



# LOCAL BUSINESS CONTRACT EQUITY (LBCE) PROGRAM

## Sponsor Reference Guide

This document is designed to serve as a quick reference guide and as a consolidated source of information to all the resources, materials, and tools that Alameda CTC sponsors need to successfully implement the Local Business Contract Equity (LBCE) Program which supports equity, transparency, and community engagement. Project sponsors should complete the activities below, which appear in chronological order with a reference to where more detailed information can be found on the LBCE page of Alameda CTC’s website ([alamedactc.org/contract-equity](http://alamedactc.org/contract-equity)) and in the larger LBCE Program document, if needed.

The LBCE Program requirements apply to any project and/or contract for which Measure B (B), Measure BB (BB), and/or Vehicle Registration Fee (VRF) funding is received. Due to the type of funding utilized, the program may not apply to certain activities of a prime contract. These activities are denoted with an asterisk (\*). Each project sponsor is responsible for ensuring that all actions and/or forms required are completed timely and accurately.

For additional assistance, please contact Valerie Vijil ([vvijil@alamedactc.org](mailto:vvijil@alamedactc.org)).

**For all LBCE Program documents, forms, and requirements, visit [alamedactc.org/contract-equity](http://alamedactc.org/contract-equity).**

SPONSOR FORM OR ACTION	DESCRIPTION	FREQUENCY	LBCE PROGRAM REFERENCE
<b>1. Two-Year Contracting Opportunities Look-ahead</b>	To increase visibility of sponsors’ opportunities that are funded by Alameda CTC, Alameda CTC requests that sponsors submit a 2-year forecast for all procurements that have not yet been advertised, well in advance of contract advertisement, using the <b>Sponsor Agency LBCE Program Contracting Opportunities Form</b> . From the information on the form, Alameda CTC posts the applicable details to its <a href="http://alamedactc.org/contracting-opportunities">Contracting Opportunities Six-month Look-ahead</a> located at <a href="http://alamedactc.org/contracting-opportunities">alamedactc.org/contracting-opportunities</a> .	Monthly, as needed	<ul style="list-style-type: none"> <li>Section II.G: Program Outreach</li> <li>Appendix C: GFE for Construction Contracts</li> </ul>
<b>2. LBCE Program Substitution*</b>	A sponsor may request to use its own local business preference program in lieu of Alameda CTC’s LBCE Program. To request to use a substitute local business preference program, please complete and submit the <b>Sponsor Agency LBCE Program Substitution Request Form</b> BEFORE advertisement of the contract; each contracting opportunity requires its own form. If approved by Alameda CTC, then the LBCE Program goals would not apply to such contract.	Prior to each advertisement (3 months prior recommended)	<ul style="list-style-type: none"> <li>Section II.C: Use of Sponsor Agency Local Business Preference Program</li> </ul>

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<p><b>3. Prime Contract Procurement Compliance*</b></p>	<p>There are different program goals for professional services contracts vs. construction contracts.</p> <table border="1" data-bbox="485 318 1291 881"> <thead> <tr> <th>Type of Contract</th> <th>LBE</th> <th>SLBE</th> <th>VSLBE</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Contracts over \$75,000</b></td> </tr> <tr> <td>Construction</td> <td>60.0%</td> <td>20.0%</td> <td>N/A</td> </tr> <tr> <td>Professional Services</td> <td>70.0%</td> <td>30.0%</td> <td>N/A</td> </tr> <tr> <td colspan="4"><b>Contracts greater than \$25,000 and equal to or less than \$75,000</b></td> </tr> <tr> <td>Construction</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Professional Services</td> <td>N/A</td> <td>N/A</td> <td>30.0%</td> </tr> <tr> <td colspan="4"> <ul style="list-style-type: none"> <li>• <i>SLBE participation counts toward fulfilling the LBE goal.</i></li> <li>• <i>VSLBE participation counts toward fulfilling the LBE and SLBE goals.</i></li> </ul> </td> </tr> </tbody> </table> <p>Refer to the applicable sections below, 3a (Professional Services Procurement Compliance) and 3b (Construction Procurement Compliance, including Good Faith Efforts).</p>	Type of Contract	LBE	SLBE	VSLBE	<b>Contracts over \$75,000</b>				Construction	60.0%	20.0%	N/A	Professional Services	70.0%	30.0%	N/A	<b>Contracts greater than \$25,000 and equal to or less than \$75,000</b>				Construction	N/A	N/A	N/A	Professional Services	N/A	N/A	30.0%	<ul style="list-style-type: none"> <li>• <i>SLBE participation counts toward fulfilling the LBE goal.</i></li> <li>• <i>VSLBE participation counts toward fulfilling the LBE and SLBE goals.</i></li> </ul>				<p>Each procurement</p>	<ul style="list-style-type: none"> <li>• Table 1: Summary of Goals</li> </ul>
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<p><b>a. Professional Services Prime Contract Procurement Compliance*</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the opportunity is posted to Alameda CTC’s <a href="http://alamedactc.org/contracting-opportunities">Contracting Opportunities Six-month Look-ahead</a> at <a href="http://alamedactc.org/contracting-opportunities">alamedactc.org/contracting-opportunities</a> by submitting a complete <b>Sponsor Agency LBCE Program Contracting Opportunities Form</b>.</li> <li>• Reach out via email to LBCE Program <a href="#">Certified Firms Database</a>.</li> <li>• Conduct outreach to potential proposers located in Alameda County that are not certified so that they can obtain certification prior to the due date for proposals, if eligible.</li> <li>• Include applicable LBCE Program goal(s) and language in the solicitation document; see <b>Exhibit A1 - Procurement Process: Professional Services</b> for process information and <b>Exhibit A2 - Compliance Language: Professional Services</b> for sample language.</li> <li>• Invite Alameda CTC to present at sponsor pre-proposal meeting(s) and answer questions posed by proposers regarding the LBCE Program.</li> <li>• Review, understand, and apply the LBCE Program goal requirements, including applying points for each goal met during evaluation.</li> <li>• <b>Please note:</b> The above requirements also pertain to on-call services solicitations. If a Sponsor anticipates the possibility of contracting with a consultant through an on-call services solicitation with a resulting contract using Alameda CTC funding, please include the applicable LBCE Program goal(s) and language in the on-call services solicitation document (e.g., Request for Proposals or Request for Qualifications, whether two-step or one-step). In doing so, the Sponsor will be prepared to meet LBCE Program goals and requirements in compliance with the Project Funding Agreement.</li> </ul>	<p>Each professional services procurement</p>	<ul style="list-style-type: none"> <li>• Sponsor Agency LBCE Program Contracting Opportunities Form</li> <li>• Exhibit A1 - Procurement Process: Professional Services</li> <li>• Exhibit A2 - Compliance Language: Professional Services</li> </ul>

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<p><b>b. Construction Prime Contract Procurement Compliance, including Good Faith Efforts*</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the opportunity is posted to Alameda CTC’s <a href="http://alamedactc.org/contracting-opportunities">Contracting Opportunities Six-month Look-ahead</a> at <a href="http://alamedactc.org/contracting-opportunities">alamedactc.org/contracting-opportunities</a> by submitting a complete <b>Sponsor Agency LBCE Program Contracting Opportunities Form</b>.</li> <li>• Reach out via email to LBCE Program <a href="#">Certified Firms Database</a>.</li> <li>• Conduct outreach to potential bidders located in Alameda County that are not certified so that they can obtain certification prior to due date for bids, if eligible.</li> <li>• Include applicable LBCE Program goal(s) and language in the solicitation document; see <b>Exhibit B1 - Procurement Process: Construction</b> for process information <b>Exhibit B2 - Compliance Language: Construction</b> for sample language.</li> <li>• Invite Alameda CTC to present at sponsor pre-bid meeting(s) and answer questions posed by bidders regarding the LBCE Program.</li> <li>• Review, understand, and apply the LBCE Program goal requirements, including the Good Faith Efforts (GFE) requirements, review, evaluation, and timelines.</li> </ul>	<p>Each construction procurement</p>	<ul style="list-style-type: none"> <li>• Sponsor Agency LBCE Program Contracting Opportunities Form</li> <li>• Exhibit B1 - Procurement Process: Construction</li> <li>• Exhibit B2 - Compliance Language: Construction</li> <li>• LBCE Program Section II.A: LBE, SLBE and VSLBE Goals and Participation</li> <li>• LBCE Program Section II.F: Program Compliance</li> <li>• LBCE Program Appendix C: GFE for Construction Contracts</li> </ul>
<p><b>4. LBCE Semi-Annual Report</b></p>	<ul style="list-style-type: none"> <li>• Complete the <b>Sponsor Agency LBCE Program Semi-Annual Report Form</b> (Semi-Annual Report), following the instructions within the form.</li> <li>• Reporting requirements are separate from goal requirements, i.e. even if there are no goals on a contract, reporting is still required.</li> <li>• Reporting is required on all contracts with MB, MBB and/or VRF funding regardless of other funding participation, such as federal or state funds.</li> <li>• Semi-Annual Reports are required for each Project Funding Agreement (PFA) that include B, BB, and/or VRF funding; if more than one prime contract is funded with B, BB, and/or VRF funds on the same PFA, then there should be one report for each prime contract, not just one report for the PFA (1 prime contract = 1 report).</li> <li>• Submit completed Semi-Annual Reports to <a href="mailto:LBCEreport@alamedactc.org">LBCEreport@alamedactc.org</a> by the due dates indicated to the right.</li> </ul>	<p>Every six months, due by:</p> <ul style="list-style-type: none"> <li>• January 31 (for July 1 through December 31)</li> <li>• July 31 (for January 1 through June 30)</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor Agency LBCE Program Semi-Annual Report Form</li> <li>• LBCE Program Section II.E: Status Monitoring and Reporting</li> <li>• LBCE Program Section II.F: Program Compliance</li> <li>• LBCE Program Section III: Reporting and Other Requirements</li> <li>• LBCE Program Appendix B: Responsibilities of Sponsor Agencies</li> </ul>

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<p><b>5. Coordination with Alameda CTC</b></p>	<p>Contact Alameda CTC for help with outreach and compliance or to provide other technical support as needed.</p>	<p>Anytime</p>	<p>Contact the Contract Equity Team at <a href="mailto:LBCReport@alamedactc.org">LBCReport@alamedactc.org</a> for questions regarding Semi-Annual Reports and Valerie Vijil at (<a href="mailto:vijil@alamedactc.org">vijil@alamedactc.org</a>) for all other LBCE Program matters.</p>

\* These activities do not apply to prime contracts funded (1) partially by state and/or federal funds or (2) wholly by Transportation Fund for Clean Air (TFCA) and/or Congestion Management Agency Transportation Improvement Program (CMA TIP) funds.

For documents, forms, and requirements, visit [alamedactc.org/contract-equity](https://alamedactc.org/contract-equity).