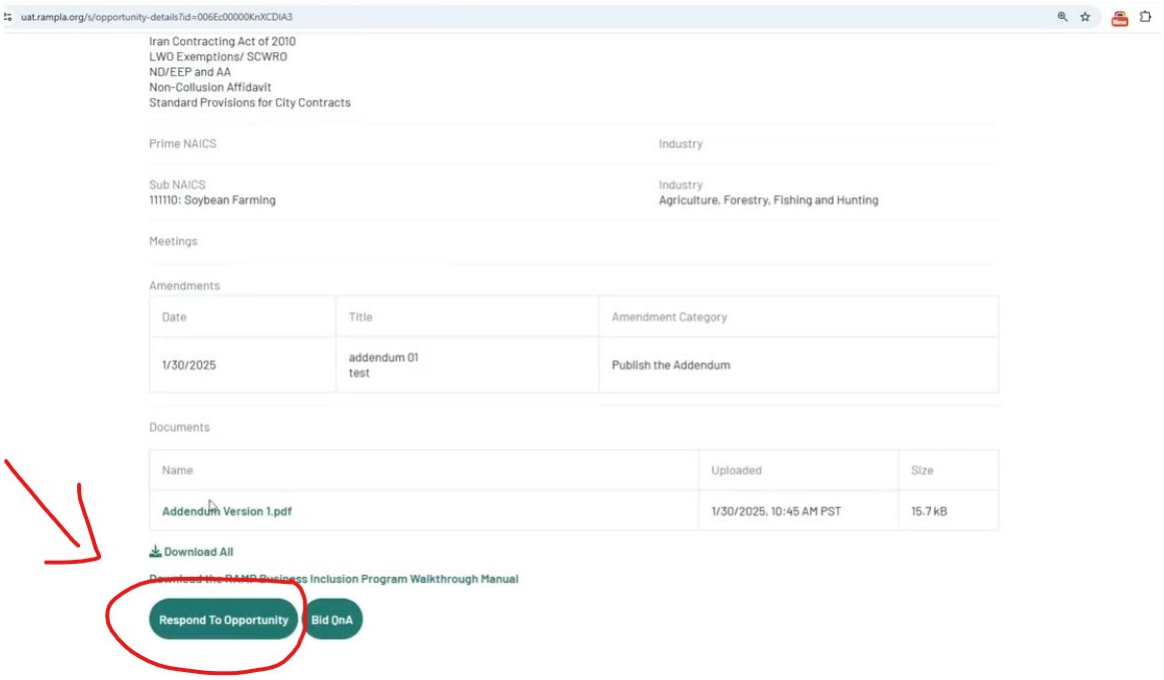
CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

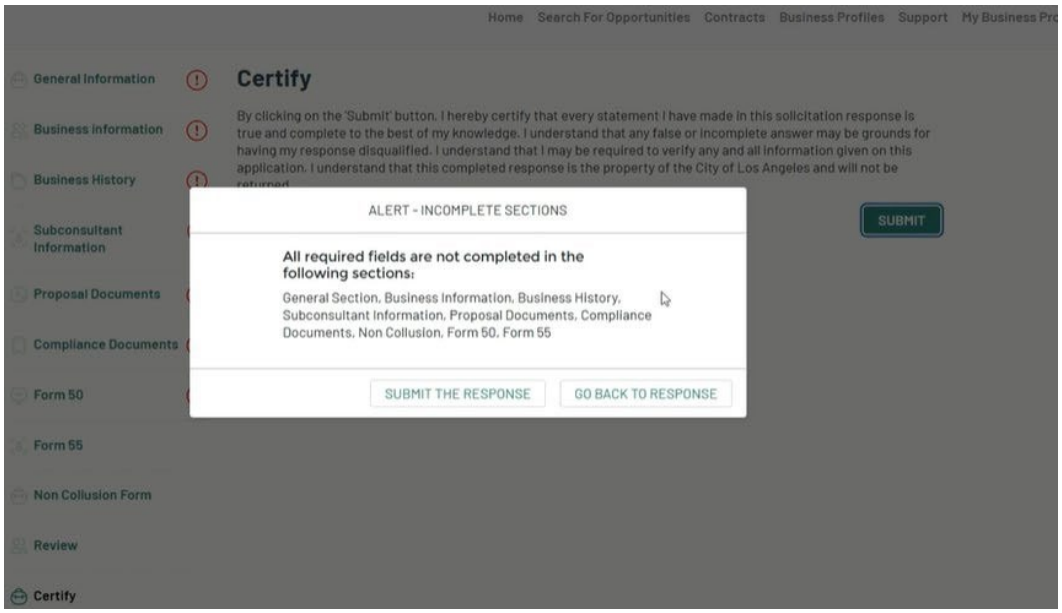
General Information on RAMP E-Bidding: Workarounds & Tips

Workarounds & Tips are being provided to fulfill the intent of RAMP's e-bidding. Please watch the video below before beginning the **MANDATORY** e-bidding process:

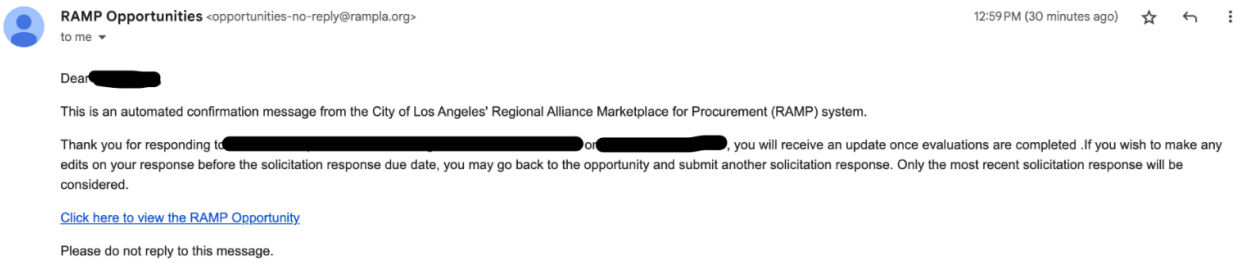
https://www.youtube.com/watch?v=mgCUq8c4IlA



1. Make sure to clear all the warnings (red exclamation marks). **NOTE** The system will allow you to submit your e-bidding response even if there are warnings, so make sure you're aware of all your responses. For fields asking for a dollar amount, such as Proposal Amount or Subconsultant Information, **enter "0"** to clear the warning.



After the response is submitted, your company will receive the email below. Please note that the system will allow you to submit a response even if e-bidding is incomplete. Receipt of this email does not imply that your e-bidding is complete.



RAMP Opportunities <opportunities-no-reply@rampla.org> 12:59 PM (30 minutes ago)
to me

Dear [redacted]

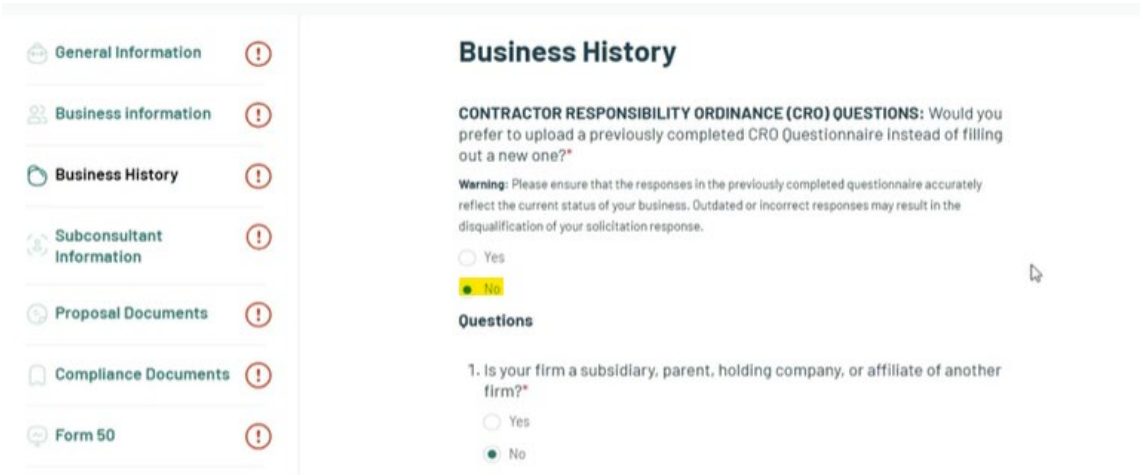
This is an automated confirmation message from the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) system.

Thank you for responding to [redacted] or [redacted], you will receive an update once evaluations are completed .If you wish to make any edits on your response before the solicitation response due date, you may go back to the opportunity and submit another solicitation response. Only the most recent solicitation response will be considered.

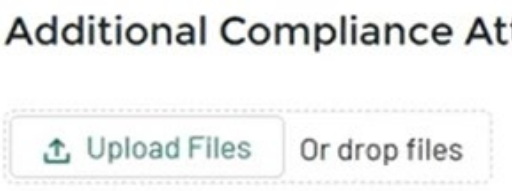
Click here to view the RAMP Opportunity

Please do not reply to this message.

2. **Contractor Responsibility Ordinance (CRO) Questionnaire** — Select **No** when prompted whether you would like to upload a previously completed questionnaire, as this solicitation requires a new form to be submitted.

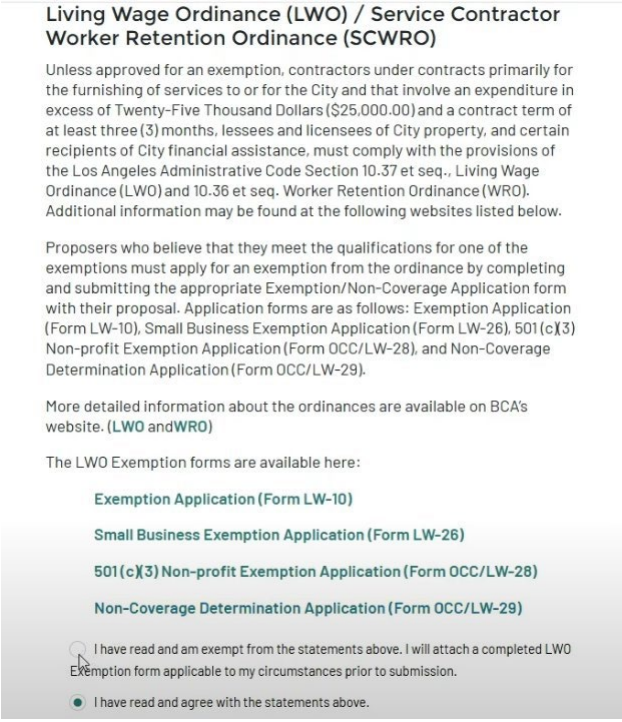


If needed, additional supporting documents (i.e., project history) specific to your CRO Questionnaire can be uploaded in the E-bidding system under the “Compliance Documents” section, using the “Additional Compliance Attachments” option. Please see below:



*Note: Do NOT upload a previous CRO Questionnaire as an attachment. Only supporting documents should be uploaded as attachments.

3. **Living Wage Ordinance (LWO)/Service Contractor Worker Retention Ordinance (SCWRO)** — Note that applicable (if any) exemption forms can be uploaded too.



Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO)

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of Twenty-Five Thousand Dollars ($25,000.00) and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, must comply with the provisions of the Los Angeles Administrative Code Section 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq. Worker Retention Ordinance (WRO). Additional information may be found at the following websites listed below.

Proposers who believe that they meet the qualifications for one of the exemptions must apply for an exemption from the ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501(c)(3) Non-profit Exemption Application (Form OCC/LW-28), and Non-Coverage Determination Application (Form OCC/LW-29).

More detailed information about the ordinances are available on BCA's website. (LWO and WRO)

The LWO Exemption forms are available here:

Exemption Application (Form LW-10)

Small Business Exemption Application (Form LW-26)

501(c)(3) Non-profit Exemption Application (Form OCC/LW-28)

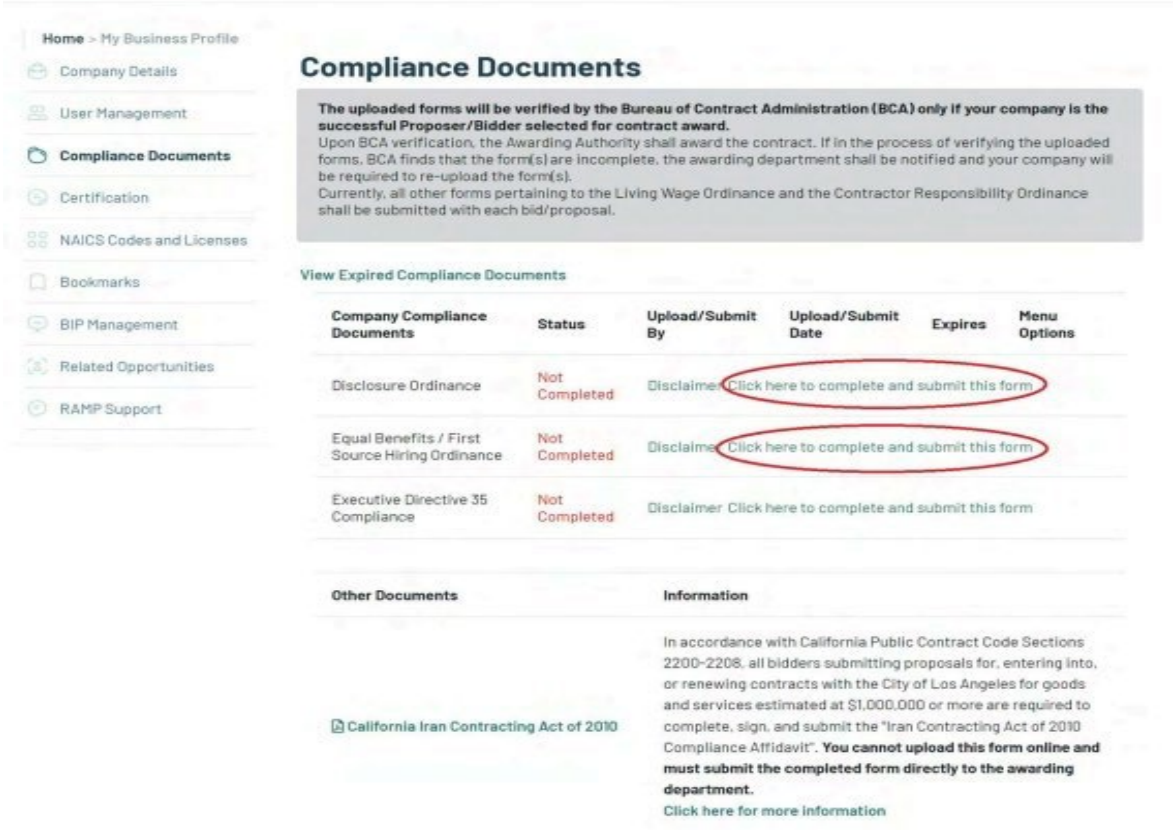
Non-Coverage Determination Application (Form OCC/LW-29)

I have read and am exempt from the statements above. I will attach a completed LWO Exemption form applicable to my circumstances prior to submission.

I have read and agree with the statements above.

4. **Company Compliance Documents** — review the instructions below and note that the company compliance documents must be completed on your company profile on RAMP. **DO NOT** download, complete, and submit them via Drop Box

https://www.rampla.org/resource/1709679555000/RAMP_Download_Templates_Instructions



Home > My Business Profile

Company Details

User Management

Compliance Documents

Certification

NAICS Codes and Licenses

Bookmarks

BIP Management

Related Opportunities

RAMP Support

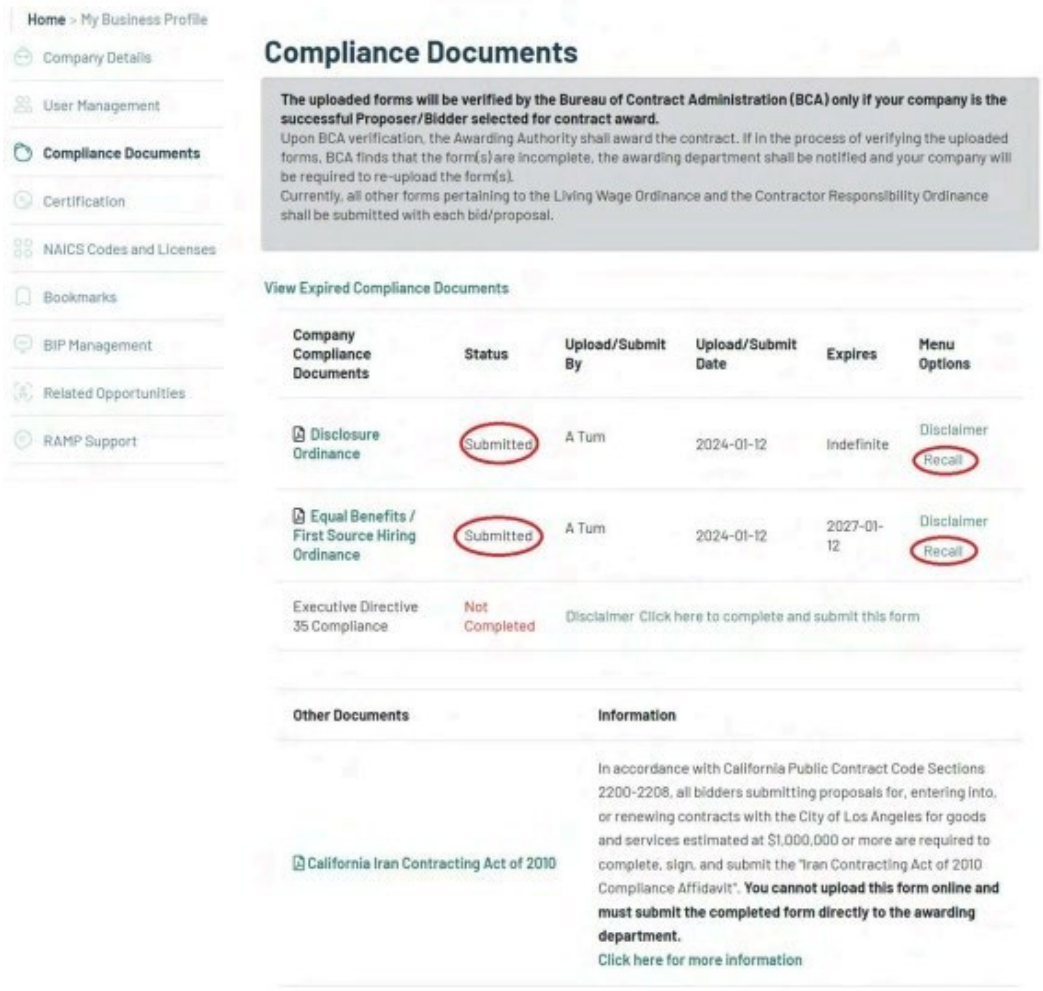
Compliance Documents

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



*Note: Company Compliance documents are separate from the e-bidding process and must be submitted per the instructions in the solicitation.