

Environmental Programs Group (EPG)

FREQUENTLY ASKED QUESTIONS

Q1. How to “Add” a subcontractor?

A1. Steps to follow to add a subcontractor:

- Complete and sign the following forms:
 - Subcontractor Modification Form – to be completed by prime contractor.
 - B2G Subcontractor/Supplier Information Form – to be completed by subcontractor and must first be submitted to prime contractor for review and approval.
 - Copy of all subcontractor’s certifications identified on the form.
- Submit the 3 items described above via email to:
 - Jason Flannigan – Procurement Services Division (PSD)
Email: jflannigan@lawa.org
 - cc: EPG Contracts & Procurement
Email: EPG@lawa.org
- PSD will review your request and will send your firm a written notice of action.
- If approved, the prime contractor can now enter the request to add the subcontractor into B2G Compliance Management System.
 - Log-in into the B2G system at <https://lawa.diversitycompliance.com>.
 - Create a request under the “Subs” tab and click, “Add Subcontractor.”
 - Upload the 3 items described above along with PSD’s approval notice.

Q2. How to “Modify” an existing subcontractor?

A2. Modification is any changes to the profile of subcontractor (i.e. legal name change, adding or deleting certifications, adding services to be provided, etc.)

Steps to follow to modify a subcontractor:

- Complete and sign the “Subcontractor Modification Form.”
Indicate what changes to be made.
- Provide supporting documentation for the changes.
For example, a copy of the sub’s legal name change, proof of certification, etc.
- Submit the 2 items described above via email to:
 - Jason Flannigan – Procurement Services Division (PSD)
Email: jflannigan@lawa.org
 - cc: EPG Contracts & Procurement
Email: EPG@lawa.org
- PSD will review your request and provide your firm a written notice of action.

Q3: How to “Delete / Substitute” a subcontractor?

A3: Steps to follow:

- Complete and sign the Subcontractor Modification Form.
Identify the sub(s) to be deleted/substituted from B2G system.
- Acquire a written approval/confirmation from the sub(s) for the deletion/substitution from the contract.
- Submit the 2 items described above via email to:
 - Jason Flannigan – Procurement Services Division (PSD)
Email: jflannigan@lawa.org
 - cc: EPG Contracts & Procurement
Email: EPG@lawa.org
- PSD will review your request and provide your firm a written notice of action.
- The PSD Compliance Officer will then make the determination whether to approve / deny your request or request for additional information.
- If approved, the subcontractor(s) will be deactivated in the B2G system under the specified contract only and will no longer receive system notifications.

Q4: How to “Deactivate” a Subcontractor?

A4: Follow the steps below:

- Log-in into the B2G system at <https://lawa.diversitycompliance.com>.
- Click “Subs” tab.
- Click “More” under the sub that will be deactivated.
- Click “Deactivate” and confirm.
- Send a notice detailing which subs are being deactivated and for how long to:
 - Jason Flannigan – Procurement Services Division (PSD)
Email: jflannigan@lawa.org
 - cc: EPG Contracts & Procurement
Email: EPG@lawa.org

Please note that using the deactivate button would only prevent future audits from appearing. Hence, any pending audits that the sub had at the time will still remain pending after clicking deactivate.

Q5: Is 2nd tier subcontractor allowed in the contract?

A5: EPG contracts do not allow a 2nd tier sub. However, depending upon the circumstances, the prime consultant may consider the 2nd tier sub as “ODCs” (Other Direct Costs) and may be reimbursed for the actual cost provided the 2nd tier sub will not be utilized on a regular basis, cost is minimal and will only be used on very rare occasions. This is determined on a case by case basis.

Please note that for reimbursable expenses, in order for the prime consultant to be reimbursed, a copy of the sub invoice/receipt must be provided upon invoice submission. Additionally, no

2nd tier sub surcharge will be allowed (in this case) because the event is considered to be reimbursable expenses. For further inquiries or clarification, please send your email to EPG@lawa.org.

Q6: How to get travel authorization?

A6: Travel authorization must be acquired prior to travel reservation or booking and as soon as it is known to the traveler. Travel must avail to economy and is subject to GSA per diem rates.

Complete the “Travel Authorization Request” (TAR) form. Do not forget to type-in LAWA’s Project Manager on the form and acquire the signature. Once signed, submit the TAR form to EPG@lawa.org, cc: to designated EPG Project Manager.

Q7: How to prepare task proposals and invoices?

A7: Please refer to “Guidelines and Procedures” link of EPG On-Call Consultant’s website.

Q8: How to add labor categories or items to the current rate sheet or fee schedule?

A8: Submit a written request and include the following items on your letter:

- List of labor categories (Title / Position) or Items to be added with the corresponding all-inclusive hourly rates or price.
- Updated fee schedule or rate sheet with the addition of new rates being requested.
- Submit both items to EPG@lawa.org.

Q9: When to use the “Mileage Log Sheet”?

A9: The Mileage Log Sheet is used when claiming mileage reimbursement over 100 miles from your office headquarter or home. The City of Los Angeles (LAWA) conforms to the federal standard mileage rate, which varies from year to year. The mileage form must be completed, signed and submitted along with your invoice.

Q10: How to get a LAWA badge for prime and sub contractors?

A10: Complete and submit the following items to the Badge Office:

Prime Contractor:

- Contract Verification Form – complete and initially submit to EPG@lawa.org for contract validation. This form will be returned back to your firm upon signature.
- Letter of Intent

Subcontractor:

- Contract Verification Form – complete and initially submit to EPG@lawa.org for contract validation. This form will be returned back to your firm upon signature.
- Letter of Verification – to be prepared by the prime contractor.
- Letter of Intent – to be prepared by the subcontractor.