

Local Business Enterprise (**LBE**) Program Requirements

Racial Equity Facilitation and
Consultancy Support

Questions?

Review the instructions in
“**Attachment 2**”

Email Regina Chan

- Regina.Chan@sfgov.org

*Your proposal may be deemed nonresponsive
for failure to meet LBE requirements*

- Include in your proposal,
by [January 7, 2021](#):
 - Form 2A
 - Form 2B
 - Form 3
 - Form 5

 - Form 4 (if applicable)
 - IF proposing as a JOINT
VENTURE



LBE Requirement → 15%

MANDATORY

At minimum, 15% of the total value of your contract must be performed by certified San Francisco LBE(s).

→ How can I find SF LBEs who are certified in a specific area of work?

mission.sfgov.org/hrc_certification/



DIRECTORY OF LBE, LBE-PUC AND NPE CERTIFIED FIRMS

SEARCH BY VENDOR NAME

ENTER VENDOR NAME
HERE:

☐ Match any part of vendor name ☐ Match whole vendor name

CLICK HERE TO SEARCH BY VENDOR NAME

SEARCH BY VENDOR CRITERIA

SELECT EACH
CERTIFICATION TYPE TO
INCLUDE IN YOUR SEARCH:

☐ LBE & NPE CERTIFIED FIRMS (For-profit and non-profit businesses with a primary place of business in the City and County of San Francisco)
☐ PUC-LBE CERTIFIED FIRMS (For-profit businesses with a primary place of business in the SFPUC Hetch Hetchy Waterway System Region) [What is the SFPUC Hetch Hetchy Waterway system?](#)
☒ ALL CERTIFICATION TYPES

SELECT EACH OWNERSHIP
TYPE TO INCLUDE IN YOUR
SEARCH:

☐ Minority-owned (MBE) firms
☐ Woman-owned (WBE) firms
☐ Non-minority and non-woman owned (OBE) firms
☒ ALL OWNERSHIP TYPES

CLICK HERE TO SEARCH ALL OWNERSHIP TYPES

Form 2A

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2

Architecture, Engineering, and Professional Services

FORM 2A: CMD CONTRACT PARTICIPATION FORM

Section 1: This form must be submitted with the proposal or the proposal may be deemed non-responsive and rejected. Prime Proposer, each Joint Venture Partner, Subconsultants, Vendors, and lower sub tiers must be listed on this form. Only CMD certified Small and/or Micro-LBEs can be used to meet the LBE subconsultant participation goal unless the RFP allows for SBA-LBE subconsultants to count towards the LBE participation goal. A Small and/or Micro-LBE Prime proposer/JV with LBE participation must meet the LBE subconsultant goal. A Small and/or Micro-LBE Prime proposer/JV with LBE participation may not count its participation towards meeting the LBE subconsultant participation goal. Be sure to check box for Rating Bonus. If more space is needed, attach additional copies of this form. This form is also completed and submitted for all contract modifications which exceed the original contract amount by more than 20%.

Contract:		RATING BONUS	
		<input type="checkbox"/> LBE 10%	<input type="checkbox"/> Joint Venture 7.5%
Firm:		<input type="checkbox"/> Joint Venture 5%	<input type="checkbox"/> Joint Venture 10% (LBEs ONLY)
Contact Person:		<input type="checkbox"/> No Rating Bonus Requested	
Address:		LBE Goal %	
City/ZIP			
Phone			

*Type: Identify if prime (P), JV partner (J), Subconsultant (S), or Vendor (V)

TYPE *	Firm	PORTION OF WORK (describe scope(s) of work)	% OF WORK	INDICATE LBE YES/NO	If an LBE, Identify MBE, WBE, or OBE **	% OF LBE SUBWORK
			%			%
			%			%
			%			%
			%			%
Total % of Work: 100%				Total LBE Subconsulting%		%

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above Consultants for the portions of work and amounts as reflected in the Proposal for this Contract.

Owner/Authorized Representative (Signature): _____ Date: _____

Print Name and Title: _____

All firms

Proposer may receive a rating bonus if:

- Certified as a SF LBE → 10% rating bonus
- Not a SF LBE but
 - JV partner is a SF LBE and performs at least 35% of the work → 5% rating bonus
 - JV partner is a SF LBE and performs at least 40% of the work → 7.5% rating bonus

Form 2B

Exceeded LBE
Goal by 35%?
(20.25%)



Fill out
Section A, C, and D
of Form 2B

-OR-

**Follow the steps in Form
2B and achieve at least
80 points**

**Must Submit Supporting
Documents**