



## Small Business Enterprise Program

[www.polb.com/sbe](http://www.polb.com/sbe)

### HOW THE PROGRAM WORKS

#### Construction & Professional Services Contracts

**SBE/VSBE Commitments:** For construction and consultant contracts, SBE staff sets contract-specific SBE and VSBE goals. The Port also encourages small businesses to bid/propose as primes whenever feasible. Bidders and proposers are required to submit an SBE/VSBE Commitment Plan (CP), by the required due date, to demonstrate their intent to meet the SBE/VSBE contract goals. SBE staff evaluates each CP and verifies SBE/VSBE eligibility of all small businesses listed on the CP. SBE staff also conducts periodic audits to corroborate an SBE's or VSBE's qualifying information.

**Good Faith Efforts (Construction Bids Only):** If a bidder's Commitment Plan does NOT demonstrate intent to meet the combined SBE/VSBE goal, the bidder must submit a Good Faith Effort (GFE), and pass a GFE evaluation, for the bid to remain responsive.

**SBE/VSBE Compliance:** During the life of the contract, the prime contractor is required to submit a SBE/VSBE Monthly Utilization Report (MUR). Port staff tracks small business utilization and verifies payments made to small businesses. SBE/VSBE substitutions are subject to prior approval by the Port. Port staff also tracks contract amendments and change orders, and sets SBE/VSBE goals on scope of work and/or contract amount increases whenever feasible. Willful non-compliance with SBE/VSBE utilization may subject the prime to payment withholdings and/or penalties. The Port reports final SBE/VSBE utilization at contract end, and recognizes prime contractors/consultants who meet or exceed their SBE/VSBE commitments.

[Click here](#) to download Commitment Plan, GFE Criteria, and MUR templates.

#### Material & Supply Purchases

To the extent possible, the Port endeavors to contract directly with SBEs and VSBEs for materials and supplies. Each Port division is responsible for meeting the Port's annual combined SBE/VSBE goal of 27%.

[Click here](#) to learn how to participate in the Port's SBE/VSBE Program.