITIES

JANUARY 16, 2024

ALL REQUESTS FOR PROPOSALS (RFP), REQUEST FOR BIDS (RFB), AND BID RESULTS ARE NOW AVAILABLE THROUGH THE REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP)

RAMP IS A FREE SERVICE PROVIDED BY THE CITY OF LOS ANGELES MINORITY BUSINESS OPPORTUNITY COMMITTEE (MBOC) AND THE LOS ANGELES OPPORTUNITIES & STRATEGIC SOURCING DIVISION.

TO ACCESS RAMP, PLEASE CLICK ON THE ADDRESS BELOW:

[WWW.LAPOP.ORG](http://WWW.LAPOP.ORG)

#### **ACCESSING BIDS**

TO ACCESS BID OPPORTUNITIES, AFTER LOGGING IN, CLICK ON "SEARCH" IN THE TOOLBAR OF THE FOLLOWING HOME PAGE. A "SEARCH OPPORTUNITIES" PAGE OPENS.

IN THE "DEPARTMENT" DROP-DOWN MENU, SELECT LOS ANGELES WORLD AIRPORTS. THEN CLICK ON THE "SUBMIT QUERY" TAB AT THE BOTTOM LEFT. A NEW SCREEN WILL OPEN THAT SHOWS THE LISTING OF CURRENT OPEN BIDS AT LAWA. THE LISTING WILL EXTEND TO AS MANY PAGES AS NEEDED. CLICK ON THE DESIRED BID FOR DETAILED INFORMATION WITH RELATED DOCUMENTS AND WORKSHEETS.

TO ACCESS THE BID RESPONSE TABULATION, FOLLOW THESE STEPS:

ON THE WELCOME SCREEN, CENTER AREA, LOOK FOR "CONTRACTUAL OPPORTUNITIES", AND CLICK ON "SEARCH FOR ALL OPPORTUNITIES ON RAMP". THE NEXT SCREEN IS "SEARCH FOR OPPORTUNITIES". UNDER "SELECT STATUS", SELECT "CLOSED". UNDER "SELECT DEPARTMENT", SELECT "LOS ANGELES WORLD AIRPORTS". UNDER "CATEGORY", "CONTRACT TYPE", "INTEREST

(NAICS CODE) SEARCH ACCORDING TO YOUR NEEDS OR SELECT "ALL" FOR ALL THREE ITEMS. THE NEXT SCREEN "SEARCH RESULTS" DISPLAYS THE CURRENT CLOSED OPPORTUNITIES, 100 RESULTS AT A TIME. UNDER THE LEFT MOST COLUMN "OPPORTUNITY", IDENTIFY THE BID IN QUESTION AND CLICK ON ITS DESCRIPTION. THE NEXT SCREEN RELATES TO THE SELECTED BID. IN THE MIDDLE OF THE SCREEN, UNDER "SCOPE OF WORK DOCUMENTS", CLICK ON "RECAP.PDF". THE NEXT SCREEN STATES: DOWNLOAD " - - RECAP.PDF" DOWNLOAD THE DOCUMENT BY RIGHT CLICKING THE LINK BELOW AND SELECTING "SAVE TARGET AS...". THE NEXT AND FINAL SCREEN IS THE TABULATION ITSELF.

#### **RETRIEVING BIDS**

1. YOU MAY VIEW AND DOWNLOAD ALL BID DOCUMENTS VIA THE REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP). [WWW.RAMPLA.ORG](http://WWW.RAMPLA.ORG) REGISTRATION IS REQUIRED IN ORDER TO DOWNLOAD INFORMATION ABOUT ALL CONTRACTUAL OPPORTUNITIES OFFERED BY THE CITY OF LOS ANGELES.
2. IF THIS IS THE FIRST TIME, CLICK ON FREE REGISTRATION AND REGISTER, UPON RECEIVING EMAILED CONFIRMATION OF REGISTRATION, LOG-IN NAME AND PASSWORD.

CITY OF LOS ANGELES

**DEPARTMENT OF AIRPORTS**

**STRATEGIC SOURCING DIVISION  
BID OPPORTUNITIES**

**DEPARTMENT OF AIRPORTS**

**STRATEGIC SOURCING DIVISION (LAX)**

**7301 WORLD WAY WEST 4<sup>TH</sup> FLOOR**

**LOS ANGELES CA 90045**

**PHONE: (424) 646-7392**

**FAX: (424) 646-9274**

**PURCHASING STAFF**

**MANAGEMENT SUPPORT**

**DIRECTOR OF STRATEGIC SOURCING**

**ERIN HENNING**

**424-646-5386**

[EHENNING@LAWA.ORG](mailto:EHENNING@LAWA.ORG)

**PROCUREMENT SUPERVISOR – JACQUES BRAZIEL**

**424-646-7407**

[JBRAZIEL@LAWA.ORG](mailto:JBRAZIEL@LAWA.ORG)

**PROCUREMENT SUPERVISOR – ARAZ KHACHIKIAN**

**424-646-7419**

[AKHACHIKIAN@LAWA.ORG](mailto:AKHACHIKIAN@LAWA.ORG)

**PROCUREMENT ANALYST II – BRIAN GARCIA**

**424-646-5384**

[BGARCIA@LAWA.ORG](mailto:BGARCIA@LAWA.ORG)

**CLERICAL SUPPORT**

**ALBERT CAPILI – SR. ADMINISTRATIVE CLERK**

**424-646-7398**

[ACAPILI@LAWA.ORG](mailto:ACAPILI@LAWA.ORG)

**PATRICIA JIMENEZ – SR ADMINISTRATIVE CLERK**

**424-646-7646**

[PJIMENEZ@LAWA.ORG](mailto:PJIMENEZ@LAWA.ORG)

**AMY CARILLO – ADMINISTRATIVE CLERK**

**424-646-7405**

[ACARILLO2@LAWA.ORG](mailto:ACARILLO2@LAWA.ORG)

# DEPARTMENT OF AIRPORTS

## STRATEGIC SOURCING DIVISION BID OPPORTUNITIES

### **FORMAL BIDS**

THE FOLLOWING FORMAL BIDS MAY BE DOWNLOADED VIA [rampla.org](http://rampla.org) You can click on the description to navigate to the [www.rampla.org](http://www.rampla.org) website.

BID #	BUYER	DUE DATE	BID CONFERENCE DATE	DESCRIPTION
<b>121-118 Addendum #3</b>	JACQUES BRAZIEL	THU 2/1/24	WED 11/1/23	<a href="#">Emissions Testing of Airport Utilities and Controls Division Equipment</a>



CITY OF LOS ANGELES Department of Public Works- Bureau of Contract Administration  
 CERTIFICATION, OUTREACH, REGULATIONS, AND ENFORCEMENT SECTION  
**INTER-AGENCY CERTIFICATION RECOGNITION**

Revised Jan 2023

If you have this certification	from one of these agencies	You may get recognition by requesting VERIFICATION on RAMPLA.ORG * (additional info may be required)
8a	U.S. Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a>	<b>SBE-Proprietary</b>
ACDBE	Any California Unification Certification Program (CUCP) agency <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a>	<b>ACDBE , SBE-Proprietary MBE and/or WBE (with verification of ownership)</b>
DBE	Any California Unification Certification Program (CUCP) agency <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a>	<b>SBE-Proprietary MBE and/or WBE (with verification of ownership)</b>
DVBE	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a> US. Dept. of Veterans Affairs Office of Small & Disadvantaged Business Utilization <a href="https://vetbiz.va.gov/basic-search/">https://vetbiz.va.gov/basic-search/</a>	<b>DVBE and/or Local-State DVBE (LAWA)</b>
EDWOSB	<ul style="list-style-type: none"> <li>• US Women's Chamber of Commerce (USWCC) <a href="http://www.uswcc.org">www.uswcc.org</a></li> <li>• National Women Business Owners Corporation <a href="http://www.nwboc.org">www.nwboc.org</a></li> </ul>	<b>SBE-Proprietary</b>
LGBTBE*	<ul style="list-style-type: none"> <li>• National LGBT Chamber of Commerce (NGLCC) <a href="http://www.nglcc.org">www.nglcc.org</a></li> </ul>	<b>LGBTBE</b> <small>*(tracked by Dept. of Public Works &amp; Dept. Water &amp; Power)</small>
LSB	<ul style="list-style-type: none"> <li>• City of Los Angeles <a href="https://bca.lacity.org/certification">https://bca.lacity.org/certification</a></li> </ul>	<b>SBE-Proprietary, SBE, EBE</b>
LSBE	<ul style="list-style-type: none"> <li>• County of Los Angeles <a href="https://dcba.lacounty.gov/local-small-business-enterprise/">https://dcba.lacounty.gov/local-small-business-enterprise/</a></li> </ul>	<b>SBE-Proprietary</b>
MBE	<ul style="list-style-type: none"> <li>• Verified <b>Minority-owned</b> DBE through CUCP <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a></li> <li>• California Public Utilities Commission(CPUC) through The Supplier Clearinghouse <a href="http://www.thesupplierclearinghouse.com">www.thesupplierclearinghouse.com</a></li> <li>• SCMSDC (Southern California Minority Supplier Development Council) <a href="http://www.scmsdc.org">www.scmsdc.org</a></li> </ul>	<b>MBE</b>
SB(Micro)	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>	<b>EBE , VSBE, SBE, SBE-Proprietary</b>
SB	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>	<b>SBE and SBE-Proprietary</b>
SB-PW	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>	<b>SBE-Proprietary</b>
SBE	Metro (LA County Metropolitan Transit Authority) <a href="https://metro.gob2g.com">https://metro.gob2g.com</a>	<b>SBE-Proprietary</b>
SBE-Proprietary	City of Los Angeles <a href="https://bca.lacity.org/certification">https://bca.lacity.org/certification</a> (if 3 years' average gross receipts is less than \$5M)	<b>VSBE(Harbor)</b>
SDVOSB	US. Dept. of Veterans Affairs Office of Small & Disadvantaged Business Utilization <a href="https://vetbiz.va.gov/basic-search/">https://vetbiz.va.gov/basic-search/</a> US. Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a>	<b>DVBE and/or Local-State DVBE (LAWA)</b>
SMBE , SWBE	CalTrans (California Dept. of Transportation) contact: <a href="mailto:dbe.certification@dot.ca.gov">dbe.certification@dot.ca.gov</a>	<b>SBE-Proprietary</b>
WBE	<ul style="list-style-type: none"> <li>• WBEC-West (Women's Business Enterprise Council-West) <a href="http://wbec-west.com">http://wbec-west.com</a> <b>WBENC certification is NOT RECOGNIZED.</b></li> <li>• Verified <b>Woman-owned</b> DBE through CUCP <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a></li> <li>• California Public Utilities Commission (CPUC) through The Supplier Clearinghouse <a href="http://www.thesupplierclearinghouse.com">www.thesupplierclearinghouse.com</a></li> </ul>	<b>WBE</b>
WOSB	<ul style="list-style-type: none"> <li>• US Women's Chamber of Commerce (USWCC) <a href="http://www.uswcc.org">www.uswcc.org</a></li> <li>• National Women Business Owners Corporation <a href="http://www.nwboc.org">www.nwboc.org</a></li> <li>• WBEC-West (Women's Business Enterprise Council-West) <a href="http://wbec-west.com">http://wbec-west.com</a> <b>WBENC certification is NOT RECOGNIZED.</b></li> </ul>	<b>SBE-Proprietary</b>

# INTER-AGENCY CERTIFICATION RECOGNITION

Revised Jan 2023

If you want these VERIFIED on RAMPLA	and you already have this certification	from one of these agencies, you <b>MAY</b> not need to go through City of Los Angeles application process. You can may get recognition by requesting VERIFICATION on RAMPLA.ORG <b>**</b> (Some certification recognition MAY require gross receipts verification.)
ACDBE/DBE	ACDBE/DBE	Any California Unification Certification Program CUCP agency <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a>
DVBE	DVBE	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>
Local-State DVBE (LAWA)	SDVOSB	US. Dept. of Veterans Affairs Office of Small & Disadvantaged Business Utilization <a href="https://vetbiz.va.gov/basic-search/">https://vetbiz.va.gov/basic-search/</a> U.S. Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a>
	DVBE	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>
EBE	Micro-SB	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>
	LSB	City of Los Angeles <a href="https://bca.lacity.org/certification">https://bca.lacity.org/certification</a>
LGBTBE	LGBTBE	National LGBT Chamber of Commerce (NGLCC) <a href="http://www.nglcc.org">www.nglcc.org</a>
LSBE (LAWA)	LBE & SBE-Proprietary	City of Los Angeles <a href="https://bca.lacity.org/certification">https://bca.lacity.org/certification</a>
MBE	MBE	<ul style="list-style-type: none"> <li>• SCMSDC (Southern California Minority Supplier Development Council) <a href="http://www.scmsdc.org">www.scmsdc.org</a></li> <li>• Based on a DBE from CUCP (with verification of minority ownership) California Unification Certification Program <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a></li> <li>• CPUC (California Public Utilities Commission through The Supplier Clearinghouse) <a href="http://www.thesupplierclearinghouse.com">www.thesupplierclearinghouse.com</a></li> </ul>
SBE (Los Angeles)*	SB	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>
	SB(Micro)	
SBE-Proprietary*	8a	U.S. Small Business Administration (SBA) <a href="http://www.sba.gov">www.sba.gov</a>
	ACDBE, DBE	Any California Unification Certification Program CUCP agency <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a>
	EDWOSB	<ul style="list-style-type: none"> <li>• US Women's Chamber of Commerce (USWCC) <a href="http://www.uswcc.org">www.uswcc.org</a></li> <li>• National Women Business Owners Corporation <a href="http://www.nwboc.org">www.nwboc.org</a></li> </ul>
	LSB	<ul style="list-style-type: none"> <li>• City of Los Angeles <a href="https://bca.lacity.org/certification">https://bca.lacity.org/certification</a></li> </ul>
	LSBE	<ul style="list-style-type: none"> <li>• County of Los Angeles <a href="https://dcba.lacounty.gov/local-small-business-enterprise/">https://dcba.lacounty.gov/local-small-business-enterprise/</a></li> </ul>
	SBMicro, SB, SB-PW	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>
	SBE	Metro (LA County Metropolitan Transit Authority) <a href="https://metro.gob2g.com">https://metro.gob2g.com</a>
	SMBE, SWBE	CalTrans (California Dept. of Transportation) contact: <a href="mailto:dbecertification@dot.ca.gov">dbecertification@dot.ca.gov</a>
WBE	WBE	<ul style="list-style-type: none"> <li>• US Women's Chamber of Commerce (USWCC) <a href="http://www.uswcc.org">www.uswcc.org</a></li> <li>• National Women Business Owners Corporation <a href="http://www.nwboc.org">www.nwboc.org</a></li> <li>• WBEC-West (Women's Business Enterprise Council-West) <a href="http://wbec-west.com">http://wbec-west.com</a> <b>WBENC certification is NOT RECOGNIZED.</b></li> </ul>
		<ul style="list-style-type: none"> <li>• WBEC-West (Women's Business Enterprise Council-West) <a href="http://wbec-west.com">http://wbec-west.com</a> <b>WBENC certification is NOT RECOGNIZED.</b></li> <li>• Based on a DBE from CUCP (with verification of women ownership) California Unification Certification Program CUCP <a href="http://www.californiaucp.dbesystem.com">www.californiaucp.dbesystem.com</a></li> <li>• CPUC (California Public Utilities Commission through The Supplier Clearinghouse) <a href="http://www.thesupplierclearinghouse.com">www.thesupplierclearinghouse.com</a></li> </ul>
VSBE (Harbor)*	SBE-Proprietary*	City of Los Angeles <a href="https://bca.lacity.org/certification">https://bca.lacity.org/certification</a> *(if 3 years' average gross receipts less than \$5 million)
	SB(Micro)	CA-DGS (State of California-Dept. of General Services) <a href="http://www.caleprocure.ca.gov">www.caleprocure.ca.gov</a>



## SMALL BUSINESS ENTERPRISE (SBE) PROPRIETARY PROGRAM FREQUENTLY ASKED QUESTIONS

### 1. I want to be certified as an SBE so that I can work with LAWA. How do I get certified?

LAWA defines an SBE as an independently-owned and operated business that meets the criteria set forth by:

- The Federal Small Business Administration (SBA) 8(a) Business Development Program<sup>1</sup>  
*or*
- The State of California Small Business (SB) Program<sup>2</sup>, *whichever is larger*

Firms can become certified by the Bureau of Contract Administration (<http://bca.lacity.org/>) and receive the designation of **SBE (Proprietary)**. The SBE (Proprietary) certification is used by the three Proprietary departments of the City of Los Angeles: LAWA, Harbor Department (Harbor), and the Department of Water and Power (DWP).

In addition to accepting the SBE (Proprietary) certification, LAWA also accepts many other certifications from various agencies.

**If your firm is currently certified with one of the following agencies, it will be automatically considered an SBE by LAWA as long as it meets the City's SBE (Proprietary) certification criteria:**

CERTIFYING AGENCY	CERTIFICATION	ACCEPTED BY LAWA AS SBE?
Federal Small Business Administration (SBA)	SBA 8(a) Business Devpt. Program	Yes
State of California-Dept of General Services: <a href="http://www.dgs.ca.gov/pd/Programs/osds/getcertified.aspx">http://www.dgs.ca.gov/pd/Programs/osds/getcertified.aspx</a>	SB, SB (Micro), SB-PW, SMBE	Yes
California Department of Transportation (CALTRANS)	SMBE, SWBE, DBE	Yes
L.A. County Metropolitan Transportation Authority (METRO)	SBE, DBE	Yes
California Unified Certification Program (CUCP) Agencies: <ul style="list-style-type: none"> <li>• California Department of Transportation (CALTRANS)</li> <li>• City of Fresno</li> <li>• City of Los Angeles</li> <li>• L.A. County Metropolitan Transportation Authority (METRO)</li> <li>• San Diego County Regional Airport Authority (SAN)</li> <li>• San Francisco Bay Area Rapid Transit District (BART)</li> <li>• San Francisco International Airport (SFO)</li> <li>• San Francisco Municipal Transportation Agency (SFMTA)</li> <li>• San Mateo County Transit District (SAMTRANS)</li> <li>• Santa Clara Valley Transportation Authority (VTA)</li> </ul>	DBE	Yes
US Women's Chamber of Commerce (USWCC)	WOSB, EDWOSB	Yes
Women's Business Enterprise Council West (WBEC-WEST)	WOSB	Yes
National Women Business Owners Corporation (NWBOC)	WOSB, EDWOSB	Yes
City of Los Angeles	SBE, SLB	Yes
County of Los Angeles	LSBE	Yes

1. For information regarding the size standards used by the Federal SBA 8(a) Business Development Program, see [https://www.naics.com/wp-content/uploads/2017/10/SBA\\_Size\\_Standards\\_Table.pdf](https://www.naics.com/wp-content/uploads/2017/10/SBA_Size_Standards_Table.pdf)

2. The State of California defines an SB as a business with 100 or fewer employees with average annual gross receipts of \$15 million or less over the last three years.

3. The State of California defines an SB(PW) as a business with 200 or fewer employees with average annual gross receipts of \$36 million or less over the last three years.

4. DBE-certified companies for all of the bulleted agencies can be found in one central database: <https://californiaucp.dbesystem.com/>

**2. If I am an SBE, how does my participation count?**

If the prime contractor is an SBE per the chart above, the prime's participation in the contract will count as 100% SBE. If the SBE prime contractor also utilizes SBE subcontractors, the total SBE participation will be counted as 100% SBE. If the prime contractor is not an SBE but uses SBE subcontractors on the contract, LAWA will credit the prime contractor with the percentage of total dollars paid to the SBE subcontractors versus the total dollars paid to the prime contractor.

**3. How does LAWA track my SBE participation level?**

Prime contractors will be required to submit monthly Subcontractor Utilization forms to LAWA's Procurement Services Division (PSD). At the end of the contract, the prime contractor will submit a Final Subcontracting Report to PSD indicating the dollar amounts paid to each subcontractor. PSD will verify with all subcontractors the amount of compensation paid to them. The SBE achievement level will be calculated as the percentage of the total dollars paid to SBE subcontractors versus the total dollars paid to the prime contractor.

**4. If I am awarded a contract with an SBE participation level, can I be penalized for failing to meet my pledged SBE level?**

Yes. LAWA's SBE Program is a mandatory program; therefore, the SBE participation level pledged by the prime contractor will become part of the contract. The prime contractor may be assessed a penalty of not more than ten percent (10%) of the unpaid/underpaid amount of the Subcontract(s) involved. Prime contractors must receive written approval from PSD for any reduction, increase, or other change to any SBE Subcontract amount. If an SBE subcontractor's scope of work is reduced or eliminated as a result of a Change Order issued by LAWA, the resulting change in the SBE participation will not be subject to a penalty.

**5. If a prime contractor is assessed a 10% penalty, to whom is the penalty paid?**

LAWA's Board of Airport Commissioners has the authority to assess the penalty, and it will be paid to LAWA.

**6. How can I find certified SBE's?**

LAWA uses the following databases for SBE certification verification:

- State of California: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>
- California Unified Certification Program: <https://californiaucp.dbesystem.com/>
- California Dept. of Transportation: [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm)
- L.A. County Metropolitan Transportation Authority: <https://metro.gob2g.com/Default.asp?>
- City of Los Angeles (SLB): <https://bca.lacity.org/CertificationListings/SLBDirectory.php>
- City of Los Angeles (SBE): <https://bca.lacity.org/certification>

**7. If SBE certification is good for two years and a contract is three years long, what happens?**

If you are certified by one of the recognized agencies listed on page 1, LAWA will honor your certification for the duration of your certification with the issuing agency. A firm is responsible to follow the required guidelines of the certification agency to maintain its SBE status.

**8. If I was previously certified as a LAWA SBE, do I have to re-apply for SBE (Proprietary) designation?**

All firms certified as LAWA SBE prior to July 1, 2016 were automatically converted to SBE (Proprietary) and issued a revised certification letter. If you did not receive a revised certification letter or have questions regarding the status of an application issued under the LAWA SBE Certification, please contact LAWA's Certification Manager at 213-847-2650.

*IMPORTANT: If you and/or your subcontractors are SBE certified, please submit a copy of the certification with your bid/proposal. Further, you must ensure that the specific categories of work that you or the SBE subcontractors will perform on the project are relevant to the NAICS (North American Industry Classification System) codes for which you/they were certified in order for you to receive SBE participation credit from LAWA.*

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

## **LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM FREQUENTLY ASKED QUESTIONS**

### **1. How can I get certified as an LBE?**

In order to qualify as an LBE, a firm must demonstrate that it meets the following criteria:

- Must have a workspace within LA County
- Must be in compliance with all applicable laws relating to licensing and is not delinquent on any Los Angeles City or Los Angeles County taxes
- Can demonstrate:
  - a. at least 50 of its full-time employees perform work within the boundaries of the County at least 60 percent of their total hours worked on annual basis; or
  - b. at least half of its full-time employees work within the boundaries of the County at a minimum of 60 percent of their total regular hours worked on annual basis; or
  - c. it is headquartered in the County of Los Angeles. Headquartered means that the business physically conducts and manages all of its operations from a location in the County

To start the certification process, register your firm at <https://www.rampla.org/s/> and upload a completed Local Business Preference Program Application. After review, an analyst will contact you for submission of required supporting documentation.

### **2. What happens if I have LSBE certification from the County of Los Angeles?**

- Your firm will be recognized as an SBE by LAWA.
- However, your firm must submit a Local Business Preference Program Application with the City of Los Angeles.
- If your firm meets the City of Los Angeles' LBE criteria and consequently obtains LBE certification, your firm will then be recognized as an LBE and LSBE by LAWA.

### **3. Will you accept my LBE certification from the Los Angeles Harbor Department?**

No. The Harbor Department's definition of "local" for their LBE program includes five Southern California counties. In contrast, LAWA's and the City of Los Angeles' definition of "local" for our LBE program requires that an applicant firm's work space is located in and/or employees are working within Los Angeles County under certain conditions. Please see the summary provided above.

### **4. If I am an LBE, how does my participation count?**

If the prime contractor only has LBE certification, the prime's participation in the contract does not count towards the LBE goal, because the LBE program is a subcontracting program. This means that the prime contractor must utilize LBE subcontractors in order to get LBE credit. LAWA will credit the prime contractor with the percentage of total dollars paid to the LBE subcontractors versus the total dollars paid to the prime contractor.

However, if the prime contractor has both LBE **and** SBE certifications, the prime's participation in the contract will count as 100% LBE, 100% SBE, and 100% LSBE.

### **5. How does LAWA track my LBE participation level?**

Prime contractors will be required to submit monthly Subcontractor Utilization forms to LAWA's Procurement Services Division (PSD). At the end of the contract, the prime contractor will submit a Final Subcontracting Report to PSD indicating the dollar amounts paid to each subcontractor. PSD will verify with all subcontractors the amount of compensation paid to them. The LBE achievement level will be calculated as the percentage of the total dollars paid to LBE subcontractors versus the total dollars paid to the prime contractor.

### **6. If I am awarded a contract with an LBE participation level, can I be penalized for failing to meet my pledged LBE level?**

Yes. LAWA's LBE Program is a mandatory program; therefore, the LBE participation level pledged by the prime contractor will become part of the contract. The prime contractor may be assessed a penalty of up to 10% of the amount of the Subcontract(s) involved. Prime contractors must receive written approval from PSD for any reduction, increase, or other change to any LBE Subcontract amount. If an LBE subcontractor's scope of work is reduced or eliminated as a result of a Change Order issued by LAWA, the resulting change in the LBE participation will not be subject to a penalty.

### **7. How can I find LBEs?**

You can search for LBEs on LARAMP: <https://www.rampla.org/s/>

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**LOCAL SMALL BUSINESS ENTERPRISE (LSBE)  
CERTIFICATION RECOGNITION  
FREQUENTLY ASKED QUESTIONS**

**1. How can I get recognized as an LSBE for LAWA contract credit?**

*There is no separate LSBE certification process with the City of Los Angeles or with LAWA. In order to qualify as an LSBE, a firm must be certified as an SBE and LBE. Please see the previous FAQ sheets for the SBE program and the LBE program for guidelines.*

**2. If I have City of Los Angeles LSB certification, is that the same thing as being an LSBE?No.**

LSB certification demonstrates that the business meets the size standard to be a small business; however, no validation process occurs to determine the locality of the business; therefore, the two are not equivalent.

**3. What happens if I have LSBE certification from the County of Los Angeles?**

- Your firm will be recognized as an SBE by LAWA.
- However, you must submit a Local Business Preference Program LBPP Application online in the Regional Alliance Marketplace for Procurement (RAMP) with the City of Los Angeles.
- If your firm meets the City of Los Angeles' LBE criteria and consequently obtains LBE certification, your firm will then be recognized as an LBE and LSBE by LAWA.

**4. If I am an LSBE, how does my participation count?**

If the prime contractor is an LSBE, the prime's participation in the contract will count as 100% SBE, LBE, *and* 100% LSBE. If the LSBE prime contractor also utilizes LSBE subcontractors, the total LSBE participation will be counted as 100% LSBE. If the prime contractor is not an LSBE but uses LSBE subcontractors on the contract, LAWA will credit the prime contractor with the percentage of total dollars paid to the LSBE subcontractors versus the total dollars paid to the prime contractor.

**5. How does LAWA track my LSBE participation level?**

Prime contractors will be required to submit monthly Subcontractor Utilization forms to LAWA's Procurement Services Division (PSD). At the end of the contract, the prime contractor will submit a Final Subcontracting Report to PSD indicating the dollar amounts paid to each subcontractor. PSD will verify with all subcontractors the amount of compensation paid to them. The LSBE achievement level will be calculated as the percentage of the total dollars paid to LSBE subcontractors versus the total dollars paid to the prime contractor.

**6. If I am awarded a contract with an LSBE participation level, can I be penalized for failing to meet my pledged LSBE level?**

Yes. LAWA's LSBE Program is a mandatory program; therefore, the LSBE participation level pledged by the prime contractor will become part of the contract. The prime contractor may be assessed a penalty of up to 10% of the amount of the Subcontract(s) involved. Prime contractors must receive written approval from PSD for any reduction, increase, or other change to any LSBE Subcontract amount. If an LSBE subcontractor's scope of work is reduced or eliminated as a result of a Change Order issued by LAWA, the resulting change in the LSBE participation will not be subject to a penalty.

**7. How can I find LSBEs?**

You can search for LSBEs on LARAMP: <https://www.rampla.org/s/> by selecting SBE *and* LBE as your search criteria.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

**LOCAL-STATE DISABLED VETERANS BUSINESS ENTERPRISE (DVBE)(LAWA) PROGRAM  
FREQUENTLY ASKED QUESTIONS**

**1. How can I get certified as a DVBE (LAWA)?**

In order to get certified as a DVBE (LAWA), your firm must first be certified as a disabled veteran business by one of the three agencies listed below. Your firm can then upload the online DVBE (LAWA) Affidavit of Eligibility in the Los Angeles Regional Alliance Marketplace for Procurement (RAMP), which will be processed by LAWA to determine eligibility for DVBE (LAWA) certification.

**Please visit the following websites and follow the links. There is contact information for each agency on the home page.**

- For U.S. Department of Veterans Affairs: <https://www.vip.vetbiz.gov/>
- For U.S. Small Business Administration: <http://www.sba.gov>
- State of California, Department of General Services: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

**2. Your firm must be currently certified with one of the following agencies in order to apply for DVBE (LAWA) Certification:**

CERTIFYING AGENCY	CERTIFICATION
U.S. Department of Veterans Affairs*	Service-Disabled Veteran-Owned Small Business (SDVOSB)
U.S. Small Business Administration (SBA)*	Service-Disabled Veteran-Owned Small Business (SDVOSB)
State of California	Disabled Veteran Business Enterprise (DVBE)

**\*The Federal SDVOSB must be headquartered or have employees working at a business workspace in California in order to be certified as a DVBE (LAWA)**

**Please note: If a firm uploads a completed Affidavit and is verified as being certified by one of the Federal agencies as an SDVOSB and is also verified as certified as a City of Los Angeles LBE, that firm will be granted DVBE (LAWA) certification.**

**3. What other criteria must I meet to get certified as an DVBE (LAWA)?**

In order to qualify as a DVBE (LAWA), in addition to being certified by one of the three agencies and types of certifications listed in the table, a firm must also demonstrate that it meets the following criteria:

- Must have a workspace within the State of California
- Must be in compliance with all applicable laws relating to licensing and is not delinquent on any Los Angeles City, Los Angeles County, and/or State of California taxes
- Can demonstrate:
  - a. at least 50 of its full-time employees perform work within the boundaries of the State at least 60 percent of their total hours worked on annual basis; or
  - b. at least half of its full-time employees work within the boundaries of the State at a minimum of 60 percent of their total regular hours worked on annual basis; or
  - c. it is headquartered in the State of California. Headquartered means that the business physically conducts and manages all of its operations from a location in the State.

To start the certification process, register your firm at <http://www.rampla.org/s/> and upload a completed DVBE (LAWA) Affidavit of Eligibility. After review, an analyst will contact you via email for submission of required supporting documentation.

**4. Will you accept my DVBE certification from the County of Los Angeles?**

No. The County of Los Angeles does not have a DVBE certification process. They recognize the same Federal and State DVBE certifications as LAWA does for DVBE (LAWA) certification.

**5. If I am a DVBE (LAWA), how does my participation count?**

If the prime contractor is a certified DVBE (LAWA), the prime's participation in the contract will count as 100% DVBE (LAWA). If the DVBE (LAWA) prime contractor also utilizes DVBE (LAWA) subcontractors, the total DVBE (LAWA) participation will be counted as 100% DVBE (LAWA). If the prime contractor is not a DVBE (LAWA) but uses DVBE (LAWA) subcontractors on the contract, LAWA will credit the prime contractor with the percentage of total dollars paid to the DVBE (LAWA) subcontractors versus the total dollars paid to the prime contractor.

**6. How does LAWA track my DVBE (LAWA) participation level?**

Prime contractors will be required to submit monthly Subcontractor Utilization forms to LAWA's Procurement Services Division (PSD). At the end of the contract, the prime contractor will submit a Final Subcontracting Report to PSD indicating the dollar amounts paid to each subcontractor. PSD will verify with all subcontractors the amount of compensation paid to them. The DVBE (LAWA) achievement level will be calculated as the percentage of the total dollars paid to DVBE (LAWA) subcontractors versus the total dollars paid to the prime contractor.

**7. If I am awarded a contract with a DVBE(LAWA) participation level, can I be penalized for failing to meet my pledged DVBE (LAWA) level?**

Yes. The DVBE (LAWA) Program is a mandatory program; therefore, the DVBE(LAWA) participation level pledged by the prime contractor will become part of the contract. The prime contractor may be assessed a penalty of up to 10% of the amount of the Subcontract(s) involved. Prime contractors must receive written approval from PSD for any reduction, increase, or other change to any DVBE (LAWA) Subcontract amount. If a DVBE(LAWA) subcontractor's scope of work is reduced or eliminated as a result of a Change Order issued by LAWA, the resulting change in the DVBE(LAWA) participation will not be subject to a penalty.

**8. How can I find DVBE (LAWA)s?**

You can search for DVBE (LAWA)s on LA RAMP: <https://www.rampla.org/s/>