



# Small Business

# Boot Camp

## The Los Angeles Unified School District (LAUSD) Small Business Boot Camp Program

is an eight-week program that provides small contractors with the tools necessary to improve their competitive capacity through a comprehensive, hands-on curriculum. At the conclusion of the eight-week program, small contractors will be ready to apply for Prequalification and begin to bid on LAUSD contracts as well as pursue contracts with other public agencies. The program will also serve to expand the District's pool of qualified contractors.

### SEMINAR DESCRIPTIONS

#### Bonding & Certification

Learn how to increase your company's bonding capacity through the U.S. SBA's Surety Bond Guarantee Program, and participate in Contractor BondWorks, the District's bond and finance assistance program. Contractors will also apply for the LAUSD Small Business Enterprise (SBE) certification for future recognition in the District's 25% SBE goal.

#### LAUSD Contractor Prequalification

Prequalification is required to bid on LAUSD contracts. Contractors will be provided an overview of the Contractor Prequalification Application (including Safety Prequalification) in a hands-on workshop setting.

#### How to Bid on Informal and Formal Contracts

Learn how to prepare a bid for LAUSD informal, formal and Job Order Contracting (JOC) contracts.

#### The Principles of Scheduling

A seasoned construction scheduler will show contractors the principals of developing a project schedule using Primavera software as required by LAUSD contract specifications.

#### Public Contract Law

An LAUSD attorney will provide a thorough overview of the General Conditions to acquaint contractors with common public sector contracting terms and conditions. The contractor substitution, stop payment, and change order processes, as well as the Owner Controlled Insurance Program (OCIP) will be reviewed to ensure contractor awareness.

#### How to Develop a Safety Plan

A Cal/OSHA safety professional will guide you through the process of developing an Injury & Illness Prevention Program (IIPP) and Hazard Communication Program to ensure contractor compliance with Cal OSHA.

#### Access to Capital and Governing Tax Laws

Public and private sector financial services professionals will guide contractors through eligibility criteria, loan options, and lending terms for small business loans. Also, learn how to comply with State and Federal Government tax laws regulated by the Employment Development Department (EDD) and the Internal Revenue Service (IRS).

#### Labor Compliance and PSA

Obtain the information you need to determine and comply with employment laws and regulations that apply to your employees. Obtain clear and easy access to compliance tools to ensure that your business adheres to the Labor Code, specifically certified payroll and prevailing wage requirements. Also, learn about the Project Stabilization Agreement (PSA) which is a partnership agreement between LAUSD, the Union Building Trades and Contractors. An overview of the "We Build" Pre-Apprenticeship Construction Training Program will also be provided.

#### 10-Hour OSHA Training Session

This training session introduces OSHA policies, procedures, and standards as well as construction safety and health principles. The course will review the scope and application of the Occupational Safety and Health Act and General Duty Clause, as well as examine areas that are most hazardous. Eligible students will receive an OSHA construction safety and health 10-hour course completion card.

## Locations

#### Central & South Los Angeles

John Liechty Middle School  
650 South Union Avenue  
Los Angeles, CA 90017  
Start Date: April 14, 2009  
Tel: (213) 241-4973

#### East Los Angeles

4th Street Primary Center  
469 Amalia Street  
Los Angeles, CA 90022  
Start Date: April 22, 2009  
Tel: (213) 241-4973

#### San Fernando Valley

East Valley High School  
5525 Vineland Avenue  
North Hollywood, CA 91601  
Start Date: April 16, 2009  
Tel: (213) 241-4973

### PROMISSORY COMMITMENT

Contractors enrolled in the program must attend and actively participate in the eight (8) seminars in order to graduate from the Small Business Boot Camp. Each seminar is approximately three hours in the evening, one seminar per week, and will require homework. There is no cost to participate, but there is a significant investment of time that is required and contractors must possess a contractor's license.

### ENROLL TODAY!

Visit the Small Business Program website at [www.laschools.org](http://www.laschools.org), or contact Michael Bejarano at (213) 241-4973, for further enrollment information. Classes begin in April 2009.

