

# **CITY OF LOS ANGELES**

## **RULES AND PROCEDURES**

### **IMPLEMENTING**

#### **THE LOCAL BUSINESS PREFERENCE PROGRAM**



**EFFECTIVE August 7, 2021**

Department of Public Works  
Bureau of Contract Administration  
Office of Contract Compliance  
1149 S. Broadway Street, 3<sup>rd</sup> Floor  
Los Angeles, CA 90015  
Phone: (213) 847-1922  
Fax: (213) 847-2777  
<http://www.bca.lacity.org>

## TABLE OF CONTENTS

Scope of the Bureau of Contract Administration's Authority	2
Definitions	2
Procedure # 1: Criteria for Local Business Enterprise (LBE)	6
Procedure # 2: Criteria for Local Small Business Enterprise (LSB)	9
Procedure # 3: Criteria for Local Transitional Employer (LTE)	10
Procedure # 4: Application Process & Required Responsibilities of Certified Firms	10
Procedure # 5: Renewal Process	13
Procedure # 6: Grounds for Renewal, Closure and Removal of Certification	14
Procedure # 7: Appeal Process	15

The Department of Public Works, Bureau of Contract Administration (BCA) Office of Contract Compliance (OCC) Certification, Outreach, Regulations & Enforcement Section (CORE) Centralized Certification Administration (CCA) promulgates these Rules and Procedures as the Designated Administrative Agency (DAA) pursuant to the Local Business Preference Program (LBPP) Ordinance 187121. The BCA may amend or revise these Local Business Preference Program (LBPP) Rules and Procedures from time to time to assist with implementing, administering and enforcing the LBPP Ordinance.

## **SCOPE OF BUREAU OF CONTRACT ADMINISTRATION (BCA) AUTHORITY**

The Local Business Preference program (LBPP), pursuant to Los Angeles Administrative Code (LAAC) Section 10.25-10.25.10 became effective on August 7, 2021. Under LAAC Section 10.25.2, the BCA shall specify in its Rules and Procedures the criteria for the Local Business, Local Small Business, and the Local Transitional Employer.

LAAC Section 10.25.8 further specifies that BCA shall promulgate the rules and procedures to implement, administer and enforce the provisions of this article.

## **DEFINITIONS**

For purposes of these Rules and Procedures, the definitions set forth in LAAC Section 10.25.1 are incorporated herein by reference. In addition, the following definitions shall apply in these Rules and Procedures:

**“Affiliate”** means the following:

- 1) Concerns and entities are affiliates of each other when one controls or has the power to control the other, or a third party or parties control/s or has the power to control both. It does not matter whether control is exercised, so long as the power to control exists.
- (2) Factors such as ownership, management, previous relationships with or ties to another concern, and contractual relationships, should be considered in determining whether affiliation exists.
- (3) Control may be affirmative or negative. Negative control includes, but is not limited to, instances where a minority shareholder has the ability, under the concern's charter, by-laws, or shareholder's agreement, to prevent a quorum or otherwise block action by the board of directors or shareholders.
- (4) Affiliation may be found where an individual, concern, or entity exercises control indirectly through a third party.
- (5) In determining whether affiliation exists, the totality of the circumstances should be considered, and may find affiliation even though no single factor is sufficient to constitute affiliation.
- (6) In determining the concern's size, the receipts, employees, or other measure of size of the concern whose size is at issue and all of its domestic and foreign

affiliates, regardless of whether the affiliates are organized for profit are all considered.

**“Annual receipts”** means the gross income (less returns and allowances, sales of fixed assets, and inter-affiliate transactions) of a concern (and its domestic and foreign affiliates) from sales of products and services, interest, rents, fees, commissions, and/or from whatever source derived, as entered on its regular books of account for its most recently completed fiscal year (whether on a cash, accrual, completed contracts, percentage or completion, or other acceptable accounting basis) and, in the case of a concern subject to U.S. Federal income taxation, reported or to be reported to the U.S. Treasury Department, Internal Revenue Service, for Federal income tax purposes. If a concern which has been in business more than 12 months changes its accounting period (fiscal year), its annual receipts will be determined from its most recently completed 12-month period in business. For corporations and partnerships, gross income is calculated by adding the cost of goods sold and total income.

If a concern has acquired an affiliate during the applicable accounting period, it is necessary in computing the applicant’s annual receipts, to include the affiliates receipts during the entire applicable accounting period, rather than only its receipts during the period in which it has been an affiliate. The receipts of a former affiliate are to be included if such concern was an affiliate during a portion of the applicable accounting period.

**“Awarding Authority”** means the governing body, board, officer or employee of the City authorized to award a Contract and includes a department that has control of its own funds if the department adopts policies consistent with the provisions of this article.

**“Coworking Space”** means a neutral, non-exclusive, limited shared space defined in a membership-based service arrangement or agreement or subscription wherein a firm has no Tenancy interest, leasehold estate or other real property interest with respect to the accommodation (that is the commercial equivalent of an agreement for accommodation in a hotel or club) on an as-needed basis. The agreement gives the firm a right to share the use of the space and may include an exclusive mailing address and office services. An executive suite/exclusive desk/dedicated desk/secured suite/private office under a coworking space agreement falls under this definition.

**“Dealer” or “Supplier”** means any Person or entity who owns, operates, or maintains a store, warehouse, or other establishment in the County of Los Angeles in which the equipment, goods, or materials of the general character described in the Bid or Proposal specifications and required under the Contract are regularly sold or leased to the public from its own inventory or otherwise procured in the usual course of its business.

A “Dealer” or “Supplier” does not include a packager, broker, manufacturer’s representative, or other person who arranges or expedites a transaction without taking ownership of the finished or assembled equipment, goods or materials prior to the sale or lease to the City.

**“Designated Administrative Agency (DAA)”** means the Department of Public Works, Bureau of Contract Administration.

**“Headquarters”** means the business physically conducts and manages all of its operations from a location in the County of Los Angeles. Operations within the County include, but are not limited to, the firm’s documents (including, but not limited to: books of record, financial, human resources and tax documents) are kept.

**“Pending”** means a firm’s certification application is still under review. A firm’s certification status on the City’s procurement platform, Regional Alliance Marketplace for Procurement (RAMP) will appear as “Verification in Progress.” A Pending status does not guarantee an approval after review. A Pending status is not a substitute for an approved certification.

**“RAMP”** - means the Regional Alliance Marketplace for Procurement (<https://www.rampla.org/s/>). RAMP is the City’s database of procurement opportunities and vendor profiles. Registered vendors may apply for some City of LA certifications and request verification of recognized agency certifications on RAMP.

**“Subsidiary”** means the following:

- 1) A separate legal entity that has been established by another company (a parent company) to do business in a particular (separate) place/location. The parent company has control over the subsidiary and owns 100% percent of the separate entity’s voting shares/stock.
  
- 2) A separate entity that is an affiliate (see definition of “Affiliate” on page 2) and wholly owned by the parent company or applicant firm. A separate entity may or may not have the same name as the parent company.

**“Tenancy”** means the exclusive and legal right to occupy real property or space with unlimited access permanently or for a time which may terminate upon a certain event, for a specific term, for a series of periods (such as month-to-month) until canceled, or at will (which may be terminated at any time).

**“Transitional Employee”** - means an individual whose primary place of residence is within the City of Los Angeles and who prior to commencing work on a Project has satisfied at least one of the following criteria:

- 1) is a Veteran or
- 2) has a documented history of involvement with the criminal justice system or
- 3) is an individual with addiction(s) or
- 4) is an at-risk youth or
- 5) is chronically homeless – anyone who is experiencing, has experienced in the past six months, or has a consistent history of living by **any** of the following four categories as defined by Department of Housing and Urban Development

(HUD): "Literally Homeless," "Imminent Risk of Homelessness," "Homeless under other Federal statutes," and "Fleeing/Attempting to Flee Domestic Violence"

Or is an individual who has satisfied at least two of the following criteria:

- 1) has a household income less than 50% of the Los Angeles County's median annual household income or
- 2) receives public assistance or
- 3) is lacking a GED or high school diploma or
- 4) has been or continues to be a custodial single parent or
- 5) is chronically unemployed (continuously for at least the 6 months or intermittently for the last year) or
- 6) has been emancipated from the foster care system.

**"Transitional Employer"** means an organization, either for-profit or non-profit, that provides transitional job opportunities for transitional employees (belonging to the hardest to employ population) and that has been certified by the DAA as a local transitional employer under these Rules and Procedures.

**"Virtual Office"** means a non-exclusive service or physical space defined in an agreement/arrangement/membership/subscription that enables firms to work remotely and/or have limited access and usage of a physical or non-centralized space on an as-needed basis. This may include a physical mailing address and other office services such as an executive suite/exclusive desk/dedicated desk/secured suite/private office under a virtual office agreement that falls under this definition.

## **PROCEDURE #1: CRITERIA FOR LOCAL BUSINESS ENTERPRISE (LBE)**

### **WHO IS ELIGIBLE TO APPLY:**

A for-profit business that satisfies the local eligibility requirements.

Parent companies may be certified using its qualifying wholly-owned subsidiary employees.

Subsidiary firms must apply separately from their parent company.

A Local Business Enterprise for purposes of these Rules and Procedures must satisfy all of the following criteria as certified by the DAA:

1. The for-profit business occupies a qualifying physical work space within Los Angeles County. The business must submit proof of tenancy to the City by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business is Headquartered or located within the County of Los Angeles. Samples of acceptable proof of tenancy documents:

- Signed copy of the LA County-based office/work space lease or rental agreement (both original and the most recent amendment, if applicable).
- If the work space is owned by the firm or the applicant, the firm must submit its most recent Annual Property Tax Bill or a grant deed completed and signed by the grantor, whose signature has been notarized, documenting ownership.
- If a firm aggregates employees from different locations to meet the number of full-time employees, evidence of lease or deed must be submitted for each location.
- A month to month lease may be eligible, with 6 months proof of payment (canceled checks, bank statements, credit card statements, etc.) if the applicant firm was originally in a long-term lease that was converted to a month to month. The DAA reserves the right to request proof of continued eligibility at any time. New month to month lease agreements are not eligible.

An arrangement for the right to use office space on an “as needed” basis, where no work space in Los Angeles County is exclusively reserved for the firm at all times, does not qualify as a work space. The DAA staff will review the Agreements as part of the review. Examples of disqualified addresses:

- Post office box or mailing services center.
- Home office, if the owner(s) or officer(s) of the business maintains a permanent office outside of LA County.
- CoWorking or Shared Workspace
- Virtual Office and/or Executive Suite without a tenancy (refer to Virtual Office definition)

Business name and address on the application should match the firm's Regional Alliance Marketplace for Procurement (RAMP) profile and City of Los Angeles Business Tax Registration Certificate (BTRC). An exception for address matching may be granted by the DAA on a case-by-case basis.

2. The business must submit proof to the City demonstrating that the business is in compliance with all applicable laws relating to licensing and is not delinquent on any (State, County, City) taxes. Required documents include but are not limited to the following:

- Copy of the City of Los Angeles BTRC or proof of exemption if the firm is exempted from BTRC. The applicant is required to have a clear tax status of its BTRC, with no outstanding delinquencies or penalties. Applicants will be notified if their tax status is not clear. Exceptions will not be granted for delinquent tax status. If the applicant is applying under 3a or 3b, the BTRC must reflect the physical LA County address; and/or
- Copy of the County of Los Angeles Business License (if applicable); and/or
- Any required unexpired license to operate the business.
- The Secretary of State's Articles of Incorporation/Organization, Statement of Information and Fictitious Business Name Registration (for Sole Proprietorship) may reflect their Headquarter address outside of LA County. The applicant must have an active status with the CA Secretary of State. A suspended or canceled status with the CA Secretary of State is grounds for denial.

3. The business must submit proof to the City demonstrating one of the following:

- (a) At least 50 of its full-time employees perform work within the boundaries of the County at least 60 percent of their total, regular hours worked on an annual basis; or
- (b) At least half of its full-time employees work within the boundaries of the County a minimum of 60 percent of their total, regular hours worked on an annual basis.

Minimum Required Satisfactory Proof for 3a and 3b

List of fifty (50 in number) or half (50 percent) of the applicant firm's full-time employees on a spreadsheet with corresponding State of California Quarterly Wage and Withholding Report or Form DE9C (Quarterly Contribution Return and Report of Wages) listing page number where each employee's name appears and annotations of respective employees (i.e., highlighting respective employee names) on each DE9C for the most recent 4 quarters based on the following schedule (12 consecutive months prior to signing of your Affidavit). The employees listed must appear in all 4 of the most recent quarters of the DE9C.



Note:

A parent company may use its wholly-owned subsidiaries' employees to apply and qualify for LBE under 3a or 3b. Documentation will be required to show proof of the parent-subsidary relationship. A subsidiary (separate entity) may or may not have the same name as the parent company. A subsidiary must have its own unique Federal Employer Identification Number (FEIN) or Tax Identification Number (TIN).

Certifications are not transferable between parent companies, subsidiaries and sister companies when submitting a bid/proposal. Subsidiary firms must apply separately from their parent company.

Or;

(c) The business must demonstrate that it is Headquartered in the County.

Options to demonstrate headquarters

- REQUIRED: Documented proof of Corporate Headquarter address including but not limited to the lease, rental agreement, or most recent property tax statement, BTRC from the City of Los Angeles, applicable U.S. Federal Income Tax Return, and State of California Articles of Incorporation/Organization.
- LA County home-based business headquarters are acceptable if the applicant does not have any other office/work space located outside LA County. The applicant is required to submit a Statement of Fact (signed by the owner or corporate officer on its company letterhead) certifying all of the following:
  - o the firm is headquartered at the address listed on the application;
  - o the firm does not have any other office/work space located outside LA County.
  - o the LA County home-based headquarters is where the firm's management and/or officers physically work and manage the firm's operation; and
  - o the number of hours the firm's management and /or officers spend working at the home-based headquarters
- When a subsidiary firm headquartered in the County has a parent company Headquartered outside of the County limits, the subsidiary must submit the following documents:
  - Articles of Incorporation filed with the Secretary of State, Fictitious Business Name statement, and any other legal documents substantiating its Headquarters' location.
  - Statement of fact detailing how the subsidiary conducts and manages

all of its business operation from the location in LA County, separate from its parent company, and copies of Bylaws, Company Organization Chart, Meeting Minutes, Operating Agreement, and separate tax returns filed on the subsidiary and parent firms to support the relation and/or structure of the subsidiary and parent firms.

- A joint venture must be headquartered in Los Angeles County. The joint venture must be a legally established entity and be certified as an LBE in order to participate in the LBPP and must perform a commercially useful purpose. Individual LBE certification by one or more of the joint venture partners will not be considered sufficient to qualify for participation in the LBPP. A joint venture must submit a Joint Venture Agreement at least fifteen (15) days prior to the bid due date. Each joint venture agreement must include, but is not limited to the following:
  - Commencement Date;
  - Clearly defined scope of work and detailed breakdown of the responsibilities of each partner;
  - List of personnel and equipment committed by each partner to the joint venture;
  - Headquarter address for the purposes of the Joint Venture documented in the JV agreement must be local.
  - A Local certified joint venture partner may house the JV at its location within Los Angeles County

If approved for any LBPP certifications, the certification(s) can only be used by the joint venture for a specific contract opportunity. The entities that comprise the joint venture cannot use the joint venture certification(s) for their individual businesses. The DAA may request additional information or documentation.

In the event of protest, additional documents such as, but not limited to, employee timesheets and/or internal payroll reports verifying work hours and firm's total number of full-time employees may be requested.

## **PROCEDURE #2: CRITERIA FOR LOCAL SMALL BUSINESS (LSB)**

A for-profit business entity shall qualify as a "Local Small Business" if it:

A. Satisfies the criteria of Local Business Enterprise (LBE) as defined in Procedure # 1.

B. Is not (or together with an affiliate) dominant in its field of operations. Not dominant in its field of operation means when it does not exercise a controlling or major influence on a local Statewide basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists,

consideration shall be given to all appropriate factors, including volume of business, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreement, facilities, sales territory, and nature of business activity.

C. Is independently owned and operated, with its Headquarters located in the County of Los Angeles. A subsidiary of a parent company is not eligible to apply for LSB.

D. Holds a City business license issued by the Tax and Permit Division of The Office of Finance, It must have a clear status of its business tax account.

E. Has submitted an Application/Renewal form, under penalty of perjury, as an LSB and has been approved as such by the City. If a firm is applying for LSB with the intention of getting preference for an upcoming bid or proposal, the application must be submitted electronically before the bid or proposal deadline. The Application/Renewal form and any required information shall be submitted to the DAA.

Among the criteria the City shall consider in determining whether a business entity so qualifies is whether the business entity, together with all affiliates, has annual gross receipts which are less than five million dollars (\$5,000,000.00) for the previous fiscal year. The City may, in the alternative, request such information for the previous calendar year. In the absence of tax returns of a newly established firm, all owners may be required to submit additional documentation such as the most recently filed Federal Individual Tax Returns including all schedules and attachments.

If the firm is a manufacturer, it must have less than 25 employees **and** have annual gross receipts less than five million dollars (\$5,000,000.00) for the previous fiscal year.

A firm that is certified as a Micro-business (Small Business Micro) by the State of California-Department of General Services and qualifies as LBE, may receive recognition as LSB as long as it meets the City's LSB certification criteria. The City reserves the right to request additional information.

### **PROCEDURE #3: CRITERIA FOR LOCAL TRANSITIONAL EMPLOYER (LTE)**

The criteria for nonprofit and for-profit entities to qualify as a Local Transitional Employer are as follows:

A. It meets the LBE eligibility requirements to qualify for LTE. A non-profit firm that qualifies as local per LBE requirements, will only get an LTE certification because LBE certification is only applicable to for-profit entities.

B. It has requested classification as a transitional employer and has been approved as such by the City through the DAA

C. It has submitted an Application/Renewal form, under penalty of perjury, as an LTE and has been approved as such by the City. If a firm is applying for LTE with the intention of getting preference for an upcoming bid or proposal, the application must be submitted electronically before the bid or proposal deadline. The Application/Renewal form and any required information shall be submitted to the DAA.

In determining whether a business entity qualifies as LTE, the criteria, shall include but are not limited to, the all of the following:

**For-Profit Applicants must submit all, but not limited to, the following:**

(1) The firm has been providing transitional jobs to program participants for at least one year; List the year in which the firm began a program to provide transitional jobs and related supportive services to program participants.

a. The percentage of workers in each profile category who were transitional job participants, and;

b. Submit declarations from the employees that they meet the criteria as a transitional employee.)

(2) A profile of the Transitional Employee program participants as defined-and the number of participants in each of the profile categories in the previous calendar year with;

(3) A description of the business entity's program components designed to help program participants transition towards unsubsidized competitive employment, including the supportive services offered to participants; (e.g., maximum length of time participants remain in the program; types of training offered; types of supportive services offered, etc.).

(4) The number of participants in the program in the last calendar year (the 12 months preceding the applications) has either 10 full time employees or represents 10% of the full time employees of the applicant company;

(5) Any other criteria as developed by the DAA in its administration of this Program.

**Non-Profit Applicants must submit all, but not limited to, the following:**

(1) The firm has been providing transitional jobs to program participants for at least one year; List the year in which the firm began a program to provide transitional jobs and related supportive services to program participants.

(2) A profile of the Transitional Employee program participants as defined and the number of participants in each of the profile categories in the previous calendar year with;

a. The percentage of workers in each profile category who were transitional job participants, and;

c. Provide information on the number of participants in each profile category who transitioned to regular unsubsidized employment.

(3) A description of the business entity's program components designed to help program participants transition towards unsubsidized competitive employment, including the supportive services offered to participants; (e.g., maximum length of time participants remain in the program; types of training offered; types of supportive services offered, etc.).

(4) The number of participants in the program in the last calendar year (the 12 months preceding the applications) has either 10 full time employees or represents 10% of the full time employees of the applicant company;

(5) A mandatory site visit of the facility shall be conducted by the DAA

(6) Any other criteria and requirements as developed by the DAA in its administration of this Program.

#### **PROCEDURE #4: APPLICATION PROCESS**

The investigative techniques that may be employed in determining eligibility will be documentation review and independent research of publicly available data. The use of additional techniques to verify representations and documentation submitted by a firm may include requests for additional documents, site visits, and/or interviews of employees, principal owners and management officials. Interviews may be conducted with individuals having knowledge of ownership, affiliation, firm structure, management or corporate officers, work space and headquarter location, employee data.

All applicants must declare under penalty of perjury that the firm meets all eligibility criteria in accordance with these Rules and Procedures and submit an Application/ Renewal certifying its status. The Application/ Renewal shall be signed by the owner or a duly authorized officer or a Corporate Officer of the applicant firm. Only authenticated digital/electronic signatures will be accepted in lieu of a wet signature. The City has the sole discretion to require a wet signature on a cas-to-case basis. Corporate Officers may include the President, Chief Executive Officer (CEO), Chief Operating Officer (COO), Vice President of Operations/Marketing/Production, General Manager, Chief Financial Officer (CFO) or Controller or any Officer listed on the Articles of Incorporation or Operating Agreement.

If the DAA has a reason to believe that the information contained on the Application/ Renewal is inaccurate, incomplete, or outdated, the DAA may reject the firm's initial Application/Renewal. The applicant will have to resubmit a revised Application/ Renewal form for further consideration.

Submission of an Application/Renewal is not in itself conclusive evidence in determining

eligibility. The DAA will request supporting documentation before making a determination.

#### A. Receive and Checking Applications

1. A firm can apply for certification only by uploading the Application/Renewal form through RAMP or alternative methods may be accepted by the DAA on a case-by-case basis.
2. The Application/Renewal form must be uploaded to RAMP before the contracting opportunity submission deadline. The official submission date of the Application/Renewal form will be the date on which the completed and signed Application/Renewal is received on RAMP. Any previously-submitted Application/Renewal that is deemed insufficient will not be considered a valid submission and will be rejected/denied on RAMP.
3. Application/Renewal reviews are prioritized according to the date of submission.

#### Requesting Expedited Certification

Applicant firms cannot request expedited reviews of their applications/renewals.
--

#### Awarding Authorities Requests:

**After the bid/proposal deadline has passed, only the Awarding Authority can submit a request to expedite processing of an Application/Renewal.**

To request expedited processing, the Awarding Authority must first confirm that the applicant firm has a pending LBE application which will have a "Verification in Progress" status on RAMP.

The Awarding Authority must then submit the rush request to the DAA via email to [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org) stating that the firm's certification will impact the decision on who gets the award for the specific project pertaining to the expedited review request and provide sufficient proof of such. If approved, the Awarding Authority will recognize the certification based on the date the application was submitted.

#### B. Required Additional Documentation

1. After uploading the Application/Renewal form, applicants will receive an email requesting required documentation. For security reasons, supporting documents should not be uploaded to RAMP unless otherwise instructed. The DAA will request supporting documents to verify the firm's eligibility based on criteria found in the LBPP Ordinance and these Rules and Procedures.

The review will include an audit of submitted information for verification and discrepancy. It may also include an on-site visit, interview with the applicant, and review of specific additional information in support of the Application/Renewal form, as requested. Site visits may be conducted in person or virtually at the sole discretion of the DAA.

2. The initial request for supporting documents will be sent by email. The applicant has thirty (30) calendar days (from the date the email request was sent) to provide the required documents. If the applicant fails to respond before the deadline, the application will be denied/rejected and the application will be closed. An extension may be granted at DAA's discretion.
3. Applications/Renewals will remain pending with a status of "Verification in Progress" on RAMP until all requested supporting documents are received before the thirty (30) calendar day deadline.

C. Following the DAA's review of all required supporting documents, the applicant's RAMP certification status shall be updated to "Verified" (approved) or "Rejected" (denied). The status will be posted on RAMP. The firm's RAMP administrator will be notified of the decision of their application.

FOR LBE, a firm's certification status will be published on its [www.rampla.org](http://www.rampla.org) profile, including its contact information.

For LSB and LTE, a firm's certification status will be published on its [www.rampla.org](http://www.rampla.org) profile and <https://bca.lacity.org>, including its contact information.

## **REQUIRED RESPONSIBILITIES OF CERTIFIED FIRMS**

To remain certified and be given the preference, firms must continue to meet the City's Local Business Preference certification criteria. The DAA reserves the right to re-evaluate a firm's certification eligibility at any time. Firms will be required to submit supporting documents to demonstrate their continued eligibility for LBPP as requested and deemed necessary by the DAA.

Changes in the business that affect certification eligibility are, but not limited to, the following: workspace location, Headquarter location, number of employees working within the boundaries of LA County, change in the RAMP profile address, changes in affiliates, gross receipts and other eligibility criteria.

Firms must notify the DAA within ten (10) calendar days of any changes that affect the firm's certification eligibility. The notification must be done in writing by sending an email to [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org). Failure to notify the DAA of any changes which may impact a firm's eligibility, within the allotted period, may result in immediate removal of the

firm's certification. The firm's RAMP administrator will be notified of the removal and appeal procedure.

If the removal is reversed, as a result of an appeal, the certification validity date will be continuous to its previous certification.

## **PROCEDURE #5: RENEWAL PROCESS**

### **LBE**

Certification as an LBE shall be valid for five (5) years. To remain certified as an LBE during the five (5) year term, the LBE must continue to meet the City's eligibility criteria and the DAA reserves the right to re-evaluate the certification eligibility at any time.

Thirty (30) calendar days before the fifth (5<sup>th</sup>) anniversary of the LBE certification, a firm's RAMP administrator will receive a reminder email to renew their certification. The renewal process takes approximately 30 days. To avoid expiration, firms should submit the renewal application as soon as they receive the reminder email. The firm must upload the LBPP Application/Renewal Form on <https://www.rampla.org/s/>.

1. Failure to complete and upload the LBPP Application/Renewal Form within thirty (30) calendar days of the certification expiration date, will result in the expiration of the LBE certification.

Submissions received more than thirty (30) calendar days **after expiration shall be treated as a new application.**

LBPP Application/Renewal forms uploaded will be reviewed by the DAA to ensure eligibility. Upon review of the LBPP Application/Renewal Form submitted, the DAA will request supporting documents by email to ensure the firm's continued eligibility.

Renewals will remain pending with a status of "Verification in Progress" on RAMP until all requested supporting documents are received. When the DAA determines that the firm continues to meet all eligibility standards, its status shall be updated to "Verified" with its new expiration date. If requested documents are not received before the deadline, the request will be closed (rejected). If the firm no longer meets the eligibility requirements, its Renewal will be "Rejected" (denied).

### **LSB/LTE**

Certification as an LSB/LTE shall be valid for thirty (30) months. To remain certified as LSB/LTE during the thirty (30) month term, the LSB/LTE must continue to meet the City's



LSB/LTE criteria and the DAA reserves the right to re-evaluate the certification eligibility at any time.

The firm must submit the LBPP Application/Renewal Form within thirty (30) calendar days of the expiration for review of continued eligibility. Failure to submit the LBPP Application/Renewal Form and respond to an emailed request for supporting documentation will result in expiration of the LSB/LTE certification. If a firm has an active LBE, the certification will be reviewed when a firm applies for a new/renewal LSB to determine if eligibility is still valid. The DAA may request additional documents to be submitted for verification. If the firm's LBE is found to be valid and the firm is approved for LSB/LTE, the LBE's expiration date will be updated to five (5) years from the date of approval. The LSB/LTE status of firms approved for recertification can be found on the LSB and LTE Directory and RAMP (if applicable). A recertification letter will not be issued.

#### **PROCEDURE #6: GROUNDS FOR DENIAL, CLOSURE OR REMOVAL**

The City requires all firms seeking certification and renewal to cooperate fully with requests from the BCA for information relevant to the certification process, continued certification and/or investigation. The following are considered grounds for denial (rejected), closure (expired) or removal (previously certified but no longer eligible) of certification. New applicants will not be given rights to an administrative hearing.

1. Failure or refusal to provide requested documents or information is not only grounds for Denial of Certification.
2. Providing false, erroneous or misleading statements or documents to support the Application/ Renewal for certification.
4. The business no longer meets the eligibility criteria.
5. Failure to inform the DAA of any changes which may impact a firm's eligibility such as work space location, Headquarter location, RAMP profile address, number of employees working within the boundaries of LA County, ownership, affiliation, gross receipts and other eligibility criteria. **Changes must be communicated in writing to the DAA within ten (10) calendar days of such change.** It is the responsibility of the applicant to inform the DAA via email at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org). See the required responsibilities of certified firms on page 12. The firm's RAMP administrator will be notified of the removal and appeal procedure.
6. Upon receipt of information believed by the Awarding Authority to be reliable and which indicates that the Local Business no longer qualifies as a Local Business for more than 60 days during the entire time of the Contract, the Awarding Authority shall withhold or recover funds from the Contractor in an amount that represents the value of 8% of the bid/proposal preference or the value of 8% of the executed contract.

7. Upon receipt of information believed by the Awarding Authority to be reliable and which indicates that the Local Subcontractor(s) no longer qualifies as a Local Business, providing the basis for a Local Subcontractor Preference and the Prime Contractor fails to replace the Subcontractor(s) with another Local Subcontractor(s) within 60 days of notification by the Awarding Authority, the Awarding Authority shall withhold or recover funds from the Contractor in an amount that represents the value of the bid/proposal preference or the value of the work that was pledged to the Local Subcontractor, not to exceed 8% of the Contractor's executed contract.

If the removal is reversed, as a result of an appeal, the certification validity date will be continuous to its previous certification.

### **PROCEDURE #7: APPEAL PROCESS**

An applicant may appeal the denial or removal decision within seven (7) calendar days from the date of the notification is sent to the RAMP administrator of the denial and/or removal (Rejected status) on RAMP.

The appeal must be addressed to the Assistant Director of BCA. Appeals shall be in writing on the firm's letterhead and signed by an executive and clearly state the basis for the appeal with sufficient facts and relevant supporting documentation. An appeal will not be considered if the grounds of appeal are not stated in the written appeal and supporting documentation is not provided. Similarly, any appeal submitted after seven (7) calendar days from the date of the denial and removal will not be considered.

An appeal may be submitted as an attachment to an email to [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org) If submitted by mail the appeal must be postmarked within seven (7) calendar days of the denial and removal. Appeals may also be hand-delivered within seven (7) calendar days of the denial and removal.

Once the Assistant Director is in receipt of an applicant's appeal, the Assistant Director shall review the appeal and make a determination as to whether the factors cited in the denial letter have been sufficiently addressed. The Assistant Director's decision shall be final and will be communicated to the applicant within thirty (30) calendar days of the receipt of the applicant's appeal to the Denial/Removal notification. The DAA may extend its appeal response to 45 days should the Assistant Director require additional time to consider the appeal. The Appellant will be notified of the new deadline.

--- End---