



## PORT OF LONG BEACH SBE/VSBE PROGRAM FACT SHEET

<b>Name of Program:</b>	Small Business Enterprises (SBE)/Very Small Business Enterprises (VSBE) Program
<b>Type of program:</b>	Small business <b>participation</b> program: The Port establishes: 1) annual, Port-wide SBE/VSBE participation goals, 2) contract-specific goals on applicable contracts, and 3) division-wide goals on applicable purchases.
<b>Program applies to:</b>	All Port bureaus: 1) Engineering, 2) Environmental Affairs & Planning, 3) Finance & Administration, 4) Trade Relations & Real Estate.
<b>Projected FY 2012 expenditures:</b>	\$300,000,000+
<b>SBE and VSBE eligibility:</b>	<b>SBE eligibility</b> is equivalent to U.S. SBA size standards based on NAICS codes. To access the SBA's table of small business size standards, log on to <a href="http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf">http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf</a> . <b>VSBE eligibility</b> is equivalent to the State of California's Microbusiness designation (businesses with \$3.5 million or less in annual gross sales, averaged over the last three fiscal years, or manufacturers with 25 or fewer employees).
<b>The Network Vendor Database</b>	Hosted by BidNet, this online system is <b>free</b> to registrants and serves as a: 1) vendor database, 2) e-procurement (bid matching) system, 3) SBE certification system, and 4) small business search tool.
<b>Online Registration:</b>	Log on to <a href="http://www.thenetworkbidsystem.com">www.thenetworkbidsystem.com</a> and click on "Vendor Registration."
<b>Certification and verification process:</b>	Small businesses can apply for SBE certification on <i>The Network</i> . The Port does <u>not</u> issue separate VSBE certifications, but the online small business certification form allows applicants to check the VSBE box if eligible. The Port verifies SBE and VSBE status of all small businesses listed on projects, prior to contract award. The Port also conducts periodic audits to verify SBE and VSBE qualifying information.
<b>Outreach initiatives:</b>	The Port attends, sponsors, and/or exhibits at 12-16 outreach events per year. The Port also partners with other public agencies and community-based organizations.
<b>Port-sponsored training initiatives:</b>	The Port sponsors periodic training and networking forums to familiarize large and small businesses with Port opportunities and the SBE/VSBE Program. To sign up for the next training forum, log on to <a href="http://www.polb.com/sbe">www.polb.com/sbe</a> and visit the "Training Forums" webpage.
<b>SBE/VSBE commitment requirements:</b>	Bidders and proposers must submit an SBE/VSBE Commitment Plan that demonstrates intent to meet the combined SBE/VSBE goal, OR submit an acceptable Good Faith Effort (GFE), for their bid/proposal to be deemed responsive.
<b>SBE/VSBE participation requirements:</b>	Prime contractors/consultants are required to submit a Monthly SBE/VSBE Utilization Report with every invoice. The Port monitors SBE/VSBE utilization and small business substitutions on every contract. Non-compliant primes may be subject to penalties.
<b>SBE/VSBE utilization reporting:</b>	The Port tabulates final SBE/VSBE utilization statistics and reports to the Board of Harbor Commissioners at contract completion. The Port prepares an Annual SBE/VSBE Report to the Board after the end of each fiscal year.
<b>For more information:</b>	Visit the Port of Long Beach SBE/VSBE Program website at <a href="http://www.polb.com/sbe">www.polb.com/sbe</a> or contact the SBE/VSBE Program Office at (562) 283-7598 or <a href="mailto:sbeprogram@polb.com">sbeprogram@polb.com</a> .