



Account Management

User Management

Updating your Business Profile

Email Notification Settings

February 2024

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Introduction

The Regional Alliance Marketplace for Procurement (RAMP) is a free service provided by the City of Los Angeles as a replacement for the Los Angeles Business Assistance Virtual Network (LABAVN). Registering on RAMP allows you to view and download information about all contractual opportunities offered by the City of Los Angeles in one convenient location as well as find up-to-date certified subcontractors to complement your project bid. Our goal is to have your business grow in the City of Los Angeles.

RAMP is available online at <https://www.rampla.org/s/>

This manual will provide guidance on how to manage your company's RAMP account and the users associated with it.

USER MANAGEMENT

Administrator Access

The administrator is the owner of a company account and is able to do the following:

- Conduct Business Inclusion Plan (BIP) outreach and edit the online BIP Summary Sheet, which includes responses received from subcontractors. (To learn more, go to the [BIP Walkthrough Manual](#)). This cannot be disabled.
- View and edit BIP access roles for other users
- Add, approve, or deny new users
- Deactivate users (users cannot be deleted)
- Update the company's Business Profile
- Update the company's North American Industry Classification System (NAICS) codes
- Request deactivation of the company account

- Request certification verification
- Apply for RAMP certifications:
 - Local Business Preference Program (LBPP)
 - Disabled Veteran Business Enterprise-LAWA (DVBE LAWA)
 - Local Business Enterprise-Harbor (LBE-Harbor) only
- Submit, revise, and/or remove compliance documents
- Receive notifications of new opportunities that match the company's active NAICS codes.
- Receive notifications on Task Order Solicitations (TOS)
 - Only the administrator can receive TOS notifications. Users can receive notifications of other opportunities (RFP, RFQ, etc.)
- Request changes to the company account by submitting a RAMP web form using the following link: <https://snow.lacity.org/rampla> (such as company name, Tax ID change, and administrator update).

If the person currently assigned as your company's administrator is no longer with the company, request a change administrator by submitting a RAMP web form using the following link: <https://snow.lacity.org/rampla>

User/Staff Access

A regular staff user will be able to:

- View opportunities details
- Download related documents
- Receive notifications of opportunities (except for TOS) and events if subscribed (see page 16 for setting instructions)
- If given BIP access rights, staff/user can be assigned as a BIP contact and/or be able to view and edit BIP Summary Sheets

Adding a user

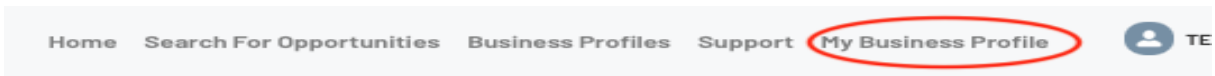
There are 2 ways to add a user to an existing company account:

1. User adds self to the company account

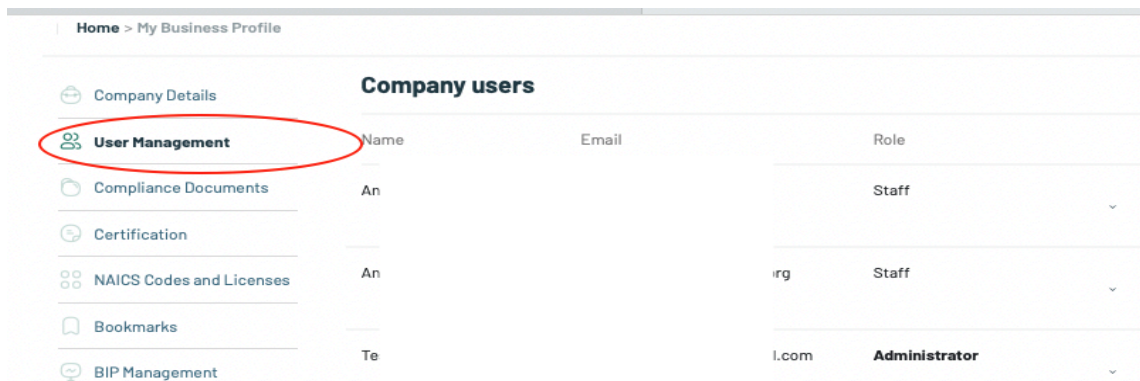
The user adds self to the existing company account as part of the registration process. This is detailed on page 6 of the [New Registration Manual](#). This is auto-approved. The administrator will receive an email and can deactivate or update the user's role. Deactivated users cannot be removed. (This prevents them from creating new accounts.)

2. Administrator adds the new user to the company account

1. Login as Administrator of your RAMP Account. Go to "My Business Profile."



2. Go to the "User Management Section."



3. Click "Create a New User."

BAVN Company User Roles:

User Roles	User Access Rights
Administrator:	Can modify the company's profile, compliance documents, certifications, and NAICS interest codes/licenses. Can create and modify user accounts. Will receive notifications of new opportunities that match the company's NAICS codes. Can view opportunities and download related documents.
Staff:	Can view opportunities and download related documents.

Business Inclusion Program (BIP) Roles:

BIP Roles	BIP Access Rights
BIP Contact:	For prime contractors only. The selected user(s) will be listed as possible contact(s) for BIP outreach to Subcontractors. Will have View and Edit rights to the company's BIP Summary Sheets.
BIP View/Edit:	Will have View and Edit rights to the company's BIP Summary Sheets.



4. Enter the name and email address of the new user. Click "Add User."

SEE MARKETPLACE FOR PROCUREMENT

Add Company User: TestA

Add Company User

First Name:
A

Last Name:
T

Email:
a j

Add User Cancel

The screenshot shows a form titled "Add Company User: TestA". It has three input fields: "First Name" with the letter "A", "Last Name" with the letter "T", and "Email" with "a" and "j". At the bottom, there are two buttons: "Add User" (circled in red) and "Cancel".

5. After the administrator clicks "Add User," the new user will appear in the Pending User list.

Active Company Users					
Name	User Role	BIP Contact	BIP View/Edit	E-mail	Phone
TestAccount BCA_BAVN	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bcabavntestvendor@gmail.com	555-555-5555

Pending Users		
Name	User Role	Email
Al	Staff	a@...oro
Test User	Staff	test@mail.com


Active Company Users

6. To move from [Pending User](#) to [Active Company User](#), the new user needs to register and log in. The new user must register for an Angeleno Account AND log into RAMP to register as a user for the existing company account (detailed in page 6 of the [New Registration Manual](#)).

Deactivating a user

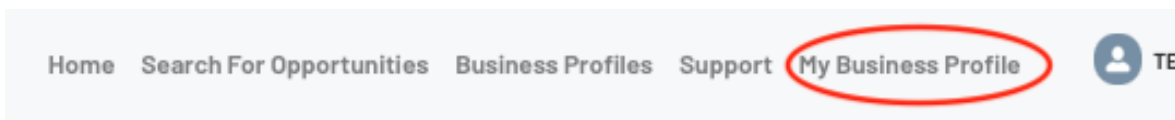
The administrator has the option to deactivate other company users. Inactive users cannot be deleted; this prevents them from creating a duplicate account. On the User Management page, after clicking the “Edit Company User Roles” button, you can click on the “De-Activate” link next to the user’s name to deactivate them.

Active Company Users

Name	User Role	BIP Contact	BIP View/Edit	E-mail	Phone	Update	Edit Status
A	Staff	<input type="checkbox"/>	<input type="checkbox"/>	a	rg		De-Activate
TestAccount BCA_BAVN	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	bcabavntestvendor@gmail.com	555-555-5555		Active

Assigning BIP Roles/Access

1. Login as Administrator of your RAMP Account. Go to “My Business Profile.”



2. Go to the "User Management Section."

Home > My Business Profile

Company users

User Management

Name	Email	Role
An		Staff
An	irg	Staff
Te	l.com	Administrator

3. Click the "Edit Company User Roles" button.

Business Inclusion Program (BIP) Roles:

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BIP View/Edit:	Will have View and Edit rights to the company's BIP Summary Sheets.

Edit Company User Roles **Create a New User**

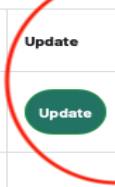
4. Check the appropriate "BIP Contact" and "BIP View/Edit" boxes. Then Click "Update" or Deactivate" as needed:

User Roles	User Access Rights
Administrator:	Can modify the company's profile, compliance documents, certifications, and NAICS interest codes/licenses. Can create and modify user accounts. Will receive notifications of new opportunities that match the company's NAICS codes. Can view opportunities and download related documents.
Staff:	Can view opportunities and download related documents.

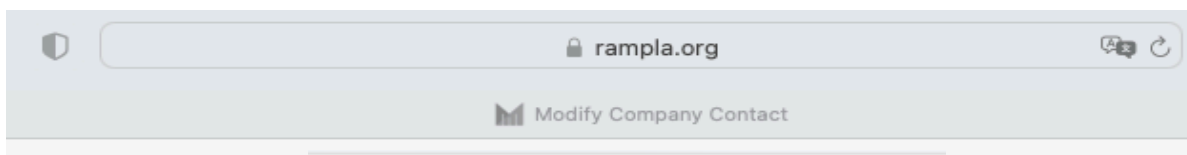
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BIP View/Edit:	Will have View and Edit rights to the company's BIP Summary Sheets.

Active Company Users

Name	User Role	BIP Contact	BIP View/Edit	E-mail	Phone	Update	Edit Status
Ar	Staff	<input type="checkbox"/>	<input type="checkbox"/>	a	/org		De-Activate
T B	Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b	or@gmail.com		Active

5. A confirmation of the action taken will pop up at the top of the screen:



Company User F  **Success!** Your company's contact information has been updated. 

[Return to Company Users and](#)

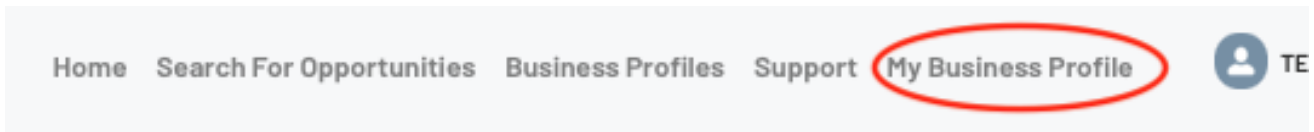
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Staff:	Can view opportunities and download related documents.

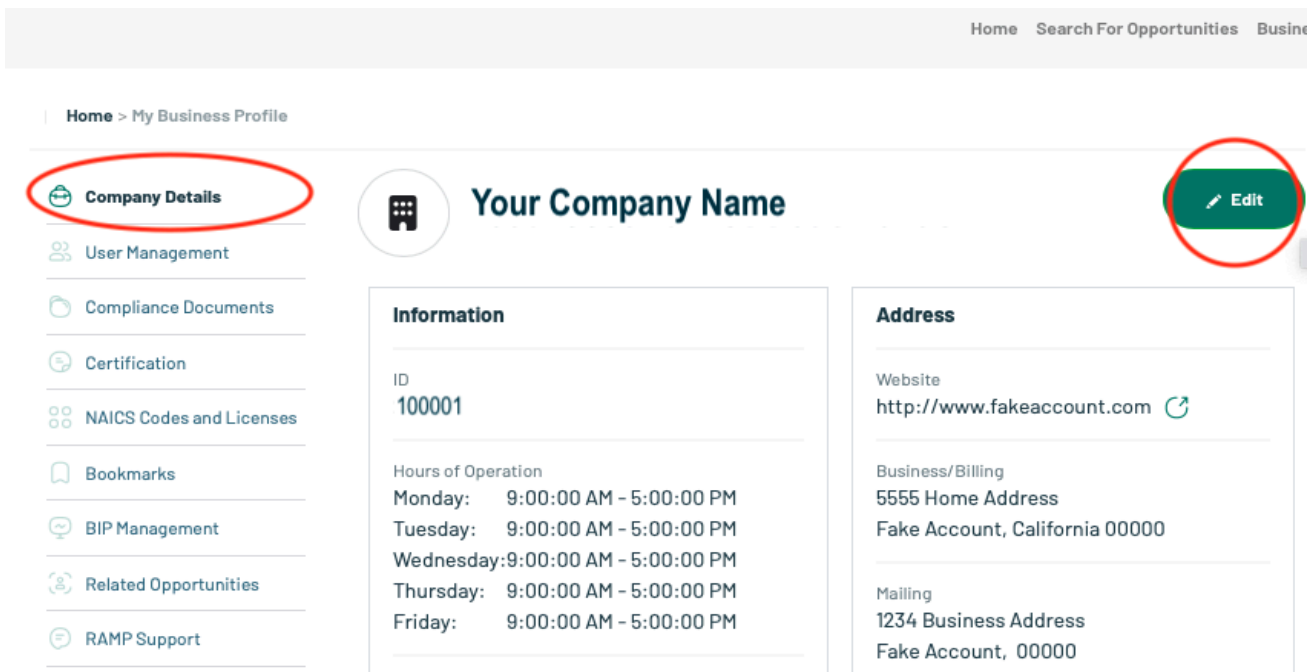
UPDATING YOUR BUSINESS PROFILE

Only the Administrator of the account has access to update the Business Profile.

1. Go to My Business Profile



2. On your profile page, in the Company Details section, click the Edit button.



3. You will be directed to the "Modify Company Details" page.

○

Previous Contracts **	City LAL
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** The Information in this secti

Modify Company
Details

4. Revise the fields that you want to change. The following fields are public by default:

- Ramp ID Number
- Company Name
- Logo
- Email (this can be different from the administrator's email)
- Phone
- Fax
- Website
- Business/Billing Address
- Summary (Company Description)
- Contractor Type (Prime, Prime & Sub, Sub)*
- Non-Profit (Yes/No)
- Sole Proprietor (Yes/No)
- State or Professional Contractor License Numbers
- California Entity Number
- Hours of Operation

These are the fields that you cannot change. Changes to these fields may be made by submitting a RAMP web form using the following link:

<https://snow.lacity.org/ramp/a>

- Administrator's name and email address
- Company Name
- dba
- Tax ID

*Only those registered as "Prime" and "Prime & Sub" will be able to respond/bid on opportunities. Only those registered as "Prime & Sub" and "Sub" will appear in BIP outreach search results.

You can update the public/private visibility of the following fields by adjusting the toggle switches next to them:

- Mailing Address
- Business Structure
- BTRC Number
- Owner's Ethnicity
- Gender of Majority Owner
- Other Identifying Info
- Annual Revenue
- Annual Revenue Range
- Number of Employees
- Number of Employees Range
- Industry Worked In
- Business History (Work History, Previous Contracts)

Business Structure	<input type="text" value="-None-"/>	<input type="checkbox"/> Private
BTRC Number City of LA Business Tax Registration Certificate Number	<input type="text" value="000000000-000-0"/>	<input type="checkbox"/> Private
License Numbers	B C-2	<input checked="" type="checkbox"/> Public
Tax ID	<input type="text" value="12-123456"/>	<input type="checkbox"/> Private
California Entity Number	<input type="text"/>	<input checked="" type="checkbox"/> Public
Owner's Ethnicity **	<input type="text" value="Asian / Pacific Islander"/>	<input type="checkbox"/> Private
Gender of Majority Owner **	<input type="text" value="Female"/>	<input type="checkbox"/> Private
Other Identifying Info **	<input type="text" value="Female"/>	<input type="checkbox"/> Private
Annual Revenue**	<input type="text" value="\$100,000.00"/>	<input type="checkbox"/> Private
Annual Revenue Range**	<input type="text" value="Under 1 M"/>	<input type="checkbox"/> Private
Number of Employees **	<input type="text" value="5"/>	<input type="checkbox"/> Private
Number of Employees Range**	<input type="text" value="Under 20"/>	<input type="checkbox"/> Private
Industry Worked In	<input type="text" value="-None-"/>	<input type="checkbox"/> Private

5. Scroll Down and Click "Preview" to see what your edited Business Profile will look like. Then Click "Update" to save the changes:

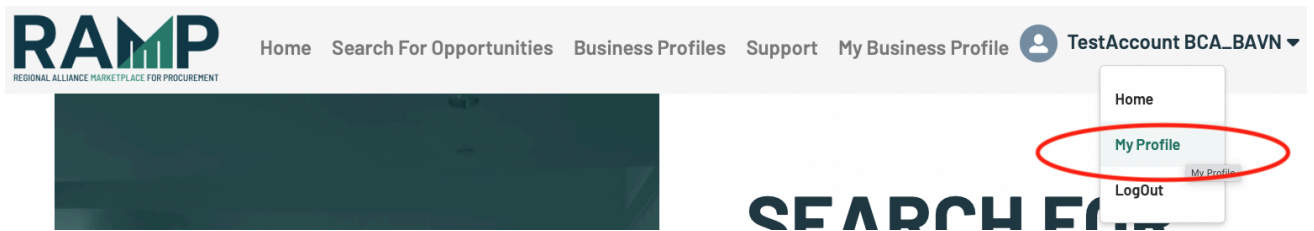


EMAIL SUBSCRIPTION NOTIFICATION SETTINGS

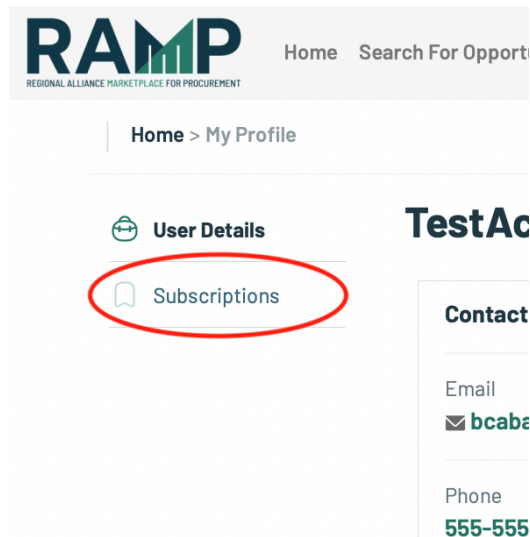
Administrators and users may adjust their notification settings for opportunities and events/newsletters. Please note, each user will need to edit their own preferences, it is not possible to turn notifications on or off for all users at once.

IMPORTANT: Only company account administrators can receive Task Order Solicitation (TOS) notifications.

1. Login to your RAMP Account. Under your user name, click on "My Profile."



2. Go to the "Subscriptions" section.



3. Move the toggle switch to subscribe or unsubscribe to email notifications for opportunities and events/RAMP newsletter.

New Notifications

When subscribed you will be notified of new opportunities that match at least one of the NAICS codes in your company's profile.
You are currently not subscribed to RAMP's New Opportunity Notifications.

City of Los Angeles	<input checked="" type="checkbox"/> Subscribed
Partners	<input type="checkbox"/> Unsubscribed

Save

When subscribed you will be notified of City sponsored events that may be of interest to your company.

All Events	<input checked="" type="checkbox"/> Subscribed
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Save

4. Click "Save."

New Notifications

When subscribed you will be notified of new opportunities that match at least one of the NAICS codes in your company's profile.
You are currently not subscribed to RAMP's New Opportunity Notifications.

City of Los Angeles	<input checked="" type="checkbox"/> Subscribed
Partners	<input type="checkbox"/> Unsubscribed

Save

When subscribed you will be notified of City sponsored events that may be of interest to your company.

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Save