



## PROPOSED REVISED DRAFT – LAWA GLOSSARY OF INCLUSIVITY TERMS

DRAFTED BY ~~ANGELA REDDOCK-  
WRIGHT~~ARW/AM/LC

- Draft ~~32 – April 28, 2021~~Dec. 2, 2021  
(including PSD comments)

**Proposed Revision:**

**Administrative Requirements** – A set of administrative policies and forms included in solicitation documents, such as Requests for Proposals, to ensure that contractors are aware of and comply with established requirements to perform work for LAWA. To comply with established requirements to perform work for LAWA. To comply with administrative requirements, contractors must complete and submit specified documents, while other administrative requirements are incorporated as contract provisions. The details of any administrative requirements are set forth in the applicable solicitation document and resulting contract.

**Source(s):**

- LAWA Website  
<https://www.lawa.org/lawa-businesses/lawa-administrative-requirements>
- Los Angeles City Charter (LACC)
- Los Angeles Municipal Code (LAMC)
- Los Angeles Administrative Code (LAAC)

**Proposed Revision:**

**Agreement** – a legally binding document, synonymous with the word contract, and used interchangeably.

**Source(s):**

**ACDBE** – Acronym for “Airport Concessions Disadvantaged Business Enterprise”, a federal business enterprise program that provides ACDBE-certified firms the opportunity to compete for and participate in the performance of all concessions-related LAWA contracts.

**Proposed Revision:**

~~ACDBE—Acronym for LAWA’s “Airport Concessions Disadvantaged Business Enterprise,” program. The ACDBE program is a federal business enterprise program that provides ACDBE-certified firms the opportunity to compete for and participate in the performance of all airport concessions related to LAWA contracts.~~

**Source(s):**

- LAWA Website:  
<https://www.lawa.org/lawa-businesses/lawa-administrative-requirements/airport-concessions-disadvantaged-business-enterprises-program>
- United States Code of Federal Regulations Title 49 – Transportation, Subtitle A, Part 23 (49 CFR 23).

**Proposed Revision:**

**Amendment** – any modification to an existing agreement or contract, e.g., additional contract value, time extension, or a change in the scope of work.

**Source(s):**

**Apprentice** – an individual registered and participating in an apprenticeship program approved by the State of California, Department of Industrial Relations, Division of Apprenticeship Standards (DAS). [Apprenticeships are professional training and development frameworks to train and develop individuals in accordance with established industry standards.](#)

**Commented [MA1]:** Need to clarify what apprenticeships are for.

**Proposed Revision:**

No proposed revisions.

**Source(s):**

- California Labor Code Section 3070
- California Code of Regulations, Title 8
- California Department of Industrial Relations – [https://www.dir.ca.gov/CAC/Laws\\_Regulations.htm](https://www.dir.ca.gov/CAC/Laws_Regulations.htm)

**Apprenticeship Program** – a joint union and contractor administered apprenticeship program certified by the Division of Apprenticeship Standards, Department of Industrial Relations of the State of California.

**Commented [MA2]:** While construction apprenticeships are joint union-labor led, I don't think that all apprenticeships are. We should refine this definition to encompass both building trade and non-building trade apprenticeship programs.

**Proposed Revision:**

No proposed changes.

**Source(s):**

- California Education Code, Section 79144(b)
- California Code of Regulations, Title 8, Sections 205(e) and 218
- California Department of Industrial Relations – [https://www.dir.ca.gov/CAC/Laws\\_Regulations.htm](https://www.dir.ca.gov/CAC/Laws_Regulations.htm)

**Apprenticeship Readiness Program** – a structured program, usually of 8-10 weeks' duration, that prepares unskilled individuals for a career in construction through an introduction to construction fundamentals, hands-on learning, safety training, and exposure to union apprenticeship programs.

LAWA's HireLAX Apprenticeship Readiness Program is an example of an Apprenticeship Readiness Program, in addition to similar programs at local community colleges and other community organizations.

~~**Apprenticeship Readiness Program** — a structured apprenticeship training program, generally eight to ten weeks, that prepares unskilled individuals for a career in construction through an introduction to construction math fundamentals, how to read blueprints, labor studies, hands-on construction, safety training and exposure to union apprenticeship programs.~~

LAWA's HireLAX Apprenticeship Readiness Program is an example of an Apprenticeship Readiness Program, in addition to similar programs at local community colleges and other community organizations.

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Source(s):

- California Education Code Section 79144(b) – California Labor Code Section 79144(b) defines an *apprenticeship training program* as a comprehensive plan containing, among other things, apprenticeship program standards, program regulations, related and supplemental instruction course outlines, and policy statements for the effective administration of that apprenticeship training program, in accordance with Chapter 2 (commencing with Section 200) of Division 1 of Title 8 of the California Code of Regulations.
- APM DBFOM Agreement, Section 9.9.2, and Exhibit 2A-9
- CONRAC DBFOM Agreement, Section 9.9.5

Awarding

Authority

. (tweak for LAWA)  
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Proposed Revision:

Awarding Authority – Any Board or Commission of the City of Los Angeles, or any authorized employee or officer of the City of Los Angeles, including the Purchasing Agent of the City of Los Angeles, who makes or enters into any contract or agreement for the provision of any goods or services of any kind or nature whatsoever for, or on behalf of, the City of Los Angeles.

LAWA's Board of Airport Commissioners and any employee, officer, representative or agent of LAWA authorized to make and enter into any contract or agreement for the provision of any goods or services of any kind or nature whatsoever for, or on behalf of, LAWA.

Commented [MA3]: Tried to combine the City & LAWA language. Need to refine. Should reflect that LAWA's awarding authority derives from the City's delegation of authority.

Source(s):

- Drafted by BJSR team member Angela Reddock-Wright, Feb 2021

DRAFT

**Proposed Revision:**

BOAC – Acronym for the “Board of Airport Commissioners;” a seven-member board appointed by the Mayor of the City of Los Angeles, that governs, provides oversight for, and creates policies on behalf of LAWA.

Source(s): [City Charter & Administrative Code](#)

**Proposed Revision:**

Business Enterprise Program: BE or BEP (interchangeably) seeks to provide firms equal opportunity to participate in the performance of all LAWA contracts through certification process that identifies those businesses that are traditionally underrepresented

The business enterprise program certifications acknowledged by LAWA include the following: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). In addition to the named certifications above, LAWA contracts often require a specified level of participation by firms holding dual certifications in both the LBE & SBE Programs. These are referred to as Local, Small Business Enterprises (LSBE).

These certification programs sometimes are referred to collectively as “XBE” programs and the firms holding business enterprise program certifications sometimes are referred to collectively as “certified firms.”

Boilerplate Revision:

Business Enterprise (“BE”) Programs—LAWA’s programs that seeks to provide Certified Firms equal opportunity to participate in the performance of all LAWA contracts.

Source(s):

Source(s):

- LAWA's website  
<https://www.lawa.org/lawa-businesses/lawa-business-inclusivity-programs>
- Federal & State Regulations

**Business Enterprise Goal** – Percentage of contract value that must be spent with SBE, LBE, LSBE, or DVBE firms, as determined by PSD in the RFP.

**Proposed Revision:**

BE Program Participation Requirement– The Percentage of the overall contract value that must be spent with businesses holding certifications with LAWA's recognized business enterprise programs. BEP Participation Requirements are determined by LAWA, or voluntarily pledged by a proposer if LAWA has not set a minimum requirement. These requirements are monitored and enforced pursuant to LAWA's BE programs. These requirements sometimes are referred to as "BE goals".

Boilerplate Revision:

~~BE Program Participation Requirement—The minimum percentage of the overall awarded contract value that must be spent with a Certified Firm, as determined by LAWA's Procurement Services Department (PSD), and pursuant to LAWA's BE Programs.~~

Source(s):

- LAWA's website  
<https://www.lawa.org/lawa-businesses/lawa-business-inclusivity-programs>
- Federal & State Regulations



**BE Pledge** – Percentage of contract value that the Proposer commits to **spend** with SBE, LBE, LSBE, or DVBE Firms.

**Proposed Revision:**

**BE Pledge** – The percentage of the overall contract value that the Proposer commits to spend with a business certified pursuant to LAWA’s BE program, including the following: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). These certification programs sometimes are referred to collectively as “XBE” programs.

Source(s):

- LAWA’s website  
<https://www.lawa.org/lawa-businesses/lawa-business-inclusivity-programs>
- Federal & State Regulations

**BJSR** – Acronym for Business Jobs and Social Responsibility, a LAWA division which seeks to maximize access to business and job opportunities, ensuring that local and diverse communities benefit from LAWA’s investments, and to set the global airport standard for public corporate social responsibility.

**Proposed Revision:**

**BJSR** – The acronym for LAWA’s “Business, Jobs, and Social Responsibility” division, a division that seeks to maximize LAWA’s investment in local communities, and advance LAWA’s public corporate social responsibility commitments to diversity, equity, and inclusion, by promoting equitable access to business and job opportunities at LAWA for local and disadvantaged businesses and residents.

Source(s):

**B2GNow!** – Acronym for Business to Government Now!; an online database application that tracks Business Enterprise Program goals and requirements, Subcontractor Payment Verification, Subcontractor Utilization Plans, and Prompt Payment to subcontractors. Compliance of the utilization of the system is monitored by LAWA PSD.

**Proposed Revision:**

**B2GNow!** – Brand acronym for “Business to Government Now!;” a cloud based hosted Software as a Service (SaaS) that streamlines and automates data-gathering, tracking, reporting, vendor management, and administrative processes for public sector and other supplier diversity programs. In 2019 LAWA adopted B2Gnow as the system on which contractors are required to report payments to subcontractors and suppliers. LAWA uses this system to monitor Business Enterprise Program achievement, monitor Prompt Payment to subcontractors, and verify subcontractor payments. LAWA’s Procurement Services Division (PSD) administers LAWA’s B2Gnow! System.

Source(s):

**Proposed Revision:**

~~**Contractor**—any person, firm, corporation, partnership, joint venture, or any combination thereof, who enters into a contract with any Awarding Authority of LAWA or the City of Los Angeles.~~

~~Source(s):~~

Contract Administrator; a person who is involved with the day-to-day contract management activities.

**Proposed Revision:**

Acronym for a person who works as a LAWA Contract Administrator; a person who is involved with the day-to-day contract management activities with

respect to the execution of any particular contract and the associated scope of work.

Source(s):

**Certified Firms** – a term used interchangeably with “XBE’s” or “XBE Firms” to reference the categories of firms whose access and opportunity LAWA’s business inclusion programs and policies are designed to address. These include Small Business Enterprise (SBE), Local Business Enterprise (LBE), Local Small Business Enterprise (LSBE), ~~Minority Business Enterprise (MBE), Women Owned Business Enterprise (WBE),~~ Disabled Veteran Business Enterprise (DVBE), Disadvantaged Business Enterprise (DBE), and Airport Concessions Disadvantaged Business Enterprise (ACDBE).

**Proposed Revision:**

**Certified Firms** – a term used to refer to the small, local business and other recognized as a part of LAWA’s Business Enterprise (BE) program, which includes the following recognized certifications: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). These certification programs sometimes are referred to collectively as “XBE” programs.

Boilerplate Revision:

Certified Firms – The firms certified in categories designated as Small Business Enterprise (SBE), Local Business Enterprise (LBE), Local Small Business Enterprise (LSBE), and/or Disabled Veteran Business Enterprise (DVBE) as a part of LAWA’s BE Program.

Source(s):

- LAWA’s website  
<https://www.lawa.org/lawa-businesses/lawa-business-inclusivity-programs>

- Federal & State Regulations

**Contract** – any agreement, franchise, lease, or concession, including agreements for any occasional professional or technical personal services, for the performance of any work or service, the provision of any materials or supplies, or the rendition of any service to the City of Los Angeles or to the public, which is let, awarded, or entered into with, or on behalf of, the City of Los Angeles or any Awarding Authority thereof. Contracts where the provisions of this article would conflict with federal or state grant funded contracts, or conflict with the terms of the grant or subvention, as determined by the DAA, are exempt.

**Proposed Revision:**

**Contract** – any agreement, franchise, lease or concession, including agreements for any occasional professional, technical or other service to be provided by a contractor or vendor to LAWA and/or one of its divisions, departments, or units, for the performance of any work or service, the provision of any materials or supplies, or the rendition of any service on behalf of LAWA and/or to the City of Los Angeles and/or to the public, which is let, awarded or entered into with, or on behalf of, LAWA and/or the City of Los Angeles or any Awarding Authority thereof. Contracts where the provisions of this article would conflict with federal or state grant-funded contracts, or conflict with the terms of the grant or subvention, as determined by the DAA, are exempt.

Boilerplate Revision:

Contract – The final executed agreement that the City of Los Angeles and/or LAWA enters into with the Selected Proposer or any person, firm, corporation, partnership, joint venture, or any combination thereof.

Source(s):

Contractor – any person, firm, corporation, partnership, or any combination thereof, who enters into a contract with any Awarding Authority of the City of Los Angeles.

Proposed Revision:

Contractor – any person, firm, corporation, partnership, joint venture, or any combination thereof, who enters into a contract with any Awarding Authority of LAWA or the City of Los Angeles.

Source(s):

Boilerplate Revision:

Contractor - The Selected Proposer, or any person, firm, corporation, partnership, joint venture, or any combination thereof, who enters into a Contract with the City of Los Angeles and/or LAWA too provide services perform any part of the Work or provide any materials, equipment or supplies for the Project pursuant to this RFP, a.nd any other Person/entity with whom any Contractor has further subcontracted any part of the Work, at all tiers.

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Contractor Payment and Compliance System

DA – Acronym for Department of Airports - used in reference to contracts approved by the BOAC.

**Proposed Revision:**

No proposed revisions.

Source(s):

DBE – Acronym for Disadvantaged Business Enterprise; a federal business enterprise program that provides DBE-certified firms the opportunity to compete for and participate in the performance of all federally-funded LAWA contracts.

**Proposed Revision:**

DBE – Acronym for Disadvantaged Business Enterprise; a federal business enterprise program that provides DBE-certified firms the opportunity to compete for and participate in the performance of all federally-funded LAWA contracts. The U.S. Small Business Administration defines a DBE firm as one that is at least 51% owned by one or more socially and economically disadvantaged individuals and the management and daily business operations are controlled by one or more of these socially and disadvantaged owners.

For LAWA, the use of DBE firms is project-specific. Each individual RFP will specify whether DBE participation is required.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-administrative-requirements/disadvantaged-business-enterprise-program>
- U.S. Small Business Administration
- United States Code of Federal Regulations Title 49 – Transportation, Subtitle A, Part 26 (49 CFR 26)
- Executive Director No. 2001-26 of Mayor Richard Riordan and the Provision of Resolution No. 19765 of the Board of Airport Commissioners

**DCA** – Acronym for Designated Contract Administrator; similar to a contract administrator, this position manages specific contracts

**Proposed Revision:**

Acronym for Designated Contract Administrator; a position similar to a Contract Administrator (defined above), but this position manages specific types of contracts.

Source(s):

**Employment Practices** – any solicitation of, or advertisement for, employees, employment, change in grade or work assignment, assignment or change in place or location of work, layoff, suspension or termination of employees, rate of pay or other form of compensation including vacation, sick and compensatory time, selection for training, including apprenticeship programs, any and all employee benefits and activities, promotion and upgrading, and any and all actions taken to discipline employees for infractions of work rules or employer requirements.

**Proposed Revision:**

**Employment Practices** – Any policies, documents and/or other information that reflects a proposer/bidder's or contractor/vendor's policies, procedures, practices and protocols with respect to compliance with federal, state and local employment laws, including issues relating to the recruitment and hiring

of employees; discipline, suspension and termination of an employee; wage and hour practices, including employee compensation; vacation, sick leave and paid time off; training for apprenticeship and other programs; employee benefits; promotions and transfer opportunities.

Source(s):

- Drafted by BJSR team member Angela Reddock-Wright, Feb 2021

**First Source Hiring** – a LAWA program that provides selected firms easy access to targeted applicants for available LAX airport jobs, and employers receive prompt, cost-free referrals of qualified and trained applicants.

**Proposed Revision:**

No proposed revisions.

Source(s):

- LAWA's website  
<https://www.lawa.org/lawa-businesses/lawa-administrative-requirements/first-source-hiring-program>
- Resolution No. 22674 adopted by the Board of Airport Commissioners on April 18, 2005

**Inclusivity – Inclusivity /Inclusion /Reflectivity:** Intentional actions and policies to mitigate barriers and include people who might otherwise be excluded or marginalized from LAWA business and workforce opportunities, as well as to ensure that those who are included are reflective of the wider community composition.

**Proposed Revision:**

**Inclusivity/Inclusion**– These terms, used interchangeably, in the context of business, contracting, workforce, and other opportunities at LAWA, the term refers to LAWA's efforts to ensure that individuals who qualify as local and disadvantaged workers based on LAWA's designated geographic impact zones, and businesses that qualify as local, small, and disadvantaged based on LAWA's Business Enterprise Programs, have the opportunity to participate in LAWA contracting, employment, and other opportunities and programs that are designated for local and disadvantaged workers and businesses.

The business certifications included within LAWA's BE Program include the following: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). These certification programs sometimes are referred to collectively as "XBE" programs.

Source(s):

- Drafted by BJSR Team Member Angela Reddock-Wright, February 2021

#### [ADD: DEFINITION OF INCLUSIVITY COMMITMENTS](#)

##### Boilerplate Revision:

Inclusivity Commitments - The commitments that Proposers make as a part of their response to the Proposal, which details detailing the Proposer's plan Contractor's pledges to meet /and or exceed the minimum BE Program and Certified Firm utilization requirements.

Such commitments may include, but are not limited to, the Proposer's plans for recruitment and outreach, hiring, training, mentoring, and retention.

The Selected Proposer's Inclusivity Commitments will become a part of the final Contract between the Selected Proposer/Contractor and LAWA.

##### Inclusivity Plan

##### Boilerplate Revision:

Inclusivity Proposal: Inclusivity Proposal A documentRequired that Proposers are required to submit with their Proposal response submittals that details the Proposer's plan to meet or exceed its Inclusivity Commitments, including the Proposer's plan to meet the minimum BE Program and Certification Firm requirements. Such plans may include, but areis not limited to, the Proposer's plans for recruitment, outreach, hiring, training, mentoring and retention. The Selected Proposer's Inclusivity Plan will become a part of the final Contract between the Selected Proposer/Contractor and LAWA.



Boilerplate Revision:

Joint Venture Partnership – Two or more firms, companies, persons, or entities that jointly together to respond to this RFP and to provide collectively jointly deliver services to the RFP if chosen by LAWA as the successful bidder or the Selected Proposer.

**LAWA** – Acronym for Los Angeles World Airports, also known as the City of Los Angeles Department of Airports

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**Proposed Revision:**

**LAWA** - Acronym for Los Angeles World Airports, also known as the City of Los Angeles Department of Airports. LAWA operates three airports, including Los Angeles International (LAX), Van Nuys Airports, and Palmdale Land Holdings.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/how-to-do-business-with-lawa>

**LBE** – Acronym for Local Business Enterprise; a subcontracting BE program to encourage businesses to compete for LAWA contracting opportunities, to locate operations and create jobs in the City and to encourage existing local business to refrain from relocating.

**Proposed Revision:**

**LBE** – Acronym for Local Business Enterprise; a BE subcontracting program to encourage businesses located within Los Angeles County, among other requirements, to compete for LAWA contracting opportunities. Each LAWA contract or procurement opportunity in excess of \$150,000 will be reviewed for LSBE subcontracting opportunities. The mandatory participation level will be indicated in the bid/proposal packet.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-local-business-enterprise>
- Resolution No. 25948 of the Board of Airport Commissioners

**LBPP** – Acronym for Local Business Preference Program; a program designed for the procurement of goods, equipment, and non-professional services, including design and construction, to encourage businesses to compete for LAWA contracting opportunities, to locate operations and create jobs in the City and to encourage existing local business to refrain from relocating.

#### **Proposed Revision:**

**LBPP** – Acronym for Local Business Preference Program; a program designed for the procurement of goods, equipment, and non-professional services, including design and construction, to encourage businesses to compete for LAWA contracting opportunities, to locate operations and create jobs in the City and to encourage existing local business to refrain from relocating.

The LBPP applies to the procurement of goods, equipment, and services, including design and construction, when the contract involves expenditures in excess of \$150,000.

The LBPP does not apply to Bids/Proposals that are subject to a mandatory LBE goal, and where the funding source for the contract is not entirely within LAWA's control.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/how-to-do-business-with-lawa/local-business-preference>
- Resolution No. 24781 (for Bids) and Resolution NO. 25919 (for Proposals) of the Board of Airport Commissioners

**LSBE** – Acronym for Local Small Business Enterprise; a BE program to encourage businesses to compete for LAWA contracting opportunities, to locate operations and create jobs in the City and to encourage existing local business to refrain from relocating.

**Proposed Revision:**

**LSBE** – Acronym for Local Small Business Enterprise ( a firm that qualifies both as a LBE and SBE); a subcontracting BE program to encourage certified small businesses located within Los Angeles County, among other requirements, to compete for LAWA contracting opportunities. Each LAWA contract or procurement opportunity in excess of \$150,000 will be reviewed for LSBE subcontracting opportunities. The mandatory participation level will be indicated in the bid/proposal packet.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-local-business-enterprise>
- Resolution No. 25948 of the Board of Airport Commissioners

**LABAVN** – Acronym for Los Angeles Business Assistance Network; a City of Los Angeles centralized online database where firms can register to receive notice of all City competitive opportunities such as bids and RFPs.

**Proposed Revision:**

No proposed revisions.

Source(s):

~~**MBE** – Acronym for Minority Business Enterprise; to provide Minority Business Enterprises an equal opportunity to participate in the performance of all LAWA contracts. Effective October 1, 2012, the MBE/WBE/OBE Program has been suspended.~~

~~**Minority** – defined to mean "minority person" as the phrase is defined in Subsection (f) of Section 2000 of the California Public Contract Code, as amended from time to time.~~

**Prime** – a firm/contractor doing business directly with LAWA

**Proposed Revision:**

No proposed revisions.

Source(s):

**Prime Contractor/Developer** – The main contractor that submits a bid for and wins the contract award to perform project work and is subsequently responsible for the day-to-day oversight of a construction site, management of subcontractors and suppliers, and the communication with all involved parties throughout the course of building the project.

**Proposed Revision:**

**Prime Contractor/Developer** – Any Contractor that has a direct contract with LAWA.

Source(s):

**Prime Contract** – A contract between a company and LAWA for goods and services. Use of the term “Prime” usually means that the principal contractor is using subcontractors to fulfill the requirements of the contract.

**Proposed Revision:**

**Prime Contract** – A direct contract between LAWA and a Contractor.

Source(s):

**Professional Services** – Services requiring professional skills, such as those for conducting appraisal services, environmental studies, and design. Occupations requiring specialized training for those services which could require as a condition to the rendering of such services the obtaining of a license or other legal authorization and shall include, but are not limited to, the scope of the practice of architecture, professional engineering, landscape architecture, registered surveying, and mapping, or as otherwise defined by LAWA

### Proposed Revision:

**Professional Services** - Services requiring professional skills, such as those for conducting architectural, professional engineering, appraisal, environmental studies, and design services. Occupations requiring specialized training for those services which could require as a condition to the rendering of such services the obtaining of a license or other legal authorization and shall include, but are not limited to, the scope of the practice of architecture, professional engineering, landscape architecture, registered surveying, and mapping, and/or other professional services otherwise defined and designated by LAWA

Source(s):

- Drafted by BJSR team member Angela Reddock-Wright, February 2021

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### Boilerplate Revision:

Project Labor Agreement (PLA) – LAWA’s Project Labor Agreement.

### Boilerplate Revision:

Proposal – RFP-required the submittals RFP that the those responding to the RFP are responding to.to demonstrate a proposer’s qualifications and approach to delivering projects and services called for by a Request for Proposals

### Boilerplate Revision:

Proposers – Companies, entities, and/or individuals who provide a response to th provided required submittals eto a Request for Proposals RFP in an effort to win a competitive solicitation to enter into an agreement/contract to deliver projects/services for LAWA.

**PSD** – Acronym for Procurement Services Division; a LAWA division that (1) centralizes the administration of all LAWA RFBs for goods, equipment, and non-professional services; (2) establishes any required contract BE goals and Administrative Requirements of all competitive processes such as RFPs; (3) oversees BE certification process specific to LAWA (4) enforces compliance with BE goals on agreements and (5) manages the LAWA Warehouse and Records Center

**Proposed Revision:**

No proposed revisions.

Source(s):

**Request for Bid (RFB)** – A document directed at a vendor, stating the description of a material or service the purchaser wants to acquire.

**Proposed Revision:**

**Request for Bids (RFB)** – A solicitation and competitive bidding process that LAWA uses at the time it is seeking contractors for specific projects, which contains details on the contracting process and criteria for selection. LAWA uses the RFB process for the purchase of materials, supplies, equipment, construction services and non-professional services.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-contracting-process>

**Request for Information (RFI)** – A systematic process for gathering information about new products, services, methods, systems, etc. This information may be used in subsequent RFQs, RFPs, or RFBs.

**Proposed Revision:**

**Request for Information (RFI)** – A solicitation and competitive bidding process that LAWA uses when the actual scope of work is not known or difficult to define, or when LAWA needs to develop a “pool” of likely proposers. An RFI is a solicitation of ideas, solutions and/or recommendations to assist LAWA in the development of a scope of work for an RFP.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-contracting-process>

**Request for Proposals (RFP)** – A competitive process used to procure professional services such as appraisal services, environmental assessments, and design services.

**Proposed Revision:**

**Request for Proposals (RFP)** – A solicitation and competitive bidding process that LAWA uses at the time it is seeking contractors for specific projects, which contains details on the contracting process and criteria for selection. LAWA uses the RFP process, compared to the RFB process, for unique, scientific, expert, or technical services of a temporary occasional nature, performed by independent contractors whose occupation is the rendering of such services.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-contracting-process>

**Request for Qualifications (RFQ)** – A competitive process used to determine a list of (the most) qualified vendors that can perform certain Professional Services.

**Proposed Revision:**

**Request for Qualifications (RFQ)** – A solicitation and competitive bidding process that LAWA uses when it wants to select a vendor to help develop a project (including project scope, cost, time frame, staffing, etc.) and to subsequently implement that project. A RFQ is used to gather information about vendors to determine if they are capable of performing certain types of services for the City.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-contracting-process>

**SBE** – Acronym for Small Business Enterprise; a BE program that provides SBE-certified firms an equal opportunity to participate in the performance of all LAWA contracts.

**Scope of Work (SOW)** – a general or detailed description of the services to be performed. The SOW should also include milestones, reports and all other deliverables expected by the performing party. Also known as a Statement of Work.

**Proposed Revision:**

No proposed revisions.

Source(s):

**Boilerplate Revision:**

Selected Proposer- The successful bidder in response to the RFPproposer selected through a competitive solicitation to enter into an agreement/contract to deliver projects/services for LAWA.

**Specifications** -A detailed description of the materials, dimensions, and



workmanship for something to be built, installed, manufactured, or maintained.

**Proposed Revision:**

No proposed revisions.

Source(s):

**Sub-Contract** – a company subcontracted to perform specialty craftwork and/or professional services by a prime contractor. Any person, firm or corporation or partnership, or any combination thereof, who enters into a contract with a Contractor to perform or provide a portion or part of any Contract with the City.

**Proposed Revision:**

**Sub-Contract** - A contract between a Prime Contractor and a Subcontractor(s) as defined in this glossary, to obtain supplies and/or provide professional, construction or other services of any kind under a prime contract.

Source(s):

**Sub-Contractor** – a company subcontracted to perform specialty craftwork and/or professional services by a prime contractor. Any person, firm or corporation or partnership, or any combination thereof, who enters into a contract with a Contractor to perform or provide a portion or part of any Contract with the City.

**Proposed Revision:**

**Sub-Contract** – Any person, who is not an employee, who enters into a contract with a LAWA Prime Contractor to assist the Prime Contractor in supplying or performing any part of the Prime Contract, and who employs its own employees for such purposes.

Source(s):

- [https://codelibrary.amlegal.com/codes/los\\_angeles/latest/laac/0-0-0-39528](https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-39528)

~~**WBE** – Women Business Enterprise; to provide Women Business Enterprises an equal opportunity to participate in the performance of all LAWA contracts. Effective October 1, 2012, the MBE/WBE/OBE Program has been suspended.~~

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**Workforce Development** – The strategic alignment of supportive services and resources that enable an individual with limited skills or opportunity to prepare for and obtain employment.

**Proposed Changes:**

The strategic alignment of supportive services and resources provided by a Contractor or Subcontractor, on behalf of a worker, apprentice, pre-apprentice, or potential worker, that enable the individual with limited skills or opportunity to prepare for and obtain employment.

Source:

**Proposed Additional Glossary Terms**

**BCA** – The City of Los Angeles Bureau of Contract Administration that provides oversight for contractor compliance with LAWA’s and the City of Los Angeles payroll and labor compliance requirements.

Source:

**Craft Worker Utilization Plan**

**Diversity** – In the context of business, contracting and other opportunities at LAWA, the term “Diversity” refers to LAWA’s efforts to ensure that LAWA includes local and disadvantaged workers who reside within LAWA’s designated geographic impact zone, and local, small and disadvantaged businesses, who qualify as a certified business within LAWA’s BE Program, have the opportunity to participate in LAWA hiring, contracting and other opportunities and programs designated for such individuals and businesses.

LAWA’s defined impact zone includes the following zip codes:

The business certifications included within LAWA’s BE Program include the following: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small

Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). These certification programs sometimes are referred to collectively as “XBE” programs.

Source(s):

- Drafted by BJSR Team Member Angela Reddock-Wright, February 2021
- LAWA’s website
- Federal and state laws and regulations

**Diversity Policy** – LAWA’s policy which reflects LAWA’s commitment to ensuring Diversity in LAWA’s hiring, local worker, contracting and business opportunity programs. The policy can be located here \_\_\_\_\_, and was passed by the BOAC on \_\_\_\_\_.

Source(s):

- Drafted by BJSR Team Member Angela Reddock-Wright, February 2021
- LAWA’s website
- Federal and state laws and regulations

**DVBE** – Acronym for Disadvantaged Veterans Business Enterprise; a federal and state of California business enterprise program that provides certified firms owned by disabled military veterans the opportunity to compete for and participate in the performance of all federally-funded LAWA contracts.

LAWA defines a DVBE, in part, as a firm certified by the U.S. Department of Veterans Affairs of the U.S. Small Business Administration as a Service-Disabled Veteran-Owned Small business or certified by the State of California as a Disabled Veteran Business Enterprise and verified by the City’s Department of Public Works. defines a DBE firm as one that is at least 51% owned by one or more socially and economically disadvantaged individuals and the management and daily business operations are controlled by one or more of these socially and disadvantaged owners.

Each LAWA contract or procurement opportunity in excess of \$150,000 will be reviewed for DVBE subcontracting opportunities. The mandatory participation level will be indicated in the bid/proposal packet.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-administrative-requirements/disabled-veterans-business-enterprise>
- U.S. Small Business Administration
- State of California
- Resolution No. 26205 of the Board of Airport Commissioners

**Equity** - In the context of business, contracting and other opportunities at LAWA, the term “Equity” refers to LAWA’s efforts to ensure that LAWA includes equal opportunity for local and disadvantaged workers who reside within LAWA’s designated geographic impact zone, and local, small and disadvantaged businesses, who qualify as a certified business within LAWA’s BE Program, have the opportunity to participate in LAWA hiring, contracting and other opportunities and programs designated for such individuals and businesses.

LAWA’s defined impact zone includes the following zip codes:

The business certifications included within LAWA’s BE Program include the following: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). These certification programs sometimes are referred to collectively as “XBE” programs.

Source:

**Inclusion** – In the context of business, contracting and other opportunities at LAWA, the term “Inclusion” refers to LAWA’s efforts to ensure that LAWA includes local and disadvantaged workers who reside within LAWA’s designated geographic impact zone, and local, small and disadvantaged businesses, who qualify as a certified business within LAWA’s BE Program, have the opportunity to participate and compete in LAWA hiring, contracting and other opportunities and programs designated for such individuals and businesses.

LAWA’s defined impact zone includes the following zip codes:

The business certifications included within LAWA's BE Program include the following: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB). These certification programs sometimes are referred to collectively as "XBE" programs.

**Inclusivity Commitments** – The commitments that bidders and proposers make and outline in their proposal response with respect to meeting the inclusivity goals or commitments outlined in the RFP, RFQ, RFI or other proposal document provided by LAWA, including the bidder/proposer's plan to meet any local hire and BE and XBE program business utilization goals or commitments. Such commitments may include, but is not limited to, the bidder/proposer's plans for recruitment and outreach, hiring, training, mentoring and retention. For the successful bidder/proposer, their submitted Inclusivity Commitments will become a part of the final Contract and terms between the contractor and LAWA.

Source:

**Inclusivity Plan** - A document that bidders and proposers must submit with their proposal response that details the Proposer's plan to meet or exceed the inclusivity goals or commitments as outlined in the RFP, RFQ, RFI or other proposal document, including the bidder/proposer's plan to meet any local hire and BE and XBE program business utilization goals or commitments. Such plans may include, but is not limited to, the bidder/proposer's plans for recruitment and outreach, hiring, training, mentoring and retention. For the successful bidder/proposer, their submitted Inclusivity Plan will become a part of the final Contract and terms between the contractor and LAWA.

Source:

**LCP Tracker** – A cloud-based SaaS solution for construction site compliance, certified payroll, and workforce reporting. LAWA requires Developers on the LAMP project to use LCP Tracker for local hire, workforce, and certified reporting.

Source:

**Lowest Responsive & Responsible Bidder** – A LAWA solicitation and competitive bidding process that seeks a vendor or contractor that meets the product or service specifications. Such bids are not subject to negotiation.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/lawa-contracting-process>

**PDG** – LAWA’s Planning & Development Group Division

Source:

**PLA** – LAWA’s Project Labor Agreement

Source:

**SLB** – An Acronym for LAWA’s Small & Local Business Programs. The SLB program applies for LAWA’s procurement of goods, equipment, and non-professional services valued at \$100,000 or less.

Source(s):

- LAWA website:  
<https://www.lawa.org/lawa-businesses/how-to-do-business-with-lawa/small-and-local-business>
- City of Los Angeles Ordinance 17048 - <https://www.lawa.org/-/media/lawa-web/business-opportunities/files/slb-ordinance.ashx>

**Workforce Development Plan** – A document that bidders and proposers must submit with their proposal response that details the bidder/proposer’s plan to meet the local hire and Workforce Development goals or commitments outlined by LAWA in a particular RFP, RFQ, RFI or other proposal document. Such a plan may include,

but is not limited to, the inclusion of the bidder/proposer's specific plan to strategically align the use of supportive services, resources, training, and other opportunities to assist individuals with limited skills or opportunity to prepare for and obtain employment with LAWA, on a LAWA project, or with another employer.

Source:

**XBE or XBE Firms** –This is an additional term to refer, collectively, to businesses that qualify as a certified firm under LAWA's Business Enterprise program, including firms that have one or more of the following certifications: Airport Concessions Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprises Program (DBE), Disabled Veteran Business Enterprise Program (DVBE), Local Business Enterprise Program (LBE), Local Small Business Enterprise Program (LSBE), Small Business Enterprise Program (SBE) and Small and Local Business Program (SLB).

Source: