

County of Alameda
Auditor-Controller Agency
Office of Contract Compliance

SMALL LOCAL EMERGING BUSINESS (SLEB) PROGRAM GUIDE



Patrick O'Connell, Auditor-Controller

DOING BUSINESS
WITH
ALAMEDA COUNTY

SLEB Program Mission Statement

It is the intent of the County of Alameda to develop and promote economic growth for the community in which it serves. The County desires to foster the growth of small and local emerging businesses. Additionally, the County will provide accurate and accessible information on available vendor and contract opportunities. The County will ensure that its processes are inclusive for all residents regardless of race, color, gender, age, religion, national origin, disability or any other factor that is prohibited when making business decisions.

What is the purpose of the SLEB Program?

The SLEB Program was designed to advance and encourage inclusiveness, diversity and economic development, including ongoing evaluation, to ensure all businesses including SLEBs are provided equal opportunities in County contracting and procurement activities. It is administered by the Auditor Controller Agency Office of Contract Compliance (OCC) and applies to all County procurement of goods and services.

SLEB Program Components

Local and Small/Emerging Business Bid Preferences

A 5% bid preference for local businesses and a 5% bid preference for certified small or emerging businesses is available except with respect to those contracts which state law requires be awarded to the lowest responsible bidder. The maximum bid evaluation preference points for being certified is 10%: 5% local & 5% certified. Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects, but no preference points are applied.

Outreach and Training

Training, education and technical assistance opportunities are provided to enhance small and emerging local businesses successful participation in the County's procurement and contracting programs.

Contracts Up To \$25,000

Targets departmental discretionary spending for goods and services up to \$25,000 to small and emerging local businesses.

Contracts Over \$25,000

Businesses not meeting the definition of a small or emerging local business are required to subcontract a minimum 20% of the contract award with a certified small or emerging local business in order to be eligible for contract award.

Certification Process

Alameda County certifies small and emerging local businesses to participate in the SLEB Program using U.S. Small Business Administration (SBA) size standards.

Local Vendor Database

Developed to provide a source of local certified small and emerging businesses interested in participating in County contracts from which to solicit bids and proposals from.

Compliance

Compliance with the SLEB Program is monitored by County departments and administered by the Auditor-Controller Office of Contract Compliance using the online web-based Elation Systems.

First Source Program

Cooperative efforts and partnerships with other local agencies in developing regional solutions that facilitate utilization of local unemployed or underemployed County residents.

SLEB Program Benefits

For Small and Emerging Local Businesses

Provides a method of inclusion for small and emerging local businesses and creates an opportunity for growth, capacity building, and participation in County contracting and procurement activities. A maximum 10% bid preference may be available to local certified small or emerging businesses that contract directly with the County.

For Local Businesses

Local businesses that contract directly with the County and meets the criteria for the Local Bid Preference described in this brochure may be eligible for a 5% bid preference.

For the Community at Large

Inclusion of all businesses in County contracting processes and activities leads to a healthy business environment, which promotes a healthy economy, lower regional unemployment and a higher standard of living.

SLEB Program Benefits (continued)

For the County

The County benefits by the inclusion of all size businesses in the bidding process. SLEB Program certified businesses increase the vendor base from which County departments may choose. Inclusion leads to increased competition and better contracts with lower costs. The Office of Contract Compliance will attempt to certify any vendor that departments identify in order to create a larger base for the department's bidding advantage.

SLEB Program Definitions/Glossary of Terms

Small Local Emerging Business - A business which has been certified by the County. A SLEB is a local business that is certified either small or emerging and which, when contracting directly with the County, may be eligible for a maximum 10% bid preference (5% for being small or emerging plus 5% for being local).

- **Small Business** - A business which has been certified by the County as local and meets the U.S. Small Business Administration (SBA) size standards for its classification.
- **Emerging Business** - A business which has been certified by the County as local and meets less than one half the U.S. SBA size standards for its classification and has been in business less than 5 years.

Local Business - A business having a fixed office with a street address in Alameda County, and having a valid business license issued by the County or a City within Alameda County.

5% Local Business Preference - Any local business located within the County at least 6 months prior to date upon which a request for sealed bids or proposals is issued may be eligible for a 5% local bid preference.

What Does Certification Mean?

In an effort to ensure that the County is doing business with bona fide SLEBs, the County will certify businesses to participate in the SLEB Program using U.S. SBA Standards. The County may also collect information regarding minority and women-owned businesses in order to track and report on their participation.

What Does Certification Mean? (continued)

Upon approval and acceptance of a SLEB Program certification application package the County will issue the business a certification letter indicating the type of certification granted and the certification period. Certified businesses will receive a 90 day written renewal notification prior to the expiration of their certification period.

Certified small and emerging businesses may be eligible for a 5% SLEB bid preference and a 5% local bid preference. The total maximum bid preference is 10%.

Businesses wishing to become certified and take advantage of all the SLEB Program components may obtain a Certification Application by calling (510) 891-5500, visiting our web site at <http://www.acgov.org/auditor/sleb>, or visiting our office at 1221 Oak Street, Room 249, Oakland, California.

Office of Contract Compliance (OCC)

The Auditor Controller Agency Office of Contract Compliance works with community businesses and County procurement staff to provide guidance and information on the utilization of small and emerging local businesses. OCC administers the SLEB Program including certifications and compliance. Vendor informational meetings, training and outreach events are held to provide an opportunity for SLEBs to become acquainted with the County's procurement processes. For information about vendor events, see the online Calendar of Events (from <http://www.acgov.org> click on Calendar of Events under Doing Business with Us).

OCC maintains a database of local businesses and certified small and emerging businesses which is available online at http://www.acgov.org/sleb_query_app/gsa/sleb/query/slebmenu.jsp.

Also see Current Contracting Opportunities posted online (from <http://www.acgov.org> click on Current Contracting Opportunities under Doing Business with Us).

Subscribe to receive information via email about the contracting opportunities and outreach/training events you are interested in at <http://www.acgov.org/esubscription.htm>.



Auditor-Controller Agency
Office of Contract Compliance
Small Local Emerging Business (SLEB) Certification Unit
1221 Oak Street, Room 249
Oakland, CA 94612

Phone: (510) 891-5500

Fax: (510) 272-6502

Alameda County's Official Website



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