



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Invitation to do Business with the City of Los Angeles

In January, Antonio R. Villaraigosa issued Executive Directive 14, the Business Inclusion Program. Under this new program, the City of Los Angeles is implementing various initiatives designed to ensure that all businesses -- minority, women, disabled veteran, small, and local businesses -- have an equal opportunity to participate in City contracts.

One of these initiatives requires the use of a single platform to notify businesses of contracting and procurement opportunities. The Los Angeles Business Assistance Virtual Network (LABAVN) is the City's sole method of advertising all contracting and procurement opportunities.

Another initiative is establishing goals for small businesses, emerging businesses (also called micro businesses) and disabled veteran businesses.

The goal for this year is 25% of all contracting dollars be spent with small businesses including 8% with emerging businesses. There is a separate goal of 3% for disabled veteran businesses. Please note that these goals are not only for subcontracting -- City Departments are given flexibility in determining how to achieve their goals based upon their business need.

A related initiative is a new method of outreach to qualified subcontractors. In order to achieve our small and disabled veteran business goals and in keeping with our commitment to outreach to certified minority or women owned businesses, we now require all outreach to be done using LABAVN.

The City of Los Angeles is creating a pool of qualified businesses. [We invite all state certified small and micro businesses to register with the Los Angeles Business Assistance Virtual Network here \(www.labavn.org\)](#). For small businesses, the annual revenue limit has been set at \$7 million. The annual revenue limit for emerging businesses is \$3.5 million.

For more information about the Business Inclusion Program or about initiatives to help small businesses, [please visit our website here](#).