



Company Compliance Documents

Submitting Company Compliance Documents on RAMP

February 2024

Please note: These instructions are NOT applicable to Bidders/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 RAMP may complete compliance documents in advance, or at the time of responding to a contracting opportunity. All forms are to be completed and submitted on RAMP "Company Compliance Documents" section. Each form is only valid for a specified amount of time. Please refer to instructions online for more details.

The submitted 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 may proceed with the contracting process. If in the process of verifying the submitted forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-submit or edit the form(s). The re-submitting or editing of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were submitted.

As of 07/01/2016, the Affirmative Action (AA) and Non-discrimination/Equal Employment Practices Provisions (ND-EEP) Compliance affidavits will no longer be required, as compliance with these provisions will be included in the contract language. For more information on the AA/ND-EEP provisions, please visit BCA:
<https://bca.lacity.org/affirmative-action-aa>

Equal Benefits Ordinance (EBO)

By completing the Equal Benefits Ordinance/First Source Hiring 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. Should your company be approved for temporary compliance, your company will be required to demonstrate compliance.

First Source Hiring Ordinance (FSHO)

Prime contractors who are awarded a contract that is subject to the requirements of the First Source Hiring Ordinance must submit the EBO/FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over \$25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO)

By completing the online Disclosure Ordinances Affidavit, your company will have satisfied the reporting requirement of the Slavery Disclosure Ordinance and Disclosure of Border Wall Contracting Ordinance. A company wishing to seek an exemption for 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.

For the DBWCO exemptions please visit:

<https://bca.lacity.org/Disclosure-of-Border-Wall-Contracting-Ordinance> for a list of exemptions.

California Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010

Compliance Affidavit". You cannot upload this form online or submit it on RAMP. The completed form must be submitted directly to the awarding department.

IMPORTANT NOTICE:

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

For more information:

<https://bca.lacity.org/equal-employment-opportunity-enforcement>

For questions about Compliance Documents, contact bca.eeoe@lacity.org

For questions about uploading Compliance Documents on RAMP, please reach out to RAMP Support by submitting a SNow web form:

<http://snow.lacity.org/rampla>

INSTRUCTIONS

Step 1: Log into RAMP

1. Your company administrator must log in. Only your company administrator has the authority to upload company compliance documents
2. On your My Business Profile page, click on the Compliance Documents link:

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

Information

ID
200086

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

Email
 emailme@test.com

Phone
213-555-5555

Address

Website
https://www.fakeaccount.com 

Business/Billing
1234 Home Address
Fake Account, California 0

Mailing
1234 Business Address
Fake Account, 0

Registered as a
Prime & Sub

Non-Profit
No

Step 2: Review the Document Disclaimers

1. Read the Company Compliance Documents Disclaimers. The Disclosure Ordinances Affidavit combines the Slavery Disclosure Ordinance and the Disclosure of Border Wall Contracting Ordinance. The Equal Benefits Ordinance and First Source Hiring Ordinance have also been combined into one affidavit.

Note: Disclosure Ordinance does not expire

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
Disclosure Ordinance	Not Completed	Disclaimer	Click here to complete and submit this form		
Equal Benefits/ First Source Hiring Ordinance	Not Completed	Disclaimer	Click here to complete and submit this form		
Executive Directive 35 Compliance	Not Completed	Disclaimer	Click here to complete and submit this form		

Other Documents

Information

[California Iran Contracting Act of 2010](#)

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit". **You cannot upload this form online and must submit the completed form directly to the awarding department.**

[Click here for more information](#)

2. Click on the “Click here to complete and submit the forms” link next to the form you would like to submit.

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
Disclosure Ordinance	Not Completed	Disclaimer	Click here to complete and submit this form		
Equal Benefits / First Source Hiring Ordinance	Not Completed	Disclaimer	Click here to complete and submit this form		
Executive Directive 35 Compliance	Not Completed	Disclaimer	Click here to complete and submit this form		

Other Documents

[California Iran Contracting Act of 2010](#)

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit". **You cannot upload this form online and must submit the completed form directly to the awarding department.**

[Click here for more information](#)

Step 3: Complete and submit Company Compliance Document(s) online.

1. Fill out the form and Submit the Disclosure Ordinances

TERMS OF ACCEPTANCE AND SIGNATURE:

I, A Tum , the requestor for this "DO Affidavit", warrant the truthfulness of the information provided in the document.

Electronic Signature:*

A Tum

Please type your First and Last Names

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

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.

DEFINITIONS

Affidavit means the form developed by the DAA and may be updated from time to time. The Affidavit need not be notarized but must be signed under penalty of perjury.

Company means any person, firm, corporation, partnership or combination of these.

Contract means any agreement, franchise, lease or concession including an agreement for any occasional professional or technical personal services, the performance of any work or service, the provision of any materials or supplies or rendering of any service to the City of Los Angeles or the public, which is let, awarded or entered into with or on behalf of the City of Los Angeles or any Awarding Authority of the City.

Enslaved Person means any person who was wholly subject to the will of another and whose person and services were wholly under the control of another and who was in a state of enforced compulsory service to another during the Slavery Era.

Investment means to make use of an Enslaved Person for future benefits or advantages.

Participation means having been a Slaveholder during the Slavery Era.

Predecessor Company means an entity whose ownership, title and interest, including all rights, benefits, duties and liabilities were acquired in an uninterrupted chain of succession by the Company.

Profits means any economic advantage or financial benefit derived from the use of Enslaved Persons.

Slavery means the practice of owning Enslaved Persons.

Slavery Era means that period of time in the United States of America prior to 1865.

Slaveholder means holders of Enslaved Persons, owners of business enterprises using Enslaved Persons, owners of vessels carrying Enslaved Persons or other means of transporting Enslaved Persons, merchants or financiers dealing in the purchase, sale or financing of the business of Enslaved Persons.

Slaveholder Insurance Policies means policies issued to or for the benefit of Slaveholders to insure them against the death of, or injury to, Enslaved Persons.

Save

EBO/FSHO

TERMS OF ACCEPTANCE AND SIGNATURE:

I, , the requestor for this "EBO/FSHO Affidavit", warrant the truthfulness of the information provided in the document.

Electronic Signature:*

Please type your First and Last Names



I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

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

- The Status now shows "Submitted." You may wish to "Recall" the submitted document(s) by clicking on the respective link.

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
Disclosure Ordinance	Submitted	A Tum	2024-01-12	Indefinite	Disclaimer Recall
Equal Benefits / First Source Hiring Ordinance	Submitted	A Tum	2024-01-12	2027-01-12	Disclaimer Recall
Executive Directive 35 Compliance	Not Completed	Disclaimer Click here to complete and submit this form			

Other Documents

Information

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit". **You cannot upload this form online and must submit the completed form directly to the awarding department.**

[Click here for more information](#)

California Iran Contracting Act of 2010

Recall button: you may click on "Recall" to edit or resubmit your Compliance docs, however you will have to enter an explanation for the recall.

The screenshot shows a web application interface for managing compliance documents. A modal dialog is open in the center, prompting the user to "Please explain why you are recalling this compliance document." with a text input field and "Cancel" and "Recall" buttons. The background is a table titled "View Expired Compliance Documents". The table has columns: "Company Compliance", "Status", "Upload/Submit By", "Upload/Submit Date", "Expires", and "Menu Options". The table contains one row for "Ordinance" with status "Not Completed" and a "Recall" button in the menu options. The left sidebar shows navigation links: "Bookmarks", "BIP Management", "Related Opportunities", and "RAMP Support".

Note: for Compliance documents that were imported from the old BAVN system with a creation date of 4/25/21, RAMP staff will have to set them to "Expired" so that you can submit a new one. Please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>

3. Follow the same process to submit the rest of the Compliance Documents. For RAMP technical questions or concerns, please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>

Step 4: Downloading the "California Iran Contracting Act of 2010" form

You cannot upload California Iran Contracting Act of 2010 form online or submit it on RAMP. The completed form must be submitted directly to the awarding department.

Click "Click here for more information" on RAMP to access and download the form that is to be submitted directly to the awarding department.

 Equal Benefits / First Source Hiring Ordinance**New**	Submitted	TESTACCOUNT BCA_BAVN	2022-03-24	2025-03-24	Disclaimer Remove
---	-----------	-------------------------	------------	------------	---

Other Documents	Information
 California Iran Contracting Act of 2010	In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit". You cannot upload this form online and must submit the completed form directly to the awarding department Click here for more information

Company Documents

Salesforce

Untitled

 Iran_Contracting_Act_2010_Information 5/20/2021

 Download

Iran Contracting Act of 2010 - Implementation and P

Overview:

The Iran Contracting Act of 2010 prohibits bidders engaged in investme bidding, submitting proposal for, entering into or renewing contracts with services of \$1,000,000 or more.