

## What Does Certification Mean? (continued)

Upon approval of a SLEB Program Certification Application package the County will issue the business a certification letter indicating the type of certification granted and the certification period. Certified businesses will receive a 90 day written renewal notification prior to the expiration of their certification period.

Certified small and emerging businesses may be eligible for a 5% SLEB bid preference and a 5% local bid preference. The total maximum bid preference is 10%.

Businesses wishing to become certified and take advantage of all the SLEB Program components may obtain a Certification Application by calling (510) 891-5500 or visiting our web site at <http://www.acgov.org/auditor/sleb>.

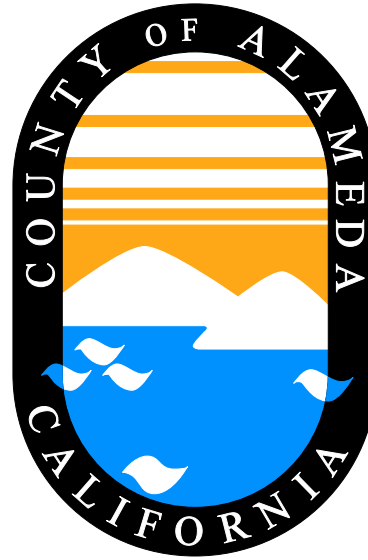
The Auditor-Controller Agency, SLEB Certification Unit certifies small local and emerging businesses and maintains a database of local businesses and certified small and emerging businesses which is available online at [http://www.acgov.org/sleb\\_query\\_app/gsa/sleb/query/slebmenu.jsp](http://www.acgov.org/sleb_query_app/gsa/sleb/query/slebmenu.jsp).

The County of Alameda works with community businesses and County procurement staff to provide guidance and information on the utilization of small and emerging local businesses.

Vendor informational meetings, training and outreach events are held to provide an opportunity for SLEBs to become acquainted with the County's procurement processes. For information about vendor events, see the online Calendar of Events (from <http://www.acgov.org>, under Stay Connected, click on the calendar icon).

Also see Current Contracting Opportunities posted online (from <http://www.acgov.org>, under Doing Business With Us, Business Opportunities).

Subscribe to receive information via email about the contracting opportunities and outreach/training events you are interested in at <http://www.acgov.org/government/connected/subscribe.htm>.



**Auditor-Controller Agency  
SLEB Certification Unit  
1106 Madison Street, Room 431  
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**Phone: (510) 891-5500**

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**Alameda County's Official Website**



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**County of Alameda  
Auditor-Controller Agency  
SLEB Certification Unit**

# **SMALL LOCAL EMERGING BUSINESS (SLEB) PROGRAM GUIDE**



**Steve Manning, Auditor-Controller**

**DOING BUSINESS  
WITH  
ALAMEDA COUNTY**

## **SLEB Program Mission Statement**

It is the intent of the County of Alameda to develop and promote economic growth for the community in which it serves. The County desires to foster the growth of small and local emerging businesses. Additionally, the County will provide accurate and accessible information on available vendor and contract opportunities. The County will ensure that its processes are inclusive for all residents regardless of race, color, gender, age, religion, national origin, disability or any other factor that is prohibited when making business decisions.

### **What is the purpose of the SLEB Program?**

The SLEB Program was designed to advance and encourage inclusiveness, diversity and economic development, including ongoing evaluation, to ensure all businesses including SLEBs are provided equal opportunities in County contracting and procurement activities. It is administered by the Auditor-Controller Agency Office of Contract Compliance (OCC) and applies to all County procurement of goods and services.

## **SLEB Program Components**

### **Local and Small/Emerging Business Bid Preferences**

A 5% bid preference for local businesses and a 5% bid preference for certified small or emerging businesses is available except with respect to those contracts which state law requires be awarded to the lowest responsible bidder. The maximum bid evaluation preference points for being certified is 10%: 5% local & 5% certified. Compliance with the SLEB program is required for goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

### **Outreach and Training**

Training, education and technical assistance opportunities are provided to enhance small and emerging local businesses successful participation in the County's procurement and contracting programs.

### **Contracts Up To \$25,000**

Departmental discretionary spending for goods and services up to \$25,000 is targeted to small and emerging local businesses.

### **Contracts Over \$25,000**

Businesses not meeting the definition of a small or emerging local business are required to subcontract a minimum of 20% of the contract award to a certified small or emerging local business in order to be eligible for contract award.

### **Certification Process**

Alameda County certifies small and emerging local businesses to participate in the SLEB Program using U.S. Small Business Administration (SBA) size standards.

### **Local Vendor Database**

Developed to provide a source of local certified small and emerging businesses interested in participating in County contracts.

### **Compliance**

Compliance with the SLEB Program is monitored by County departments and administered by the Auditor-Controller Agency Office of Contract Compliance using the online web-based Elation Systems.

### **First Source Program**

Cooperative efforts and partnerships with other local agencies in developing regional solutions that facilitate utilization of local unemployed or underemployed County residents.

## **SLEB Program Benefits**

### **For Small and Emerging Local Businesses**

Provides a method of inclusion for small and emerging local businesses and creates an opportunity for growth, capacity building, and participation in County contracting and procurement activities. A maximum 10% bid preference may be available to local certified small or emerging businesses that contract directly with the County.

### **For Local Businesses**

Local businesses that contract directly with the County and meet the criteria for the Local Bid Preference described in this brochure may be eligible for a 5% bid preference.

### **For the Community at Large**

Inclusion of all businesses in County contracting processes and activities leads to a healthy business environment, which promotes a healthy economy, lower regional unemployment and a higher standard of living.

## **SLEB Program Benefits (continued)**

### **For the County**

The County benefits by the inclusion of all size businesses in the bidding process. SLEB Program certified businesses increase the vendor base from which County departments may choose. Inclusion leads to increased competition and better contracts with lower costs. The SLEB Certification Unit will attempt to certify qualified vendors that departments identify in order to create a larger base for the department's bidding advantage.

## **SLEB Program Definitions/Glossary of Terms**

**Small Local Emerging Business** - A local business that is certified either small or emerging and which, when contracting directly with the County, may be eligible for a maximum 10% bid preference (5% for being small or emerging plus 5% for being local).

- **Small Business** - A business which has been certified by the County, is local and meets the U.S. Small Business Administration (SBA) size standards for its classification.
- **Emerging Business** - A business which has been certified by the County, is local and meets less than one half the U.S. SBA size standards for its classification and has been in business less than 5 years.

**Local Business** - A business having a fixed office with a street address in Alameda County, and having a valid business license issued by the County or a City within Alameda County.

**5% Local Business Preference** - Any local business located within the County at least 6 months prior to date upon which a request for sealed bids or proposals is issued may be eligible for a 5% local bid preference.

### **What Does Certification Mean?**

In an effort to ensure that the County is doing business with bona fide SLEBs, the County will certify businesses to participate in the SLEB Program using U.S. SBA Standards. The County may also collect information regarding minority and women-owned businesses in order to track and report on their participation.