



# **SMALL BUSINESS ENTERPRISE (SBE) PROGRAM**

**Ordinance 05-29  
A.O. 3-41**

Presented by  
Department of Business  
Development

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# SBE PROGRAM OVERVIEW

There are two components of the SBE Program:

- **SBE**

- Small Business Enterprise (SBE) is a business entity certified by DBD, providing goods or services.
- SBE measures are applicable to contracts greater than \$50,000.

- **Micro Enterprise**

- Micro Enterprise is a business entity certified by DBD, providing goods or services.
- Micro Enterprises are eligible for contracts \$50,000 or less.
- Departments will expend a minimum of 5% of the total value of contracts less than \$50,000 for goods and/or services with Micro Enterprises.
- Program requires the departments to solicit from 2 micros and 2 non-micros.

# SBE PROGRAM MEASURES

- **SUBCONTRACTOR GOAL**
  - PORTIONS OF THE WORK UNDER THE PRIME CONTRACT PERFORMED BY AVAILABLE SUBCONTRACTORS THAT ARE CERTIFIED SBEs.
- **SET-ASIDE**
  - FOR BIDDING SOLELY AMONG SBEs.

# SBE PROGRAM MEASURES

- **BID PREFERENCE (BIDS & CONTRACTS)**
  - APPLIES TO ALL CONTRACTS NOT SET-ASIDE OR HAVE A SUBCONTRACTOR GOAL.
  - A 10% BID PREFERENCE ON ALL CONTRACTS \$1 MILLION OR LESS.
  - A 5% BID PREFERENCE ON ALL CONTRACTS GREATER THAN \$1 MILLION.

# SBE PROGRAM MEASURES

- **BID PREFERENCE (BIDS & CONTRACTS)  
Cont.**

- SBEs ARE NOT ACCORDED A BID PREFERENCE ON CONTRACTS \$50,000 OR LESS.
- MICRO ENTERPRISES ARE ACCORDED A 10% BID PREFERENCE ON CONTRACTS \$50,000 OR LESS.
- UTILIZED FOR BID EVALUATION AND SHALL NOT AFFECT THE CONTRACT PRICE.

# SBE PROGRAM MEASURES

- **SELECTION FACTOR (RFP/RFQ)**
  - APPLIES TO ALL CONTRACTS NOT SET-ASIDE OR HAVE A SUBCONTRACTOR GOAL.
  - RECEIVE AN ADDITIONAL TEN PERCENT (10%) OF THE EVALUATION POINTS OF THE TECHNICAL PORTION OF PROPOSAL.
  - PROVIDES THAT WHENEVER PROPOSALS ARE TIED; THE SELECTION FACTOR SHALL BE THE DECIDING FACTOR FOR AWARD.

# OLD vs. NEW PROCESS (Contracts \$50,000 and less)

- **B/H/W Program**

- Department obtains a minority vendor certified list from DBD based on the NAICS code.
- Solicit a minimum of three quotes from non-minority vendors and one from a minority vendor.
- Note in ADPICS the unavailability of minority vendors.

- **SBE Program**

- Expend 5% of purchases with Micro Enterprises.
- Department to identify Micro Enterprises by commodity code via [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd)
  - Select *reports*
  - Select *certification list*
  - Select *Micro firms either by trade category, company name, and commodity codes*
- Solicit a minimum of two quotes from non-Micro Enterprise vendors and two from Micro Enterprises.
- Apply 10% bid preference on quotes from Micro Enterprise firms, example:

Non-Micro Quote 1	\$10.00	0.00%	Total *\$10.00
Micro Quote 2	\$10.00	less: 10.00%	Total *\$9.00
*For evaluation purposes only			

If 5% not met, DBD shall notify department and it shall provide justification on Micro Enterprise (ME) Usage Report.

- Department responds to the report via ME Usage internet-based application.

# ISSUING/USER DEPARTMENT'S RESPONSIBILITIES

- **PROJECT SUBMITTAL**
  - Submit solicitation to DBD with all relevant information.
  - RFP/RFQ unit shall submit a copy to DBD for preliminary review prior to final 'draft'.
- **SOLICITATIONS**
  - The SBE Participation Provisions shall apply to every invitation to bid and request for proposals to which a SBE set-aside and/or subcontractor goal is applied.
  - Set-aside contract should only be solicited from SBEs.
  - Online bid announcement shall indicate applied measures.
- **BID PREFERENCE/SELECTION FACTOR**
  - When bid submittals/proposals are received, DPM shall identify SBE vendors by commodity code via the DBD website:
  - If SBE vendors are identified, then the bid preference/selection factor will apply.
- **PRE-BID**
  - DPM will advise DBD of all Pre-Bid conferences so that personnel from DBD may attend and properly advise bidders of the applicable SBE measures.
- **PRE-AWARD COMPLIANCE (set-asides and/or subcontractor goal)**
  - Provide DBD with a memorandum requesting a compliance review to include
  - copies of all bid submittals/proposals.

# DBD'S RESPONSIBILITIES

- **PROJECT REVIEW**
  - Analyze projects for measures.
  - Present recommendations to the Review Committee.
- **PRE-BID**
  - Attends to present the requirements and guidelines as mandated by applicable ordinances and administrative order.
- **PRE-AWARD COMPLIANCE**
  - Reviews bid submittals/proposals with set-aside and/or subcontractor goal for compliance with the SBE Program.
  - Issues a compliance review memorandum.
- **POST-AWARD REVIEW (bid preference/selection factor)**
  - Periodically reviews awarded contracts for the application of the measure.

# QUESTIONS AND ANSWERS





New  
Micro Enterprise  
(ME) Usage Report

Small Business Enterprise (SBE)  
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# PURCHASE ORDER REVIEW

(Contracts \$50,000 or less)

- Review Department's Micro Enterprise Utilization
  - Review 5% departmental goal.
  - If 5% departmental goal is met – no action required.
    - Keep in mind, even if your department previously met the required minimum 5% this may have changed during the fiscal year due to continued expenditures.
  - If 5% departmental goal is not met - DBD will review justification.
    - Notify Department Directors
  - DBD will report bi-annually to the BCC.

# PROCESS

## (Contracts \$50,000 and less)

- Expend 5% of purchases with Micro Enterprises.
- Department to identify Micro Enterprises by commodity code via
  - Select *reports*
  - Select *certification list*
  - Select *Micro firms either by trade category, company name, and commodity codes*
- Solicit a minimum of two quotes from non-Micro Enterprise vendors and two from Micro Enterprises.
- Apply 10% bid preference on quotes from Micro Enterprise firms,

example:

Non-Micro Quote 1	\$10.00	0.00%	Total *\$10.00
Micro Quote 2	\$10.00	less: 10.00%	Total *\$9.00
*For evaluation purposes only			

- If 5% goal is not met, DBD shall notify the department and it shall provide justification on Micro Enterprise (ME) Usage Report (see pages 18 & 20).
- Department responds to the report via the Micro Enterprise (ME) Usage Report internet-based application.

# Department Micro Enterprise (ME) Usage Report Procedures

- Access the certification list at DBD's website
- [www.miamidade.gov/dbd/library/certify\\_Micro\\_by\\_nigp\\_code.pdf](http://www.miamidade.gov/dbd/library/certify_Micro_by_nigp_code.pdf) Click on the search icon to enter the applicable commodity code.
- Select at least 2 micro enterprises (ME) in the applicable commodity code if available.
- If firms are available solicit quotes.
- If there are no available firms note in ADPICS notepad 9100 screen and records.
- If a ME is not the awardee, indicate justification using the following legend and note in ADPICS notepad/records:
  1. No Response from ME for that commodity code(s)
  2. ME is 10% greater than a Non-ME
  3. Sole Source
  4. Bid Waiver
  5. Other

Cont.

# Department Micro Enterprise (ME) Usage Report Procedures Cont.

- If a ME is the awardee, no action required.
- Department accesses its ME Usage Report for review at the end of each month.
- Review the summary of usage indicated at the end of the ME Usage report.
- If at least five percent is indicated further action is not required by your department. Keep in mind, even if your department previously met the required minimum 5% this may have changed during the fiscal year due to continued expenditures.
- A less than five percent usage requires further action from your department. Please select a reason from the “Justification Legend” and enter in the column titled “**Justification**” where there is a “**Y**” indicated in the column titled “**Micro E**”.
- Update ME Usage report with justification by the 10th of the following month.

# Example

5% department goal is met

# SAMPLE



## Department of Business Development Micro Enterprise (ME) Usage Report Post Date Between July 1, 2006 and September 30, 2006

BD BUSINESS DEVELOPMENT												
Div.	Purchase Order Id	Title	Type Ind *	Contract Id	Post Date	PO Amount	Vendor Name	Commodity Code	Busn Enfrs	% of Total:	Micro E.**	Justification ***
02	POB00600049	WALL DECOR PRINTS	DP		07/19/06	642.97	SUCCESSORIES LLC	05272		15.61%	N	---
02	POB00600053	OFFICE SUPPLIES	DP		07/19/06	57.52	J & E OFFICE SUPPLIES INC	615	MICRO/SBE	1.40%	N/A	---
02	POB00600054	USER SOFTWARE	DP		07/26/06	2,170.30	DUN & BRADSTREET INC	92002		52.69%	Y	3
02	POB00600059	FACSIMILE EQUIPMENT	DP		09/15/06	1,016.96	DELL MARKETING L P	60064		24.69%	N	---
02	POB00600069	OFFICE SUPPLIES	DP		09/28/06	231.00	J & E OFFICE SUPPLIES INC	87078	MICRO/SBE	5.61%	N/A	---
<b>Total PO\$:</b>						<b>4,118.75</b>	<b>Total % of Dept. PO\$:</b>			<b>100.00%</b>		
							<b>Micro Enterprise% of Dept. PO\$:</b>			<b>7.01%</b>		

Total:

**Micro E.\*\***

- Y - Based on the commodity, there is a Certified Micro Business, but was not the awardee.
- N - Based on the commodity, there is not a Certified Micro Business.
- N/A - A Certified Micro Business was the awardee.

**Justification Legend\*\*\***

1. No Response from ME for that commodity code (c)
2. ME is 10% greater than a Non-ME
3. Sole Source
4. Bid Waiver
- 5 Other



# Example

5% department goal is not met

# SAMPLE



## Department of Business Development Micro Enterprise (ME) Usage Report Post Date Between October 1, 2005 and March 31, 2006

BD BUSINESS DEVELOPMENT												
Div.	Purchase Order Id	Title	Type Ind *	Contract Id	Post Date	PO Amount	Vendor Name	Commodity Code	Buyer Enfrs	% of Total:	Micro E.**	Justification ***
02	POBD0600013	FACSIMILE EQUIPMENT	DP		12/09/05	928.00	XEROX CORPORATION	60064 91536		27.86%	N	---
02	POBD0600015	CUSTOM TONUP PACKAGE	DP		01/05/06	1,505.00	MARAY CORPORATION	20564		45.18%	Y	3
02	POBD0600020	FACSIMILE EQUIPMENT MAINTENANCE	DP		01/11/06	384.00	XEROX CORPORATION	91536		11.53%	N	---
02	POBD0600034	OFFICE EQUIPMENT	DP		03/30/06	514.40	GALLOWAY OFFICE SUPPLIES INC	60585 61581		15.44%	Y	5
<b>Total PO\$:</b>						<b>3,331.40</b>				<b>Total % of Dept. PO\$:</b>	<b>100.00%</b>	
										<b>Micro Enterprise% of Dept. PO\$:</b>	<b>0.00%</b>	
<b>Total:</b>												

**Micro E.\*\***  
 Y - Based on the commodity, there is a Certified Micro Business, but was not the awardee.  
 N - Based on the commodity, there is not a Certified Micro Business.  
 N/A - A Certified Micro Business was the awardee.

**Justification Legend\*\*\***  
 1. No Response from ME for that commodity code (s)  
 2. ME is 10% greater than a Non-ME  
 3. Sole Source  
 4. Bid Waiver  
 5 Other

# SBE Program

## Contacts:

- Betty Alexander, Division Director (305)375-3124 or [bya@miamidade.gov](mailto:bya@miamidade.gov)
- Heather Fraser, Division Manager (305)375-3126 or [heather2@miamidade.gov](mailto:heather2@miamidade.gov)
- Procurement Unit
  - Albert Porter, DBD Contract Development Specialist (305)375-3128 or [SP6@miamidade.gov](mailto:SP6@miamidade.gov)
  - Barry Cowvins, DBD Contract Development Specialist (305)375-3039 or [bcowvin@miamidade.gov](mailto:bcowvin@miamidade.gov)

## DBD Website:

<http://www.miamidade.gov/dbd/procurement-sbe-instructions-to-departments.asp>

# SBE PROGRAM HELP



[www/miamidade.gov/dbd/procurement-sbe-instructions-to-departments.asp](http://www/miamidade.gov/dbd/procurement-sbe-instructions-to-departments.asp)

# QUESTIONS AND ANSWERS

