

**ED 35 Compliance Procedure on RAMP**  
**Equitable Access to Contracting Opportunities**

Pursuant to [Executive Directive 35](#) (ED 35), **if a bidder is selected** and awarded a contract, and if the contractor is a for-profit company or corporation, the contractor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement (“RAMP”) or via another method specified by City: contractor’s and any subcontractor’s annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the contractor shall further request that any subcontractor input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by City.

**The data collected is for informational and statistical purposes only** and will not be used in the bid/proposal submission, bid evaluation or awarding process. The information requested (annual revenue, number of employees, location, industry, race/ethnicity of majority owner, and gender of majority owner) will automatically populate the company's RAMP business profile. Administrators of the RAMP account can set the visibility of these fields to private. See page 13 of the [Account Management Manual](#) on how to hide the visibility of these fields.

**For Non-Profit vendors** - if your business is a non-profit organization or a federal or state grant recipient, ED 35 compliance is not required. The field in your RAMP account will say, “ED 35 compliance is not needed for nonprofits,” and will appear like this:

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

View Expired Compliance Documents

Company Compliance Documents	Status	Upload/Submit By	Upload/Submit Date	Expires	Menu Options
Disclosure Ordinance	Submitted		20.	Indefinite	Disclaimer Remove
Equal Benefits / First Source Hiring Ordinance	Submitted		20	2026-05-31	Disclaimer Remove
Executive Directive 35 Compliance	Not Completed	ED 35 Compliance is not needed for nonprofits.			

## Reporting ED 35 on RAMP

- A. Upon logging into your RAMP account, click on the Compliance Documents tab located on the left side, under Company Details.

Home > My Business Profile

Company Details  
User Management  
**Compliance Documents**  
Certification  
NAICS Codes and Licenses  
Bookmarks  
BIP Management  
Related Opportunities  
RAMP Support

**TestAccount-Fictitious Vendor**  
This is a test account that tests the features of RAMP. [Edit](#)

Your profile is missing a valid tax ID. Without a valid tax ID, companies that are not sole proprietors may not be added to summary sheets.

Information	Address
<p>ID 200086</p> <p>Hours of Operation  Monday: 9:00:00 AM - 5:00:00 PM  Tuesday: 9:00:00 AM - 5:00:00 PM  Wednesday: 9:00:00 AM - 5:00:00 PM  Thursday: 9:00:00 AM - 5:00:00 PM  Friday: 9:00:00 AM - 5:00:00 PM</p> <p>Email  <a href="mailto:emailme@test.com">emailme@test.com</a></p> <p>Phone  213-555-5555</p>	<p>Website  <a href="https://www.fakeaccount.com">https://www.fakeaccount.com</a></p> <p>Business/Billing  1234 Home Address  Fake Account, California 0</p> <p>Mailing  1234 Business Address  Fake Account, 0</p>

- B. In the Executive Directive 35 Compliance section, click, "Click here" to complete the form.

Home > My Business Profile

Company Details  
User Management  
**Compliance Documents**  
Certification  
NAICS Codes and Licenses  
Bookmarks  
BIP Management  
Related Opportunities  
RAMP Support

### Compliance 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).  
Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

View Expired Compliance Documents

Company Compliance Documents	Status	Upload/Submit By	Upload/Submit Date	Expires	Menu Options
<a href="#">Disclosure Ordinance</a>	Submitted	A Tum	2023-08-14	Indefinite	Disclaimer Recall
<a href="#">Equal Benefits / First Source Hiring Ordinance</a>	Submitted	A Tum	2023-08-14	2026-08-14	Disclaimer Recall
Executive Directive 35 Compliance	Not Completed	Disclaimer	Click here to complete and submit this form		

### C. Please review disclaimer and instructions; click to access and fill form

## Executive Directive 35 Compliance

### Disclaimer:

- By completing, electronically signing, and submitting the Executive Directive 35 Compliance Affidavit your company is certifying compliance with the requirements of said ordinance.

### Instructions:

1.  Click here to access the Executive Directive 35 Compliance 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. **Once verified, no other edits can be made. To update the information, delete/remove the previous affidavit and submit a new ED 35 affidavit.**

1. Annual Revenue - please enter annual income revenue - \*ED 35 compliance is self-attested. The disclosure is not verified and is for informational purposes only.

## Executive Directive 35 Compliance

Annual revenue	Address Line 1
1. \$100,000.00	1234 Home Address
Number of Employees	Address Line 2
2. 5	
Race/Ethnicity of majority owner	City
Asian / Pacific Islander	Fake Account
Gender of majority owner	State
Female	
Industry worked in	Zip code
	0
	Country
	United States

2. Number of employees - please enter the number of employees (for information gathering purposes, only).

## Executive Directive 35 Compliance

Annual revenue	Address Line 1
1. \$100,000.00	1234 Home Address
Number of Employees	Address Line 2
2. 5	
Race/Ethnicity of majority owner	City
Asian / Pacific Islander	Fake Account
Gender of majority owner	State
Female	
Industry worked in	Zip code
	0
	Country
	United States

3. Race/Ethnicity of majority owner - this section offers a drop-down menu; "Prefer not to disclose" is also an option in the fields.

## Executive Directive 35 Compliance

Annual revenue	Address Line 1
1. \$100,000.00	1234 Home Address
Number of Employees	Address Line 2
2. 5	
Race/Ethnicity of majority owner	City
3. Prefer not to disclose	Fake Account
Asian / Pacific Islander	State
Black / African-American	
Caucasian	
Hispanic / Latinx	
Middle Eastern	
Native American	
Other	
Prefer not to disclose	
Subcontinental Asian	
	Zip code
	0
	Country
	United States

- Gender of majority owner - this section also offers a drop-down menu; "Prefer not to disclose" is also an option in the fields

### Executive Directive 35 Compliance

The screenshot shows a form with the following fields and values:

- Annual revenue: \$100,000.00
- Number of Employees: 5
- Race/Ethnicity of majority owner: Prefer not to disclose
- Gender of majority owner: Female (dropdown menu is open showing options: Female, Male, N/A, Non-Binary, Prefer not to disclose)
- Address Line 1: 1234 Home Address
- Address Line 2: (empty)
- City: Fake Account
- State: (empty)
- Zip code: 0
- Country: United States

- Industry worked in - in the drop-down menu, please select the industry of your business.

### Executive Directive 35 Compliance

The screenshot shows a form with the following fields and values:

- Annual revenue: \$100,000.00
- Number of Employees: 5
- Race/Ethnicity of majority owner: Prefer not to disclose
- Gender of majority owner: Female
- Industry worked in: (dropdown menu is open showing options: Administration of Housing Programs, Urban Planning, and Community Development, Nonresidential Building Construction, Highway, Street, and Bridge Construction, Foundation, Structure, and Building Exterior Contractors)
- Address Line 1: 1234 Home Address
- Address Line 2: (empty)
- City: Fake Account
- State: (empty)
- Zip code: 0
- Country: States

- Address line 1- please enter the address of your business

## Executive Directive 35 Compliance

Annual revenue	Address Line 1
1. \$100,000.00	6. 1234 Home Address
Number of Employees	Address Line 2
2. 5	7.
Race/Ethnicity of majority owner	City
3. Prefer not to disclose	8. Fake Account
Gender of majority owner	State
4. Female	9.
Industry worked in	Zip code
5.	0
	Country
	United States

7. Address line 2 - please enter a suite number if your business contains one, otherwise you can leave this field blank.

## Executive Directive 35 Compliance

Annual revenue	Address Line 1
1. \$100,000.00	6. 1234 Home Address
Number of Employees	Address Line 2
2. 5	7.
Race/Ethnicity of majority owner	City
3. Prefer not to disclose	8. Fake Account
Gender of majority owner	State
4. Female	9.
Industry worked in	Zip code
5.	0
	Country
	United States

8. City - please enter the city of where your business is located.

### Executive Directive 35 Compliance

Annual revenue	Address Line 1
1. \$100,000.00	6. 1234 Home Address
Number of Employees	Address Line 2
2. 5	7.
Race/Ethnicity of majority owner	City
3. Prefer not to disclose	8. Fake Account
Gender of majority owner	State
4. Female	9.
Industry worked in	Zip code
5.	0
	Country
	United States

9. State - click on the drop-down menu to choose the state where your business is located.

Address Line 1
6. 1234 Home Address
Address Line 2
7.
City
8. Fake Account
State
9. California
California
Alabama
Alaska
American Samoa
Arizona
Arkansas
Colorado
Connecticut
Delaware
District Of Columbia
Federated States Of Micronesia
Florida
Georgia
Guam
Hawaii
Idaho
Illinois
Indiana
Iowa

10. Zip code - please enter the zip code of your business.

Address Line 1  
**6.** 1234 Home Address

Address Line 2  
**7.**

City  
**8.** Fake Account

State  
**9.**

Zip code  
**10.** 0

Country  
United States

11. Country - please enter your country of business.

Address Line 1  
**6.** 1234 Home Address

Address Line 2  
**7.**

City  
**8.** Fake Account

State  
**9.** California

Zip code  
**10.** 0

Country  
**11.** United States

- United States
- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Anguilla
- Antigua & Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus


12. Terms of Acceptance and Signature - please enter your first and last name and provide your Electronic signature; click on the square box and then click the submit button.

**TERMS OF ACCEPTANCE AND SIGNATURE:**

I,  , the requestor for this "Executive Directive 35 Compliance Affidavit", warrant the truthfulness of the information provided in the document.

**Electronic Signature:\***

Please type your First and Last Names

  I attest that the information being submitted with this form is accurate to the best of my knowledge at the time of submission.

**Execution of document by E-signature.** By clicking on the check box it indicates an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

Submit

**Thank you for completing your ED 35 Compliance form**

**\*The ED 35 compliance affidavit is self-attested. The City will only verify the information if a vendor applies for a certification such as Minority Business Enterprise (MBE), Women Business Enterprise (WBE), or SBE (Small Business Enterprise), etc.**