

ANTONIO R. VILLARAIGOSA  
MAYOR

## EXECUTIVE DIRECTIVE NO. 27

**Issue Date: January 4, 2013**

**Subject: Office of Contractor Relations**

### Introduction

On January 12, 2011, I created the Business Inclusion Program to help ensure that all businesses—including job-creating small businesses—have an equal opportunity to participate in City contracts.

In implementing the Business Inclusion Program, it has become clear that our broader commitment to transparency, efficiency, and fairness in the City contracting process should be formalized under the authority of a permanent entity.

### Office of Contractor Relations

Therefore, I am creating the Office of Contractor Relations (the "Office") to be housed within the Mayor's Office. The mission of the Office is to enact and implement programs, policies, procedures and rules that, at a minimum:

- Promote the economic vitality and stability of small business in the City;
- Ensure fairness, equal opportunity, and transparency in the City's contracting process;
- Standardize and enforce compliance with City contracting policies and procedures;
- Strengthen the City's commitment to outreach to, and inclusion of, businesses owned by minorities, veterans, and women;
- Establish and achieve contracting goals and targets for race and gender neutral classifications such as small and emerging businesses, and businesses owned by disabled veterans while continuing to gather data on minority, women, and other business enterprise participation;

- Provide dispute resolution, ombudsman, and related services, including on behalf of local, emerging, and small businesses, and businesses owned by minorities, women, and disabled veterans; and
- Affirm the City's right to impose contracting and small business conditions on projects using City real property or receiving the City's financial backing.

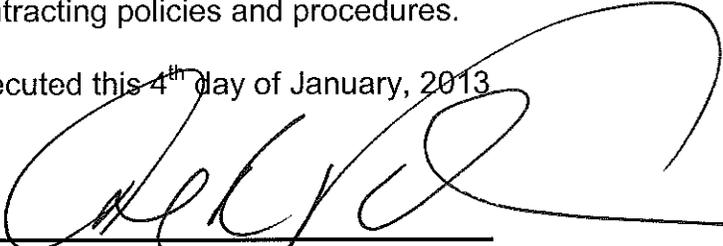
The Office shall establish and maintain public-private partnerships in support of small business.

The Office shall regularly convene meetings with external stakeholders regarding the City's contracting process.

The Office shall act as the business owner of the Los Angeles Business Assistance Virtual Network, providing policy direction and operational guidance. It shall work in cooperation with the Bureau of Contract Administration, the City Purchasing Agent, and the City's Proprietary Departments.

Finally, the Office shall provide regular reports to stakeholders that measure compliance with City contracting policies and procedures.

Executed this 4<sup>th</sup> day of January, 2013



ANTONIO R. VILLARAIGOSA  
Mayor