



Business Inclusion Program (BIP) Walkthrough Manual

A Guide to Completing the Business Inclusion Program (BIP)
Outreach Requirement on RAMP

February 2024

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INTRODUCTION

The Regional Alliance Marketplace for Procurement (RAMP) at <http://www.RAMPLA.org> is a free service provided by the City of Los Angeles.

Companies can view and download information on all contractual opportunities offered by the City of Los Angeles and its Regional Partners in one convenient location, as well as find up-to-date Prime contractors (hereafter called “primes”), subcontractors, and sub-consultants (hereafter called “subcontractors” or “subcontractors”) to complement your project bids and proposals (hereafter called “bids”). Our goal is to have your business grow in the City of Los Angeles. If you are not registered already, please create a free account on RAMP by visiting <http://www.RAMPLA.org>

This document will walk you through the online Business Inclusion Program (BIP) Outreach requirement process.

Important Notes:

If you have questions regarding BIP Outreach, please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>

BIP OUTREACH OVERVIEW

It is the policy of the City of Los Angeles to provide Minority-owned Business Enterprises (MBEs), Woman-owned Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran-Business Enterprises (DVBs), Local Business Enterprises (LBEs), Local Small Business Enterprises (LSBs), Local Transitional Employers (LTE), and all

Other Business Enterprises (OBEs)* an equal opportunity to participate in the performance of City contracts. Bidders and proposers (hereafter called "bidders") shall assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs, DVBEs, LBEs, LSBs, LTEs and OBEs have an equal opportunity to compete for and participate in City contracts. A prime bidder's Outreach efforts in reaching out to MBEs, WBEs, SBEs, EBEs, DVBEs, LBEs, LSBs, LTEs and OBEs shall be determined by the level of effort put into achieving the BIP Outreach indicators. Failure to meet anticipated MBE/WBE/SBE/EBE/DVBE/LBE/LSB/LTE participation levels will not by default be the basis for disqualification or determination of non-compliance with this policy. However, failure to complete the Outreach as directed in the bid specifications will render the bid non-responsive and will result in its rejection.

*OBEs are businesses that are either uncertified or do not have a Verified recognized City of LA certification

BIP OUTREACH HELPFUL HINTS

Each indicator is evaluated and scored on a pass/fail basis. No partial credit is awarded. Make sure to complete each indicator on time. Some indicators need to be completed by a certain number of days before the bid due date.

Below are suggestions in completing the BIP Outreach requirement:

- I. Learn about the RFB/RFP/RFQ
Attend the Pre-bid Meeting. Sign the attendance sheet in order to receive credit for your attendance. Bidders are recommended to review the requirements in the solicitation to participate in any mandatory pre-bid conferences

- II. Identify subcontracting opportunities and potential subcontractors
Review the RFB/RFP/RFQ and identify areas of work that may be subcontracted out
- III. Conduct Outreach (Written Notices to Subcontractors)
 - Via RAMP, outreach by email to potential subcontractors must be conducted 15 days before the bid due date.

Required documentation

- E-mail notifications in each of the selected potential work areas to potential MBEs, WBEs, SBEs, EBEs, DVBEs, LBEs, LSBs, LTEs and OBEs for each anticipated work area (NAICS code) to be performed. The notification must be performed using the RAMP's Outreach system.
- The notification may be sent to potential subcontractors either currently registered on RAMP or added to the RAMP by the bidder.
- Bidders are required to send notifications to a sufficient number of firms in each potential work area as determined by the City.
- The sufficient number of firms will be determined by the total number of potential subcontractors registered on the RAMP in each specific work area.
- Bidders will not be able to utilize the RAMP's Outreach notification function if there are less than fifteen (15) calendar days prior to the bid submittal deadline. Bidders will see a message on the Summary Sheet if they have failed to outreach to a sufficient number of firms in a work area.
- Bidders are allowed to add their own comments to the Written Notice (up to 400 characters). Make sure that the language used is not limiting.

IV. Negotiate in Good Faith

- The bidder has discussed or contacted in good faith to interested potential MBEs, WBEs, SBEs, MBEs, WBEs, SBEs, EBEs, DVBEs, LBEs, LSBs, LTEs and OBEs and did not unjustifiably reject as unsatisfactory bids

prepared by any enterprise as determined by the Board.

REQUIRED SUBMISSIONS

The Summary Sheet

RAMP automatically organizes the list of companies outreached to by work areas in a “Summary Sheet” report.

- These reports are available in the “Business Inclusion Program” section of your Profile page.
- You will be responsible for listing ALL bids received, bid dollar amounts (if the project is an RFB or RFP) and the reason(s) for selection/non-selection.
- Must be performed using the RAMP and must be completed by 4:30 p.m. the day after the Opportunity Close Date. Bidders will not be able to edit their Summary Sheet after 4:30 p.m. If a bid is submitted by a subcontractor that is not registered with the RAMP, the bidder is required to add that firm to their Summary Sheet.
- A bidder’s failure to utilize RAMP’s Summary Sheet function will result in their bid being deemed non-responsive.

Bids/Quotes/Rate Sheets/Letters of Interest

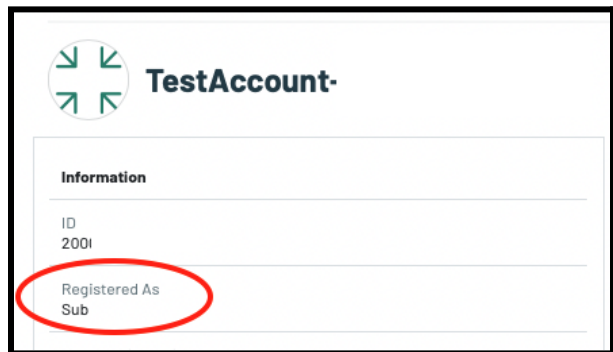
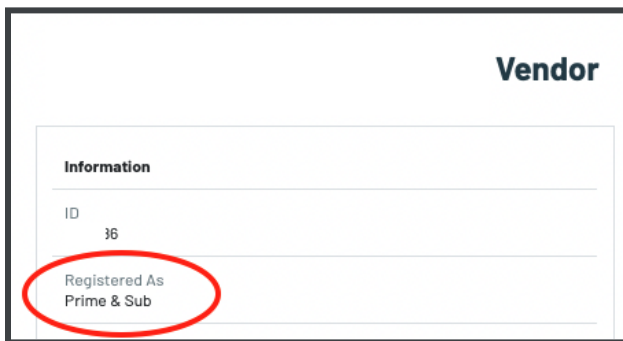
- Verbal quotes must be submitted in writing on the subcontractor’s letterhead prior to award.
- If you choose to self-perform a work area in which you received a bid/quote, you must submit a quote for doing the work yourself (self-quote) so that we can compare the two.
- Please make sure that the dollar amounts listed on the quotes match the dollar amounts listed on the Summary Sheet and also the dollar amounts listed in the List of subcontractors page of your bid (if

applicable). If the dollar amounts differ, explain the discrepancy in your Summary Sheet.

- Prior to award, copies of ALL bids, quotes, rate sheets, and letters of interest received (including MBE/WBE/SBE/EBE/DVBE/ LBE/ LSB/LTE/OBE) must be submitted, even if it is in a work area that you did not Outreach in.

Document all relevant correspondence on the Summary Sheet.

Note: Only companies registered as “Prime & Sub” or “Sub” will appear in the BIP outreach subcontractor search and if their profile has the NAICS codes in the opportunity. You can check a company’s public profile to see their status and NAICS codes.



LOGIN TO RAMP

The Business Inclusion Program (BIP) section of the website requires a RAMP login id and password. If you need a user ID, go to <https://www.RAMPLA.org> to register. You will be prompted to set up an Angeleno account. Once you receive your login id and password, follow the steps below.

Conducting BIP requires a RAMP account. You will need an Angeleno account to access RAMP. If you don't have an RAMP account and need assistance, please refer to RAMP New Account Registration manual.

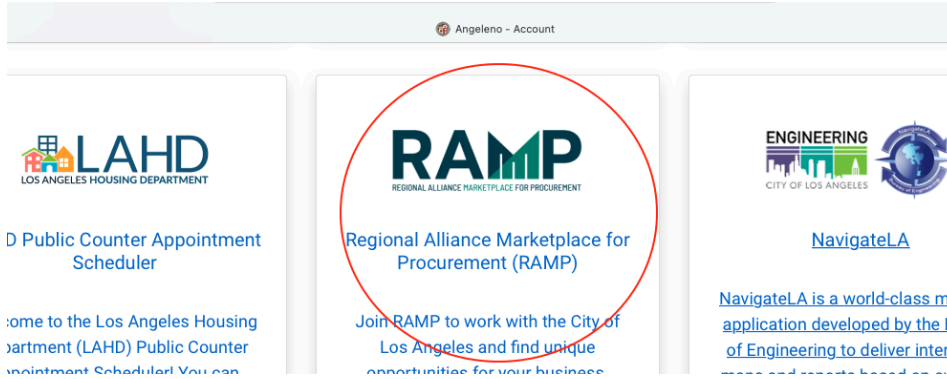
1. "Login or Register with your Angeleno Account".



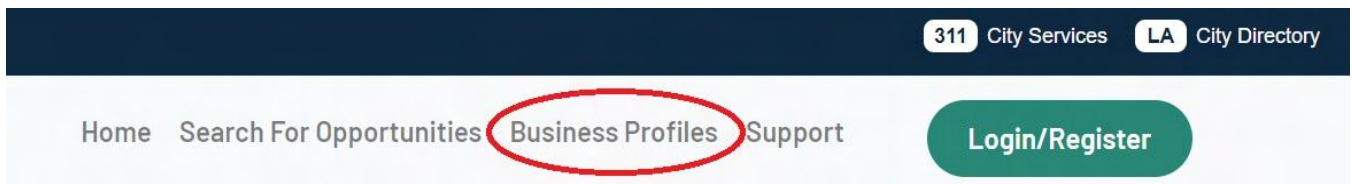
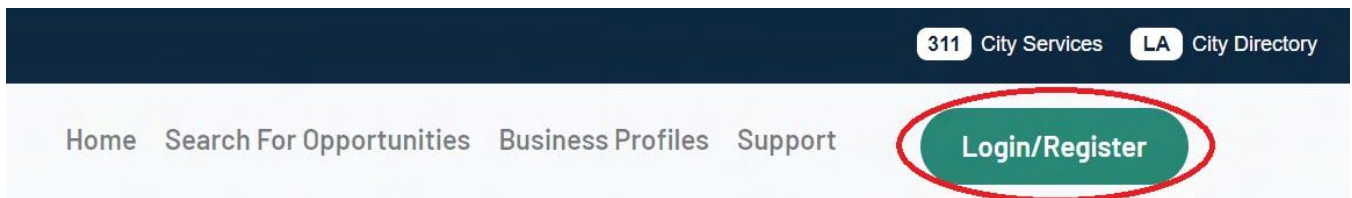
2. While logged into Angeleno, Click on the SERVICES Menu button.



3. Scroll through the Angeleno Services and click on the RAMP tile . You will automatically be logged in.



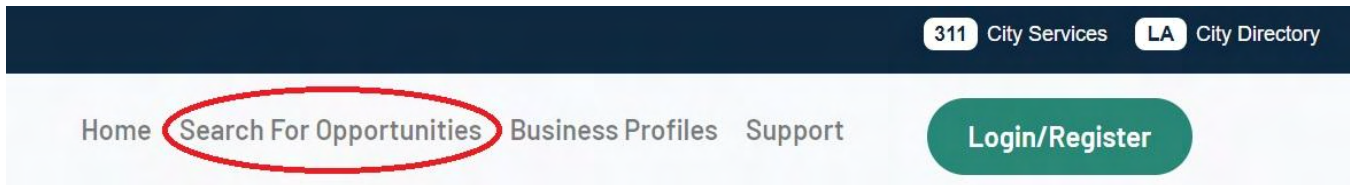
- Login to RAMP with your Administrator account and visit My Business Profile page.



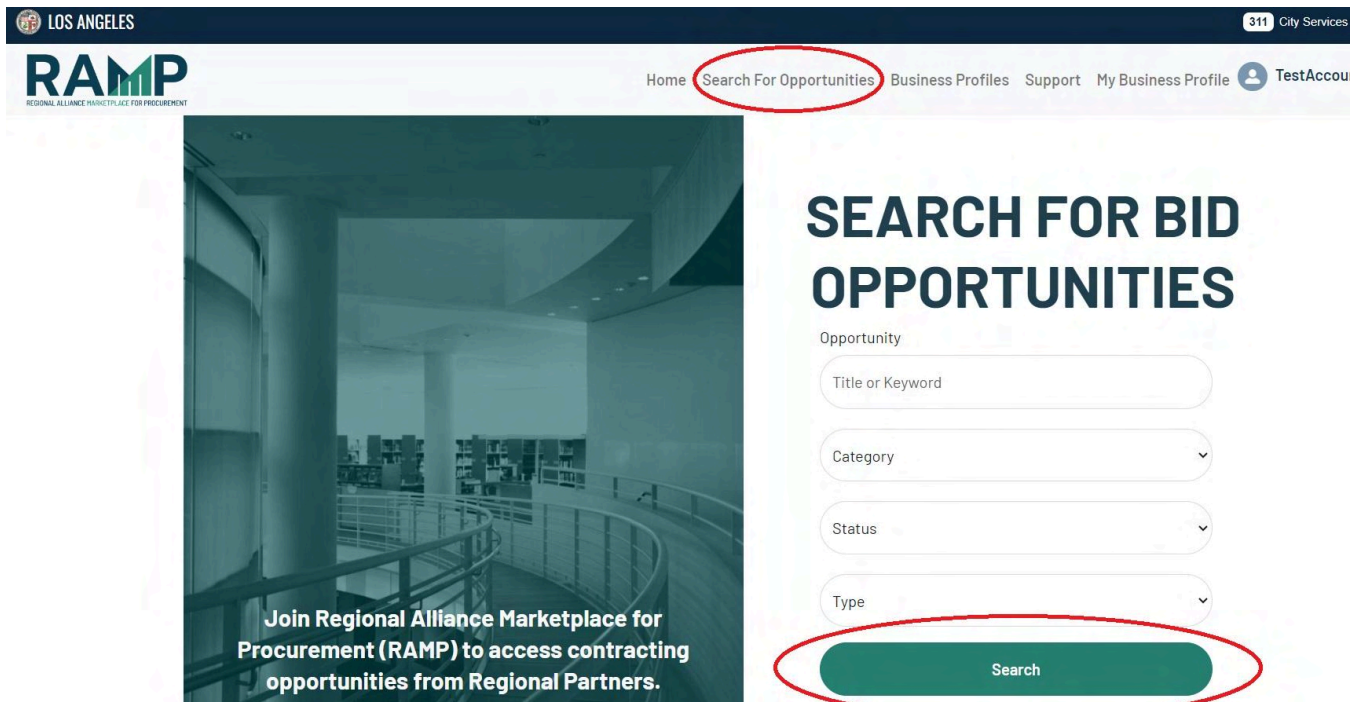
SEARCH FOR AN OPPORTUNITY

There are 3 ways to Search for an Opportunity

1. Click the *Search for Opportunities* button from the top menu bar. This will open up the Opportunities with a filtered menu. See more details on page 12.



2. You can also select an Opportunity from either the Home Page Search or the list of Recent Opportunities when you scroll down the Home Page.



3. You can select an Opportunity from the Recent Opportunities featured on the bottom of the home page.

RECENT OPPORTUNITIES

	Name	Organization	Post Date	Due Date
1	HACLA Employee Zen Room	Housing Authority, City of Los Ang...	02/23/24, 03:00 PM	03/05/2024
2	Annual Preventive Maintenance C...	General Services	02/23/24, 02:00 PM	02/23/2024
3	Annual Maintenance - Microlab ST...	General Services	02/23/24, 11:30 AM	02/23/2024
4	141436 VALVES, DRAIN	Water & Power	02/23/24, 11:08 AM	02/28/2024
5	ABB TERRERA 94 DC FAST ELECT...	Harbor Department, Port of Los A...	02/23/24, 11:00 AM	03/22/2024
6	141275 B-RAD SELECT - TORQUE ...	Water & Power	02/23/24, 10:52 AM	03/01/2024
7	141408 BUS BAR & PIPE	Water & Power	02/23/24, 10:08 AM	03/01/2024
8	141478 BARE COPPER WIRE 300M ...	Water & Power	02/23/24, 09:11 AM	03/01/2024
9	141324 SUBMERSIBLE PUMP	Water & Power	02/23/24, 06:12 AM	03/01/2024
10	141446 FIXTURE, SECURITY LIGH...	Water & Power	02/22/24, 06:48 PM	02/29/2024

If you click on the Search for Opportunities Search menu link you will be able to select appropriate filters.

311 City Services LA City Directory

Home **Search For Opportunities** Business Profiles Support [Login/Register](#)

For this example, we will search for an opportunity using the filters: Category, Status and Online BIP

The screenshot shows the RAMP website interface for the Los Angeles region. The page title is "Home > Opportunities Search". The search filters are as follows:

- Opportunity:** Title or Keyword
- Organization:** Name of Organization
- Category:** A dropdown menu is open, showing options: Category (checked), All, Commodity, Construction, and Personal Services.
- Type:** A dropdown menu with a downward arrow.
- Online BIP:** Yes (checked)
- Industry:** A dropdown menu with a downward arrow.
- NAICS:** A dropdown menu with a downward arrow.

On the right side, a table titled "OPPORTU" is partially visible, showing the following entries:

No	Oppo
1	HVAC Retrol and/o
2	Electr Recor Hostir
3	Worke Revien Conta Mana
4	LAWel HEAL' SERVI

The screenshot shows the RAMP website interface for the Los Angeles region. The page title is "Home > Opportunities Search". The search filters are as follows:

- Opportunity:** Title or Keyword
- Organization:** Name of Organization
- Category:** A dropdown menu with a downward arrow.
- Status:** A dropdown menu is open, showing options: Status (checked), Open, Amended, Awarded, Bidder Selected, Closed, Pending Award, and Withdrawn.
- NAICS:** A dropdown menu with a downward arrow.

A green button labeled "Please us" is visible on the right side of the page.

Online BIP filter (YES means BIP is required)

The screenshot shows the RAMP (Regional Alliance Marketplace for Procurement) website interface. At the top left is the RAMP logo with the tagline "REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT". To the right of the logo, the word "Home" is partially visible. Below the logo, the breadcrumb "Home > Opportunities Search" is displayed. The main content area contains several filter sections, each with a title and a search input field:

- Opportunity**: Input field labeled "Title or Keyword". To its right is a green button with the text "Please use one o".
- Organization**: Input field labeled "Name of Organization".
- Category**: A dropdown menu currently showing "Category" with a downward arrow.
- Status**: A dropdown menu currently showing "Status" with a downward arrow.
- Type**: A dropdown menu currently showing "Type" with a downward arrow.
- Online BIP**: A dropdown menu that is currently open, showing two options: "All" (which is selected and highlighted in blue) and "Yes".

After a filter has been chosen, you can click on the Search button at the bottom.

[Home](#) > Search for Opportunities

Opportunity

Organization

Category

Status

Type

Online BIP

Industry

NAICS

Posted (from)

Posted (to)

Due (from)

Due (to)

Summary Due (from)

Summary Due (to)

BIP Outreach Due (from)

BIP Outreach Due (to)

Please use one of the filters on the left to start searching for opportunities.
Search results are limited to 250 records (1000 records for logged-in users).

The opportunities list will populate as each search filter is chosen. Click “search” to get results for all filters checked.

RAMP
REGIONAL ALLIANCE NAME/PLAN FOR PROGRESSMENT

Home Search For Opportunities Business Profiles Support My Business Profile

Home > Opportunities Search

Opportunity

Title or Keyword

Organization

Name of Organization

Category

Construction

Status

Open

Type

Type

Online BIP

Yes

Industry

Industry

NAICS

NAICS

Posted (from)

DD/MM/YY

Posted (to)

DD/MM/YY

OPPORTUNITIES

Displaying 1 - 8

No	Opportunity	Organization	Post Date	Due Date
1	HVAC Construction, Retrofit, Maintenance, and/or Repairs		2/25/2021	4/14/2021
2	Collection Systems-Radford(CIP 7190), Richmond(CIP 7191), Humboldt(CIP 7194), Ballona(CIP 7195) & Dacotah(CIP 7196) Car		3/25/2021	5/5/2021
3	WESTSIDE UNIT 5	Information Technology Agency	3/17/2021	4/28/2021
4	TEST - North Outfall Sewer (NOS) Rehabilitation Unit 10 - 101 Freeway To Cardinal Street	Information Technology Agency	9/11/2021	12/15/2021
5	Test - Terminal Island Water Reclamation Plant (TIWRP) Digester Insulation Replacement	Information Technology Agency	10/2/2021	12/17/2021

BOOKMARK AN OPPORTUNITY

Click on the "Add to bookmarks" button to add an opportunity to your bookmarks

[Back to search](#) | [Home > Search for Opportunities > Asilomar Boulevard Stabilization Project- Re-Bid](#)

Asilomar Boulevard Stabilization Project- Re-Bid

 Add to bookmarks

Status
Stage Open
Posted 6/23/2022

Contact
Organization City of Los Angeles
Department Engineering Bureau, Public Works

You will see confirmation that the opportunity has been bookmarked.

[Back to search](#) | [Home > Search for Opportunities > Asilomar Boulevard Stabilization Project- Re-Bid](#)

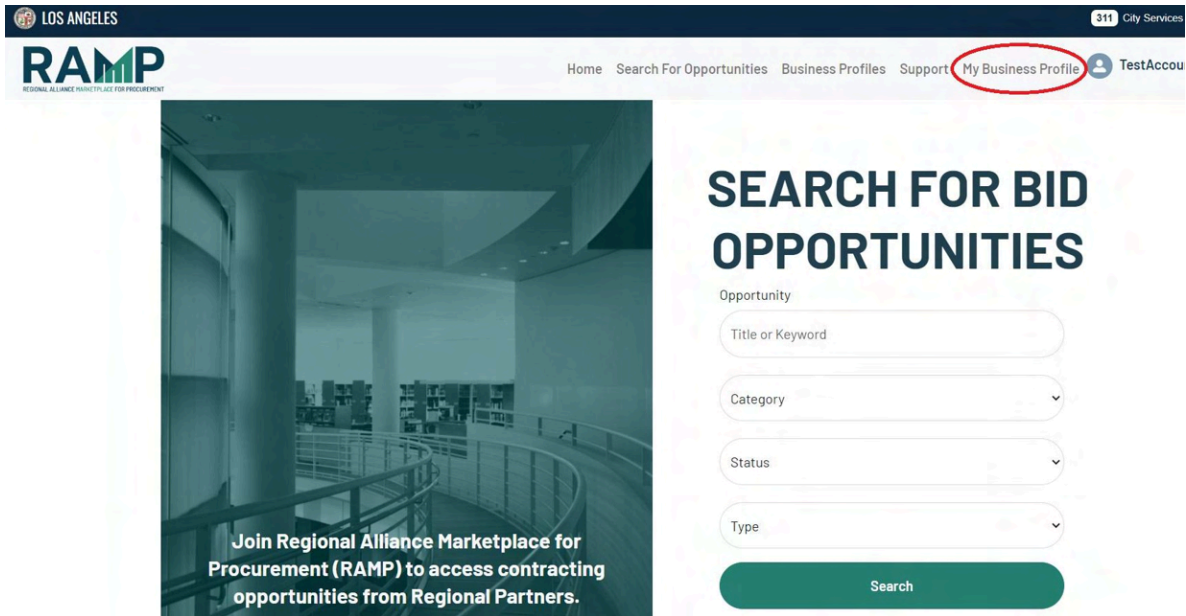
Asilomar Boulevard Stabilization Project- Re-Bid

 Added to bookmarks

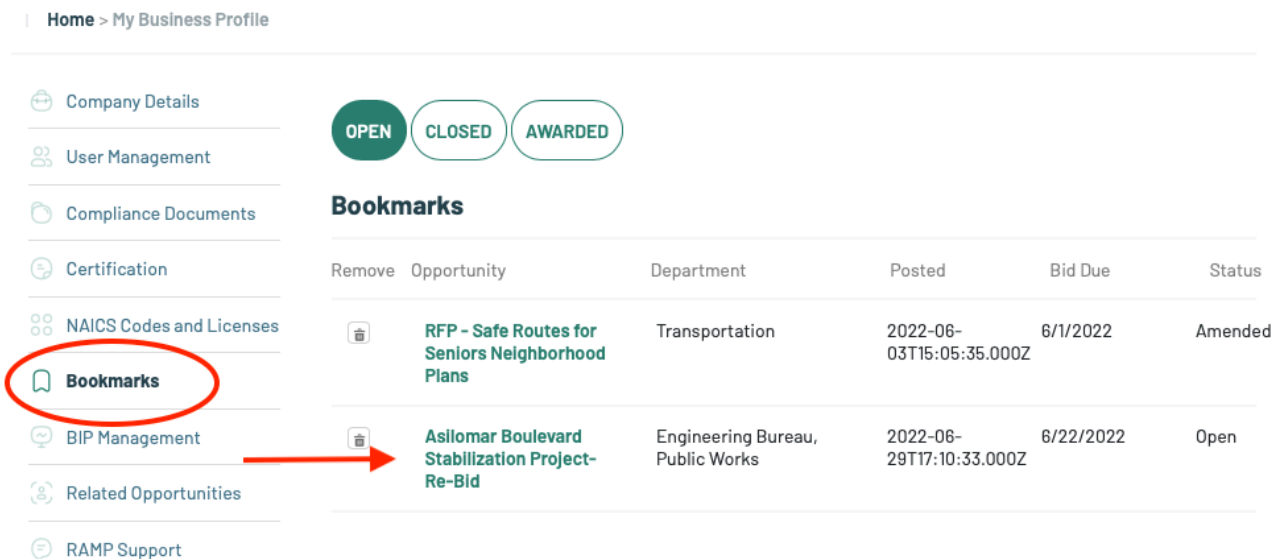
Status
Stage Open
Posted 6/23/2022

Contact
Organization City of Los Angeles
Department Engineering Bureau, Public Works

To find bookmarked items, go to "My Business Profile"



Then click on the "Bookmarked" tab. You will be able to Remove Bookmarked items if needed.



BEGIN OUTREACH TO SUBCONTRACTORS

1. Choose desired opportunity from the result list and click on its link

The screenshot shows the RAMP website interface. At the top, there is a dark blue header with the 'LOS ANGELES' logo and a 'Update' button. Below the header, the RAMP logo is displayed with the tagline 'REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT'. Navigation links include 'Home', 'Search For Opportunities', 'Business Profiles', 'Support', and 'My Business'. The main content area is titled 'Home > Opportunities Search'. On the left, there is a search sidebar with filters for 'Opportunity' (Title or Keyword), 'Organization' (Name of Organization), 'Category' (Construction), 'Status' (Open), and 'Type'. The main area displays a table of 'OPPORTUNITIES' with columns for 'No.', 'Opportunity', 'Organization', 'Post Date', and 'Disj'. The first row is circled in red and contains the text: '1 HVAC Construction, Retrofit, Maintenance, and/or Repairs'. The second row contains: '2 Collection Systems- Radford(CIP 7190), Richmond(CIP 7191), Humboldt(CIP 7194), Ballona(CIP 7195) & Dacotah(CIP 7196) Car'.

2. Identify Subcontracting NAICS Codes and Notify Potential Subcontractors
3. Click on the Subcontractor tab to begin your Outreach to Subcontractors. Pay attention to the Outreach Due Date.

NOTE: Opportunities with the Business Inclusion Program (BIP) have an Outreach Due Date. It is important to complete the outreach before the outreach due date and time. You must complete the outreach by 11:59 PM the day before the outreach due date.

Asilomar Boulevard Stabilization Project- Re-Bid

Added to bookmarks

Status
Stage Open
Posted 6/23/2022
Outreach Due 7/13/2022, 12:00 AM PDT**
Bid Due 7/27/2022, 10:00 AM PDT
Summary Due 7/28/2022, 04:30 PM PDT
Partner No

Contact
Organization City of Los Angeles
Department Engineering Bureau, Public Works
Name Michae
Email ✉ mic
Phone

Summary Prime Contractors Subcontractors Contacted

BIP Outreach Overview

ⓘ There is an online Business Inclusion Outreach requirement. In addition to performing the required outreach, a bidder/ proposer must also complete their on-line Summary Sheet. A bidder's/ proposer's failure to utilize the RAMP's Summary Sheet function will result in their bid/ proposal being deemed non-responsive.

ⓘ You have not made the required outreach in one or more specific areas. Please go to your summary sheet and roll over the highlighted numbers for more details on the issue.

4. Scroll down and Identify Subcontracting NAICS Codes and Notify Potential Subcontractors

- a. Select NAICS Codes you are interested in Subcontracting. You also have the option to Find subcontractors with Other NAICS Codes
- b. Select Certifications
- c. Click the Search button

Poyo Fiv | Admin | poyofiv641@koldpak.com

Search for Subcontractors

There is an online Business Inclusion Outreach requirement. All outreach must be completed by Invalid Date at 11:59 PM. No outreach will be allowed or considered on or after Invalid Date at 12:00 AM

Select NAICS Codes: (required) [Find Subs with Other NAICS Codes](#)

Sub NAICS Codes:

Drafting Services
 541340 54134

Architectural Services
 541310 54131

Engineering Services
 541330 54133

Painting and Wall Covering Contractors
 238320 23832

Structural Steel and Precast Concrete Contractors
 238120 23812

Electrical Contractors

238210 23821

Prime NAICS Codes:

Select Certifications: (optional)

City of Los Angeles Certifications:

- DBE: Disadvantaged Business Enterprise
- DVBE: Disabled Vets Business Enterprise
- DVBE(LAWA): Disabled Vets Business Enterprise (LAWA)
- EBE: Emerging Business Enterprise
- LBE: Local Business Enterprise (LA)
- MBE: Minority Business Enterprise
- SBE: Small Business Enterprise (LA)
- SBE: Small Business Enterprise (Proprietary)
- LGBTBE: LGBT Business Enterprise
- SLB: Small Local Business Enterprise
- OBE: Other Business Enterprise
- WBE: Women-Owned Business Enterprise

Harbor Certifications:

- LBE: Local Business Enterprise
- VSBE: Very Small Business Enterprise

Search

4. From the result list of companies of *Subcontractor Search Results*, click on the checkbox next to the Subcontractor you are interested in (You can only select a maximum of 10 subcontractors and 3 NAICS codes at a time) and click on the Select subcontractors button. Repeat the process if outreach to more subcontractors are needed.

Search for Subcontractors

There is an online Business Inclusion Outreach requirement. All outreach must be completed by Invalid Date at 11:59 PM. No outreach will be allowed or considered on or after Invalid Date at 12:00 AM.

Search Again

Subcontractor Search Results

You are searching for subcontractors:

Where the company is registered under the following NAICS code(s):

541310: Architectural Services

541340: Drafting Services

Where the company is certified as a ' DBE, LBE (LA), SBE (LA)'

142 companies found. Check the checkboxes and click the Notify button to contact the listed companies.

Select Subs

Companies	Address	Certification
<input checked="" type="checkbox"/> C&J Technical Solutions And Services, Inc.	4000 Valley BLVD STE 103 Walnut, CA USA	DBE MBE
<input checked="" type="checkbox"/> WRECO	1243 Alpine RD Unit 108 Walnut Creek, CA USA	DBE MBE SBE (Proprietary)
<input type="checkbox"/> Vanir Construction Management Inc.	555 West Fifth Street Suite 675 Los Angeles, CA	LBE (LA) MBE

NOTIFY POTENTIAL SUBCONTRACTORS

Create/modify the solicitation shell letter.

The system will generate a standard solicitation letter for you.

1. Select your company contact.
2. Review the list of Recipients (subcontractors you will be notifying).

Follow the steps below to send e-mails to your selected subcontractors

Step 1: Select your company contact person

Pc
pc .com

Step 2: Review recipients

• Sungro products, Inc

Step 3: Review the shell letter and submit the form to send e-mails to selected recipients

Date: Jun 29, 2022

Name of Subcontracting/Subconsulting Firm

Address

City, State, Zip Code

Country

Attention: Subcontractor Name

3. Review the shell letter.
4. You can also include additional information in the text input box.

5. You must specify the "Outreach Respond By due date" of the proposals.

Attention: *Subcontractor Name*

Subject: HVAC Construction, Retrofit, Maintenance, and/or Repairs

dddd is in the process of preparing a proposal for the above project and is interested in receiving subcontracting proposals for the following item(s):

Sub Work Areas:

- 541340 - Drafting Services
- 541310 - Architectural Services
- 541330 - Engineering Services
- 238320 - Painting and Wall Covering Contractors
- 238120 - Structural Steel and Precast Concrete Contractors
- 238140 - Masonry Contractors
- 238190 - Other Foundation, Structure, and Building Exterior Contractors
- 238220 - Plumbing, Heating, and Air-Conditioning Contractors
- 238130 - Framing Contractors
- 238160 - Roofing Contractors
- 238310 - Drywall and Insulation Contractors
- 238210 - Electrical Contractors

A copy of the HVAC Construction, Retrofit, Maintenance, and/or Repairs bid specifications and plans are available for review in the office of dddd, the City department's plan room, or on the Los Angeles Business Assistance Virtual Network (LA BAVN) website at <https://labavn.force.com/LABAVN/s/opportunity-details?id=0062g000004J6xeAAG>.

Please send us a quote and/or qualifications on any of the above items by e-mailing <*Selected Company Contact*>. DO NOT RESPOND TO THIS E-MAIL. Indicate if you are a certified MBE, WBE, SBE, EBE, DVBE or DBE contractor.

The bid due date is Apr 14, 2021. We must receive your proposal no later than

Choose date

For bond assistance you may contact the City of Los Angeles Bond Assistance Program at (213) 258-3000.

6. Click on the "Notify Subcontractors" button

Truly yours,

Name of Prime Contractor

Selected Company Contact Name

Selected Company Contact Phone Number

Selected Company Contact Fax Number

Selected Company Contact Email Address

Notify Subcontractors

NOTE: The selected subcontractors will receive the solicitation notification through email.

Confirmation of the contacted Subcontractors and Outreach Date can be found in the "Contacted" tab

Summary Prime Contractors Subcontractors **Contacted**

i This opportunity is eligible for the Business Inclusion Outreach Program.

Partner No

Summary Prime Contractors Subcontractors **Contacted**

i This opportunity is eligible for the Business Inclusion Outreach Program. [Review your Summary Sheet here.](#)

Subcontractor Outreaches

Subcontractor	Address	Phone	Outreach Date
541340 - Drafting Services			
C&J Technical Solutions And Services, Inc. DBE , MBE	4000 Valley BLVD STE 103 Walnut, CA USA	(909) 598-6067	Feb 16, 2022
WRECO DBE , MBE , SBE (Proprietary)	1243 Alpine RD Unit 108 Walnut Creek, CA USA	(925) 941-0017	Feb 16, 2022
541330 - Engineering Services			
C&J Technical Solutions And Services, Inc. DBE , MBE	4000 Valley BLVD STE 103 Walnut, CA USA	(909) 598-6067	Feb 16, 2022
WRECO DBE , MBE , SBE (Proprietary)	1243 Alpine RD Unit 108 Walnut Creek, CA USA	(925) 941-0017	Feb 16, 2022

NOTE: The Outreach due date and time - The Subcontractor Outreach (the sending out of the solicitation letters) must be completed before this date and time. 12:00 AM is the morning of that date (midnight of the previous day).

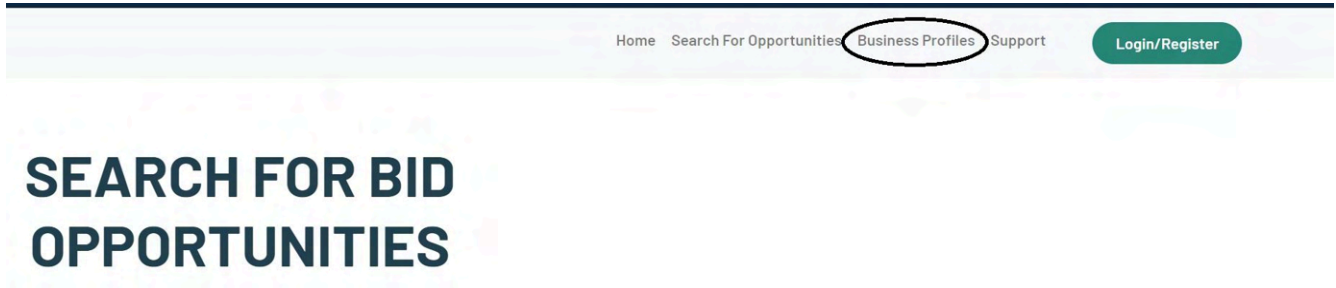
NOTE: The Summary Sheet due date and time - The Summary Sheet must be completed by this date and time and include all responses received from potential subcontractors. Editing of the Summary Sheet will be disabled after the due date and time.

NOTE: Review the list of work areas for which subcontractors have been outreached to. Be aware of the number of subcontractors to which you are required to outreach to in each work area versus the number of subcontractors that you have actually outreached to so far. Roll over each certification to ensure there are certified firms available.

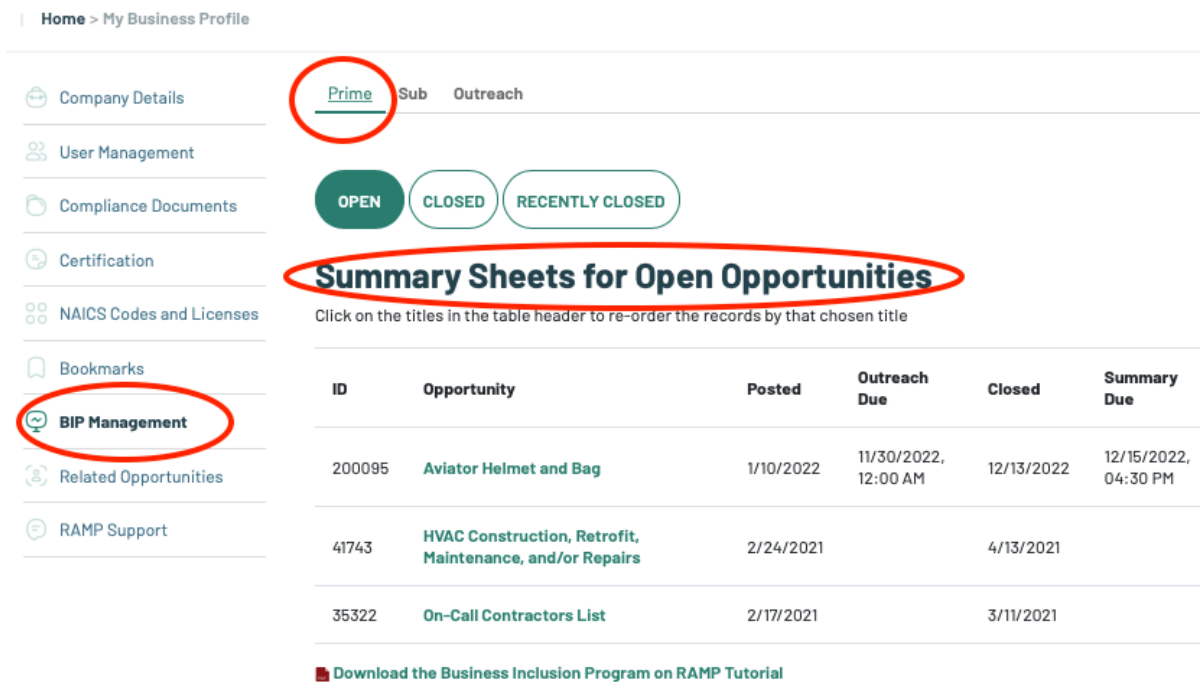
REVIEW the checklist to make sure that you have completed all of the steps required to be a successful bidder on the project.

REVIEW YOUR BIP OUTREACH ACTIVITIES

Once you have outreached and selected the subcontractors to send the solicitation letter to, your Summary Sheet will be created automatically. As a Prime, you can access your Summary Sheet at any time before the due date. Visit your My Business Profile page:



Click on BIP Management and click on the “Prime” tab to review your past contacts and to review the outreach requirements.



To review your Summary Sheet, click on the Opportunity Link

Home > My Business Profile

- Company Details
- User Management
- Compliance Documents
- Certification
- NAICS Codes and Licenses
- Bookmarks
- BIP Management**
- Related Opportunities
- RAMP Support

Prime Sub Outreach

OPEN CLOSED RECENTLY CLOSED

Summary Sheets for Open Opportunities

Click on the titles in the table header to re-order the records by that chosen title

ID	Opportunity	Posted	Outreach Due	Closed	Summary Due
200095	Aviator Helmet and Bag	1/10/2022	11/30/2022, 12:00 AM	12/13/2022	12/15/2022, 04:30 PM
41743	HVAC Construction, Retrofit, Maintenance, and/or Repairs	2/24/2021		4/13/2021	
35322	On-Call Contractors List	2/17/2021		3/11/2021	

[Download the Business Inclusion Program on RAMP Tutorial](#)

Review your Summary Sheet. Make sure you are reviewing the correct Summary Sheet. Each opportunity has its own Summary Sheet.

Hon

HVAC CONSTRUCTION, RETROFIT, MAINTENANCE, AND/OR REPAIRS

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BIP Outreach Summary

NAICS Work Areas		Minimum Requirements		Number of Certified and Other Firms Contacted Per Work Area						
Code	Description	Required	Made	MBE	WBE	SBE	EBE	DVBE	OBE	DBE
541340	Drafting Services	14	2	2	0	0	0	0	0	2
541310	Architectural Services	20	0	0	0	0	0	0	0	0
541330	Engineering Services	44	2	2	0	0	0	0	0	2
238320	Painting and Wall Covering Contractors	13	0	0	0	0	0	0	0	0
238120	Structural Steel and Precast Concrete Contractors	6	0	0	0	0	0	0	0	0

Incomplete Summary Sheet

The columns and rows that are **Red** indicate that you have not met the minimum outreach requirements of certified companies per work area.

A message **"*You have not made the required outreach in one or more specific areas. Roll over the number for more details on the issue."** will appear indicating that you have not completed the required outreach

238140	Masonry Contractors	8	0	0	0	0	0	0	0	0	0	0
238190	Other Foundation, Structure, and Building Exterior Contractors	9	0	0	0	0	0	0	0	0	0	0
238220	Plumbing, Heating, and Air-Conditioning Contractors	8	0	0	0	0	0	0	0	0	0	0
238130	Framing Contractors	8	0	0	0	0	0	0	0	0	0	0
238160	Roofing Contractors	7	0	0	0	0	0	0	0	0	0	0
238310	Drywall and Insulation Contractors	6	0	0	0	0	0	0	0	0	0	0
238210	Electrical Contractors	14	0	0	0	0	0	0	0	0	0	0

You must contact at least 1 MBE sub in this area. At the time of posting there were 11 available.

* You have not made the required outreach in one or more specific areas. Roll over the highlighted number for more details on the issue.

NOTE: Continue to outreach to Subcontractors until you have met the minimum outreach requirements and all columns and rows are **Green**. You can roll over each certification to ensure that there are certified firms available.

An incomplete outreach will display a warning in your BIP Outreach Overview stating, " You have not made the required outreach in one or more specific areas. Please go to your summary sheet and roll over the highlighted numbers for more details on the issue."

Summary Prime Contractors Subcontractors Contacted

BIP Outreach Overview

There is an online Business Inclusion Outreach requirement. In addition to performing the required outreach, a bidder/ proposer must also complete their on-line Summary Sheet. A bidder's/ proposer's failure to utilize the RAMP's Summary Sheet function will result in their bid/ proposal being deemed non-responsive.

You have not made the required outreach in one or more specific areas. Please go to your summary sheet and roll over the highlighted numbers for more details on the issue.

NAICS	Title	Required	Made
923110	Administration of Education Programs	15	0
611710	Educational Support Services	36	0

The following user(s) in your company can send outreach to subcontractors on RAMP. Please contact your company admin if you would like to be added.

Name	Role	E-mail

NOTE: Continue to outreach to Subcontractors until you have met the minimum outreach requirements and all columns and rows are **Green**. You can roll over each certification to ensure that there are certified firms available. *If, however, your rows and columns are all green, but find that you are still receiving a warning that, "You have not made the required outreach in one or more specific areas," please reach out to RAMP Support right away by submitting a SNow web form: <http://snow.lacity.org/rampla>

COMPLETED OUTREACH SUMMARY SHEET

The minimum requirements have been met and all rows and columns are listed in **Green font**.

NOTE: In addition to performing the required outreach, you must also complete the online Summary Sheet and update it with responses received from subcontractors.

HVAC CONSTRUCTION, RETROFIT, MAINTENANCE, AND/OR REPAIRS

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BIP Outreach Summary

NAICS Work Areas		Minimum Requirements		Number of Certified and Other Firms Contacted Per Work Area									
Code	Description	Required	Made	MBE	WBE	SBE	EBE	DVBE	OBE	DBE	SLB	LBE	LGBT
541340	Drafting Services	14	31	22	6	13	12	5	6	18	6	9	0
541310	Architectural Services	20	28	16	10	12	11	3	7	14	6	10	0
541330	Engineering Services	44	52	33	11	23	22	4	15	29	7	11	0
238320	Painting and Wall Covering Contractors	13	19	12	3	7	7	2	6	8	3	2	0
238120	Structural Steel and Precast Concrete Contractors	6	14	10	5	4	4	2	2	7	3	2	0

In addition to performing the required outreach, a bidder/ proposer must also complete their on-line Summary Sheet. A bidder's/ proposer's failure to utilize the RAMP's Summary Sheet function will result in their bid/ proposal being deemed non-responsive.

Prime Contractor Summary

Company Summary			
Vendor ID:	57455	Tax ID:	12345
Name:	dddd	BTRC:	0000000
Address:	45678 asuha, CA 11112 USA	Certs:	OBE
Phone	111-45-5823		
Fax			

Company Staff				
Name	E-mail	Phone	Fax	Title
Poyo Fiv	poyofiv641@koldpak.com			

BIP Outreach Submission Checklist

You must perform your BIP outreach by , at which point you will no longer be able to contact subs and have it count towards your BIP.
This Summary Sheet must be completed by , at which point you will no longer be able to edit this form and it will be considered final.
Where possible, outreach to DBEs, DVBEs, EBEs, LBEs, MBEs, SBEs(LA), SLBs, and WBEs in each of the required areas of work
You may want to outreach and list LBEs to take advantage of the Local Bid Preference
List ALL potential subcontractors/suppliers with whom the Bidder has had contact regarding this project and/or ALL those who have submitted sub-bids
Make sure all subcontractors/suppliers listed on the Bidder's Summary Sheet have the following complete information:
<ul style="list-style-type: none"> • ALL of the responses and/or bids received (to include the exact work to be performed/materials purchased for the included bid-listed amount), and that the subbid is unaltered by the Prime • That all "verbal" subbids are substantiated with hard quotes; • Summary Sheet: the exact name of the subcontractor/supplier who submitted the bid; • Summary Sheet: does the dollar amount of the subbid match the subbid amount and the bid-listed amount (if applicable); • That a brief reason is given for selection/non-selection of a subcontractor/supplier; • That the subcontractor (or Prime)/supplier is selected for every work area; • That the "incomplete" subbids were clearly defined as to why they were considered incomplete;
This Summary Sheet was created on 2/16/2022, 03:21 PM by Poyo Fiv and last saved on 2/16/2022, 03:21 PM by Poyo Fiv

BIP Summary Sheet

You have not yet met the BIP minimum outreach requirements. You will not be able to modify the Summary Sheet until you have completed all outreach requirements.

Subcontractors		Contacted	Responded	Response/Bid	Notes/ Reasons for selection/non-selection
541340: Drafting Services					
1.	C&J 9095 MB	inc.	2/16/2022	No Response	
2.	WR 92E MB		2/16/2022	No Response	
541310: Architectural Services					
541330: Engineering Services					
3.	C&J 9095 MB	inc.	2/16/2022	No Response	
4.	WR 92E MB		2/16/2022	No Response	
238320: Painting and Wall Covering Contractors					
238120: Structural Steel and Precast Concrete Contractors					
238140: Masonry Contractors					
238190: Other Foundation, Structure, and Building Exterior Contractors					
238220: Plumbing, Heating, and Air-Conditioning Contractors					
238130: Framing Contractors					
238160: Roofing Contractors					

NEGOTIATE IN GOOD FAITH

Review the checklist to make sure that you have completed all of the steps required to be a successful bidder on the project.

To view all Subcontractors that you have outreached to, click on the [View Summary Sheet with all outreaches](#) link

HVAC CONSTRUCTION, RETROFIT, MAINTENANCE, AND/OR REPAIRS

[View Summary Sheet with all outreaches](#) | [View this opportunity online](#) | [View all related subcontractors for this opportunity](#) | [Print This Page](#)

BIP Outreach Summary

NAICS Work Areas		Minimum Requirements		Number of Certified and Other Firms Contacted Per Work						
Code	Description	Required	Made	MBE	WBE	SBE	EBE	DVBE	OBE	DI
541340	Drafting Services	14	2	2	0	0	0	0	0	2

The [1st section](#) displays the Subcontractors' work areas in ascending order

The [2nd section](#) displays the Prime Contractors work areas

The [3rd section](#) displays the Extended List which includes subcontractors outreached to in work areas other than those specified in the Opportunity

BIP Summary Sheet

You have not yet met the BIP minimum outreach requirements. You will not be able to modify the Summary Sheet until you have completed all outreach requirements.

Subcontractors		Contacted	Responded	Response/Bid	Notes/ Reasons for selection/non-selection
541340: Drafting Services					
1.	C&J 9095 MB Inc.	2/16/2022		No Response	
2.	WR 92E MB	2/16/2022		No Response	
541310: Architectural Services					
541330: Engineering Services					
3.	C&J 9095 MB Inc.	2/16/2022		No Response	
4.	WR 92E MB	2/16/2022		No Response	
238320: Painting and Wall Covering Contractors					
238120: Structural Steel and Precast Concrete Contractors					
238140: Masonry Contractors					
238190: Other Foundation, Structure, and Building Exterior Contractors					
238220: Plumbing, Heating, and Air-Conditioning Contractors					
238130: Framing Contractors					
238160: Roofing Contractors					

238190: Other Foundation, Structure, and Building Exterior Contractors						
238220: Plumbing, Heating, and Air-Conditioning Contractors						
238130: Framing Contractors						
238160: Roofing Contractors						
238310: Drywall and Insulation Contractors						
238210: Electrical Contractors						
53.	VISI 562 MBE SBE	bor)	2/18/2022	No Response		
Prime Contractors			Contacted	Responded	Bid/Response	Notes/ Reasons for selection/non-selection
Extended List			Contacted	Responded	Bid/Response	Notes/ Reasons for selection/non-selection
Other Work Areas						

EDIT YOUR SUMMARY SHEET

- To update information submitted by the Subcontractors, click on the [Edit this Section](#) link


BIP Summary Sheet

To modify the Summary Sheet, click on the "Edit this Section" link by the corresponding area you wish to edit
[View Summary Sheet with only responses](#)
[Add A Company to the Summary Sheet Manually](#)

Subcontractors	Contacted	Responded	Response/Bid	Notes/ Reasons for selection/non-selection
541990: All Other Professional, Scientific, and Technical Services				[Edit this section]
1.	5 5 C [6/23/2022	No Response	
2.	C 2	6/23/2022	No Response	

- Click on the Edit button corresponding to the Company you would like to Edit

Subcontractor Work Areas					
541990: All Other Professional, Scientific, and Technical Services	[Click here to expand this section to add/edit Subcontractor's response]				
111110: Soybean Farming	[Click here to expand this section to add/edit Subcontractor's response]				
Prime Contractor Work Areas					
541611: Administrative Management and General Management Consulting Services	[Click here to expand this section to add/edit Subcontractor's response]				
Extended List					
Other NAICS Codes	[Click here to expand this section to add/edit Subcontractor's response]				

Subcontractors	Contacted	Responded	Response/Bid	Notes	Edit
541990: All Other Professional, Scientific, and Technical Services					
S B D	6/23/2022		No Response		 Edit
C 2 M	6/23/2022		No Response		Edit
A G M	6/23/2022		No Response		Edit
D 7 M	6/23/2022		No Response		Edit

- Choose a Response from the drop down
- Enter the Response Date
- Enter the Bid Amount
- Indicate whether or not you have Selected this company to work with
- Enter Bid Notes if applicable
- Click on the Save Summary Sheet button to submit form

[Click here to expand this section to add/edit Subcontractor's response]

Company:	<input type="text"/>	
Response:	<div style="border: 1px solid gray; padding: 2px;"><input type="radio"/> No Response <input type="radio"/> Response/No-Submittal <input checked="" type="radio"/> Submit Quote</div>	
Response Date:	<input type="text" value="Jun 23, 2022"/>	Please enter a date between 6/23/2022 and 06/23/2022
Bid Amount:	<input type="text" value="10,000"/>	Please only enter numbers. Do not enter dollar signs, commas, or other special characters.
Selected:	<input type="text" value="Yes"/>	
Prime Bid Notes:	<input type="text"/>	

[Save Summary Sheet](#)

NOTES

Response - This field is required and you must select a response type first before entering values in the other fields. The possible values for this field are:

No Response: The subcontractors did not respond

Response/No-submittal: Sub responded but did not bid

Submit Quote: Sub responded with a bid amount

The option to select the response as, "Submit Quote," is to indicate that the Sub responded with a Bid Amount to be uploaded. You must document invitations for sub bids for each item of work to be performed.

The prime must submit a list of all subs for each item of work, including dollar amounts of potential work for MBE/WBE/SBE/EBE/DVBE/OBEs and a copy of any and all bids or proposals received, plus an explanation of evaluation that led to any rejection. There must be communication to the sub using RAMP.

Please ensure your organization's information is correct on the Prime Contractor Summary section and that you read the BIP Outreach Submission Checklist thoroughly.

Response Date: List the date that the Sub responded with a bid.

Bid Amount: This field is required when "Submit Quote" is selected as the response type. For all RFPs, RFQs and RFBs, there will be a Response Bid Amount column to display the bid amount

Selected:

Yes: Prime selected the sub Yes

No: Prime received a subcontractor bid but did not select the subcontractor.

Prime Bid Notes: Enter any necessary information here about the Sub, including reasons for selection/non-selection. You can add notes by clicking the, "Add Notes" link.

Your Summary Sheet will look very similar to the form below, indicating which companies you selected (with an asterisk), the ones you did not, and those companies that did not respond. Follow the prior steps to completely fill in the responses from your Subcontractors.

SUMMARY SHEET LEGENDS

BIP Summary Sheet

To modify the Summary Sheet, click on the "Edit this Section" link by the corresponding area you wish to edit
[View Summary Sheet with only responses](#)
[Add A Company to the Summary Sheet Manually](#)

Subcontractors	Contacted	Responded	Response/Bid	Notes/ Reasons for selection/non-selection
541990: All Other Professional, Scientific, and Technical Services				[Edit this section]
1. S g OBE [o] ←	6/23/20; 2	6/23/2022	\$10,000.00	
2. RSTUV LLC* OBE [p] ←	6/23/20; 2	6/23/2022		Test BIP
3. ABCDEFG Co* OBE [p] ←	6/23/2022	6/23/2022		Test text information
4. Accu-Test Structural Laboratories, Inc* 818-591-3555 OBE [p] ←	6/23/2022	6/23/2022	\$10,000.00	Test

LEGEND

- * Listed sub has been selected by the prime to work on this opportunity.
- [o] Outreach was sent by the prime to the sub. Click the link for details. Contact will count towards your outreach goals.
- [s] Sub self-submitted their quote to the prime. Contact will count towards your outreach goals.
- [p] Prime manually added the sub to the sheet. Contact will not count towards your outreach goals.
- Company already listed under a previous work area.

NOTES

The Summary Sheet will not count subcontractors that were not registered in the required work area(s) or not outreached to online.

The symbol * indicates a RAMP listed subcontractor has been selected by the prime to work on this opportunity.

The symbol [o] indicates an outreach was made by the Prime to the Subcontractor. Click the link of the legend for details. Contact will count towards your outreach goals.

The symbol [s] indicates a subcontractor self-submitted a quote to the Prime. Contact will count towards your outreach goals.

The symbol [p] indicates the Prime manually added the Subcontractor to the summary sheet. Contact will NOT count towards your outreach goals.

The symbol – indicates the Company is already listed under a previous work area.

Subcontractors, who you did not outreach to, can self-submit a quote to you up until the Close Date of the Opportunity. The 8-day rule to self-submit a quote to a Prime, no longer applies.

For all RFPs, RFQs and RFBs, there will be a Response Bid Amount column to display the bid amount.

For all RFIs and RFQQualification the Response is either a no-submittal, or response with no- submittal. The response bid amount is usually not required.

ADD A SUBCONTRACTOR TO THE SUMMARY SHEET MANUALLY

A Prime can manually add subcontractors to their summary sheet if they are interested in working or outreaching to a Subcontractor that is not registered in the RAMP or not on the list of Subcontractor search.

1. From your Summary Sheet click on the Add a Company to the Summary Sheet Manually link. **NOTE:** This link is only available after you have fulfilled the outreach requirements. Manually adding a company to your Summary Sheet does not count toward BIP outreach goals.

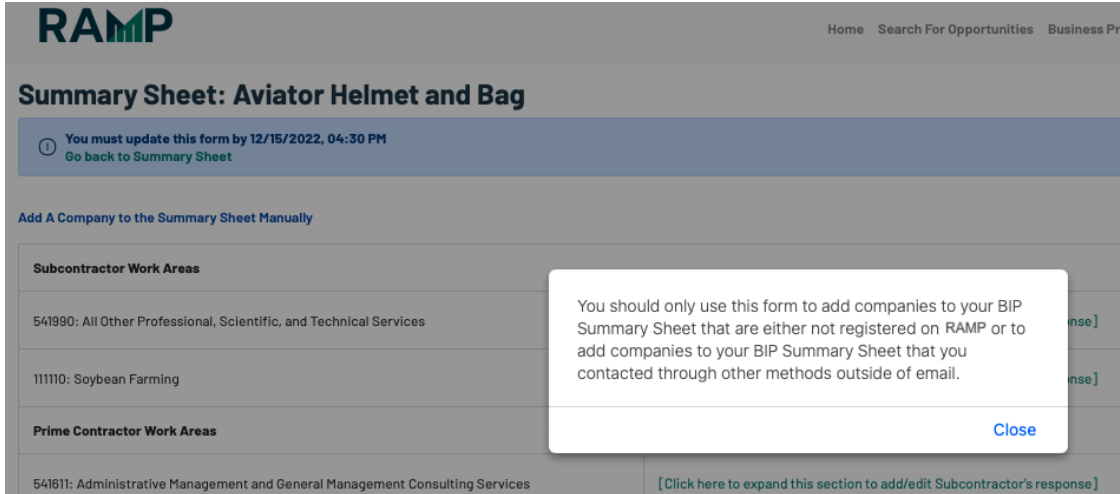
BIP Summary Sheet

To modify the Summary Sheet, click on the "Edit this Section" link by the corresponding area you wish to edit

[View Summary Sheet with only responses](#)

[Add A Company to the Summary Sheet Manually](#)

Subcontractors	Contacted	Responded	Response/Bid	Notes/ Reasons for selection/non-selection
541990: All Other Professional, Scientific, and Technical Services				[Edit this section]
S				



You will get a popup indicating manually added companies do not count towards BIP requirements.

2. Search for the Company – This is to prevent duplication. Click on the Search Companies button

Add Company Manually to Summary Sheet

Step 1:
Search For A Company

Step 2:
Identify The Company

Step 3:
Enter Contact Information

Search For A Company

To manually add a company to your Summary Sheet, Your first step will be to search through the list of registered RAMP companies to see if the company you want to add is already registered on RAMP.

Company Name: ⓘ

Type in

Search Companies

or

Company ID: ⓘ

The form consists of two input fields and a search button. The first input field is labeled 'Company Name: ⓘ' and contains the placeholder text 'Type in'. A red arrow points to this field. Below it is a green button with the text 'Search Companies', which is circled in red. To the right of the first field is the word 'or'. The second input field is labeled 'Company ID: ⓘ' and is also circled in red.

3. Select Company from the result list.

Add Company Manually to Summary Sheet

Step 1: Search For A Company	Step 2: Identify The Company	Step 3: Enter Contact Information
--	--	---

Add A New Subcontractor

One or more companies were found on RAMP matching the name 'test.' Either review the search results and add a listed subcontractor or manually add a new subcontractor.

- [Manually add a new company to your Summary Sheet](#)

Add An Existing Subcontractor

If you would like to send a notification letter to a company, select the checkbox by that company and click the 'Notify Companies' button below. The selected companies will receive a notification of your interest and will automatically be added to your Summary Sheet. (*Recommended*)

If you would like to only add a company to your Summary Sheet without sending them a notification letter simply click the 'Add' link by the company and they will be automatically added to your Summary Sheet.

Send Message to Company	Add Company Manually	Company	Certs
<input type="checkbox"/>	Add	TE Z lo	OBE
<input type="checkbox"/>	Add	Ar Z C	OBE
		A	

There are 2 options to add an existing RAMP company to the Summary Sheet.

Option 1: If the result list includes the company, simply check the box under Send Message to Company, to send a Notification letter. Click on the Notify Selected Company button. You may send the company a message stating your interest by selecting the checkbox under Send Message to Company

- Select the company that you wish to add to your summary sheet.
- Click the Notify Selected Companies button located at the bottom of the list.
- Complete the solicitation letter and click the Notify Subcontractors button.

Add Company Manually to Summary Sheet

Step 1:
Search For A Company

Step 2:
Identify The Company

Step 3:
Enter Contact Information

Add A New Subcontractor

One or more companies were found on RAMP matching the name **tree**. Either review the search results and add a listed subcontractor or manually add a new subcontractor.

- [Manually add a new company to your Summary Sheet](#)

Add An Existing Subcontractor

If you would like to send a notification letter to a company, select the checkbox by that company and click the 'Notify Companies' button below. The selected companies will receive a notification of your interest and will automatically be added to your Summary Sheet. (*Recommended*)

If you would like to only add a company to your Summary Sheet without sending them a notification letter simply click the 'Add' link by the company and they will be automatically added to your Summary Sheet.

Send Message to Company	Add Company Manually	Company	Certs
<input type="checkbox"/>	Add	T T E	OBE
<input type="checkbox"/>	Add	A T L	OBE
<input type="checkbox"/>	Add	F 2 P	OBE
<input type="checkbox"/>	Add	V 2 C	OBE

[Notify Selected Company](#)

This will open up the notification solicitation shell letter. See Notifying Potential Subcontractors section.

Option 2: If you want to add them without notifying them, click on the [Add](#) link next to the company name to add the subcontractor to your Summary Sheet. This adds them to your Summary Sheet without sending a letter of interest/solicitation shell letter.

Add Company Manually to Summary Sheet

Step 1:
Search For A Company

Step 2:
Identify The Company

Step 3:
Enter Contact Information

Add A New Subcontractor

One or more companies were found on RAMP matching the name 'tree.' Either review the search results and add a listed subcontractor or manually add a new subcontractor.

- [Manually add a new company to your Summary Sheet](#)

Add An Existing Subcontractor

If you would like to send a notification letter to a company, select the checkbox by that company and click the 'Notify Companies' button below. The selected companies will receive a notification of your interest and will automatically be added to your Summary Sheet. (*Recommended*)

If you would like to only add a company to your Summary Sheet without sending them a notification letter simply click the 'Add' link by the company and they will be automatically added to your Summary Sheet.

Send Message to Company	Add Company Manually	Company	Certs
<input type="radio"/>	Add	T T E	OBE
<input type="radio"/>	Add	A T L	OBE

Fill in contact details and justification and click "Add Company to Summary Sheet."

Sub NAICS	Description	Response/No-Submittal	Selected	Responded	Bid
<input checked="" type="checkbox"/>	541990 All Other Professional, Scientific, and Technical Services	--None-- Response/No-Submittal ✓ Submit Quote	--None--	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	11110 Soybean Farming	--None--	--None--	<input type="text"/>	<input type="text"/>
Prime NAICS	Description	Response	Selected	Responded	Bid
<input type="checkbox"/>	541611 Administrative Management and General Management Consulting Services	--None--	--None--	<input type="text"/>	<input type="text"/>

***Please describe who made initial contact, when contact was made, how contact was made, what prompted contact and ultimately why the subcontractor was or was not selected**

Enter contact details and justification

Please verify that the subcontractor's address, contact information, and selected NAICS work areas are accurate. This information cannot be edited after submission.

Add Company to Summary Sheet
←

- Check the work area for which you wish to add the company.
- Provide the Response, Selected, Responded, and Bid if applicable.
- Add a description of the communication between you and the subcontractor in the "Contact Information/Notes" box.
- Click on the Add Company to Summary Sheet button. The company will then be added to your Summary Sheet.

MANUALLY ADD A COMPANY THAT IS NOT ON RAMP

NOTE: If the company doesn't exist in the RAMP's vendor database, click the "Manually add a new company to your Summary Sheet" link.

Add Company Manually to Summary Sheet

Step 1: Search For A Company	Step 2: Identify The Company	Step 3: Enter Contact Information
--	--	---

Add A New Subcontractor

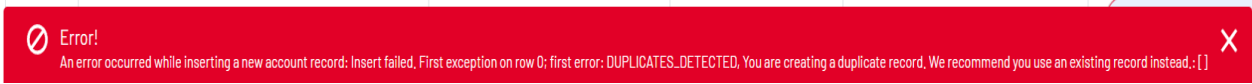
We could not find any companies on RAMP matching the name **Jkinn**. Please select one of the following choices to add a company to your Summary Sheet.

- [Manually add a new company to your Summary Sheet](#)

You must enter the new company's information into RAMP's vendor database. This information will be automatically added into your Summary Sheet. Once added, the company will be visible in the list after using the search function of adding a company manually. If the same company registers itself on RAMP with the appropriate NAICS code, they will appear in the subcontractors listing.

- Provide the Name and Contact Information of the company.
- Make sure all information is accurate. **This information cannot be edited after submission.**
- Click on the checkbox next to the work area that you wish to add the company onto your Summary Sheet.
- Provide the Response, Selected, and Responded, if applicable.
- Add a description of the communication between you and the subcontractor in the "Contact Information/Notes" box.
- Click the "Add Company to Summary Sheet" button. The company will then be added to your Summary Sheet.

NOTE: When manually adding a company and you experience a "Duplicates Detected" error, it is likely that the vendor is registered only as a "Prime" on RAMP. You may wish to reach out to the vendor and ask them if they would change their profile to, "Prime and Sub," so that you may add them to the summary sheet.



NOTE: Once the subcontractor is added in this manner, it is not considered registered until the subcontractor creates a RAMP user ID and updates their NAICS codes, licenses etc. This registration must be completed before the award of the contract.

Add Company Manually to Summary Sheet

Step 1: Search For A Company	Step 2: Identify The Company	Step 3: Enter Contact Information
--	--	---

Enter Contact Information

Enter subcontractor information	
Company Name: *	<input type="text" value="jklmn"/>
Address Line 1: *	<input type="text"/>
Address Line 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	<input type="text" value="--None--"/>
Country: *	<input type="text" value="--None--"/>
Zip Code: *	<input type="text"/>
Phone: *	<input type="text"/>
Enter contact information	
First Name: *	<input type="text"/>

Sub NAICS	Description	Response	Selected	Responded	Bid
<input type="checkbox"/>	541990 All Other Professional, Scientific, and Technical Services	--None--	--None--	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	111110 Soybean Farming	--None--	--None--	<input type="text"/>	<input type="text"/>
Prime NAICS	Description	Response	Selected	Responded	Bid
<input type="checkbox"/>	541811 Administrative Management and General Management Consulting Services	--None--	--None--	<input type="text"/>	<input type="text"/>

***Please describe who made initial contact, when contact was made, how contact was made, what prompted contact and ultimately why the subcontractor was or was not selected**

Enter contact details and justification

Please verify that the subcontractor's address, contact information, and selected NAICS work areas are accurate. This information cannot be edited after submission.

[Add Company to Summary Sheet](#) ←

The added company will show up in the New Subcontractor Outreaches section.

Summary Prime Contractors Subcontractors Contacted

ⓘ This opportunity is eligible for the Business Inclusion Outreach Program. [Review your Summary Sheet here.](#)

New Subcontractor Outreaches Made On Jun 23, 2022

Subcontractor	Certs	Address	Phone
ABCDEFG Co		555 Main st Anytown, CA United States	

Subcontractor Outreaches

Subcontractor	Address	Phone	Outreach Date
541990 - All Other Professional, Scientific, and Technical Services			

UPLOAD BIP DOCUMENTS

BIP Supporting Documents

[Upload Files](#) Or drop files

Uploaded	File Name	Notes
6/23/2022, 12:51 PM	13.PDF	Delete Edit

Bids Submitted by Sub-Contractors

IMPORTANT NOTES REGARDING THE ONLINE BIP OUTREACH

Make sure you meet the Outreach requirements before the respective deadlines. The system automatically keeps track of all of the Outreach/contact you make on RAMP. The system also allows you to keep track of Outreach/contact you make outside of RAMP, however, this information will need to be entered manually on your Summary Sheet.

All Outreach/contact must be made no later than 11:59 PM on the 15th day prior to the bid due date. After this date, the subcontractor selection form will be disabled. However, you will still be able to view or print the subcontractor listing.

The Summary Sheet must be completed by 4:30 PM one day after the Bid due date (Close date), at which point you will no longer be able to make edits and it will be considered final. However, you will still be able to view/print the Summary Sheet.

Once you have completed your Summary Sheet online, there is no need to

submit a hard copy with your bid package. City Staff will have online access to your Summary Sheet. If there are any questions or potential errors, Staff will contact you for clarification. However, you may want to print out your Summary Sheet for your personal records.

Please note that nothing in this document supersedes the requirements in a project's bid package. This should only be used as a guide in your completion of the BIP Outreach requirement online.