SMALL BUSINESS ENTERPRISE and OUTREACH PROGRAMS

ALL ITEMS $25,000 & OVER MUST BE REVIEWED BY ADMINISTRATIVE SERVICES PRIOR TO COMMENCING THE BOARD ORDER PROCESS. EXEMPT ITEMS DO NOT NEED TO BE SUBMITTED FOR THIS REVIEW.

FROM: _____ _____

Deputy/Division Head (please print) Deputy/Division Head (signature)

_____ _____ ☐ New ☐ Renewal* ☐ Amendment*

Form Prepared By Phone Number

*Explain:_____

_____ _____ _____ _____

Company Name Describe Product/Service WO#/ PO#/ ERR# Dollar Amount

PROGRAM THRESHOLDS

The Small Business Enterprise (SBE) Program applies to; 1) construction contracts of $25,000 or less, 2) purchasing transactions of $50,000 or less, and 3) professional/personal service contracts of $50,000 or less at the time the contract is awarded. **The Outreach Program applies to** construction contracts that are $100,000 and above, professional service contracts that are $2,500 and above, and purchases that are $10,000 and above.

CATEGORY (check one)**:** ☐ Professional Service ☐ Personal Service ☐ Purchase ☐ Construction

TYPE OF PAYMENT (check one)**:** ☐ Contract ☐ Purchase Order ☐ Warrant Request ☐ Credit Card

• **IS THIS REQUEST EXEMPT FROM THE SBE/OUTREACH PROGRAM?** •

☐ **YES** (please check appropriate box below – you do not have to complete the rest of this form)
☐ **NO** (please complete the rest of this form)

- - - - - - CHECK ONE - - - - - -

☐ Association dues and membership fees
☐ Lodging
☐ Public transportation, bridge tolls
☐ Utility installation fees
☐ Legal notices
☐ Contracts between divisions within a department
☐ Clean Water Program – Don Freitas' group **only**.
☐ Certain Landfills for trash collected on County roadways
☐ Postage & national courier companies, ie. Federal Express, UPS
☐ Registration and conference booths
☐ Permits, fees & licenses paid to government agencies
☐ Pre-employment screening & fitness for duty exams
☐ Purchases or contracts with other public agencies
☐ Contracts between two different department
☐ Contracts with private non-profit organizations and agencies
☐ State Route 4 Bypass Authority
☐ Publications

• **PLEASE CHECK ALL APPLICABLE ITEMS LISTED BELOW** •

☐ **Small Business Enterprise (SBE):** independently owned & operated, not dominant in its field of operation, principal office located in California, has 100 or less employees, average annual gross receipts of 10 million dollars or less over the previous 3 years, or is a manufacturer with 100 or less employees. State certified SBEs qualify for participation in the County's SBE Program.

☐ **Minority Business Enterprise (MBE):** Business entity that is at least 51% owned by one or more minority persons.

☐ **Women Business Enterprise (WBE):** Business entity that is at least 51% owned by one or more women.

☐ **Local Business Enterprise (LBE):** Is a business that has its main office or principal place of business within the boundaries of Contra Costa County.

☐ **Disadvantage Business Enterprise (DBE):** A small business owned (at least 51%) and controlled by socially and economically disadvantaged individuals. Used primarily for state or federally funded projects.

☐ **Disabled Veteran Business Enterprise (DVBE):** is a business entity at least 51% owned by one or more disabled veterans. The disabled Veteran must be a California resident have a service-connected disability of at least 10% or more and be an honorably discharged veteran of the U.S. Military, Naval or Air Services.

☐ **Other Business Enterprise (OBE):** Is any business which does not qualify as a Minority or Women Business Enterprise

☐ **None of the above.**

SOLICITATION FORM (for Outreach Prog.)

☐ Solicitation form attached
☐ Does NOT fall within program guidelines
☐ This is an amendment/renewal

_____
Date form prepared

SBE SELF CERTIFICATION FORM

☐ Self Certification form attached
☐ Vendor found on County Website

_____ _____
Date Category