



PALM BEACH COUNTY

O E B O

OFFICE OF EQUAL BUSINESS OPPORTUNITY

SMALL BUSINESS IS BIG BUSINESS



Palm Beach County
Board of County Commissioners

OUR WHY

To eliminate the disparity small businesses experience in public and private sector contracting.

MISSION

To foster the inclusion of local S/M/WBEs in the county's procurement process which influences the economic development of the county.

VISION

To be the most valuable resource and leading advocate for S/M/WBEs throughout Palm Beach County.

BENEFITS OF THE EBO PROGRAM

A resource to improve the economic landscape of the local small business.

Provide mentor-protégé opportunities through collaboration and networking.

Equitable access to procurement opportunities.

Access to resources, tools, and technical assistance for start-ups and existing businesses.

EBO PROGRAM ORDINANCE

Small businesses wishing to participate in Palm Beach County's contracting opportunities in the areas of Commodities, Construction, and Professional Services may apply for small business certification. Certification is granted for up to three (3) years, except in accordance with the graduation and suspension provision found in the EBO Ordinance (Sec. 2-80.21). Palm Beach County utilizes the National Institute of Government Procurement (NIGP) commodity codes to classify vendors according to the services and products they provide.



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CERTIFICATION ELIGIBILITY

- Your business **must** be registered with the State of Florida (www.sunbiz.org) as a “FOR-PROFIT” business, and domiciled in Palm Beach County.
- Your business **must** have a PALM BEACH COUNTY Business Tax Receipt.
- Your business **must** have a “Significant Business Presence” in Palm Beach County.
- Your business **must** be independently owned and operated.
- Minority and/or Women owned businesses **must** be at least 51% owned, managed, and controlled by one or more minority group and/or woman, that is ready, willing, and able to provide the goods and/or services to PBC



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CERTIFICATION ELIGIBILITY



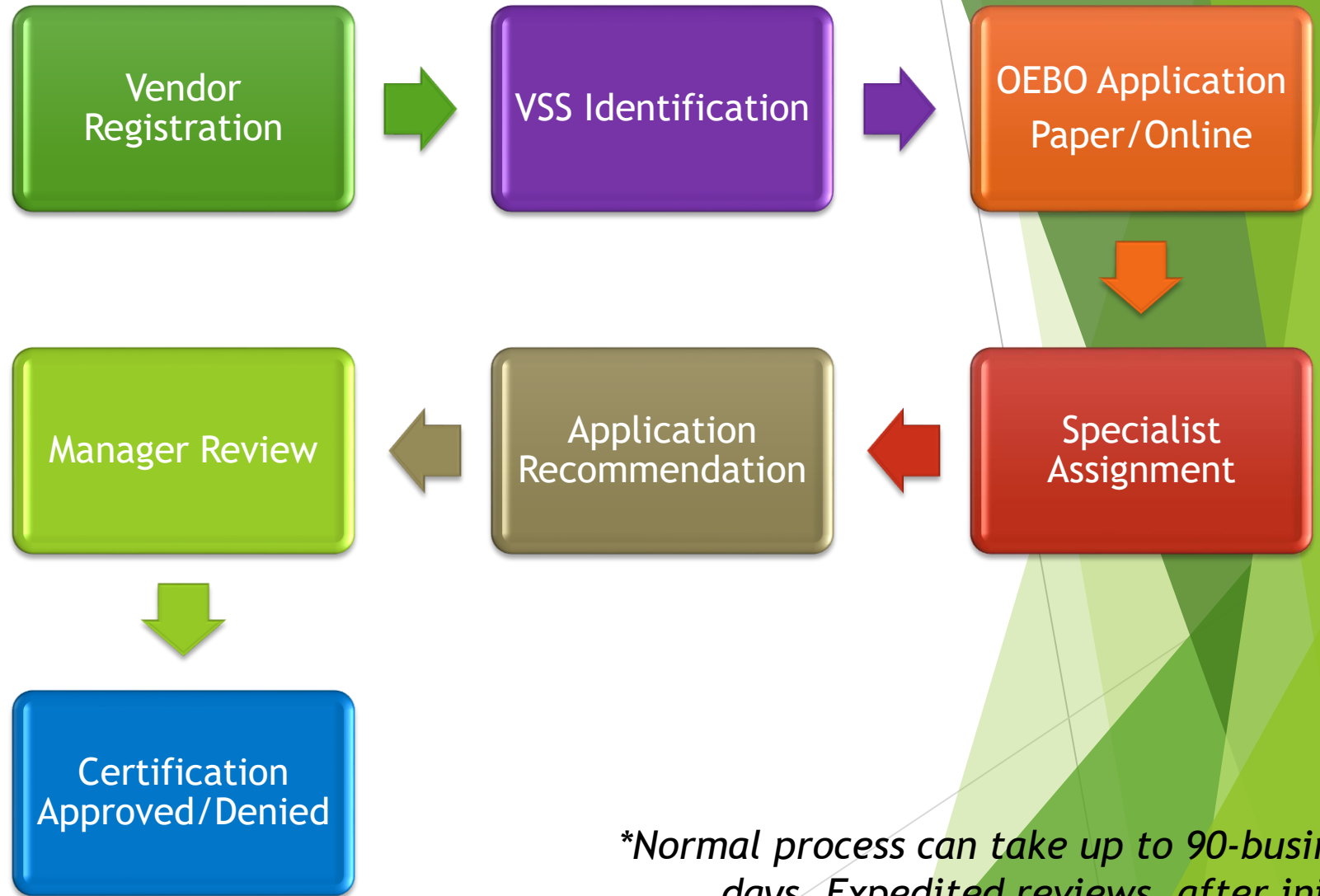
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Your business and any subsidiaries or affiliates must meet the size standard for small S/M/WBEs based on gross receipts averaged over a three (3) year period and must not exceed the following categories:

Construction	CCNA- Professional	Professional- Non-CCNA	Goods	Other Services
• \$13 Million	• \$7 Million	• \$5.7 Million	• \$7 Million	• \$5.7 Million

*New size standards as of March 25, 2024

OEBO CERTIFICATION PROCESS



**Normal process can take up to 90-business days. Expedited reviews, after initial review and manager's approval can take up to 20-business days.*

BECOMING A VENDOR

Palm Beach County's ("County") Vendor Self Service ("VSS") System provides New and Existing Vendors with access to County solicitations for all goods and services. VSS is updated on a daily basis to provide you with current information regarding County solicitations, vendor registration information and vendor payment/status information.

All existing vendors **MUST** activate their vendor information/account in VSS including their email address and commodity codes, in order to receive notifications of solicitations when advertised and to check payment status.



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VENDOR REGISTRATION

Registering as a vendor with Palm Beach County is an online process managed by our Purchasing Department. The public may register through the Vendor Self-Service System (VSS) at <https://pbcvssp.pbc.gov/vssprd/Advantage4>.



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User ID Password Need an Account?
Forgot Password?

Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

What would you like to do ?



Register a new vendor account, or find and activate your existing vendor account already on file.

Once you complete the registration process, you'll enjoy having immediate access to your account information, and being notified of our latest business opportunities. Start the process now by signing up as a user.

For Registration Tips click **Tips before signing up**



REGISTERING YOUR BUSINESS

Register your business on the VSS by creating a User ID and Password and follow the prompts provided and your assigned vendor number will be emailed.



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User ID

Password [Forgot Password?](#)

[Sign In](#) [Need an Account? Sign Up](#) [?](#)



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WHAT IS A COMMODITY CODE?



A commodity code is a standard system of numbers that are used to identify the goods and services that are being purchased.

Palm Beach County uses NIGP codes.

Code	Description
90975	Site Clean-up, Post-Construction
91039	Janitorial/Custodial Services
91081	Window Washing Services
91428	Cleaning, Interior/Exterior, New Construction
96221	Cleaning Services, Steam and Pressure

CERTIFICATION APPLICATION

Our online application process allows you to complete the process at your leisure, eliminating the need for making multiple copies and the cost of stamps. Access the online application through your newly created User ID and Password, login to your account and under **Account Summary** select the orange “EBO Vendor Portal” button.

PALM BEACH COUNTY
Discover the Palm Beaches...
the best of everything

Home ? Cookie Monster Vendor

View Opportunities My Responses Agreements Scheduled Payments Check/EFTs EBO Vendor Portal

Account Summary **My Account**

Primary Account Administrator

Name: Cookie Monster
Email: JBrito@pbcgov.org
Phone: 5616166836

This is what you will see when you log in with your Vendor credentials.

Announcements

Date	Message
06/02/2021	ATTENTION VENDORS - If you are a landlord working with the Community Services Department for rental assistance on behalf of your tenant, please contact 355-4792 or e-mail changeme@pbcgov.org for assistance.

CERTIFICATION APPLICATION



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EBO Vendor Portal

VC0000143032

Home Contact Us

Welcome to Palm Beach County Online Business Portal

Legal Business Name :



DBA Name :



Vendor Code :



Address :



Current Certification Status : Expired

Status Date : 7/19/2019

Your name, address and dba, if applicable, will automatically populate from your VSS record.

Please choose one of the options below

Vendor Self Service ...

To register as a Palm Beach County vendor or access your vendor registration information...

Go to Vendor Self Service →

Vendor Directory ...

Search for vendors registered in Palm Beach County...

Go to Vendor Directory →

Certification Application ...

To apply for certification as Small/Minority/Women Owned Business in Palm Beach County...

Apply for Certification →



Select this tile to activate the application process.



ONLINE APPLICATION PROCESS

A step-by-step online application process video created to guide you through the process, can be found on the home page of the OEBO website (www.pbcgov.org/oebo).



PAPER APPLICATION PROCESS

A paper version of the application is also available however, they must be mailed or delivered to the Office of Equal Business Opportunity. Emailed versions are not accepted.

Applications are available on the website and found on the Programs Tab.

PALM BEACH COUNTY
Discover the Palm Beaches...
the Best of Everything

Office of Equal Business Opportunity

Home About Us **Programs** Vendor Services OEBO Committees Documents

Certification Program

Thank you for your interest in small business certification. We are available to you as a result of your participation in Palm Beach County. Small businesses wishing to participate in Palm Beach County Commodities, Construction and Professional Services may be granted for up to three (3) years, except in accordance with the graduation and suspension provision found in the EBO Ordinance (Sec. 2-80.21). Palm Beach County utilizes the National Institute of Government Procurement (NIGP) to classify vendors according to the services and products they provide.

CCNA Certification is provided by PBC Engineering & Public Works Department. Information on qualifications and certification requirements is available on the Division of [Roadway Production's](#) website. This applies only to firms providing professional architectural, engineering, landscape architectural, or surveying and mapping services. This is required prior to the submittal of an S/M/WBE certification application with the OEBO.

A Few Benefits

- A minimum mandatory goal of 20% SBE participation for County contracts
- An Affirmative Procurement Initiative plan designed to encourage equitable utilization and greater participation of certified S/M/WBE businesses.
- Preference given to S/M/WBE businesses bidding as Primes when responding to procurement opportunities for goods and services.
- Additional points awarded to S/M/WBE Primes when responding to Request for Proposals.

Eligibility Criteria includes:

- Your business must be registered as a vendor with the [Palm Beach County Purchasing Department](#);
- Your business must be registered with the [State of Florida Division of Corporations](#) as a For-Profit entity;
- Your business must be domiciled in Palm Beach County;
- Your business must provide a commercially useful business function for Palm Beach County Procurement purposes;

How to Apply for Certification

Vendor Registration

Online Certification How-To Video

CERTIFICATION PROGRAM INFO

- [Certification Application & Affidavit](#)
- [ReCertification Application & Affidavit](#)
- [Modification Request](#)

DOCUMENTS NEEDED

Zoning and Location

- ❑ Proof of Business Registration (Sunbiz, Department of State)
- ❑ Business Tax Receipt (Palm Beach County and Municipality)
- ❑ Current Executed Lease Agreement or Proposed Property Tax Bill
- ❑ Master Lease Agreement (fully executed), if subletting

Financials and Investors

- ❑ Federal Tax Returns (3 most recent years) with all attachments
- ❑ Schedule C for Sole Proprietors filing 1040 IRS forms
- ❑ 1065 IRS Forms for Partnerships
- ❑ Balance Sheet/Income Statement (for businesses less than one year)- For all months in business
- ❑ Proof of Capital Investment (including all investors and agreements)

DOCUMENTS NEEDED

Operations and Services

- ❑ ALL State and County professional licenses and certificates applicable for your industry
- ❑ Copies of Resume (professional services), Owners and Directors only
- ❑ Largest Contract to date
- ❑ Invoices and Contracts for every commodity code indicated in registration
- ❑ By Laws, Stock Shares, Certificates, and Holders, Operating Agreement, Ledgers, Board Members, etc.

Employees and Equipment

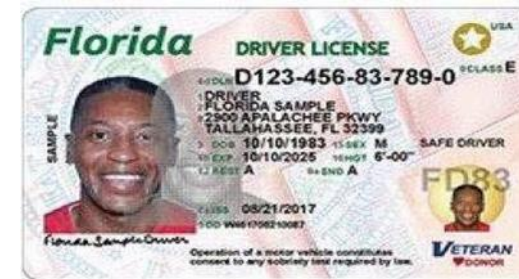
- ❑ Current list of ALL employees (date of hire, position/title, Full/Part time)
- ❑ Current Reemployment tax form (RT-6 or tax form 941)
- ❑ Copies of 1099 for independent contractors
- ❑ Equipment list (if applicable)
- ❑ Insurance, Bonding, Worker's Comp., etc.

DOCUMENTATION NEEDED FOR MINORITY AND WOMEN BUSINESS ENTERPRISES



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- Proof of gender and/or ethnicity
- Examples of documents that can be used to provide proof of race, gender, and/or ethnicity are:
 - Driver's License
 - Birth Certificate



CERTIFICATION BENEFITS

All certified S/M/WBEs are listed in OEBO's online directory that is updated daily for maximum exposure.

Other local government agencies accept PBC certification to achieve vendor diversity.

Affirmative Procurement Initiative (API) plan designed to encourage equitable utilization and greater participation of certified S/M/WBE businesses.

CERTIFIED, NOW WHAT?

MARKET YOUR CERTIFICATION

- Attend Mandatory New SBE Orientation Training.
- Palm Beach County's Library Small Business Resources.
- Participate in outreach activities of local agencies.
- Always check your email for notifications from PBC Purchasing for RFQs, IFBs and RFPs, informing you of bid opportunities on the PBC Purchasing website. Also, check the [PBC Business Opportunities link](#) for all solicitations. This also on the OEBO website.



BUSINESS
opportunities



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MARKETING YOUR CERTIFICATION

- You can also use OEBO's website to locate other S/M/WBE's by clicking on the Vendor Directory tab.
- Use the internet to check other websites of local, state, and federal agencies for opportunities.
- Attend tradeshow such as Business Matchmaker, join local Chambers to network and market your business, and pass out your business cards.
- Schedule a one-on-one session with an OEBO Specialist to better understand the bidding process, including terms and conditions.



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CONTACT INFORMATION

- **PBC Office of Equal Business Opportunity | S/M/WBE Certification**
50 South Military Trail, Suite 202 | 561.616.6840
www.pbcgov.org/oebo
- **PBC Purchasing Department - Registration | Business Opportunities**
50 South Military Trail, Suite 110 | 561.616.6800
www.pbcgov.org/purchasing
- **PBC Engineering and Public Works Department | CCNA Certification**
2300 N. Jog Road, Suite 3W-33 | 561.684.4150
www.pbcgov.org/engineering/roadwayproduction



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EDUCATION & SUPPORT

- Your OEBO Business Specialist is here to answer questions and help resolve issues that sometimes occur.
- Take advantage of educational opportunities through our partners such as [Small Business Development Center \(SBDC\)](#), [TED Center](#), and [SCORE](#). They can provide assistance with business plans and bid preparation.
- Find a mentor! OEBO staff may have some suggestions, if you need assistance.



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OUR RESOURCE PARTNERS

- SCORE (561) 833-1672 or www.score.org
- Small Business Development Center (954) 762-5129 or www.sbdc.fau.edu
- The TED Center (561) 265-3790 or www.tedcenter.org
- Pathway Capital Funding and the Black Business Investment Corporation (BBIC)
E-Mail: info@pbcbbic.biz or their website: <https://pbcbbic.biz>
- PROSPERA <https://prosperausa.org>



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OTHER PARTNERS AND SMWBE PROGRAMS

- ❑ City of West Palm Beach (561) 822-2103 or www.wpb.org/Departments/Procurement/SmallBusiness
- ❑ School District of Palm Beach County (561) 681-2412 or www.palmbeachschools.org/diversityinbusiness
- ❑ Solid Waste Authority of Palm Beach County (561) 640- 4000 ext.4529 or www.swa.org/279/Purchasing-Bids
- ❑ South Florida Water Management District (561) 686-8800 or www.sfwmd.gov
- ❑ City of Riviera Beach (561) 882-1810 or <https://www.rivierabch.com/government/development/economic>

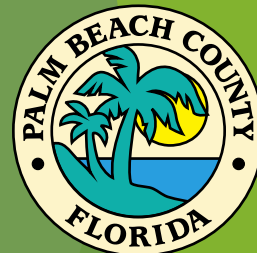


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QUESTIONS?



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