LOCAL BUSINESS ENTERPRISE (LBE) CERTIFICATION

CONTRACT MONITORING DIVISION
Contract Monitoring Division (CMD)

Becoming an LBE Certified Firm

La’uton Wells
LBE Certification Manager
What is the LBE Program?

The City & County of San Francisco’s Contract Monitoring Division (CMD) administers the City’s Chapter 14B Local Business Enterprise (LBE) Program. The purpose of the LBE Program is to help small, local businesses compete effectively for City contracts.
The Mission of the LBE Program

• Local Business Enterprise (LBE) creates opportunities for economic justice for San Francisco small businesses – especially groups historically left out from economic growth such as women and minority owned firms.

• Stakeholders value the LBE program for its role in creating opportunities, driving economic growth, and long-term stability to the general fund.
What’s inside the 14B Code?

- Competition
- Opportunity

- Capacity
- Building
What are the benefits?

1. When bidding as a prime LBEs are eligible for the **10% bid discount/rating bonus**

2. When bidding as subcontractors LBEs are eligible to be used to meet **LBE subcontracting requirements**

3. Micro LBE **Set Aside Contracts**

4. SF based LBEs are eligible for benefits for **all** City projects, regardless of location.

5. LBEs must be certified on **bid due date** to be eligible for benefits

6. City certified LBEs different from State/Federal DBEs

7. Networking Opportunities (**LBE Directory**)
# LBE Program Benefits

<table>
<thead>
<tr>
<th></th>
<th>Competition Opportunity</th>
<th>Capacity Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBE/PUC-LBE Certification</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Bid Discount/Rating Bonus</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>LBE Subcontracting Requirements</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Joint Venture Credit</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Micro Set-Aside</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>San Francisco First</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Contractor Development Program</td>
<td></td>
<td>✓</td>
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</tbody>
</table>
LBE Certification
Eligibility Requirements

- Headquarters within San Francisco or Water System Service Area for PUC-LBEs (Majority of Principals)

- Minimum of 6 months in business and in San Francisco or PUC area (SF Business Registration Certificate)

- Owners must have expertise/license in each certification category and have proof of performance

- Gross Receipts within specified economic threshold and all businesses are analyzed

- Truckers and Suppliers have modified requirements
Suppliers/Trucking Firms

**Suppliers** must maintain a warehouse in San Francisco stocked with inventory consistent with their certification and have a manufacturer’s agreement permitting distribution of an item for each category requested.

**Trucking Firms**, in addition to the local office requirements must possess the appropriate motor vehicle registration in their own name for all trucks and/or trailers used in the business. Trucking Firms must park their vehicles and trailers within the geographical boundaries of SF or the PUC area.
LBE, NPE & PUC-LBE Certified Firms

• The LBE Certification Program is applicable to businesses (includes Non-profits) located in the City and County of San Francisco.

• The PUC-LBE Certification Program is only available to small public works/construction, construction material suppliers, construction equipment rental, trucking, and professional service firms including architecture or engineering firms, that are located within the Water System Service Area.
### Economic Thresholds
The 3 year average of gross annual receipts of all businesses under common ownership must not exceed the following limits:

<table>
<thead>
<tr>
<th>Category</th>
<th>Micro-LBE</th>
<th>Small-LBE</th>
<th>SBA-LBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A and Class B General Contractors</td>
<td>$10,000,000</td>
<td>$20,000,000</td>
<td>$33,500,000</td>
</tr>
<tr>
<td>Specialty Construction Contractors</td>
<td>$5,000,000</td>
<td>$10,000,000</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Goods/Materials/Equipment and General Services</td>
<td>$5,000,000</td>
<td>$10,000,000</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Professional Services and Architect/Engineering</td>
<td>$1,250,000</td>
<td>$2,500,000</td>
<td>$7,000,000</td>
</tr>
<tr>
<td>Trucking</td>
<td>$1,750,000</td>
<td>$3,500,000</td>
<td>$8,500,000</td>
</tr>
</tbody>
</table>
Steps to Get Certified

• Contract Monitoring Division (CMD) reviews for required and missing documents and contacts applicant in order to:

  • Request missing documents – obtaining all required documents takes the most amount of time in the certification process

  • Schedule a Site Visit – Required
LBE Certification Application Process

Application Submitted  
Review (2-6 weeks)  
Site Visit  
Decision  
LBE Directory Posting

SUBMIT APPLICATION & REQUIRED DOCUMENTS

Online Supplier Portal:  sfcitypartner.sfgov.org

Email:  lbecert@sfgov.org

Mail:  1155 Market St., 4th Floor
SF, CA 94103

Questions:  lbecert@sfgov.org or 415-581-2310
Create an account with the Supplier Portal

https://sfcitypartner.sfgov.org/
My business is certified, now what?

• Make sure you have created an account in the City’s online Supplier Portal at https://sfcitypartner.sfgov.org/.

• As a CMD certified firm, you are not alone.

• CMD offers assistance with:
  a) technical assistance
  b) prompt payment
  c) dispute resolution
Capacity Building

- Technical Assistance
- Surety Bond
- Contractor Development Program
- Contractor Accelerated Payment Program (CAPP)
- Mentor Protégé Program
Monthly Wednesday Workshops

FREE webinars from 10 am – Noon
RSVP to lbecert@sfgov.org

1st Wednesday: Certifying your LBE Business: Learn What it Takes!

2nd Wednesday: Bidding on City Contracts: The Nuts & Bolts

3rd Wednesday: Contractor Development Program – Topics Vary
I’m interested in the CDP…
What’s next?

Intake to CDP is through Merriwether & Williams Insurance Services

Email: cdp@imwis.com
Call: 415-986-3999 – Ask for Jennifer

Initial conversation will be scheduled to discuss your business operations, growth areas, and eligibility for programs.

For referrals to technical assistance providers or to attend a Wednesday workshop lbecert@sfgov.org.
CITY PARTNERS
Supplier Diversity Catering Program

The UCSF Anchor Institution Initiative program, in collaboration with UCSF Supply Chain Management, is committed to increasing awareness and utilization of diverse caterers and restaurants.

**Key benefits of the program include:**
- becoming a University of California catering provider
- onboarding training
- support with creating customizable menus
- fully automated catering confirmation system
- accurate electronic order tracking

**Contact Marliz Copado** ([marliz.copado@ucsf.edu](mailto:marliz.copado@ucsf.edu)) to learn how to be added to UCSF’s catering management system, America To Go.

“UCSF is an Anchor Institution committed to the health, well-being & economic equity of the local community. The procurement focus of UCSF’s Anchor Institution Initiative has sought out the LBE program as a dedicated partner. UCSF is leveraging their procurement dollars to explore opportunities in procurement of goods, services, & works. We will continue to develop our partnership for business small, local, & diverse business growth.”
As the second largest employer in the City of San Francisco, UCSF aims to increase opportunities for disadvantaged and small businesses.

Please visit https://realestate.ucsf.edu/REOutreach to get on our Diverse Vendor List

For questions, email us at REOutreach@ucsf.edu
Select Upcoming Bids

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Bids Due</th>
<th>Value ($K)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB Block 23A Neurosciences Research Building - Lab Renovations</td>
<td>10/29/2021</td>
<td>75</td>
</tr>
<tr>
<td>MB RCC Pool Refresh (Rebid)</td>
<td>10/14/2021</td>
<td>175</td>
</tr>
<tr>
<td>PH 50 Kirkham Seismic Retrofit (Rebid)</td>
<td>10/8/2021</td>
<td>350</td>
</tr>
<tr>
<td>PreQual: PH HSIR Large Fume Hood Exhaust Fan Repair</td>
<td>10/7/2021</td>
<td>800</td>
</tr>
<tr>
<td>FIN-MT Sutro Forest Tree Fail &amp; Fire Mitigation</td>
<td>10/6/2021</td>
<td>700</td>
</tr>
<tr>
<td>2130 Post St. Entry Doors</td>
<td>10/4/2021</td>
<td>90</td>
</tr>
</tbody>
</table>

Please visit Building Connected for complete project list. We look forward to your partnership!
The numbers...

1150  San Francisco Micro and Small LBEs
80    PUC-LBEs
100   SBA-LBEs

30%  Minority Business Enterprise (MBE)
25%  Women Business Enterprise (WBE)
45%  Other Business Enterprise (OBE)

Categories include Construction, Trucking, Architects & Engineers, Professional Services, Suppliers, & General Services

*Numbers are approximate.*
Contract Monitoring Division (CMD)

415-581-2310
lbecert@sfgov.org
sfgov.org/cmd
Thank you!