



County of Los Angeles  
**COMMERCIALLY USEFUL FUNCTION  
 CERTIFICATION FORM**

**INSTRUCTIONS:** A Certified Local Small Business (LSBE) requesting a Local Small Business Enterprise preference must complete and return this form with their bid/proposal for proper consideration. This form is required for any certified Local Small Business Enterprise prime that will perform an element of work. (Chapter 2.204 -REV 2018)

**VENDOR CONFLICT OF INTEREST:** Vendor shall comply with all conflict of interest laws, ordinances and regulations now in effect or hereafter to be enacted during the term of this Purchase Order/Contract. Vendor warrants that it is not aware of any facts which create a conflict of interest. If Vendor hereafter becomes aware of any facts which might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances.

**1. BUSINESS INFORMATION (Business submitting bid/proposal)**

COMPANY NAME:	VENDOR NUMBER:	PERCENTAGE OF WORK:

**2. COMMERCIALLY USEFUL FUNCTIONS (CUF)**

A Local Small Business Enterprise is deemed to perform a commercially useful function if the business does **all** the following:

1. It is responsible for the execution of a distinct element of the work of the contract.
2. It carries out its contractual obligation by performing, managing, or supervising the work involved.
3. It performs work that is normal for its business services and functions.
4. It is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.
5. It is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

An LSBE will not be considered to perform a commercially useful function if the contractor's, subcontractor's, or supplier's role is limited to that of an external participant in a transaction, contract, or project through which funds are passed to obtain the appearance of a LSBE.

Please answer the following questions, as they apply to your company for the goods and/or services being solicited. A response of "No" in questions 1-3 or a response of "Yes" in questions 4-5 may result in your bid/proposal not receiving a preference.

1.	If awarded a contract, will your business be responsible for the execution of a distinct element of the resulting work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	If awarded a contract, will your business carry out the obligation of the contract by performing, managing, or supervising the work involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	If awarded a contract, will you perform work that is normal for your business, service and functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	If awarded a contract, will your business subcontract a portion of the work greater than would be expected by normal industry practices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	If awarded a contract, will your business role be limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of small Business participation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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**3. WRITTEN STATEMENT**

In this section, provide a written statement detailing the services, products, or elements of the contract you will fulfill to meet the commercially useful function requirement. Prior to award, the County reserves the right to request clarification of this form. You may attach additional sheets if more space is needed.

The signer of this certification must be the business owner or authorized representative in the case of a corporation, limited liability company, or other business entity and as such, hereby certifies under penalty of perjury under the laws of the State of California that all information provided herein is truthful and accurate.

**OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE:**

**TITLE:**

**PRINTED NAME:**

**DATE:**

**FOR INTERNAL USE ONLY**

**COUNTY EMPLOYEE CONFLICT OF INTEREST:** No County employee, whose position with the County enables such employee to influence the award of the Purchase Order/Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by Vendor, or have any other direct or indirect financial interest in this Purchase Order/Contract. No officer or employee of Vendor, who may financially benefit from the award of this Purchase Order/Contract shall in any way participate in the County's approval or ongoing evaluation of this Purchase Order/Contract.

**Did the business fill out this form completely?**

**YES**

**NO**

**Based on the information provided on this form by the business will the business perform a Commercially Useful Function?**

**YES**

**NO**

**Procurement Officer Name:**

**Title:**

**Department:**

**Signature:**

**Date:**

# STARTING MID-2021 COUNTY OF LOS ANGELES WILL ONLY ACCEPT ONLINE BID RESPONSES!



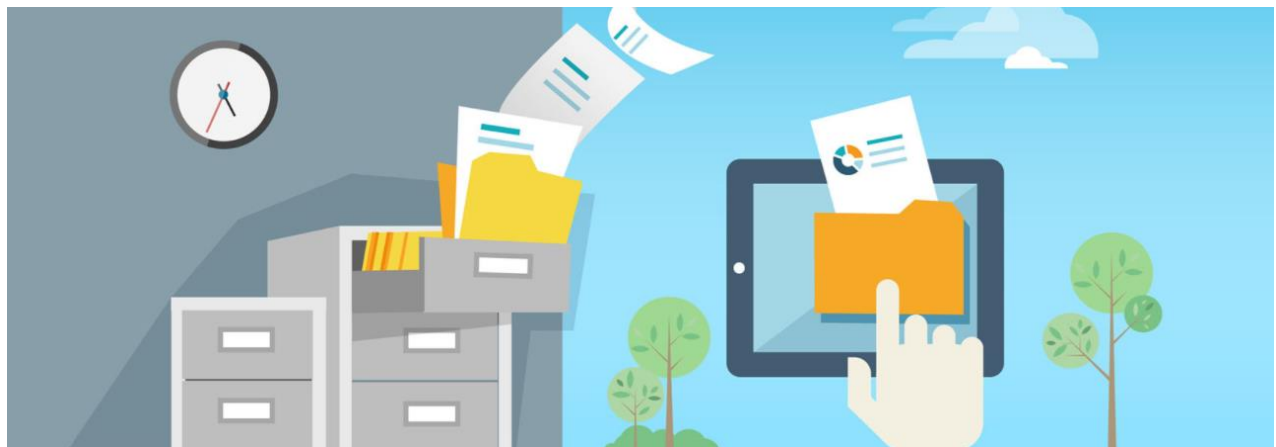
**WHAT DOES THIS MEAN? IT MEANS COUNTY CENTRAL PURCHASING IS GOING PAPERLESS!**

## **A FEW ADVANTAGES TO BEING FULLY DIGITAL ARE:**

- Ability to submit invoices online;
- Access to your future scheduled payments with detail invoice information;
- Respond to solicitations online including access to previous solicitation responses and more!

## **HOW DO I SET UP MY ACCOUNT AND START SUBMITTING MY BIDS ONLINE?**

1. Register through the Vendor Self-Service (VSS) portal
2. Download the Solicitation Quick Reference Guide for step by step instructions on how to bid
3. Log into your Vendor Self-Service account and click the Business Opportunities tab to locate open solicitations
4. Complete and submit your bid



To visit the County's Vendor Self-Service (VSS) portal please click on the link: [lacovss.lacounty.gov](https://lacovss.lacounty.gov)

For any assistance, please contact Internal Services Department (ISD) eCAPS Help Desk at:

[EDL-ePROC\\_FUNC@isd.lacounty.gov](mailto:EDL-ePROC_FUNC@isd.lacounty.gov)