CONTRACT MONITORING DIVISION
(“CMD”)

How to do Business with the City as an LBE Certified Firm
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.

• Benefits of the Program
• LBE Certification
• PUC Regional Projects
• LBE Subcontracting Goal
• Good Faith Outreach
• Micro-LBE Set-Aside Program
• Local Business Enterprise Utilization Tracking System (LBEUTS)
What are the benefits?

- When bidding as a subcontractor - eligible to be utilized to meet the LBE subcontracting goal
  (Each applicable contract has a required LBE subcontracting goal that all bidders must meet)
- When bidding as a prime - eligible for the 10% bid discount/rating bonus

*For **all** City projects, regardless of location, SF-LBEs are eligible to receive these benefits.
* **LBE must be certified on bid due date to be eligible for the above benefits**
** **CMD certified LBEs are not the same as State/Federal DBEs**
Difference between SFLBE & SFPUC-LBE Certified Firms

• The SFLBE Certification Program is applicable to businesses located in the City and County of San Francisco.

• The SFPUC-LBE Certification Program is ONLY applicable to construction, specialty construction, construction material suppliers, construction equipment rental firms and trucking services that are located within the Water System Improvement Program (WSIP) regions.
LBE Subcontracting Goals

Goals are established contract by contract

- Breakdown of scope of work
- Availability of LBEs
Micro-LBE Set-Aside Program

Micro Set-Aside Guidelines

- Contracts that are $100,000 in Professional Services and $400,000 or less for public works may be eligible for Micro-LBE Set-Aside

- Only certified Micro SFLBE’s and Micro-LBE’s are eligible to submit proposals or bids on these Micro-LBE Set-Aside Contracts

- To be considered for a Micro-LBE Set-Aside, there must be two or more qualified Micro-LBEs that submit bids

- The Micro LBE prime *must self-perform at least 25%* of the scope of work

- Since these are Micro-LBE Set-Aside projects, the LBE bid discount and LBE subcontracting goal requirements do not apply
LBE Utilization Tracking System (LBEUTS)

• This new system replaces the City’s Diversity Tracking System.
• For contracts advertised on or after July 1, 2013, all contractors and subcontractors are required to use this secure web-based system to submit prime and subcontractor payment information (CMD Forms 7 and 9), along with the monthly progress payment invoices.
• Trainings are held on the last Tuesday of every month @ City Hall Room 421 @ 10:30 a.m.
• For more information on the LBEUTS, please visit: www.sfgov.org/LBEUTS
Contracts are listed in OCA’s Website

- City Bids are listed in OCA’s website at: http://mission.sfgov.org/OCABidPublication/
- Go to pre-proposal meetings, pre-bid meetings and watch the proceedings
- Review the listing for requirements and LBE sub goals
- Make contact with firms bidding as primes and offer your services
I got a contract now what?

- Your firm needs a vendor number. If you have a vendor number and your company status changed from a sole proprietor to a corporation, you would need to reapply for a new vendor number. Vendor numbers are issued by the City Tax Collector’s Office: [http://sfgsa.org/index.aspx?page=376](http://sfgsa.org/index.aspx?page=376)
- CMD offers assistance:
  a) prompt payment
  b) dispute resolution

As a CMD certified firm, YOU ARE NOT ALONE!!!
Q&A