

ALAMEDA COUNTY TRANSPORTATION COMMISSION

# **Certification Workshop**

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# **Agenda**

- LBCE PROGRAM OVERVIEW
- CERTIFICATION ELIGIBILITY
- CERTIFICATION PROCESS
- Q&A

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**LBCE Program Overview** 

**Certification Eligibility** 

**Certification Process** 

Q & A

# The Local Business Contract Equity (LBCE) Program contributes to the overall economic vitality of the county by:

- 1. Encouraging businesses to locate and remain in Alameda County;
- 2. Providing employment opportunities for residents of Alameda County; and
- 3. Generating economic activity and stimulating the local economy.



### The LBCE Program applies to contracts which are:

- Funded solely or in part by VRF, Measure B and/or Measure BB funds, with other local funds; and
- 2. Administered by Alameda CTC or related to, or in support of, a Project Sponsor-administered capital project.

The LBCE Program goals do not apply to contracts with state and/or federal funds.



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LBCE Program Overview	Certification Eligibility	Certification	Process Q & A
LBCE Program Contract Goals Construction Contracts		Professional Services Contracts	
> \$75,000	Contract Value	> \$75,000	> \$25,000 and < \$75,000
60.0% LBE Goal	LBE Goal Local Business Enterprise	70.0% LBE Goal	Not Applicable
20.0% SLBE Goal	SLBE Goal Small Local Business Enterprise	30.0% SLBE Goal	Not Applicable
Not Applicable	VSLBE Goal  Very Small Local  Business Enterprise	Not Applicable	30.0% VSLBE Goal
Meet Goals or Make GFE	Selection Process	5.0% of Points for Each Goal Met	20.0% of Points for Goal Met

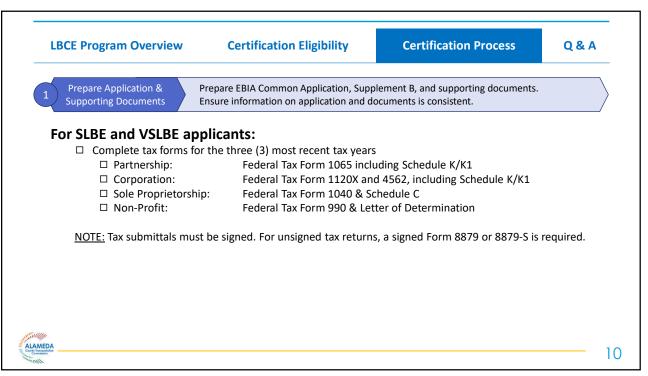


**Certification Eligibility LBCE Program Overview Certification Process** Q & A **SLBE** Have annual gross revenue, averaged over the most recent three (3) tax years, that does not exceed the current small business size standard for its principal business activity code as established by the U.S. Small Business Administration (SBA) and available on the <u>SBA website</u>. **Small Local Business Enterprise** □ Valid business license issued by Alameda County or a city within Alameda County for at least six (6) months prior to certification date; **LBE** □ Be located and fully operational within Alameda County with two (2) types of evidence maintaining a working Alameda County office; **Local Business** Enterprise □ Have a minimum of one full-time equivalent employee staffing the Alameda County office; □ Be bona fide with real and continuing business activities and ownership interests; and □ Be economically independent, perform commercially useful functions, and have a customer ALAMEDA 6



**Certification Process LBCE Program Overview Certification Eligibility** Q & A Prepare EBIA Common Application, Supplement B, and supporting documents. To proceed with the Ensure information on certification process, certification requirements must application and documents is consistent. be met. Prepare Application & **Submit Application Application Verification** Certification **Supporting Documents** If the applicant is sufficiently Submit application and verified, Alameda CTC will issue supporting documents to a certification letter stating the certification number and date. Alameda CTC is an active member of the East Bay Interagency Alliance (EBIA). Members of EBIA include Alameda CTC, Alameda County, City of Oakland, and Port of Oakland. These agencies have developed and utilize the EBIA Common Application, as well as supplemental forms specific to each agency, though each agency has its own program and related requirements. ALAMEDA 8







**Certification Eligibility** 

**Certification Process** 

Q & A

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Submit Application

Submit application and supporting documents to <a href="mailto:Certification@AlamedaCTC.org">Certification@AlamedaCTC.org</a>

Certification applications and required documentation may be submitted by email to Certification@AlamedaCTC.org.

For email submissions, please include a document receipt request in your email, as larger files may be blocked by the agency's email system.



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### **LBCE Program Overview**

### **Certification Eligibility**

**Certification Process** 

Q & A

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Verify Application

To proceed with the certification process, all questions and comments need to be addressed and deemed responsive by the Certification Team.

For example, if the applicant's company profile lists the primary service Architectural Engineering, and the applicant has not provided an Architectural Engineer License, proof of an Architectural Engineering License will be requested.



## **Site Visit Process**

If the applicant has any other offices located **outside of Alameda County**, a site visit will be conducted to verify the applicant's local business presence.

Prior to the site visit, **a staff roster** will need to be provided for the staff working at the Alameda County office being certified.



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LBCE Program Overview Certification Eligibility Certification Process

Thank you for your time!

For questions regarding certification with Alameda CTC, please contact:

Contract Equity Team

Certification@AlamedaCTC.org

510.208.7400

# Resources

Contract Equity Webpage

https://www.alamedactc.org/get-involved/contract-equity

• EBIA Common Certification Application

https://www.alamedactc.org/wp-content/uploads/2018/11/EBIA Common Certification Application AlamedaCTC 20171207.pdf

• EBIA Common Re-certification Application

https://www.alamedactc.org/wp-content/uploads/2018/11/EBIA Common Certification Application AlamedaCTC 20171207.pdf

• Certification Standards for LBCE Program - Supplement B

https://www.alamedactc.org/wp-content/uploads/2018/11/Certification Standards Supplemental B AlamedaCTC 20171207.pdf

Certification Checklist

https://www.alamedactc.org/wp-content/uploads/2018/11/Certification Checklist AlamedaCTC 20171210.pdf

IRS Forms and Instructions

https://www.irs.gov/forms-instructions

Contracting Opportunities Webpage

https://www.alamedactc.org/get-involved/contracting-opportunities



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