



# EQUAL EMPLOYMENT OPPORTUNITY ENFORCEMENT

ORDINANCES AND THEIR  
REQUIREMENTS FOR CONTRACTORS



# Disclosure Ordinances

- \* Slavery Disclosure Ordinance
  - \* Requires the disclosure of a company's participation, investments, or profits derived during the Slavery Era (prior to 1865).
- \* Disclosure of Border Wall Contracting Ordinance
  - \* Requires City Contractors who submit bids to disclose any and all contracts, bids or proposals to provide goods or services for the design, construction, operation or maintenance of the Trump Administration's proposed Border Wall.
- \* Pre-Award Requirements: Submission of Disclosure Ordinance web form via [LABAVN.org](http://LABAVN.org)

# EQUAL BENEFITS ORDINANCE & FIRST SOURCE HIRING ORDINANCE

- \* Equal Benefits Ordinance (EBO)
  - \* Requires that City Contractors provide equal benefits to their employees with spouses and employees with domestic partners (both same and opposite sex).
  - \* Applies to:
    - \* services, leases, purchases, construction which exceed \$25K.


# FIRST SOURCE HIRING ORDINANCE

- \* First Source Hiring Ordinance (FSHO)
  - \* The FSHO requires City Contractors to estimate the anticipated employment opportunities they will need to fill in order to perform the service(s) in their City contract. During the term of their contracts, any employment opportunities that may become available will need to follow the FSHO procedures.
- \* Applies to:
  - \* Service Contracts in excess of \$25k and 3 months
  - \* Loans or grants in excess of \$25k and 3 months primarily for the furnishing of services.
- \* **Pre-Award Requirement:** The Equal Benefits Ordinance/First Source Hiring Ordinance web form via LABAVN.org.


# LABAVN COMPLIANCE WEBFORM SUBMISSION PROCEDURE

- \* Log into BAVN.
  - \* Only the assigned administrator of the company has the authority to complete the company compliance documents.
- \* Under Profiles, the contractor should go to Company Profile, and click on the Compliance Documents link.

# LABAVN COMPLIANCE WEBFORM SUBMISSION PROCEDURE

 LOS ANGELES

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**Profiles**

Bookmarked

Related Opportunities

BIP - Prime

BIP - Sub

BIP - Outreach

## Company Profile

BAVN Company ID: 10786  
Company Name: ITA TEST COMPANY  
Company Type: Prime, Sub, and Sole Proprietor Contractor  
Company Admin: Jane Doe (test@email.com)

- [Company Detail](#)
- [Company Users and Access Rights](#)
- [Compliance Documents](#)
- [MOA Emergency Vendor Contact](#)
- [Certifications](#)
- [NAICS Interest Codes / Licenses](#)

# LABAVN COMPLIANCE WEBFORM SUBMISSION PROCEDURE

- \* Once the contractor is in the “Company Compliance Documents” page, the contractor should click on the link labeled “Click here to complete and submit this form”.
- \* The LABAVN portal will prompt bidders to review the Disclaimers, Notices and instructions related to completing the selected affidavits/webforms.

# LABAVN COMPLIANCE WEBFORM SUBMISSION PROCEDURE

LOS ANGELES 311 City Services LA City Direct

**LABAVN** | Los Angeles Business Assistance Virtual Network HOME SEARCH PROFILE LOGOUT SUPPORT Ask Chip Welcome Jane Doe

## Company Compliance Documents

### Company Compliance Documents

Your company's compliance documents:

[Return to Profile](#)

The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

#### IMPORTANT INFORMATION - ALL BAVN USERS - PLEASE READ - RECENT CHANGES THAT COULD AFFECT COMPLIANCE DOCUMENTS

\* Effective July 18, 2018, the Disclosure of Border Wall Contracting Ordinance (DBWCU) was combined with the Slavery Disclosure Ordinance (SDO) on a new **Disclosure Ordinances Affidavit**. With the inclusion of the DBWCU on the new affidavit, any previously verified SDO webform will become obsolete, and your company will be required to complete the new Disclosure Ordinances affidavit.

#### [View Expired Compliance Documents](#)


Company Compliance Documents	Status	Upload/Submit By	Upload/Submit Date	Expires	Menu Options
 Disclosure Ordinance (Indefinite Application) <b>**New**</b>	Not Completed	<a href="#">Disclosure</a>	<a href="#">Click here to complete and submit this form</a>		
 Equal Benefits / First Source Living Ordinance (3 Year Application) <b>**New**</b>	Not Completed	<a href="#">Disclosure</a>	<a href="#">Click here to complete and submit this form</a>		




# LABAVN COMPLIANCE WEBFORM SUBMISSION PROCEDURE

The contractor should then click on the link listed as #1 of the Instructions section of the page. This link will prompt the bidder to fill out the web form and submit it for review.

# LABAVN COMPLIANCE WEBFORM SUBMISSION PROCEDURE

 Los Angeles Business Assistance Virtual Network

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## Disclosure Ordinance (DO) Document

### Disclaimer:

- By completing, electronically signing, and submitting the Disclosure Ordinance (DO) Affidavit, your company will have satisfied the reporting requirement of the DO.
- A company wishing to seek an exemption of the DO provisions must submit the DO Exemption Form with the bid or proposal.
- The DO Exemption Form shall be forwarded to OCC for processing.
- OCC shall notify the awarding department of the determination resulting from the waiver request.
- **This new DO Affidavit will remain valid indefinitely or until any changes occur in the company that would require revision and resubmission.**

### Important Notice:

- These instructions are NOT applicable to Bidder/Proposers responding to contracting opportunities advertised by the Los Angeles World Airports, the Port of Los Angeles and the Department of Water & Power.
- Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.
- The DO Affidavit will remain valid indefinitely or until any changes occur in the company that would require revision and resubmission.

### Instructions:

1. [Click here to access the Disclosure Ordinance form to fill it and submit it.](#)
2. The company information is preloaded where only contact information fields may be changed. Fill out the remaining inputs.
3. Sign the electronic E-signature and Terms of Acceptance form and submit it.
4. Clicking on the "Submit" button will save and submit it. **No further edits will be allowed.**

# CITY CONTRACTORS' USE OF CRIMINAL HISTORY FOR CONSIDERATION OF EMPLOYMENT APPLICATIONS

- \* Requires the following:
  - \* Contractors do not include any inquiries into applicants' criminal histories on job applications.
  - \* Contractors do not inquire about an applicant's criminal history until after a conditional offer of employment has been made.
  - \* If an offer of employment is withdrawn as a result of a criminal history review, the applicant must be given the opportunity for the Fair Chance Process.
  - \* No forms are required to be submitted. Compliance language for this ordinance should be included in the contract.

# NON DISCRIMINATION, EQUAL EMPLOYMENT PRACTICES AND AFFIRMATIVE ACTION PROGRAM PROVISIONS

- \* The Nondiscrimination, Equal Employment Practices (EEP), and the Affirmative Action (AA) program provisions ensure that City contractors do not discriminate in their employment practices.
- \* Contractors are expected to:
  - \* Follow unbiased employment practices
  - \* Maintain proper personnel records
- \* No forms are required to be submitted. Compliance language for this ordinance should be included in the contract.

# LIVING WAGE ORDINANCE

- \* Ensures that employees of City contractors working on a City contract receive the City's Living Wage rate and the required number of compensated and uncompensated time off.
- \* Applies to:
  - \* Service contracts in excess of \$25K and more than 3 months
  - \* Leases (where the City is the Lessor)
  - \* City Financial Assistance Recipients (where the assistance is more than \$100K or greater than or equal to \$1,000,000 per 12 months).

# LIVING WAGE ORDINANCE

- \* **Pre-award requirement:** No forms are required to be submitted prior to award. Compliance language for this ordinance should be included in the contract.
- \* **Post-award requirements:**
  - \* Submission of the LW-6 form with the required supporting documents or one of the following exemption forms if the Contractor qualifies:
    - \* LW 10 – OCC Exemption Application
    - \* LW 28 – 501(C)(3) Nonprofit Exemption Application
    - \* LW 26 – Small Business Exemption Application (only applies to leases).
  - \* Submission of the LW-18 form.

# WORKER RETENTION ORDINANCE

- \* Requires that if an Awarding Department terminates a contract and they intend to contract with a new company to provide similar services, the outgoing contractor must provide the names of eligible employees to the Successor Contractor, Awarding Department and the Designated Administrative Agency.
- \* The Successor Contractor must retain these employees for a 90-day period.

# WORKER RETENTION ORDINANCE

- \* Applies to:
  - \* Contracts that are let to a Contractor,
  - \* City Financial Assistance Recipient in excess of \$25K and more than 3 months,
  - \* Leases if the contract is also subject to the Living Wage Ordinance.
- \* **Pre-award requirement:** No forms are required to be submitted prior to award. Compliance language for this ordinance should be included in the contract.



# CONTRACTOR RESPONSIBILITY ORDINANCE

- \* The purpose of this ordinance is to ensure that a prospective contractor has the necessary quality, fitness, and capacity to perform the work set forth in a contract.
- \* The responsibility would be determined by the awarding department's reliable info concerning a number of criteria.
  - \* ie) management expertise, technical qualifications, experience, financial resources, satisfactory performance of other contracts.

# CONTRACTOR RESPONSIBILITY ORDINANCE

- \* Applies to:
  - \* Contracts that are let to a Contractor,
  - \* City Financial Assistance Recipient in excess of \$25,000 and more than 3 months, and
  - \* Leases.
- \* **Pre-Award Requirement:** Complete and submit the Contractor Responsibility Ordinance Questionnaire with the BID proposal.
- \* **Post-award requirements:**
  - \* The Pledge of Compliance.

# CONTACT INFORMATION

- \* Awarding Departments should contact:
  - \* Sophy Tzeng, Supervisor : [Sophy.Tzeng@lacity.org](mailto:Sophy.Tzeng@lacity.org)
  - \* Patricia Fuellas : [Patricia.Fuellas@lacity.org](mailto:Patricia.Fuellas@lacity.org)
- \* Contractors should contact:
  - \* [Bca.eeoe@lacity.org](mailto:Bca.eeoe@lacity.org)

# ORDINANCES AND THEIR REQUIREMENTS FOR CONTRACTORS

\* QUESTIONS AND ANSWERS