Contract Monitoring Division (CMD)
Local Certification For Nonprofit Entities (NPE)

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www.sfgov.org/cmd
History of 14B

Certified Local Businesses are provided special class benefits here in SF 14B Ordinance -

- Law requires City departments to outreach and direct a portion of contracts to CMD-certified local businesses to promote participation

- Goals for LBEs on most City contracts
  - Certified LBEs as the “Prime Bidder” receive 10% discount
  - Certified LBEs as a “Subcontractor” – sought after to meet subcontracting goals
  - Set-aside program for CMD Micro Certified LBEs
Non Profit Entity (NPE) Eligibility

- Primary Business Location – Must be a San Francisco address
- Must be operating in San Francisco with a paid SF Business License for at least 6 months
- Owners must have expertise, license, etc. in the category seeking certification
- Must have examples of contracts
- Maximum Economic Thresholds for LBE Certification
<table>
<thead>
<tr>
<th>Category</th>
<th>“Micro”</th>
<th>“Small”</th>
<th>“SBA”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A and Class B General Contractors</td>
<td>$7,000,000</td>
<td>$14,000,000</td>
<td>Not Available</td>
</tr>
<tr>
<td>Specialty Construction Contractors</td>
<td>$3,500,000</td>
<td>$7,000,000</td>
<td>Not Available</td>
</tr>
<tr>
<td>Trucking and Hauling</td>
<td>$1,750,000</td>
<td>$3,500,000</td>
<td>Not Available</td>
</tr>
<tr>
<td>Goods Materials and Equipment Suppliers</td>
<td>$3,500,000</td>
<td>$7,000,000</td>
<td>Not Available</td>
</tr>
<tr>
<td>General Service Providers</td>
<td>$3,500,000</td>
<td>$7,000,000</td>
<td>Not Available</td>
</tr>
<tr>
<td>Architect/Engineering</td>
<td>$1,250,000</td>
<td>$2,500,000</td>
<td>Not Available</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$1,250,000</td>
<td>$2,500,000</td>
<td>Not Available</td>
</tr>
</tbody>
</table>
Steps to Get Certified

- Review Eligibility, Process, and Required Documents
- Get an Application – www.sfgov.org/cmd
- Completely fill out the application
- Send in ALL Required Documents
- Make a copy for yourself!
- Mail or Deliver
  - 30 Van Ness, Suite 200, SF 8AM – 5PM
- Online at www.sfgov.org/cmd
Steps to Get Certified

- Once I receive your application, I will review for missing documents and contact you to:
  - Get missing documents – This takes the most amount of time***
  - Schedule a Site Visit – Requirement
Steps to Get Certified

- Send in additional documents as needed
- You will receive a decision via the USPS
- Certification Letter serves as your “certificate”
- Online listing is most important: (www.sfgov.org/cmd)
SECTION I: BUSINESS INFORMATION

Business Name: ____________________________

Primary Place of Business:

Address: ____________________________
City: ____________________________ State: __ ZIP Code: __

Check all that apply:  [ ] Own  [ ] Lease

Mailing Address:

Address: ____________________________
City: ____________________________ State: __ ZIP Code: __

[ ] Same as Above

Contact Information:

Phone: ____________________________ Fax: ____________________________
Cell: ____________________________ Email: ____________________________

Federal Employer ID Number (FEIN): ____________________________
City Vendor Number: ____________________________
[ ] No Vendor Number

Business Type:  [ ] Trust  [ ] Association
[ ] Corporation

Additional Locations, if any:
Sample Format: 111 Street, City, State 95030 (Equipment Storage)
(e.g., satellite offices, storage units, warehouse, etc...)

Truckers/Haulers: Indicate where you park your vehicle(s):
Certification Workshops

First Wednesday of Every Month

10AM-12PM

30 Van Ness Avenue, Suite 200, San Francisco

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How to Bid on City Contracts and Make the most of your LBE, PUC-LBE and NPE Certification Workshop

*Every 2nd Wednesday of the Month*

10AM – 12PM

30 Van Ness Avenue, Suite 200, San Francisco

Zula Jones
415-252-2503
Zula.Jones@sfgov.org
Surety Bond Workshop

Every 3rd Wednesday of the Month

10AM – 12PM

30 Van Ness Avenue, Suite 200, San Francisco

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