

## **City of Pensacola Small Business Enterprise Program**

### **Purpose**

- To educate small & minority businesses about the City's purchasing process and its needs
- To identify small & minority businesses that want to and can do business with the City

### **Certification Criteria**

- Independently owned and operated business must be located in **Escambia** or **Santa Rosa** County
- Have a net worth of not more than 1 million dollars
- Employ not more than 50 permanent full-time employees ( 1-15 = Tier 1 SBE, 16-50 = Tier 2 SBE)

### **Certification Process**

- Vendor completes a short application and provides requested documentation
- Application is reviewed by City staff
- Eligible vendors are certified and added to Small Business Enterprise Directory and assigned to appropriate business category(ies)

### **Benefits to Certification**

- Formal construction bids are reviewed for potential SBE participation
- A goal is set based on the potential for SBE subcontractor participation as indicated by project requirements - typically 5% to 10%
- Pre-bid meetings are scheduled to allow City staff to discuss with prime contractors the SBE goal, distribute the SBE Project Directory and explain how SBE forms should be completed.
- Certified SBE vendors are encouraged to attend pre-bid meetings in order to connect with Prime Contractors bidding on the project and to become more familiar with the project requirements.
- City Departments are strongly encouraged to target as much business as possible to certified small businesses.
- Mayor has spending authority of up to \$100,000.00 for a Tier 1 certified SBE vendor.
- Maximizing a small or minority business' exposure will help increase project opportunities.

### **SBE Participation Tracking**

- Prime contractors at bid submittal are required to document their obtained level of SBE participation, and to complete forms showing evidence of their "good faith" effort to obtain the project goal assigned.
- Awarded prime contractor completes forms at time of invoicing indicating SBE participation actually rendered.
- Direct City dollars spent with registered SBE businesses are also tracked, but no goal is established for general purpose.

### **Business Tips**

- Attend scheduled pre-bid meetings to meet prime contractors and become more familiar with the project requirements.
- Be pro-active. Locate solicited projects and identify who will be bidding as prime contractors. Obtain project specifications to prepare a price proposals for prime contractors. Don't wait for the contractor to contact you. Send your price proposal to all who will be bidding as prime contractors and follow up later.