

# **(CRO)**

## **CONTRACTOR RESPONSIBILITY ORDINANCE SUBMISSION GUIDELINES**

Update 05/2007

### **(FOR SERVICE CONTRACTS ONLY)**

All Contractors who are not governmental agencies are subject to the provisions of the Contractor Responsibility Ordinance (CRO). Using the following guidelines and internet links, please complete the CRO Questionnaire and a Pledge of Compliance, and return the completed forms with the RFCR/Contract.

#### **FOLLOWINGS ARE NOT SUBJECT TO CRO:**

- **Contract amount is less than \$25,000; or**
- **Contract period is less than 3 months; or**
- **The Contractor is a governmental entity; or**
- **The contract is an Amendment --conditional.**

#### **1. COMPLETE A PLEDGE OF COMPLIANCE WITH CRO FORM (Prime & Subcontractor)**

Please download form from Public Works, Bureau of Contract Administration, General Services Office, Special Research & Investigation Section (SRIS/PW) website

<http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF>.

Prime contractor shall ensure that their subcontractors complete a pledge of compliance

#### **2. COMPLETE A SERVICE CONTRACT QUESTIONNAIRE (Prime Contractor)**

- Please download a Service Questionnaire from Public Works, Special Research & Investigation Section (SRIS/PW) website: <http://bca.lacity.org/site/pdf/cro/CROQ%20Service.PDF>
- ALL questions must have answers.
- Any "YES" answer needs to have explanation on the attachment sheet.
- If "YES" was answered on question number 8, number 9, and contractor can only provide a list less than the required 10 years/ 5 years, the following statement should be added to contractor's list: "All information provided is to the best of our efforts. Additional required records are on file and can be provided upon request."
- Must have an original authorized signature on Page 1 and Page 6.
- It is the department's responsibility to check the completeness and agreeableness of answers submitted by agency. Any missing answers or attachments need to be obtained from contractor before sending to Public Works, Special Research & Investigation Section (SRIS/PW) for questionnaire verification of receipt.
- WDD accepts fax pages with initials on information corrections.

Please contact Sucy Yu / WDD Contract Unit at (213) 744-7212 or [sucy.yu@lacity.org](mailto:sucy.yu@lacity.org) for questions.

**FY 07-08 LIVING WAGE ORDINANCE SUBMISSION GUIDELINES**

**ALL CONTRACTORS AND SUBCONTRACTORS WHO ARE NOT GOVERNMENTAL AGENCIES MAY BE SUBJECT TO THE PROVISIONS OF THE LIVING WAGE ORDINANCE (LWO). USING THE FOLLOWING GUIDELINES AND INTERNET LINKS, PLEASE COMPLETE THE APPROPRIATE LWO FORMS AND RETURN THEM WITH RFCR/CONTRACT DOCUMENT. AUTOMATICALLY EXEMPT FROM LWO**

- Governmental Entity
- Contract period less than 3 months
- Contract value is \$25,000 or less

Include the following in Contract/Amendment submission

1. LWO Subcontractor Information & a Subcontractor's Declaration of Compliance (if contractor is a Governmental Entity)

**IN COMPLIANCE WITH LWO**

Include the followings in Contract/Amendment submission

1. LWO Subcontractor Info (can be updated within 10 days after execution)
2. LWO Employee Info (can be updated within 10 days after execution)
3. Subcontractor should either sign a Subcontractor's Declaration of Compliance, or request for exemption.

**REQUESTING AN EXEMPTION TO THE LWO**

**Submit the following with Contract/Amendment for self certified exemption request**

1. Non-Profit Salary/One Person Contractor Certification of Exemption From LWO (Attach a copy of IRS 501 (c) (3) letter, if the 501 (c) (3) Non-Profits -LAAC 10.37.1.g exemption basis is checked.) Make sure the form is signed by an authorized signatory.
2. LWO Subcontractor Info (can be updated within 10 days after execution)
3. Subcontractor should either sign a Subcontractor's Declaration of Compliance, or request for exemption.

**WEB LOCATION FOR LWO FORMS:**

Subcontractor Information: <http://bca.lacity.org/site/pdf/lwo/siflw18.pdf>

Employee Information: <http://bca.lacity.org/site/pdf/lwo/eiLW6.pdf>

Non-Profit Salary/One Person Contract Certification:

<http://bca.lacity.org/site/pdf/lwo/exemptioncertification.pdf>

Subcontractor's Declaration of Compliance:

<http://bca.lacity.org/site/pdf/lwo/doc.pdf>

List of Statutory Exemption: <http://bca.lacity.org/site/pdf/lwo/ExFormW2.pdf>

All LWO Forms:

[http://bca.lacity.org/index.cfm?nxt=ee&nxt\\_body=div\\_occ\\_lwo\\_forms.cfm](http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_lwo_forms.cfm)

FOR ANY QUESTIONS PLEASE CONTACT SUCY YU/ WDD CONTRACT UNIT AT  
(213) 744-7212, or [sucy.yu@lacity.org](mailto:sucy.yu@lacity.org)

# **SLAVERY DISCLOSURE ORDINANCE (SDO) PROCESS GUIDELINE**

03/2008 updated by Michael Petersen

Beginning October 15, 2003, the SDO requires that all contractors entering into agreements with the City sign an affidavit disclosing whether the contractor participated in, invested in, or derived any profits from slavery during the slavery era – prior to 1865.

All new contracts, RFP's, and RFQ's completed after 10/15/2003 are subject to SDO, except those qualifying for exemption.

All amendments after 10/15/2003 are subject to SDO, except those exempted.

## **SDO FORMS**

- SDO Affidavit - <http://bca.lacity.org/site/pdf/sdo/Affidavit.pdf>
- SDO Exemption Application - [http://bca.lacity.org/site/pdf/sdo/exemption%20Application\\_2.pdf](http://bca.lacity.org/site/pdf/sdo/exemption%20Application_2.pdf)

Awarding Authority may file a SDO Exemption to PW/OCC for Non-profit agencies, Governmental agencies, and most grant funded agencies on a contract-by-contract basis.

If you have any questions, please contact the Contracts Unit Supervisor, Barbara Williams, at (213) 744-9321 or [Barbara.S.Williams@lacity.org](mailto:Barbara.S.Williams@lacity.org).