

DOING BUSINESS WITH LAWA

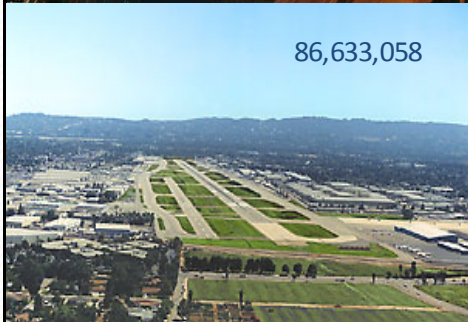
By Procurement Services Division

Rev. 11/2019

Workshop Overview - Airport Locations



- **LAX** ranked 4th in the world for passenger service
- In 2018, airlines served 84,557,968 passengers



- **Van Nuys Airport** – one of the world's busiest General Aviation airports with almost 220,228 take-offs annually
- Dedicated to non-commercial air travel



- **LA/Palmdale** - LAWA owns and maintains the Palmdale Land Holdings, previously an FAA certified airport



Workshop Overview

- **Procurement Services Division**
- **Administrative Requirements**
- **Business Programs**
- **Break**
- **Getting Certified**
- **Business, Jobs & Social Responsibility**



Procurement Services Division (PSD) Mission

- **To provide consistent and timely procurement and contract-related services to LAWA Divisions and the business community**
- **To efficiently, fairly, and effectively obtain goods and services needed to support LAWA operations**
- **To enforce compliance with established policies, procedures and guidelines set forth in the Los Angeles City Charter, the Los Angeles Administrative Code, BOAC Resolutions, and applicable Mayoral Directives related to the procurement process.**



Procurement Process at LAWA

LAWA procures over \$500 million annually in goods, materials, and services (excluding major construction projects) through the following:

- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Request for Bids (RFB)

What is an RFQ/RFP/RFB?

	RFP (Professional Services)	RFB (Goods, Equipment, Non-Professional Services)
RFQ	Qualifications	Specifications
	Selection criteria	Selection is the lowest price

- In order to be *considered* for award, you must meet the
 - RFP qualifications
 - RFB specifications
- In order to be *selected* for award, you must have the
 - RFP – Winning score according to the selection criteria
 - RFB – Lowest price, including any discounts



Request For Bids (RFB)

- A **Request for Bid** is used for the purchase of materials, supplies, equipment, construction projects and non-professional services
- The award is made to the lowest priced responsive and responsible bidder who meets the specifications.



Types of Request for Bids (RFB)

- **Informal bid – Signed** response can be sent by fax or e-mailed to a Procurement Analyst and must be received prior to the due date and time. Responses missing Administrative and other requirements will be rejected
- **Formal bid** – typically over \$25,000 – **Signed** response may be hand-delivered or sent by mail and must be received by the due date & time, **NO EXCEPTIONS!** Formal bids are submitted sealed and publicly opened.



Types of RFB (cont.)

- These thresholds may be modified according to the best interest of the Los Angeles World Airports (LAWA)
- Board of Airport Commissioners awards contracts over \$150,000 per year – Large construction RFBs are handled by the Planning and Development Group
- Bids can be for individual items, services, one-time purchase orders, or annual contracts for a maximum of 3 years.



Important Bid Information to Note

- **NO EXCEPTIONS** to due date and time, as recorded by the Purchasing Office clock and/or fax machine
- **Buyer's Name** (for questions & clarifications to be addressed in writing, the sooner the better, to specific buyer prior to bid due date and time)
- **Location** to which bid response should be returned (LAX Airport Purchasing)
- **Bidder must sign his/her bid response** and is advised to keep a copy of the response. **Bidder shall carefully follow the directions for completing signature per instructions in the RFB.**
- **Bidders must comply with specifications** or explain in writing the exceptions taken with bid response.



Please Read, Understand and Agree

- How prices are to be quoted (Firm fixed price, Total Lump sum, Labor Rates & Materials, Discount/Mark-up from Price List, etc.)
- **General Conditions** address various issues of bid award, specification change, default by supplier, payments, patent rights, attorney's fees, bid protest, etc.

Submit Where and as Required

- **Specifications, Make/Model of equipment or parts**
When bidding on an alternate brand, make sure to specify the alternate brand and model number offered
- **Bid Response and Administrative Requirements** must be filled out and returned complete, as received
- If certified with City of Los Angeles, claim **either Small Local Business (SLB) preference and submit SLB #** **or Local Business Enterprise (LBE) preference and register on LABAVN** (will provide details later regarding SLB and LBE certification)
- **Fill out Contractor's License Requirements**, if applicable.



Useful Tips from PSD

- **Invoice** must be submitted in compliance with Invoice Instruction sheet provided in the bid
- **Payment Terms** (Discount offered for payment of 25 days and greater) are taken into consideration for award
- Be aware of and comply with **time and delivery requirements** (see Bid/Specifications)
- **Promotional materials, testimonials, and brochures** are not required in the bid response, unless specifically requested
- **Bid Results** are available within 1 week of the bid due date at www.labavn.org.



Soliciting Bids/Proposals and Qualifications

All City of Los Angeles RFB/RFP/RFQs are available on:

- The **Los Angeles Business Assistance Virtual Network** web site: www.labavn.org
- Various media depending on project scale.



ADMINISTRATIVE REQUIREMENTS



Administrative Requirements

Due with bid/proposal

- Affidavit of Non-Collusion (*Form: Notary signature*)
- Bid Bond (*Form, project specific*)*
- Bidder Contribution Limits (*Form CEC 55, >\$100,000*)
- Contractor Responsibility Program (*Form, Board approval*)
- Equal Benefits Ordinance (*Form, project specific*)*
- Municipal Lobbying Ordinance (*Form CEC 50, > \$25,000*)
- Vendor Identification Form
- Subcontractor Participation Plan

- Insurance (pricing only)

Administrative Requirements

Selected Bidder/ Proposer Requirements

- Affirmative Action Plan (*Language*)
- Assignment of Anti-Trust Claims (*Language*)
- Child Support Obligations (*Language*)
- First Source Hiring Program (*LAX only*)
- Labor Peace Agreement (*Language, concessions only*)
- Living Wage Ordinance/Service Contractor Worker Retention Ordinance (*Language; if applicable, complete the Correct Exemption Form*)*

- Insurance (*Form*)



Administrative Requirements

Administrative Requirements Website:

<http://www.lawa.org> - > About LAWA - >
Business Opportunities - > Administrative Requirements



BREAK & NETWORKING
9:50 – 10:00 A.M.

BUSINESS, JOBS

& SOCIAL RESPONSIBILITY



**THE FUTURE
IS NOW**

OUR MISSION

- *Maximize access to business and job opportunities*
- *Ensure that local, diverse communities benefit from LAWA'S investments*
- *Set the global airport standard for public corporate social responsibility*

LAX: OPPORTUNITIES- CAPITAL PROGRAM

Major Category	Total Project Cost
Major Tenant Projects	\$5,584,329,837
LAMP Projects	\$5,500,000,000*
Terminal Projects	\$2,149,240,332
Utilities & Environmental Projects	\$518,148,350
Airside Projects	\$451,782,625
Security & IT Projects	\$427,338,879
Landside Projects	\$38,452,770
Planning / Study Projects	\$24,235,000
TOTAL	\$14,693,527,793*

**LAMP Subtotal is currently being finalized*

Note: Figures are expressed in 2018 dollars and are subject to escalation. Does not include estimate for Asset Renewal or Program Reserve.

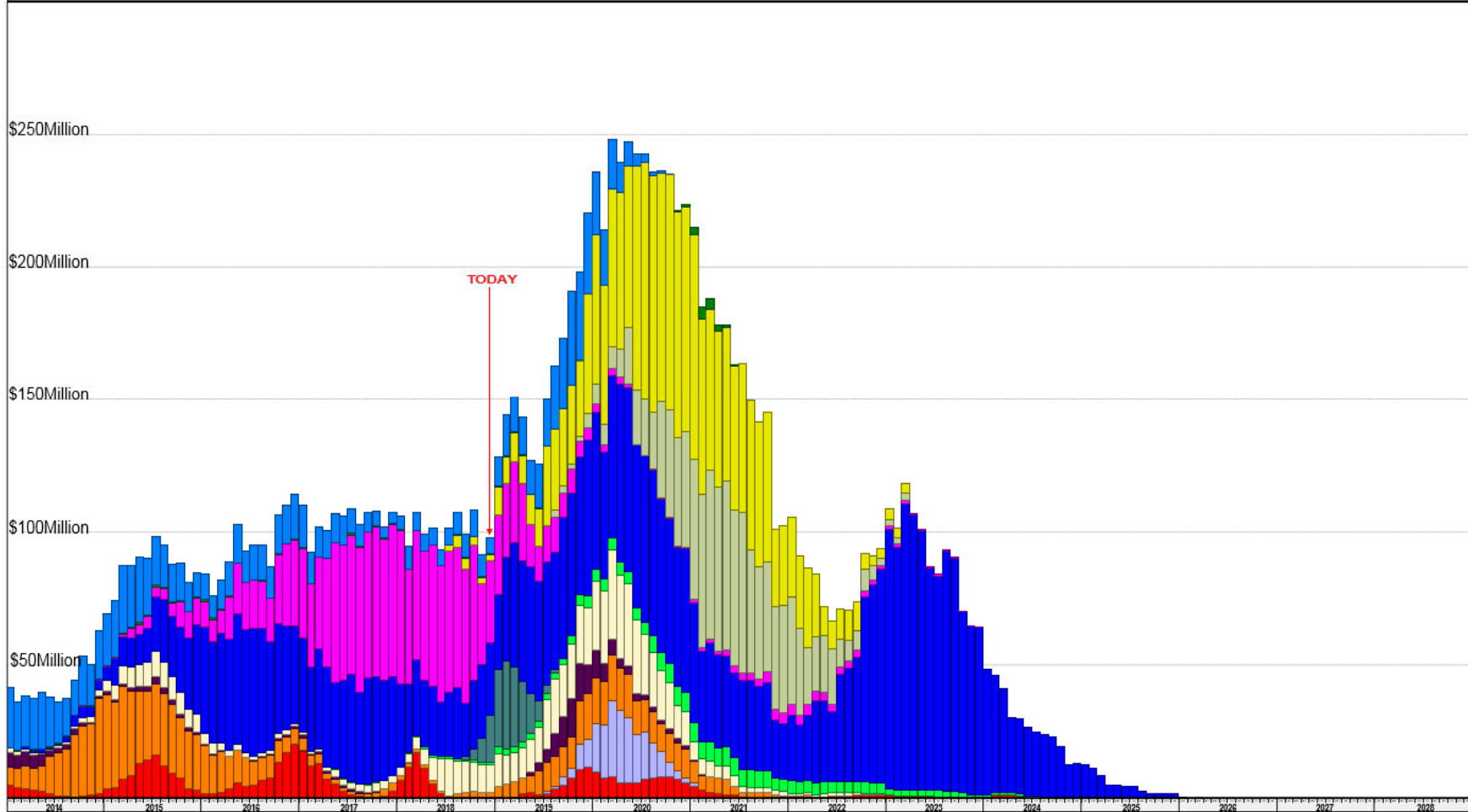
LAX: OPPORTUNITIES



LAX PLANNING & DEVELOPMENT GROUP
LAX MONTHLY HISTOGRAM: PER DEFINED BELL CURVE DISTRIBUTION
BASED ON CONSTRUCTION COST - JANUARY 2019



(INTERNAL DRAFT: FOR PLANNING PURPOSES ONLY)



RUN DATE: 15-January-19

LAX PROJECTS ONLY

EAC Construction Cost Shown for Active CIP Projects

Based on CALM LOGISTICAL COORDINATION SCHEDULE

Data Date of 1/15/19

- AIRSIDE
- LAMP - UTILITIES & ENABLING
- AUTOMATED PEOPLE MOVER
- ITF
- LAMP - ROADS
- FTSD
- TERMINALS
- TENANT - BUYBACK (CIP)
- TENANTS
- UTILITIES
- MIDFIELD SATELLITE CONCOURSE - DESIGN & CONST.
- CONSOLIDATED RENT-A-CAR (CONRAC) FACILITY
- LANDSIDE

* Total Project Cost Only

FOR DELIBERATIVE PURPOSES

LAX: OPPORTUNITIES- ACTIVE PROJECTS

PROJECT	LAMP BUSINESS INCLUSION REQUIREMENTS				
	PHASE	SBE	LBE	LSBE	DVBE
APM	DESIGN	22%	8%	3%	3%
	BUILD	18%	7%	5%	3%
	O & M	17%	10%	5%	3%
	PHASE	SBE	LBE	LSBE	DVBE
CONTRACT	DESIGN	18%	50%	10%	3%
	BUILD	22%	20%	5%	5%
	PHASE	SBE	LBE	LSBE	DVBE
ITF-W	DESIGN & BUILD	20%	10%	5%	3%
	Plus all firms named in the				
LULEP (contract precedence DVBE ordinance)	PHASE	SBE	LBE	LSBE	DVBE
	DESIGN & BUILD	19.63%	12.5%	7.49%	N/A

PROJECT NAME	DEVELOPER or PRIME	APPROX. PROJECT VALUE
LAMP Automated People Mover	LINXS	\$3,100,000,000
Southwest Airlines 1.5	Hensel Phelps	\$493,000,000
United Airlines	Hensel Phelps	\$536,800,000
Southwest Airlines	Hensel Phelps	\$612,000,000
Midfield Satellite Concourse North (MSC North)	Turner-PCL	\$1,427,700,000
Delta Terminal Project Enabling	Clark-McCarthy	\$268,000,000
LAMP Utilities & Enabling (LULEP)	Myers-Griffith	\$309,530,000
Delta Sky Way Program	S&P/STV JV	\$1,900,000,000
Delta Hangar	Skanska	\$50,000,000
North Central Outfall Sewer	Steve Bubalo	\$10,700,000
Runway 7L 25R Reconstruction	Granite	\$51,000,000
Terminal Cores & APM Interface	Austin Commercial	\$336,531,000

LAX: SMALL BUSINESS POLICIES &

SUPPORT



ESTABLISH LAWA CONTRACTOR RECRUITMENT PIPELINE PARTNERSHIPS

Build a pipeline of firms at various levels of readiness



LAX BUSINESS NAVIGATION & SUPPORT OFFICE

Help small, local, diverse firms navigate LAWA and connect to resources



COMING SOON! BUILDLAX- THE LAWA CONTRACTOR DEVELOPMENT ACADEMY

Train and mentor small, local, diverse firms to meet the challenges unique to LAWA

BUSINESS ENTERPRISE PROGRAMS

Small and Local Business (SLB)

Used for bids under \$100,000 in value.

- Principal office located in the County of Los Angeles
- Gross receipts (including affiliates) less than \$3 million
- Certified SLB responsible bidders given a 10% deduction on their bid amount to determine the lowest bidder (bidder is paid their full amount)

Local Business Preference Program (LBPP) Non-federal projects

Goods, Equipment, Services (including construction) \$150,000 +.

- 8% preference applied to bids and proposals (LBE or a preference of up to 5% applied for LBE subs that perform work under the contract, up to \$1M)

Small Business Enterprise (SBE) Local Small Business Enterprise (LSBE) Disabled Veterans Business Enterprise (DVBE)

MANDATORY on Construction, professional and non-professional projects valued over \$150,000.

- Independently owned and operated SBE Firm meets small business criteria set forth by the Small Business Administration (8a) Business Development Program or State DGS Small Business Program, whichever is higher
 - DVBE Certification from U.S. Department of Veterans Affairs and/or State of California

LAX: WHAT YOU SHOULD KNOW



KNOW YOUR AGENCY

Do your Research

Understand opportunities & priorities

Understand administrative requirements

Develop relationships with agency staff

Register with BAVN

Attend workshops hosted by agency



STAY READY

Get (STAY) certified

Focus your business- do one thing & do it well

Build your capacity- look for training and mentor opportunities

Understand your finances- understand bonding, cash flow, insurance, taxes, credit

Network

Use the Project Labor Agreement to your Advantage



KNOW YOUR CUSTOMER

Understand the project: design, procurement and bid package schedule

Understand your contract

Plan for "the gap"

Develop relationships with your prime

Be careful about your bid- Bid to make a PROFIT

BE PREPARED

The doors of opportunity are open.

Prepare to walk through.

BUSINESS, JOBS & SOCIAL RESPONSIBILITY

For more information please contact:

Chamberlain Duru

CDURU@lawa.org

(424) 646-5374



First Source Hiring Program

Business, Jobs and Social Responsibility Division

PROGRAM DESCRIPTION

- The First Source Hiring Program (FSHP) was designed to provide employment information to all residents from local communities surrounding the airport and those impacted by airport operations.
- The program requires employers and sub-contractors to participate in the program by posting and promoting their jobs on www.jobsatlax.org.
- Employers can post their jobs manually and communicate with job seekers directly.
- Currently the website has 100,000+ active job seeker accounts and 50,000+ searchable resumes.
- FSHP services are provided at no cost to your company.

NEXT STEPS FOR SELECTED CONTRACTORS

- Contact FSHP to register at gacarter@agile1.com once an LAX contract has started.
- Designate a liaison to work with FSHP (i.e. General Manager or Human Resources personnel).
- Work with FSHP to post jobs online and utilize the features of the system to hire prospective employees.

FIRST SOURCE HIRING PROGRAM

For more information, please contact:

Gabriela Carter:

Business, Jobs and Social Responsibility

First Source Hiring Program

6053 W. Century Blvd., Suite 300

Los Angeles, CA 90045

Phone: (424) 646-7300

Website: www.jobsatlax.org

Email: gcarter@agile1.com



BUSINESS PROGRAMS



Current Business Programs

LAWA encourages the participation and inclusion of diverse, small and disadvantaged businesses in our contracts and uses the following programs to procure goods, equipment and services:

- Small and Local Business (SLB)
- Local Business Preference Program (LBPP)
- Local Small Business Enterprise (LSBE)
- Small Business Enterprise (SBE)
- Disadvantaged Business Enterprise (DBE)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- Disabled Veterans Business Enterprise (DVBE).



Small and Local Business Program (SLB)

Used for bids under \$100,000 in value.

Requirements:

- Principal office located in the County of Los Angeles
- Gross receipts (including affiliates) for the previous fiscal year must be less than \$3 million
- Valid City of Los Angeles Business Tax Registration Certificate
- Certified SLB responsible bidders given a 10% deduction on their bid amount to determine the lowest bidder (bidder is paid their full amount).

Local Business Preference Program (LBPP)

Procurement of Goods, Equipment, and Services, including Construction, valued in excess of \$150,000.

- 8% preference applied to bids and proposals of Local Business Enterprise (LBE) certified companies or a preference of up to 5% applied for LBE certified Subcontractor(s) that perform work under the contract
 - 1% preference, up to a maximum of 5%, applied to the quoted bid price or proposal score for every 10% of the proposed work provided to LBE Subcontractor(s)
- The maximum bid preference shall not exceed \$1 million for any bid
- LBPP does not apply to contracts that involve the expenditure of funds that are not entirely within LAWA's control (i.e. grants, federal funds).



Local Business Enterprise / Local Small Business Enterprise

- Ordinance approved November 2016
- Applies to BOAC awarded contracts for procurement of goods, equipment and services, including design and construction, valued in excess of \$150,000
- Designed as a Subcontracting Program.



Small Business Enterprise Program (SBE)

Construction, professional and non-professional projects valued over \$150,000.

Requirements:

- Firm meets small business criteria set forth by the Small Business Administration (8a) Business Development Program or State DGS Small Business Program, whichever is higher
- Firm independently owned and operated
- Mandatory goal established by LAWA on project by project basis (**penalty for failure to meet the goal**)



Disadvantaged Business Enterprise Program (DBE)

- Federal Program – applies to projects using Federal funds as required by Code of Federal Regulations 49, Part 26
- DBE goal is set on a project-by-project basis
- Good Faith Effort documentation is required only if DBE participation proposed is lower than LAWA's goal for the project



Airport Concessions Disadvantaged Business (ACDBE) Program

- Required by Code of Federal Regulations 49, Part 23 for airport activities considered Concessions
- Goal is established by LAWA on a project-by-project basis
- Prime Contractor must submit documentation of their “Good Faith Effort” to obtain certified ACDBE subcontractors (75/100 points)
 - No GFE documentation required when Prime Contractor is a Certified ACDBE **or**
 - Prime Contractor meets or exceeds the goal with a pre-determined team of Certified ACDBE subcontractors.



Disabled Veterans Business Enterprise Program (DVBE)

- Ordinance approved May 2017
- City Council adopted and implemented on July 11, 2017
- Applies to BOAC awarded contracts for Personal and Professional Services, Non-Professional Services, and Construction contracts for the procurement of goods, equipment and services valued in excess of \$150,000
- Mandatory DVBE goal is set on a project-by-project basis
- Certification from U.S. Department of Veterans Affairs and/or State of California.



GETTING CERTIFIED

Small Local Business (SLB)

Local Business Enterprise (LBE)

Small Business Enterprise (SBE-Proprietary)

Disadvantaged Business Enterprise (DBE)

**Airport Concessions Disadvantaged Business Enterprise
(ACDBE)**

Certification Recognition

Disabled Veterans Business Enterprise (DVBE)

Local Small Business Enterprise (LSBE)



Small Local Business (SLB) Certification

Requirements:

- Principal office located in the County of Los Angeles
- Gross receipts (including affiliates) for the previous fiscal year must be less than \$3 million
- City of Los Angeles Business Tax Registration Certificate

Advantage:

- Certified SLB responsible bidders on procurement contracts under \$100,000 given a 10% deduction on their bid amount

Process:

- Certification process is simple and good for two years
- Submit one page application, copy of current taxes, BTRC



LBE Certification

Requirements:

- Must have workspace within the County of Los Angeles:
 - Headquartered (physically conducts and manages all operations) in the County; **OR**
 - 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**
 - 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.
- City of Los Angeles Business Tax Registration Certificate
- Current on all City & County taxes

Advantage:

- Certified LBEs on procurement contracts over \$150,000 are given an 8% deduction on the bid amount or 8 points toward the proposal score

Process (on-line):

- Affidavit of Eligibility completed by Local Business & verified by BCA
- Affidavit posted by Local Business on LABAVN (Mayor's website)
- Certification valid for five years.



SBE (Proprietary) Certification

Requirements:

- Firm is independently owned and operated
- Firm meets small business criteria set forth by the Small Business Administration (8a) Business Development Program or State DGS Small Business Program, whichever is higher

Process:

- If certified by one of the agencies on the following chart, provide copy of the SBE certification; OR if not, submit SBE (Proprietary) Application for processing.
- Certification is good for two years.

SBE (Proprietary) Certification

If your firm is currently certified with one of the following agencies you do **NOT** need to go through the Certification process, simply submit a copy of your certification with your bid/proposal.

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

DBE/ACDBE Certification Requirements

	DBE	ACDBE
Ownership & Control Requirements	For-profit, independent business that is at least 51% owned and controlled by socially and economically disadvantaged individuals (Asian-Pacific, Black, Hispanic, Native American, Subcontinent Asian, Women).	
Qualifying Owner's Personal Financial Limit	\$1,320,000 (excluding equity in primary residence & applicant business)	
Business Gross Receipts Limit (Including Affiliates)	Small Business Administration Industry Size Standard, up to \$23.98 million (average over 3 yrs)	\$56.42 million (average over 3 years)
Type of Business	Any	A business that is: (a) located on the airport selling consumer goods or services to the public (excludes taxi, custodial, security services, & aeronautical activities) OR (b) Suppliers of goods and services to concessionaires (includes management, advertising, & web-based contractors)



DBE/ACDBE Certification Process

1. Preliminary Intake Review:

Submitted documents are checked for completeness

2. Desk Audit:

Supporting documents are reviewed and additional information may be requested

3. Site Visit:

Interview applicant at the business location; physical verification that business exists

4. Final Review for Approval/Denial

Start the certification process today!



Advantages of DBE/ACDBE Certification

- Certification provides additional opportunities in competing against non-certified subcontractors
- Marketing exposure through nationwide, statewide and citywide databases
- One Stop Shop - the City's DBE/ACDBE certifications are honored throughout CA (CUCP includes CalTrans, Metro, etc.)
- DBE/ACDBE certification is good until or unless removed for cause (e.g. change in ownership or control, exceeds size standards or net worth, failure to cooperate)

DVBE Certification Recognition

CERTIFYING AGENCY	CERTIFICATION	ACCEPTED BY LAWA AS DVBE?
U.S. Department of Veterans Affairs*	Service-Disabled Veteran-Owned Small Business (SDVOSB)	Yes
U.S. Small Business Administration*	Service-Disabled Veteran-Owned Small Business (SDVOSB)	Yes
State of California	Disabled Veteran Business Enterprise (DVBE)	Yes

*The SDVOSB must be headquartered in California to qualify as a DVBE with LAWA.

** County of Los Angeles recognizes US Dept of Veteran Affairs and US SBA DVBE certifications



LAWA's Local Small Business Enterprise (LSBE) Certification Recognition

- There is no separate LSBE certification process with the City of Los Angeles or with LAWA. In order to qualify as a LAWA LSBE, a firm must be certified as an SBE and LBE
- **What happens if I have LSBE certification from the County of Los Angeles?**
 - Your firm will be recognized as an SBE (Proprietary) by LAWA.
 - However, you must submit a LBE Affidavit of Eligibility 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.

Getting Certified

For more information:

<http://bca.lacity.org>

Certification Helpline

(213) 847-2684

bca.certifications@lacity.org

Shaun Shimoda-Kobayashi, LAWA Certification Manager

(213) 847-2650

shaun.shimoda-kobayashi@lacity.org

Elaine Luong-Huynh, LAWA Certification Analyst

(213) 847-2667

elaine.luong@lacity.org

Directories of Certified Firms:

CUCP: <https://sites.google.com/view/cucp/home> -> Directory

City of LA: <http://bca.lacity.org> -> Certification Listings -> Click on DBE/MBE/WBE Directory



***Contractor Development and Bonding
Program***

Rosa Osorio



Contractor Development And Bonding Program

CDABP Services

- Bond guarantees up to 40% to a maximum of \$250,000 (whichever is less)
- Accounting cost subsidy up to \$3,200 for financial statements
- Funds Administration payment of fees 1% of contract price
- Contractor Development: Development Plan and Marketing Profile, Self-Assessment
- Training - individual counseling and group workshops on bonding, financing and business management

LAWA

Contractor Development And Bonding Program

What Has Been the Success of these Programs?
City of Los Angeles

- \$162,557,255 in Bid Bonds
- \$37,721,894 in Bid Bonds for LAWA
- \$64,606,661 in Final Bonds
- \$19,521,894 in Final Bonds For LAWA

For more information, please contact:

Rosa Osorio, Account Manager

(424) 646-7312

rosa@imwis.com

Next Steps...

1. Register on Los Angeles Business Assistance Virtual Network – LABAVN at www.labavn.org



2. Check the products and services that LAWA needs on www.lawa.org -> Business Opportunities -> **What LAWA Buys**



3. Contact LAWA Business and Job Resources Center at (424) 646-7300 or go to www.lawa.org/bjrc



4. Request from Procurement Services Division (Purchasing Unit) the list of the contracts with upcoming expiration date at **424-646-7392**



5. Contact the Procurement Services Division (Purchasing Unit), send a business card to the appropriate analyst with a note indicating your group(s) of products/services at **424-646-7392**



Next Steps... (cont.)

**6. If applicable, get certified (SLBE/LBE/SBE/DBE/ACDBE)
For information, contact Department of Public Works at (213) 847-2684**



7. Attend the pre-bid/proposal meetings (refer to RFB/P)



**8. If applying, contact the Contract Administrators regarding
questions on the scope of work (refer to RFB/P)**



**9. Contact Procurement Services Division (Contract Services Unit) regarding
Administrative Requirements at (424) 646-5380 or go to www.lawa.org - >
About LAWA - > Business Opportunities - > Administrative Requirements**

Contact Information

LAWA Business, Jobs & Social Responsibility	(424) 646-7300		http://www.lawa.org/bjrc
LAWA Procurement Services Division	PSD Main Line: (424) 646-5380	Purchasing: (424) 646-7392	https://www.lawa.org/en/groups-and-divisions/procurement
City of Los Angeles Contractor Development and Bonding Program (Rosa Osorio, Senior Account Manager)	(424) 646-7300		rosa@imwis.com
LAWA First Source Hiring Program	(424) 646-7300		gcarter@agile1.com
LAWA Risk Management Insurance Compliance Section	(424) 646-5480		
Department of Public Works, Bureau of Contract Admin.	bca.certifications@lacity.org		
LA Business Assistance Virtual Network	http://www.labavn.org		



Q & A

Thank you!