



COUNTY OF LOS ANGELES
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OFFICE OF SMALL BUSINESS/PTAC
osb.lacounty.gov



Los Angeles County
Office of Small Business
Procurement Technical
Assistance Center

Local
Small Business
Enterprise



Preference
Program

Small Business Preference for Federally Funded Bids/Contracts

Under the Federal *Grants Management Common Rule*, the County's Local SBE Preference will not be utilized. Applicants for federally funded bids/contracts are eligible for a small business preference regardless of their locality.

To be eligible for the preference for federally funded bids/contracts, applicants must:

1. Qualify under the U.S. Small Business Administration size standards **and**
2. Register as a small business on the Federal *System for Award Management* database www.sam.gov. You must have your DUNS number ready or obtain it from Dun & Bradstreet www.dnb.com prior to registration.

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*"Connecting Small Business
with Government Opportunities"*

Office of Small Business

Established by the Board of Supervisors in 1997, the Office of Small Business (OSB) resides within the Internal Services Department, and coordinates reports to the Board on matters of concern to small business. A Small Business Commission was appointed by the Supervisors in 2001.

The core mission of OSB is to help small businesses obtain County contracts. Contracting Connections Workshops are held in each supervisorial district and supported by County Department purchasing agents and public agencies such as U.S. Small Business Administration and the State Department on General Services. OSB offers hands-on and one-on-one consultation to guide businesses through the government application and proposal process.

The OSB also serves as the Procurement Technical Assistance Center (PTAC) in Los Angeles. The PTAC assists small businesses obtain contracts with the Federal and primes.

The OSB/PTAC connects small business with government opportunities! Visit website to view upcoming bids and training course calendar.
osb.lacounty.gov

What is the Local Small Business Enterprise (Local SBE) Preference Program?

The County of Los Angeles Board of Supervisors established the Local SBE Preference Program to enhance contracting opportunities for small businesses located within Los Angeles County. The price preference helps level the playing field for certified small businesses.

Who is eligible to participate?

The business must meet the following criteria:

- Must be independently owned and operated
- Cannot be dominant in its field of operation

- Must have principal office in Los Angeles County for at least 12 months
- Must have its owners (officers in the case of a corporation) domiciled in California
- With its affiliates, must be either:
 1. A business fewer than 100 employees and an average of \$14 Million or less over the last three-year period.
 2. A manufacturer with 100 or less employees.

Prior to applying for the County's Local SBE Program, a business must obtain certification from the State of California. The County's Local SBE Program is modeled after the State's Small Business Preference program and utilizes the State's SBE status as a prerequisite for the County's Local SBE certification.

How do I apply?

Step 1: Obtain SBE certification from the State of California Department of General Services (DGS) at www.eprocure.dgs.ca.gov

Step 2: Register as a Vendor with the County of Los Angeles at <http://camisvr.co.la.ca.us/webven>. *NOTE: If business is already registered as a County Vendor, go to Step 3. If you need your vendor number or pin number, contact the Vendor Relations Help Desk at 323-267-2725.*

Step 3: Go to <http://camisvr.co.la.ca.us/webven> to access your County Profile. Follow the steps and enter your State certification information on your County profile. If you need assistance updating your profile, please call our office at 323-881-3963. Once you have successfully registered as a Local SBE, your information will be reviewed and you will be notified of your eligibility.

What are the benefits?

- **Bid Preference:** Local SBEs are eligible for an eight percent (8%) bid price reduction or "preference" during the evaluation process when bidding for goods and services in response to solicitations. The actual "preference" is calculated on the cost/price component

of the lowest most responsible and responsive bid amount. In all cases, the Local SBE 8% "preference" will not exceed fifty thousand dollars (\$50,000) for any one bid/proposal. The eight percent (8%) preference is used only to determine the winning bidder or proposal and does not change the bid amount of the contract award.

- **Directory Listing:** The County annually prints a Directory of Local SBEs by category. The company name and contact information will appear in each category registered by the vendor. The directory is used by internal County contract and procurement officers as a ready reference of Local SBEs.
- **Local SBE Prompt Payment Program and Small Business Payment Liaison:**

The Board of Supervisors established the Local SBE Prompt Payment Program for Local SBEs to be paid within 15-days of receipt of an undisputed invoice for goods or services. The Prompt Payment Liaison provides a single point of contact to assist Local SBEs with any prompt payment issues.

Purchases not eligible for Local SBE Preference:

- National contracts
- Revolving fund (petty cash) purchases
- Purchase Card (credit card) purchases
- Non-agreement purchases of less than \$5,000
- Contracts funded by Federal grants where there are conflicting requirements for minority or women-owned business participation.