

REGISTER TO DO BUSINESS WITH LOS ANGELES WORLD AIRPORTS (LAWA)

Los Angeles World Airports (LAWA) includes Los Angeles International (LAX), Van Nuys Regional (VNY) and Palmdale Airports. LAWA's Procurement Services Division (PSD) does not mail Requests for Bids (RFB), Requests for Proposals (RFP), or Requests for Qualifications (RFQ) or maintain a bidder/proposer list. All qualified bidders/proposers may participate in City of Los Angeles opportunities including LAWA opportunities by:

- Registering on the Los Angeles Business Assistance Virtual Network (LABAVN) web site www.labavn.org
- Printing/completing the RFB/RFP/RFQ documents
- Returning the documents according to the instructions shown in the RFB/RFP/RFQ.

LABAVN registration is free and easy. Please follow the steps outlined below:

1. Type www.labavn.org in your internet browser
2. Click on "Register" at the top of the screen
3. Left Column – Check for an Existing Company Account
4. Enter your company name, type of proprietorship, e-mail address, location and tax identification
 - i. Register a new company account - If your company has not previously registered, you may continue your registration
 - ii. Existing company account – If your company has previously registered and you are using the same e-mail address, LABAVN will provide a link to retrieve your log-in information
 - iii. Adding a new user – If your company has previously registered using a different e-mail account, LABAVN will provide you with a User Info Screen to be added to your company's account
5. Follow the instructions on each subsequent page

6. Enter your correct North American Industry Classification System (NAICS) interest code(s) when requested. Based upon the NAICS codes that your company enters, LABAVN determines the notifications that your company will receive. The www.census.gov/eos/www/naics/ link provided at the top of the page in LABAVN includes an alpha based search option that is easier to use than the LABAVN code structure. Choosing multiple codes that completely and correctly identify your company's capabilities will ensure you receive all of the opportunities that may be of interest to you. Missing or incorrect NAICS codes are the main reason users do not receive e-mail notifications of bid/proposal opportunities. If you have a question about which codes to use, please contact us.
7. After completing the registration process, you will receive an e-mail from the www.labavn.org support team with your password.
8. After receiving your password via e-mail, you will need to log on and confirm your registration.

When an RFB/RFP is published that matches your company's NAICS codes, you will receive an e-mail notification. If your company is interested in this opportunity, please "bookmark" the opportunity on the LABAVN website to ensure any updates (addendums) are e-mailed to you. You must be logged on to open the bid/proposal documents.

Special note for bids submitted to our LAX office: Our office is open Monday -Friday from 7:30 am to 5:00 pm. The US Postal Service does **not** deliver mail directly to the LAX PSD street address at 7301 World Way West, Los Angeles, CA 90045. US Postal mail is delivered first to the LAWA PO Box and later brought to the LAX office, resulting in a delay of up to 3 days. All bids must arrive at our public desk prior to the bid closing. Private delivery services (e.g. UPS and FedEx) deliver directly to our office.

For any questions related to www.labavn.org registration, please contact Albert Capili acapili@lawa.org.

Thank you for your interest in doing business with LAWA.

LOS ANGELES WORLD AIRPORTS
PROCUREMENT SERVICES DIVISION

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.

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Screen shots with sample entries

Registration is free, it takes 5 minutes, and you can answer the questions except for the Tax ID from memory. After your company registers, the system will automatically send your company an e-mail whenever any of the City Departments (including mine) advertise an opportunity that matches your company's capabilities

Select Register at the top of the screen and fill in the left column

The screenshot shows the LABAVN website interface. The navigation bar includes 'HOME', 'SEARCH', 'REGISTER' (circled in red), 'LOGIN', and 'SUPPORT'. Below the navigation bar, the text 'Register a BAVN account' is displayed. The main content area features two registration options: 'CHECK FOR AN EXISTING COMPANY ACCOUNT' and 'CHECK FOR AN EXISTING USER ACCOUNT'. The 'CHECK FOR AN EXISTING COMPANY ACCOUNT' form is circled in red and contains the following fields: 'Company Name*' (with a sample entry 'Any company Name'), 'Sole Proprietor*' (a dropdown menu set to 'No'), 'Email address*' (with a sample entry 'permanentemail@yahoo.com'), 'Located*' (a dropdown menu set to 'within the USA'), and 'Tax ID*' (with a sample entry '12345'). A 'Check' button is located at the bottom of this form. The 'CHECK FOR AN EXISTING USER ACCOUNT' form contains 'Company ID*' (with a sample entry 'BAVN Company ID') and 'Email address*' (with a sample entry 'Email'), followed by a 'Check' button. A text box on the right side of the page provides instructions: 'E-mail address – please choose wisely, this information is extremely difficult to change later.' and 'Tax ID – You will need to look up this number.'

The system will confirm:

- Your company has not registered before and ask you to create a new account
- Your company is already registered and provide you with a link for more information (including resetting your password)

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Step 1 – Registering a new company account

The screenshot shows the LABAVN.ORG registration process, Step 1: Company Information. The browser address bar shows the URL: http://www.labavn.org/index.cfm?fuseaction=user.registration_new&cc=Any%20company%20. The page has a blue header with the Los Angeles logo and a navigation bar with five steps: 1. Company Information (selected), 2. Select NAICS Codes, 3. Add Certifications, 4. Enter User Information, and 5. Confirm Information. Below the navigation bar, a message says "Okay, let's get started :)" and "Please enter your company's information. Fields marked with a * are required." The form contains the following fields:

- Company Name*: Any company Name
- Address 1*: 1231234 Sample Name
- Address 2: Address2
- City*: Los Angeles
- State*: California
- Zip*: 90045
- Country*: United States
- Phone*: 424-646-7745
- Description: Any additional information about your company that might be important to a prime or my Department. Examples - certifications, special qualifications or unique experience or capabilities. Since this field has 400 characters, you have the ability to enter complete summaries. (275/400 characters max)

A callout box points to the Phone field, stating: "Phone – You need to enter the dashes between the numbers".

Below the form, a message says "Great, now let's gather some company info." The form contains the following fields:

- Contractor*: Prime & Sub
- Non-Profit: No
- Sole Proprietor: No
- BTRC Number: Not required until contract award - please enter it if you already have one
- The Office of Finance issue: BTRC (Business Tax Registration Certificate) numbers to legally registered companies in Los Angeles.
- Tax Id*: 12345

A callout box points to the Contractor field, stating: "Suggestion – Please consider choosing prime and sub because it provides your company with more opportunities".

Another callout box points to the BTRC Number field, stating: "BTRC – Business Tax Registration Certificate The Office of Finance link will provide more information and the application".

At the bottom of the form, there are "Back" and "Next" buttons.

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Step 2 – Select NAICS (North American Industrial Classification System) Codes

- Please look up the codes using the census website which allows you to enter a keyword like “Soybean Farming” and the corresponding codes will be displayed:

2017 NAICS Key Word Search

Search results for: Soybean Farming

Number of records found: 1

[111110](#) Soybean farming, field and seed production

- After you’ve looked up the codes and chosen the ones that accurately describe your business, you will need to enter the codes one number at a time by checking the boxes that correspond to those numbers
- When you reach a number that is in a different color (in this case black), then please check that box which corresponds to the complete NAICS code
- Repeat the process to enter up to 10 NAICS codes for your company

The screenshot shows a web browser window with the URL http://www.labavn.org/index.cfm?fuseaction=user.registration_new&c=Any%20company%20. The page title is "What type of business are you?". Below the title, there is a blue box with text explaining NAICS codes and a link to the Census website. The main content area is titled "SELECT NAICS CODES:". It shows a list of selected NAICS codes, including "111110: Soybean Farming". Below this, there are buttons for "Show all 2 digit NAICS codes" and "Click here to add another code". A tree view of NAICS codes is displayed, with "11" selected for "Agriculture, Forestry, Fishing and Hunting", "111" selected for "Crop Production", and "1111" selected for "Oilseed and Grain Farming". The final code, "111110: Soybean Farming", is highlighted in yellow and has a checkbox checked.

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Step 3 – Check the boxes that correspond to all of the certifications that your company already has. Remember to enter the name of the agency that issued the certification from the drop down list and their approval/record number.

NOTE: Don't forget the Harbor Department certification at the bottom of the screen. They are the third largest Department in the City of Los Angeles.

The screenshot shows the 'Add Certifications' step of the registration process on the LABAVN.ORG website. The browser address bar shows the URL: http://www.labavn.org/index.cfm?fuseaction=user.registration_new&c=Any%20company%20. The page has a blue header with the 'LOS ANGELES' logo and a navigation bar with five steps: 1. Company Information, 2. Select NAICS Codes, 3. Add Certifications (current step), 4. Enter User Information, and 5. Confirm Information. Below the navigation bar, a blue box asks 'Are you certified?' and states: 'The Bureau of Contract Administration will review and verify your requests before your company is displayed on BAVN as certified.' The main content area is a table with four columns: 'Cert', 'Description', 'Certifying Agency', and 'Cert Number'. The table lists various business certifications with checkboxes and dropdown menus for agency selection. The 'Cert' column includes DBE, MBE, WBE, SLB, SBE(LA), EBE, and DVBE. The 'Description' column provides details for each. The 'Certifying Agency' column has a 'Select...' dropdown for each. The 'Cert Number' column has a text input field with a placeholder '000-00000-000'. Below the table, there is a section titled 'Select Harbor Certifications'. It contains a blue box with text: 'To complete your application for the Harbor Department's Local Business Enterprise (LBE) Program, you will be asked for additional questions.' Below this, there is a table with two columns: 'CERT' and 'DESCRIPTION'. The 'CERT' column has a checkbox for 'LBE (Harbor)'. The 'DESCRIPTION' column has the text 'LA Harbor Local Business Enterprise'. At the bottom of this section are 'Back' and 'Next' buttons. The Windows taskbar at the bottom shows the time as 7:58 AM on 2/1/2017.

Cert	Description	Certifying Agency	Cert Number
<input type="checkbox"/> DBE	Disadvantaged Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> MBE	Minority-Owned Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> WBE	Women-Owned Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> SLB	Small Local Business	Select...	000-00000-000
<input type="checkbox"/> SBE(LA)	Small Business Enterprise (LA)	Select...	000-00000-000
<input type="checkbox"/> EBE	Emerging Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> DVBE	Disabled Veteran Business Enterprise	Select...	000-00000-000

CERT	DESCRIPTION
<input type="checkbox"/> EBE	Emerging Business Enterprise
<input type="checkbox"/> DVBE	Disabled Veteran Business Enterprise
<input type="checkbox"/> LBE(LA)	Local Business Enterprise (LA) You will need to apply for the City of Los Angeles' LBE certification after registration.
<input type="checkbox"/> SBE (Proprietary)	Small Business Enterprise (Proprietary)

CERT	DESCRIPTION
<input type="checkbox"/> LBE (Harbor)	LA Harbor Local Business Enterprise

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Step 4 – Please enter the name and phone number of the person you would like us to call if we have any questions.

The screenshot shows a web browser window with the URL http://www.labavn.org/index.cfm?fuseaction=user.registration_new&cs=Any%20Company%20. The page has a blue header with the "LOS ANGELES" logo and a navigation bar with five steps: 1. Company Information, 2. Select NAICS Codes, 3. Add Certifications, 4. Enter User Information (highlighted), and 5. Confirm Information. Below the navigation bar, a light blue box says "Let's set up your user info" and "Your login information will be emailed to you after you have completed your registration." The form fields are: First Name* (Any First Name), Last Name* (Any Last Name), Email (permanentemail@yahoo.com), Confirm Email* (permanentemail@yahoo.com), and Title (Examples: Sales Manager, Owner, Partner, President, etc.). At the bottom are "Back" and "Next" buttons.

Step 5 – Confirm that the information is correct and submit your registration. Congratulations! You've completed the process. The system will automatically send an e-mail to the address that you provided to activate your new account.

The screenshot shows the "Confirm Information" step of the registration process. The page has a blue header with the "LOS ANGELES" logo and a navigation bar with five steps: 1. Company Information, 2. Select NAICS Codes, 3. Add Certifications, 4. Enter User Information, and 5. Confirm Information (highlighted). Below the navigation bar, a light blue box says "Almost finished!" and "Please review your company and user information below". The form is divided into two columns: "COMPANY INFORMATION" and "USER INFORMATION". The "COMPANY INFORMATION" section includes fields for COMPANY NAME, ADDRESS, PHONE, REGISTER AS A, NON-PROFIT, SOLE PROPRIETOR, BTBC, and TAX ID. The "USER INFORMATION" section includes fields for NAME, EMAIL, TITLE, NAICS CODES, SELECTED NAICS CODES, and CERTIFICATIONS. At the bottom are "Back" and "Submit Registration" buttons.