



FREQUENTLY ASKED QUESTIONS (FAQ)

- **What is a Matchmaking Event?**

Matchmaking events are all about making connections and beginning relationships. Small businesses are paired to meet one-on-one with Prime Contractors and Public Agencies seeking to do business with specific types of companies.

- **What type of companies would benefit from attending?**

All construction related companies are encouraged to attend. This includes construction trades, in addition to architecture, design, engineering, landscaping, surveying & mapping, construction management, professional services and environmental consulting.

- **What type of Prime Contractors will be present?**

The City has invited Prime Contractors, large Architecture and Engineering firms from throughout LA County to participate in the matchmaking appointments.

- **How are Small Businesses paired to meet with the Prime Contractors and Public Agencies?**

During the online registration process, each Small Business is required to enter the keywords, NAICS and SIC codes that describe the type of services/products they provide. Each Prime Contractor and Public Agency will enter the type of companies they have a preference to meet with based on their upcoming project schedule. The online matchmaking software will strategically assign appointments based on the needs of the Prime Contractor and Public Agencies to ensure the attendees are not incompatible.

- **How do the matchmaking appointments work?**

Think of it like speed dating for business. Each appointment is 10 minutes, allowing the small business an opportunity to introduce their company, highlight their experience and engage in a conversation about how to become a contractor with the Prime Contractor or Public Agency. You should bring a copy of your statement of capabilities with you to share with the prime contractors.

- **I'm a small business, how many appointments can I get scheduled for?**

Currently, the maximum number of appointments a small business will be paired with is four. However, this number can increase depending on the additional Prime Contractors and Public Agencies that register to participate in the event. Please note that appointments are based solely on the needs indicated by the Prime Contractors and Public Agencies. If your specific services are not in high demand by the Prime Contractors and Public Agencies in attendance there is a possibility that you can be matched with less than four appointments.

- **If I only get four appointments, how do I make contact with the other Prime Contractors or Public Agencies present at the event.**

Most of the Prime Contractors and all of the Public Agencies will have a table in the exhibit area where representatives will be available to answer general questions. And, if on your registration profile you check the box giving us permission to share your contact information we will distribute it to all the Prime Contractors in attendance.

- **When will I know if I have any matchmaking appointments?**

The deadline to register for matchmaking appointments is February 20th. Matchmaking appointments will be emailed by the close of business on February 25th to allow small businesses time to prepare for their meetings.

- **What if I am not quite ready to meet one-on-one with Primes and Public Agencies, should I still attend?**

Yes. You should register under General Admission where you will have the ability to meet with representatives from the different Public Agencies and Prime Contractors who have representatives in the exhibit area. You may also benefit from the morning program where you will learn about available resources to support your business in addition to highlights on specific upcoming City projects.

- **Why is the City sponsoring this event?**

In an effort to increase the City's utilization of Local, Small, Minority, Women, and Disabled Veteran owned businesses, they are hosting an event to invite the procurement/contracting staff from City Department's in addition to other public agencies to assist with building relationships with small businesses in the construction industry.

- **What if I don't have certification as a SBE, MBE, WBE DVBE, is my business still eligible to attend?**

Yes. All construction-related companies are welcome to attend regardless of whether they qualify for a specific certification. However, there will be several public agency offices in attendance with representatives on hand to assist you with the certification process if you want to apply on-site.

- **Do I need a City of LA business license in order to attend?**

No. All construction-related companies are welcome to attend.

- **Will the Prime Contractors in attendance only offer work on public sector projects?**

No. These firms work on both public and private projects.

- **Do I have to be a union shop to attend?**

No. All types of contactors are invited to attend.

- **As a small business, what should I expect from this event?**

When attending a matchmaking event, your goal should *not* be to walk out the door with a contract in hand. Small business goals should include making a good impression, connecting on a personal level, and scheduling a follow-up phone call or meeting with the Prime Contractor or Public Agency representative.

- **As a Prime Contractor, what should I expect from this event?**

Prime Contractors will receive the advantage of pre-screened appointments with small businesses that meet their selected criteria based on NAICS codes. In addition, a prime contractor MAY qualify for a waiver of the City of Los Angeles BIP Pre-Bid/Pre-Submittal meeting outreach requirement for one year. This would apply for any City of LA department bids including DWP, LAWA, Port of Los Angeles, Public Works, etc.