

# Los Angeles Business Assistance Virtual Network

## BAVN

**Downloading and Uploading Company Documents**

## **BAVN “Download Templates” Instructions**

**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**

All companies registering on BAVN may at this time complete and upload the compliance forms listed in the “Download Templates” or it may upload the forms at the time it responds to a contracting opportunity. All forms contained in the “Download Templates” section are to be completed and signed prior to being uploaded to the “Company Documents” section. Once uploaded, the forms are valid for one (1) year or twelve (12) months from the date they are uploaded.

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). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

### **Equal Employment Practices (EEP)/Affirmative Action Program (AA)**

All companies that have an approved Affirmative Action Plan on file with the Office of Contract Compliance prior to August 15, 2011 shall be required to complete and upload the Equal Employment Practices Affidavit and the Affirmative Action Plan Affidavit (if required by the contracting opportunity posted by the awarding department).

Contractors will remain subject to all applicable provisions of any previously approved EEP/ AAP Plans for all current contracts advertised by the City prior to August 15, 2011.

*Construction Contracts – The Affirmative Action Plan will be effectuated upon completion of the “Anticipated Employment Utilization Report” (AEUR). Any subsequent bids will require the submittal of the AEUR to the Bureau of Contract Administration’s Office of Contract Compliance prior to the issuance of a Notice to Proceed by the awarding department.*

### **Equal Benefits Ordinance (EBO)**

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be

randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

### **Slavery Disclosure Ordinance (SDO)**

By completing and uploading the Slavery Disclosure Affidavit your company will have satisfied the reporting requirement of the Slavery Disclosure Ordinance. A company wishing to seek an exemption of the SDO provisions must submit the SDO Exemption Form with the bid or proposal. The SDO Exemption Form shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request.

### **IMPORTANT NOTICE**

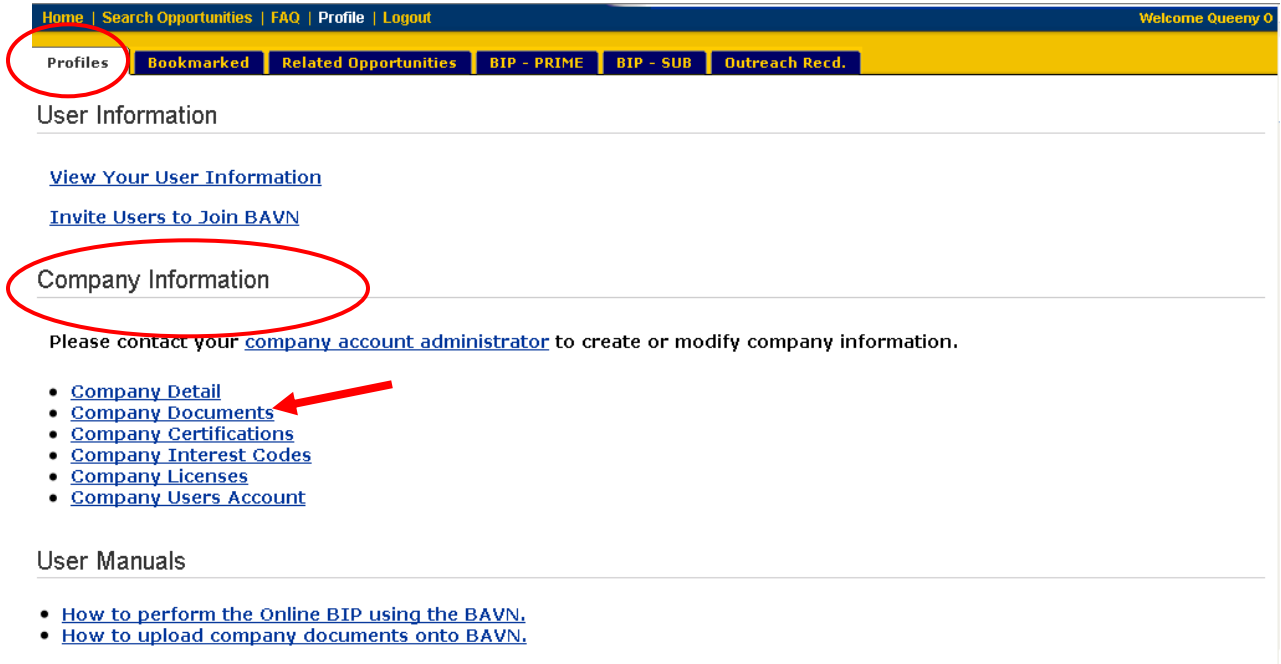
**Currently, all other forms pertaining to the Living Wage Ordinance, First Source Hiring Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.**

**The following tutorial will walk you through the process of**

- Downloading and Uploading Company Documents

## Step 1. Login to BAVN

1. The Admin of your company must login into BAVN.
2. Under **Profiles-Company Information**, click on the **Company Documents** link.



The following type of forms can be downloaded;

### AA – Affirmative Action

- Federally Assisted Construction Projects Equal Employment Opportunity/ Affirmative Action
- Affirmative Action Plan
- Equal Employment Practices Provisions Certification

### EBO – Equal Benefits Ordinance

- Equal Benefits Ordinance Affidavit

### SD - Slavery Disclosure Ordinance Forms


- Slavery Disclosure Ordinance Affidavit

**Please read instructions before downloading and uploading company documents**

## Downloading Documents

1. Click on any of the links in the **Download Document Template** section to download the form. Once downloaded, fill out form completely and scan it into a PDF document.
2. Next go to the **Upload Document Section** to upload the form.

### Download Document Templates



- Only the company's administrator can upload documents.
  - All companies registering on BAVN may at this time complete and upload the compliance forms listed in the "Download Document Templates" or it may upload the forms at the time it responds to a contracting opportunity.
  - All forms contained in the "Download Document Templates" section are to be completed and signed prior to being uploaded to the "Company Documents" section.
  - Once uploaded, the forms are valid for one (1) year or twelve (12) months from the date they are uploaded.
- IMPORTANT NOTICE:**
- Please note, that hard copies of all documents must be submitted with your bid or proposal for all contracting opportunities advertised before August 15, 2011.
  - 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, First Source Hiring Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

Affirmative Action Forms	Uploaded Date
<a href="#">Federally Assisted Construction Projects Equal Employment Opportunity/ Affirmative Action</a>	July, 1, 2011
<a href="#">Affirmative Action Plan</a>	July, 1, 2011
<a href="#">Equal Employment Practices Provisions Certification</a>	July, 1, 2011

Equal Benefits Ordinance Forms	Uploaded Date
<a href="#">Equal Benefits Ordinance Affidavit</a>	August 15, 2011



Slavery Disclosure Ordinance Forms	Uploaded Date
<a href="#">Slavery Disclosure Ordinance Affidavit</a>	July, 1, 2011

# Uploading Documents

1. When ready to upload documents, click on the appropriate link to upload form.  
In this example we will upload the **Equal Benefits Ordinance form**

## Upload Company Documents

- 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).
- The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.
- The renewal date shall remain as the first time the form(s) were uploaded.

### Affirmative Action (AA)

- All companies that have an approved Affirmative Action Plan on file with the Office of Contract Compliance prior to August 15, 2011 shall be required to complete and upload the Equal Employment Practices Affidavit and the Affirmative Action Plan Affidavit (if required by the contracting opportunity posted by the awarding department).
- Contractors will remain subject to all applicable provisions of any previously approved EEP/AAP Plans for all current contracts advertised by the City prior to August 15, 2011.
- **Construction Contracts:** The Affirmative Action Plan will be effectuated upon completion of the "Anticipated Employment Utilization Report" (AEUR). Any subsequent bids will require the submittal of the AEUR to the Bureau of Contract Administration's Office of Contract Compliance prior to the issuance of a Notice to Proceed by the awarding department.

[Click here to upload document](#)

File Name	Description	Uploaded Date	Uploaded By	Edit
No Documents found.				

### Equal Benefits Ordinance (EBO)

- By completing and uploading the Equal Benefits Ordinance Compliance Affidavit your company is certifying compliance with the requirements of said ordinance.
- If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award.
- A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal.
- The EBO Waiver Application shall be forwarded to OCC for processing.
- OCC shall notify the awarding department of the determination resulting from the waiver request.
- Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

[Click here to upload document](#)

File Name	Description	Uploaded Date	Uploaded By	Edit
No Documents found.				

The screen below will be displayed after you click on the **Upload link**,

## Add Company Document

### Equal Benefits Ordinance (EBO)

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- If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award.
- A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal.
- The EBO Waiver Application shall be forwarded to OCC for processing.
- OCC shall notify the awarding department of the determination resulting from the waiver request.
- Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

### Upload New Company Document

Select File:

C:\Documents and Settings\31897\Desktop\EBO1.pdf

Browse...

Description: (optional)

\* Only pdf's are accepted.

Upload Document

Cancel

1. **Browse** for document to upload (EBO1.pdf)
2. Description is Optional
3. Click on **Upload Document** button

## Completed Uploaded Form

File Name	Description	Uploaded Date	Uploaded By	Edit
EBO1		10/05/2011	Queeny O	<a href="#">Modify</a> <a href="#">Remove</a>

Click on appropriate link to **Modify** or **Remove** the document