

**CITY OF LOS ANGELES
RULES AND PROCEDURES
FOR
SMALL BUSINESS ENTERPRISE
(PROPRIETARY) CERTIFICATION**



EFFECTIVE APRIL 24, 2026

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PROCEDURE #1: PURPOSE AND APPLICABILITY

The following Rules and Procedures are promulgated by the Bureau of Contract Administration (BCA), Office of Contract Compliance (OCC) to determine the eligibility of firms for certification as a Small Business Enterprise – Proprietary (SBE (Proprietary)) for participation in contracting with the Department of Water and Power (DWP), the Los Angeles World Airports (LAWA), and the Port of Los Angeles (POLA). Qualifying for the SBE (Proprietary) Certification does not guarantee contract participation.

Each of the City of Los Angeles’ (the City) proprietary Departments – DWP, LAWA and POLA – recognizes a Small Business Enterprise Program for small businesses to participate in professional services, construction and commodities contracts. The following rules and procedures are a consolidation and standardization of the rules and procedures for awarding and/or recognizing the SBE (Proprietary) Certification to eligible firms seeking to participate in contracts with DWP, LAWA and POLA.

PROCEDURE #2: EFFECTIVE DATE

These rules and procedures shall be effective as of April 24, 2026 and shall be applicable to all contracts advertised, or otherwise solicited and procured, after that date to which SBE (Proprietary) requirements apply.

PROCEDURE #3: POLICY

It is the policy of the City to prevent discrimination in the award of, or participation in, City contracts as both prime contractors and sub-contractors.

The Bureau of Contract Administration (BCA) is the Designated Administrative Agency (DAA) for Certification in the City and, as such, is responsible for reviewing, approving, denying, revoking and removing SBE (Proprietary) certifications.

A firm's compliance with the eligibility standards set forth herein and its initial certification by the DAA does not guarantee continued certification. The DAA may conduct post-certification monitoring of a firm to determine its continuing eligibility for certification. The DAA may impose appropriate penalties, including but not limited to revocation of a prior certification approval, contract suspension, contract termination, or debarment (a person is excluded from bidding on, or to be considered for, any City contract, extension or amendment) from future City contracting opportunities against persons or entities determined to have violated these rules and procedures or to have provided assistance to those obtaining SBE (Proprietary) certification through the provision of false or fraudulent information.

The absence of certification shall in no way affect an applicant firm’s right to bid or submit a proposal for any City contract.

PROCEDURE #4: DEFINITIONS

“Affiliate” or “Affiliation” means the following:

- (1) Concerns and entities are affiliates of each other when one controls or has the power to control the other, or a third party or parties control or have the power to control both. It does not matter whether control is exercised, so long as the power to control exists.
- (2) Factors such as ownership, management, previous relationships with, or ties to, another concern, and contractual relationships, should be considered in determining whether affiliation exists.
- (3) Control may be affirmative or negative. Negative control includes, but is not limited to, instances where a minority shareholder has the ability, under the concern's charter, by-laws, or

shareholder's agreement, to prevent a quorum or otherwise block action by the board of directors or shareholders.

- (4) Affiliation may be found where an individual, concern, or entity exercises control indirectly through a third party.
- (5) In determining whether affiliation exists, the totality of the circumstances should be considered, and the DAA may find affiliation even though no single factor is sufficient to constitute affiliation.
- (6) In determining the concern's size, the receipts, employees, or other measure of size of the concern whose size is at issue and all of its domestic and foreign affiliates, regardless of whether the affiliates are organized for profit, are all considered.

“Annual Gross Receipts” means the gross income (less returns and allowances, sales of fixed assets, and inter-affiliate transactions) of a concern (and its domestic and foreign Affiliates) from sales of products and services, interest, rents, fees, commissions, and/or from whatever source derived, as entered on its regular books of account for its most recently completed fiscal year (whether on a cash, accrual, completed contracts, percentage or completion, or other acceptable accounting basis) and, in the case of a concern subject to U.S. Federal income taxation, reported or to be reported to the U.S. Treasury Department, Internal Revenue Service, for Federal income tax purposes. If a concern which has been in business more than 12 months changes its accounting period (fiscal year), its annual receipts will be determined from its most recently completed 12-month period in business. For corporations and partnerships, gross income is calculated by adding the cost of goods sold and total income.

If a firm has acquired an Affiliate during the applicable accounting period, it is necessary in computing the applicant's annual receipts, to include the Affiliate's receipts during the entire applicable accounting period, rather than only its receipts during the period in which it has been an Affiliate. The receipts of a former Affiliate are to be included if such concern was an Affiliate during a portion of the applicable accounting period.

“Awarding Authority” means the governing body, board, officer or employee of the City authorized to award a Contract. The term Awarding Authority includes a department that has control of its own funds if the department adopts policies consistent with the provisions of this article.

“Designated Administrative Agency (DAA)” means a specific government department or entity given the authority to manage and enforce rules, standards, or programs for City contracts, labor compliance (like Measure JJ), or specific ordinances, ensuring contractors meet requirements like local hiring or equal opportunity, handling audits, and maintaining compliance records. It acts as the operational arm for implementing policy decisions made by the City Council. For the purposes of certification for the City of Los Angeles, this means the Department of Public Works, Bureau of Contract Administration.

“General Partnership” means a business structure where two or more individuals agree to share in the profits or losses of a business, and are both personally liable for the business's debts and obligations.

“Independently-owned and Operated” means a business is owned and managed directly by its owner(s) without significant external control or influence from another entity. The owners make independent decisions about the business's operations and direction.

“Majority Owner” means an individual or entity that owns more than 50% of a company's shares, giving the individual or entity significant control over the company's decisions and operations. The Majority Owner holds a controlling interest, allowing the Majority Owner to elect the board of directors, influence major strategic choices, and potentially dictate the company's direction.

“Majority Ownership” means, for a company that has multiple owners, the owners who collectively own more than 50% of the company. For the purposes of this certification requirement, all of the owners who make up this majority must be US residents.

“NAICS” means and refers to the North American Industry Classification System codes, which are a standardized system used by the United States, Canada, and Mexico to classify businesses based on their economic activity. These six-digit codes help federal statistical agencies collect, analyze, and publish data about the U.S. economy. The NAICS codes are also used for various administrative, regulatory, contracting, and taxation purposes. NAICS codes in the City of Los Angeles’ SBE(Proprietary) Program are only assigned to certified firms located in the United States.

“Proprietary Departments” means and refers to City Departments that are self-funded through the sale of their services rather than relying on tax revenue. There are three Proprietary Departments in the City of Los Angeles: Los Angeles Department of Water and Power (LADWP), Los Angeles World Airports (LAWA), and the Port of Los Angeles (POLA).

“RAMPLA” means, and refers to, the Regional Alliance Marketplace for Procurement (<https://www.rampla.org>), the City’s database of procurement opportunities and vendor profiles. Registered vendors may apply for some City of Los Angeles certifications and request verification of recognized agency certifications on RAMPLA.

“Recognize” and “Recognition” means and refers to the City’s acknowledgment and validation of a certification that was given to a firm by another agency that has an agreement with the City of Los Angeles without having to submit a full application, but merely by requesting recognition of said certification. A recognized certification will appear on a firm’s RAMPLA profile.

“Revoke” and “Revocation” means and refers to the official cancellation of a previously approved certification.

“Sole Proprietorship” means a business owned and run by one person, with no legal distinction between the owner and the business. It’s the simplest business structure, often chosen for its ease of formation and operation, but it also means the owner is personally liable for all business debts and obligations.

“Subsidiary” means the following:

- (1) A separate legal entity that has been established by another company (a parent company) to do business in a particular (separate) place/location. The parent company has control over the subsidiary and owns 100% percent of the separate entity’s voting shares/stock.
- (2) A separate entity that is an Affiliate and wholly owned by the parent company or applicant firm. A separate entity may or may not have the same name as the parent company.

“U.S. Person” means a person who is a United States Citizen, a lawful permanent resident as defined by 8 U.S.C. 1101(a)(20) or a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any corporation, business association, partnership, society, trust, or any other entity, organization, or group that is incorporated to do business in the United States. It also includes any governmental (Federal, state, or local) entity. It does not include any foreign person as defined in § 120.63. (per Code of Federal Regulations, Title 22, Chapter I, Subchapter M, Part 120, Subpart C, Section 120.62)

PROCEDURE #5: ELIGIBILITY STANDARDS (MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR ALL SBE CERTIFICATIONS)

WHO IS ELIGIBLE TO APPLY

- The business and its owner(s) must meet the definition of “U.S. Person”:
 - The business must be an Independently-owned and Operated, for-profit business that is incorporated to do business in the United States; AND,
 - The Majority Owner qualifies, or, if multiple owners, the Majority Ownership qualifies as a U.S. Person.
- Gross Receipts are averaged over the firm’s most recent five (5) completed fiscal years to determine its average annual receipts.
- The business meets one of the following definitions of “small”:
 - California Department of General Services (DGS) Small Business Program - Non-Public Works NAICS Codes
 - \$18M average gross receipts, AND
 - 100 employees, or less
 - California DGS Small Business Program - Public Works NAICS Codes¹
 - \$43M average gross receipts, AND
 - 200 employees, or less
 - These eligibility requirements are subject to change. The DAA will apply the published California DGS Small Business Program eligibility requirements at the time the application is processed. [The California DGS’ Current Eligibility](#) is available on its website.
- If the business exceeds the California DGS levels, the DAA will also consider the U.S. Small Business Administration’s (SBA’s) 8(a) size standards, which vary depending on the NAICS code being certified. SBA’s 8(a) program uses the current [U.S. Small Business Administration Table of Small Business Size Standards](#) to determine the size standard for the NAICS codes requested by the applicant firm.
 - NOTE: SBA size standards can be based on gross receipts OR the number of employees, depending on the NAICS code.
 - NOTE: For purposes of these eligibility rules, the City of Los Angeles evaluates only these size standards from the SBA 8(a) certification program and not the additional eligibility criteria for an SBA 8(a) certification.
- If there are any Affiliate businesses to the applicant, the Affiliation and related revenue will only be included IF the relationship is in place for the firm’s most recent five (5) completed fiscal years, Affiliates will not be included on a pro-rated basis.
- A business with an active account on RAMPLA in which the address in the account matches the address on the business’ application and other business documents.
- A business that can demonstrate that it is in compliance with all applicable laws relating to licensing and is not delinquent on any Federal, State, County, or City taxes. Required documents vary based on how the business is structured. Please refer to the back page of the application for more detailed information.
- A business that can provide supporting documentation required for the requested NAICS codes (such as licenses, total number of staff, certifications and/or related experiences).

OTHER REQUIREMENTS

- The SBE (Proprietary) Certification is valid for five (5) years; however, certified firms must submit annual declarations to the DAA demonstrating continued adherence to all of the eligibility standards, including any income restrictions.
- After five years, the SBE (Proprietary) certification must be renewed by following Section #9 below, to continue the certification.

¹ California Public Contract Code Section 1101 defines a "public works contract" as any agreement for the erection, construction, alteration, repair, or improvement of a public structure, building, road, or other public improvement. Businesses attempting to be certified using this definition must qualify with NAICS code(s) that would allow them to perform this type of work.

- A firm's compliance with the eligibility standards set forth herein and its initial certification by the DAA does not guarantee continued certification. The DAA may conduct random post-certification monitoring of a firm to determine its continued eligibility for certification.

PROCEDURE #6: RECOGNITION OF CERTIFICATIONS AWARDED BY OTHER AGENCIES

The DAA recognizes certain certifications it manages, as well as certifications from other recognized agencies. If the applicant has an active and verified certification from any of the agencies listed below, there is no need to apply for SBE (Proprietary) certification. Instead, the applicant must request recognition of the certification, as described below.

The DAA recognizes the listed certifications from the following issuing agencies:

CERTIFICATION TYPE	ISSUING AGENCY
8a	US Small Business Administration (SBA)
DBE	Any California Unification Certification Program (CUCP) agency*
EDWOSB	US Women’s Chamber of Commerce (USWCC)
EDWOSB	National Women Business Owners Corporation
LSB	City of Los Angeles
LSBE	County of Los Angeles
SB(Micro)	CA-DGS (State of California-Dept. of General Services)
SB	CA-DGS (State of California-Dept. of General Services)
SB-PW	CA-DGS (State of California-Dept. of General Services)
SBE	Metro (LA County Metropolitan Transit Authority)
SMBE	CalTrans (California Dept. of Transportation)
SWBE	CalTrans (California Dept. of Transportation)
WOSB	US Women’s Chamber of Commerce (USWCC)
WOSB	National Women Business Owners Corporation

***CUCP Agencies include the following:**

- City of Los Angeles
- California Department of Transportation (CALTRANS)
- L.A. County Metropolitan Transportation Authority (METRO)
- San Diego County Regional Airport Authority (SAN)
- City of Fresno
- Santa Clara Valley Transit Authority (VTA)
- San Mateo County Transit District (SAMTRANS)
- San Francisco Bay Area Rapid Transit District (BART)
- San Francisco Municipal Transportation Agency (SFMTA)
- San Francisco International Airport (SFO)

To obtain the SBE (Proprietary) Certification through Recognition of one of the certifications listed above, applicant firms with one of the certifications listed above must request a Recognition of the certification via the firm’s account in RAMPLA.org.

Once the request is received, DAA staff will verify the business’ certification status. If the agency does not have a public facing directory of certified businesses, the applicant may be asked to provide a copy of its certification approval letter for verification. Once verified, the SBE (Proprietary) certification will be added to the applicant’s

RAMPLA profile, and the SBE (Proprietary) certification will have the same issuance and expiration date as the certification received from the issuing agency.

Firms that receive an SBE (Proprietary) Certification via recognition are not required to provide annual declarations confirming their continued eligibility for the Certification; however, applicant firms have an ongoing responsibility to notify the DAA of any changes that may impact the firms' eligibility, such as a change in the firm's ownership or Affiliation.

The business is also responsible for maintaining the recognized certification. If that underlying certification expires, the SBE(Proprietary) certification will be removed from the business' RAMPLA profile. If the company is re-certified by a recognized agency, they will need to submit another request for recognition.

The DAA reserves the right to deny or Revoke certification if it is discovered that the firm does not meet the qualifications and requirements set forth in Section #5.

PROCEDURE #7: REVIEW PROCESS / APPLICATION PROCEDURES

The DAA will conduct an independent review of the information provided on the application, including, but not limited to, reviewing an applicant firms' home state Secretary of State website and local, state, and federal licensing boards. The DAA may request any additional information necessary to evaluate the SBE (Proprietary) Certification. The business must cooperate fully with requests for information relevant to the certification process. An Applicant's failure or refusal to provide such information is grounds for rejection or Revocation of a certification.

During the application process, a business is under a continuing obligation to communicate any change in the company's ownership, Affiliation, principal business address, and other information, in writing, within thirty (30) calendar days of such change(s). Failure to do so is grounds for rejection of the certification application.

A copy of the majority owner's or owners' most recently filed, signed and dated Federal Individual Income Tax Return (Form 1040), including all schedules and attachments, will be reviewed for business ownerships and the percentage interest in each. If there are any potential Affiliated companies listed in the 1040, additional Federal Corporate Income Tax Returns may be required to be submitted.

In addition, copies of the five (5) most recent years of filed, signed and dated Federal Corporate Income Tax Returns including all schedules and attachments for the applicant firm will be reviewed for gross receipts.

If there are Affiliates whose income must be considered, the applicant firm's and the Affiliate's Gross Receipts (based on ownership percentage) will be added together to calculate the total Gross Receipts. The Affiliate's income will be calculated based on percentage of ownership in that business by the applicant firm's Majority Owner. If the Majority Owner of the applicant firm is also the Majority Owner of an Affiliate (51% or more), the total Gross Receipts of that Affiliate will be counted.

When SBE (Proprietary) Certification for the requested NAICS codes is based upon the number of employees of the applicant firm, the DAA will request the most recent four (4) quarters of Payroll Records [such as the Quarterly Contribution Return and Report of Wages (California Form DE 9C, or equivalent from other states)] showing the number of employees employed by the applicant firm.

Applicant firms are required to redact all Social Security Numbers of employees prior to submission.

The review of an SBE (Proprietary) Certification may include a site visit (either on-site or virtual) with the applicant at the firm's business location.

Any request for additional information shall be in writing and shall give the applicant notice to provide all requested documentation and/or information within fourteen (14) calendar days from the date of the request. Extensions may be granted on a case-by-case basis.

If the applicant fails to respond to any request for additional information within the time specified, the application may be rejected. A closure letter will be emailed to the applicant, indicating the application is being rejected for "non-compliance."

A firm that is facing closure of its certification application due to non-compliance with documentation and information requests has the option to withdraw its application. The company can reapply whenever it can provide the required documents. If the firm does not withdraw and its application is closed, the firm must wait six (6) months from the closure date to reapply for the SBE (Proprietary) certification.

Provided a firm's certification application is not closed for "non-compliance," its application will either be approved or denied based upon review of the application and related files.

FIRM MEETS THE REQUIREMENTS FOR SBE CERTIFICATION:

If a determination is made that the applicant meets the eligibility standards, the DAA will issue an approval letter indicating the effective date of the SBE (Proprietary) Certification and will add the certification status to the applicant's RAMPLA profile.

FIRM DOES NOT MEET THE REQUIREMENTS FOR SBE (PROPRIETARY) CERTIFICATION:

If a determination is made that an applicant does not meet the eligibility standards, a denial letter shall be issued to the applicant. The letter shall inform the applicant of the reason(s) for the denial and inform the applicant of the applicant's right to appeal the decision. The notification shall also inform the firm of the procedures and time deadlines for appealing the decision.

If a firm was previously certified but is no longer eligible, the certification will be removed from the firm's profile and the firm will no longer appear on the DAA's online database of certified firms.

PROCEDURE #8: REQUESTING AN EXPEDITED REVIEW

Applications shall be processed according to the date they are received. An expedited review can be requested by the applicant firm or the Awarding Authority when the firm's SBE (Proprietary) certification status impacts the firm's ability to bid on an upcoming opportunity.

To request an expedited review of an SBE (Proprietary) Certification, email bca.certifications@lacity.org and attach a copy of the RFP/RFB/RFQ/Opportunity, including the cover page, that provides the following information:

- The closing date of the proposal/bid/qualifications and proof that the application was received prior to said date;
- The certification required to be eligible for consideration;
- The NAICS codes specified in the proposal/bid/qualifications; and
- A list of the NAICS codes requested in the firm's SBE (Proprietary) Certification application that match those in the bid.

After review, the applicant will be issued an approval or denial letter, as discussed above in Section 7. If the Awarding Authority initiated the request for an expedited review, the Awarding Authority will also be notified of the results.

NOTE: Approval of a request to expedite the consideration of an SBE (Proprietary) Certification application does not guarantee the SBE (Proprietary) application will be approved, nor does it guarantee that a decision to approve or deny the application will be completed before the Awarding Authority selects the winning bid.

PROCEDURE #9: CERTIFICATION MAINTENANCE, UPDATES AND RENEWALS

ANNUAL VERIFICATIONS

The SBE (Proprietary) certification is valid for five (5) years; however, firms are required to respond to the DAA's request for Annual Updates. Each year a letter will be issued asking the firm to verify that the information on file is correct. The firm must return this form with any requested documents within thirty (30) days of receipt of the request.

CONTINUING OBLIGATIONS

Certified firms must notify the DAA of any change to the company's ownership, affiliation, location, and/or other information, whether or not such change impacts its eligibility for the SBE (Proprietary) Certification. These updates must be communicated to the DAA in writing by emailing bca.certification@lacity.org. Failure to communicate such changes shall constitute grounds for rejection and/or Revocation of the SBE (Proprietary) Certification.

All communications from the DAA will be sent via email. The DAA may choose to send information by US Mail if email communication is not successful; however, this is at the discretion of the DAA and not standard practice. It is the responsibility of the firm to provide updated contact information. It is the responsibility of the firm to ensure the firm's contact information is updated on RAMPLA.

The DAA requires all firms seeking certification and renewal to cooperate fully with requests for required information relevant to the certification process, the certification renewal process, and/or an investigation.

During any period for which any SBE (Proprietary) certification is in effect, all books and records in the firm's or any Affiliate's possession (if applicable), relevant to the firm's SBE (Proprietary) eligibility, shall be open for inspection and examination by the DAA.

ADDING NAICS CODES TO THE SBE (PROPRIETARY) CERTIFICATION

As stated above in Section 5, a firm with an SBE (Proprietary) Certification shall not be considered for contracting opportunities involving NAICS codes which were not assigned to the firm. A certified firm may request that additional NAICS codes be added to its certification by emailing bca.certification@lacity.org. An Analyst will evaluate the request and may request additional documents and/or other information to verify the firm's eligibility for the additional NAICS code(s).

SBE (PROPRIETARY) CERTIFICATION RENEWAL PROCEDURES

On the fifth (5) year of its certification, the DAA will email a Renewal Notice to the certified firm. The completed form must be submitted with the most recent tax documents and any other requested supporting documentation within thirty (30) calendar days from the date of the notice. If the firm fails to provide the completed form and requested information within the allotted time, the certification will expire.

The DAA, upon review and approval of the renewal declaration and the supporting documents, will email a certification renewal letter to the certified firm and update the applicant's certification expiration date in RAMPLA.

REVOCATION OF SBE (PROPRIETARY) CERTIFICATIONS

The following are considered grounds for Revocation of an SBE (Proprietary) Certification:

- The business fails or refuses to provide requested documents or information;
- The business provides false, erroneous or misleading statements or documents to support the application/renewal/continued eligibility for certification;
- The business no longer meets the eligibility criteria;
- The business fails to communicate a change in the company's ownership, Affiliation, and/or other information, in writing, within ten (10) calendar days of such change(s).

A firm subject to Revocation of an SBE (Proprietary) Certification shall be notified in writing of the reason(s) for the decision. The notification shall also inform the firm of the procedures and time deadlines for appealing the decision.

PROCEDURE #10: REJECTION, SUSPENSION AND/OR REVOCATION OF EXISTING CERTIFICATIONS

The City of Los Angeles requires all firms seeking certification and renewal of a certification to cooperate fully with requests from the DAA for information relevant to the certification process, continued certification and/or investigation.

The following are considered grounds for denial (rejection), closure (expiration), or Revocation (previously certified but no longer eligible) of a certification.

- The business fails or refuses to provide requested documents or information.
- The business provides false, erroneous or misleading statements or documents to support the Application/ Renewal/Continued Eligibility for certification.
- The business no longer meets the eligibility criteria.
- The business fails to communicate a change in the company's ownership, Affiliation, and/or other information, in writing, to the DAA within ten (10) calendar days of such change.

REVOCATION OF SBE (PROPRIETARY) CERTIFICATION

A firm will be notified by the DAA of any decision to Revoke an SBE (Proprietary) Certification in writing. The notification shall include a statement setting forth the reason(s) for the decision, and shall inform the firm of the procedures and time deadlines for appealing the decision.

If the Revocation is reversed as a result of an appeal, the certification validity date will be continuous from its previous certification.

If an SBE (Proprietary) certification is Revoked, the status of the certification in the applicant's account will be changed so that the firm is no longer visible on the database search for SBE (Proprietary) Business Profiles on RAMPLA.

SUSPENSION OF SBE (PROPRIETARY) CERTIFICATION

If a decision is made to suspend a firm's SBE (Proprietary) Certification, the DAA will notify the company of the suspension via email. If the email bounces back, a suspension letter will be mailed to the last known address of the company. A suspension is temporary, pending an investigation. The suspension takes effect seven (7) days from the date the final notification was sent.

While suspended, a firm can continue to perform work, and such work will count toward contract goals if the work is on an existing contract that was in place prior to the suspension. However, any work performed by a firm whose SBE (Proprietary) certification is suspended cannot be considered to meet contract goals on new contracts or contracts received during the suspension period.

A company will not appear in the online RAMPLA database while its certification is suspended.

If a company's certification has been suspended, the company will be asked to cooperate with the related investigation by submitting information showing that, despite the findings leading to the suspension, the company is still eligible for certification.

PROCEDURE #11: APPEAL PROCEDURES

The applicant may appeal a decision to deny or Revoke an SBE (Proprietary) Certification within thirty (30) calendar days from the date of the denial or Revocation letter.

The appeal must be addressed to:

Bureau of Contract Administration
Office of Contract Compliance (OCC)
ATTN: Assistant Director
1149 South Broadway, Suite 300
Los Angeles, CA 90015

Appeals shall be in writing on the firm's letterhead and signed by an executive of the firm. The Appeal shall clearly state the basis for the appeal, set forth all facts relevant to the appeal, and include all relevant supporting documentation.

A firm may request an in-person hearing to present their appeal, by including such request in their appeal letter. Once the appeal and related documents are received, the DAA will set a hearing date for the firm.

An appeal will not be considered if the grounds for the appeal are not stated in the written appeal and/or supporting documentation is not provided.

Any appeal submitted more than thirty (30) calendar days after the date of the denial or Revocation of the Certification will not be considered.

The Assistant Director will review the appeal with the Certification Analyst and consult with the Compliance Program Manager prior to making a final decision on the appeal.

The Assistant Director's decision shall be final and will be communicated to the applicant within thirty (30) calendar days of the receipt of the applicant's appeal to the Denial/Removal notification. The DAA may extend its appeal response should the Assistant Director require additional time to consider the appeal.

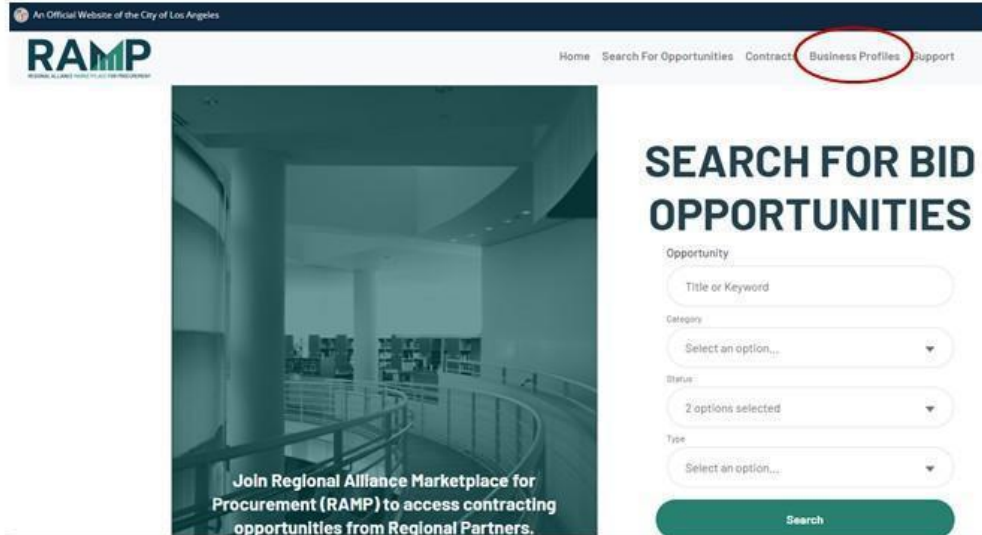
IF THE APPEAL IS GRANTED FOR A SUSPENDED OR REVOKED CERTIFICATION, the DAA's decision to suspend or Revoke the SBE (Proprietary) Certification will be reversed, the status of the certification will be returned to "Approved," and the firm will again appear in the online [RAMPLA](#) database as an SBE (Proprietary) certified firm.

IF THE APPEAL IS GRANTED FOR A REJECTED APPLICATION, The SBE (Proprietary) Certification will be awarded to the applicant firm and NAICS Codes assigned effective as of the date of the decision, with a five (5) year expiration.

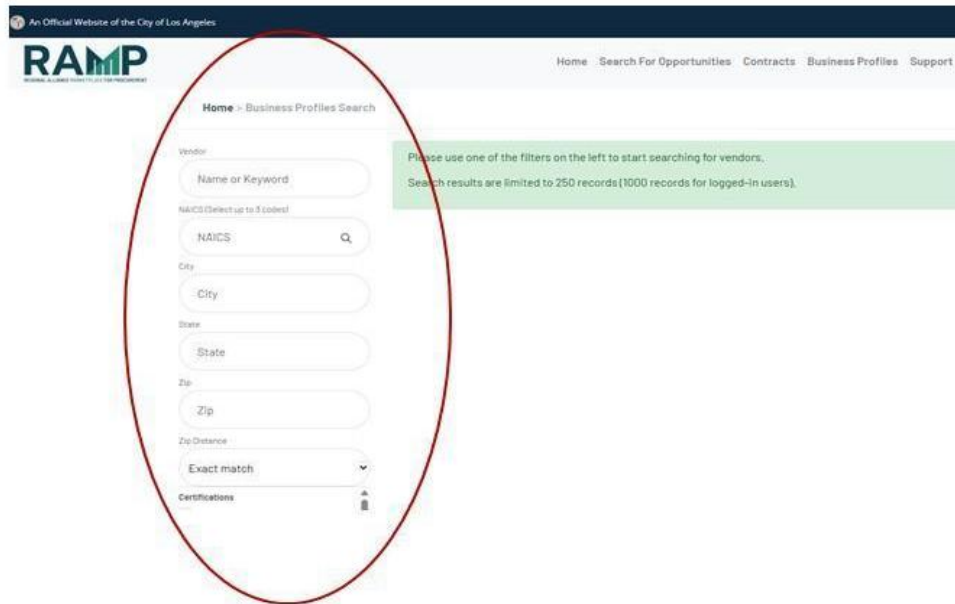
IF THE APPEAL IS DENIED, the decision to deny or Revoke the SBE (Proprietary) Certification is final. The firm may not reapply for the SBE (Proprietary) Certification until after six (6) months from the date of the final decision letter.

SBE (PROPRIETARY) DIRECTORY

To find any certified firms, visit RAMPLA.org and choose Business Profiles from the options across the top.



Complete the fields on the left based on your needs and click on Search.



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