



Doing Business with Los Angeles World Airports

LIST OF ACRONYMS

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

Doing Business with Los Angeles World Airports (LAWA)

Bi-Monthly Seminar

Useful Links and Contact Information for Prospective Contractors

<p>Regional Alliance Marketplace for Procurement (RAMP) Service: Business Opportunities Online System</p> <p>https://www.rampla.org/s/</p> 	<p>Mayor's Office of Community Business Service: Offers strategic business insights https://business.lacity.gov/resources/mayors-office-community-business</p> <p>Email: mayor.communitybusiness@lacity.org</p> 
<p>Business Job & Social Responsibility Division Service: General information on LAWA and Business Opportunities</p> <p>https://www.lawa.org/groups-and-divisions/business-jobs-and-social-responsibility/about</p> <p>6053 W. Century Blvd., Ste 300 Los Angeles, CA 90045</p> <p>424-646-7300 424-646-9257 (fax) Email: BusinessAndJobs@lawa.org</p> 	<p>The Department of Public Works, Bureau of Contract Administration Service: DBE/MBE/WBE/SLBE Certification https://bca.lacity.gov/</p> <p>City of Los Angeles 1149 S. Broadway, Suite 300 Los Angeles, CA 90015</p> <p>213-847-2684 213-847-2777 (fax)</p> 
<p>Strategic Sourcing Division (Purchasing Services) Service: Information on current business opportunities</p> <p>https://www.lawa.org/lawa-businesses/lawa-contracting-process</p> <p>Los Angeles World Airports 7301 World Way West, 4th Floor Los Angeles, CA 90045</p> <p>424-646-7392 424-646-9274 (fax)</p> <p>E-mail: procurementrequirements@lawa.org</p> 	<p>City of Los Angeles Bond Assistance Program (Rosa Osorio, Surety Specialist: rosorio@lawa.org) Service: Bid, Performance and Payment Bond, Guarantees to Surety Companies https://imwis.com/</p> <p>Merriwether & Williams Insurance Services 523 W. 6th Street, Suite 650 Los Angeles, CA 90014</p> <p>213-258-3000 213-258-3099 (fax)</p> 
<p>Strategic Sourcing Division (Contract Services) Service: Administrative Requirements and Contract Compliance</p> <p>https://www.lawa.org/lawa-businesses/lawa-administrative-requirements</p> <p>Los Angeles World Airports 7301 World Way West, 4th Floor Los Angeles, CA 90045</p> <p>424-646-5380 424-646-9262 (fax) E-mail: procurementrequirements@lawa.org</p> 	<p>Insurance Compliance Section Service: Info/Help Desk on Insurance Requirements</p> <p>https://www.lawa.org/lawa-businesses/lawa-administrative-requirements/insurance</p> <p>Los Angeles World Airports 7301 World Way West, 2nd Floor Los Angeles, CA 90045</p> <p>424-646-5480 Email: riskinsurance@lawa.org</p> 

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

Revised Jan 2023

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

INTER-AGENCY CERTIFICATION RECOGNITION

Revised Jan 2023

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

SMALL BUSINESS ENTERPRISE (SBE) PROPRIETARY PROGRAM FREQUENTLY ASKED QUESTIONS

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

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

- The Federal Small Business Administration (SBA) 8(a) Business Development Program¹
- or**
- The State of California Small Business (SB) Program², *whichever is larger*

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

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

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

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

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

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

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

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

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

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

3. How does LAWA track my SBE participation level?

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

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

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

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

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

6. How can I find certified SBE's?

LAWA uses the following databases for SBE certification verification:

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

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

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

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

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

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

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

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM FREQUENTLY ASKED QUESTIONS

1. How can I get certified as an LBE?

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

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

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

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

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

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

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

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

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

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

5. How does LAWA track my LBE participation level?

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

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

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

7. How can I find LBEs?

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

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

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

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

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

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

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

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

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

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

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

5. How does LAWA track my LSBE participation level?

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

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

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

7. How can I find LSBEs?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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