

CONTRACT COMPLIANCE PROGRAM

To ensure that the County fulfills its annual goal of 15% SBE participation on County procurement, OSBA and departments will monitor all contracts with SBE commitments. Contractors and consultants are required to submit to the County, activity reports and vendor payment forms from their subcontractors and sub-consultants with all applications for payment. OSBA personnel conduct on-site inspections of job sites to ensure compliance. Failure to comply with the SBE commitments of an awarded contract may result in suspension or debarment of the firms or individuals involved.



OUTREACH

In an effort to promote the Palm Beach County Office of Small Business Assistance (OSBA) we participate in established tri-county outreach events such as conferences, workshops and business matchmaking events. We

are available to speak to your organization, new and existing businesses, as well as individuals who are interested in taking advantage of our services.

Please contact the OSBA if you desire additional information about the programs and services offered or if you would like to invite us to present information to your organization. We look forward to an opportunity to share with you, what the Office of Small Business Assistance can do for you!

CERTIFICATION AGENCIES

DBE CERTIFICATION

Palm Tran

Contact: Monique Pottinger, S/DBE Tech.
Tel: (561) 471-7447
E-Mail: mpottinger@pbia.org

PBC Department of Airports

Contact: Monique Pottinger, S/DBE Tech.
Tel: (561) 471-7447
E-Mail: mpottinger@pbia.org

STATE OF FLORIDA M/WBE Certification

Office of Supplier Diversity

Tel: (850) 487-0915
www.osd.dms.state.fl.us

OTHER LOCAL AGENCIES

SBE Certification

City of West Palm Beach
Contact: Tiffany McCray, Compliance Spec.
Tel: (561) 822-1277
E-Mail: tmccray@wpb.org

SBE-M/WBE Certification

School District of Palm Beach County
Contact: Michelle Andrewin, Director
Tel: (561) 434-8508
E-Mail: michelle.andrewin@palmbeach.k12.fl.us

SBE Certification

South Florida Water Management District
Contact: Colleen Robbs
Tel: (561) 682-6446
E-Mail: crobbs@sfwmd.gov



Palm Beach County OFFICE OF SMALL BUSINESS ASSISTANCE

50 South Military Trail
Suite 202

West Palm Beach, FL 33415

(561) 616-6840

Fax: (561) 616-6850

www.pbcgov.com/osba



Palm Beach County
Board of County Commissioners

01/2012



Palm Beach County
Office of Small
Business Assistance

HELPING BUSINESSES MOVE FORWARD

The Office of Small Business Assistance is responsible for monitoring conditions affecting small businesses within the marketplace that can provide goods and services to Palm Beach County, thus creating an environment that encourages the growth and development of small businesses in Palm Beach County.

MISSION

The mission of Palm Beach County's Office of Small Business Assistance (OSBA) is to provide County departments and local businesses with excellent customer service, professional assistance and technical responsiveness to promote the economic growth, expansion and increased productivity of small business enterprises in Palm Beach County in accordance with established compliance policies and guidelines.

CORE SERVICES

OSBA's primary services are certification, contract compliance, training, and referral to resources for financial or technical assistance. These programs are tailored to support the growing number of small businesses in Palm Beach County in developing the skills they need to start and operate an efficient and profitable business.



SMALL BUSINESS CERTIFICATION

Certification is a business development initiative that helps small businesses gain access to and participate in Palm Beach County contracting opportunities in the areas of goods and services, construction, and professional services. During bid evaluation, certified Palm Beach County small business enterprises are awarded additional consideration.

In order to be eligible for certification, a business must be registered with the Palm Beach County Purchasing Department (www.pbcgov.com/purchasing) and meet the following criteria:

- Your business must be domiciled in Palm Beach County.
- Your business must be independently owned and operated.
- Your business must provide a commercially useful business function for SBE Certification.
- The applicant business with any subsidiaries/affiliates must meet the size standard for small businesses based on gross receipts averaged over a three year period as follows:
- Construction related business: must not exceed \$9 million
- Professional Services (CCNA required): must not exceed \$5 million
- Commodities: must not exceed \$5 million
- Professional Services (Non-CCNA): must not exceed \$4 million

To apply for Palm Beach County SBE certification, you may obtain a copy of the application online at www.pbcgov.org/osba or you can contact us at (561) 616-6840 and we will mail one to you.

If you need assistance with completing the application you may call, walk in, or request a personal meeting with a member of our staff.

The Office of Small Business Assistance retains the right to reevaluate the certification of any firm at any time. If there is a change in the eligibility requirements for certification during the three year certification period, the firm must meet all new eligibility requirements in order for the certification to remain valid.

SBE certification is granted for three years.

A non-refundable \$150.00 cashier's check or money order payable to the PBC Board of County Commissioners must be included with the application. The application will not be processed without payment.

ARE YOU READY TO DO BUSINESS WITH PALM BEACH COUNTY?



BENEFITS OF SMALL BUSINESS CERTIFICATION

- Local companies and agencies accept Palm Beach County's certification to achieve vendor diversity.
- Minimum of 15% of Palm Beach County contract dollars is available to SBEs.
- Increased opportunities to network and participate as a prime or subcontractor with Palm Beach County.
- All Palm Beach County certified small businesses are listed online in OSBA's directory for maximum exposure.
- A resource to improve your company's revenue/sales.
- Privileges to access PBC construction plans.

To obtain information on the programs and services offered by the

**Palm Beach County
Office of Small Business Assistance**

Please contact us at:

561-616-6840

or visit us at:

www.pbcgov.com/osba