

# HELPFUL HINTS

## DOING BUSINESS WITH SANDAG



Thank you for your interest in doing business with the San Diego Association of Governments (SANDAG)! Follow the steps below to help your firm maximize potential procurement opportunities with SANDAG and in the local market area.

### ✓ REGISTER AS A VENDOR

The SANDAG bidding platform and vendor portal is hosted by BidNet Direct. Register for free to receive notifications from SANDAG about contracting opportunities at [bidnetdirect.com/sandag](http://bidnetdirect.com/sandag).

### ✓ VIEW CURRENT SOLICITATIONS

Visit [sandag.org/contracts](http://sandag.org/contracts) to view the current SANDAG solicitations that are out for bid. You can also review these solicitations on BidNet Direct under the "Open Solicitations" section.

### ✓ VIEW UPCOMING SOLICITATIONS

SANDAG has an [Upcoming Solicitations List](#) that is updated monthly. To view, visit [sandag.org/contracts](http://sandag.org/contracts). Review the upcoming opportunities to see if your firm can provide any of the services listed. Contact the Contracts Analyst for questions on the specific projects listed.

### ✓ ATTEND PRE-BID & PRE-PROPOSAL MEETINGS

SANDAG highly encourages small and diverse businesses to attend pre-bid and pre-proposal meetings to learn about important project details and network with other firms. Meeting dates/times will be listed on the open solicitations on BidNet Direct.

### ✓ GET CERTIFIED AS A DBE OR SB FIRM

SANDAG recognizes the [Disadvantaged Business Enterprise \(DBE\)](#) certification from the [California Unified Certification Program \(CUCP\)](#) and the [Small Business \(SB\)](#) certification from the State of California [Department of General Services \(DGS\)](#). Firms should strongly consider applying for the DBE or SB certifications if you meet the qualifications as SANDAG has a robust DBE and SB Program.

## Join the Bench

Is your firm DBE or SB certified?

Do you provide Architecture and Engineering (A&E), Construction Management (CM), or Planning related services?

If you answered "Yes" to both questions, you may be eligible to join the SANDAG Bench Program.

Visit [www.sandag.org/smallbiz](http://www.sandag.org/smallbiz) and navigate to the "Small Business Bench Applications" section for more information.



## Contact Us

If you have questions, please contact the Small Business Coordinator. We look forward to working with you!

401 B Street, Suite 800  
San Diego, CA 92101

Small Business Coordinator  
[sb.coordinator@sandag.org](mailto:sb.coordinator@sandag.org)

 SANDAGregion

 SANDAG

 SANDAGregion

## HOW TO BECOME CERTIFIED AS A STATE OF CALIFORNIA SMALL BUSINESS (SB)

### ELIGIBILITY FOR SB CERTIFICATION

In order for a small business to be eligible for certification, the small business must meet the following requirements:

- Be independently owned and operated;
- Not dominant in field of operation;
- Principal office located in California;
- Owners (officers, if a corporation) domiciled in California; and,
- Including affiliates, be either,
  - A business with 100 or fewer employees; an average annual gross receipts of \$15 million or less, over the last three years;
  - A manufacturer\* with 100 or fewer employees; or,
  - A micro business – a small business will automatically be designated as a micro business, if gross annual receipts are \$5,000,000 or less; or the small business is a manufacture with 25 or fewer employee.



If your firm is eligible and would like to become SB certified, please visit the site below to apply for SB certification.

- Visit the State of California Department of General Services website at [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov) and click on **How do I...Get Certified.**

# HELPFUL HINTS

## HOW TO BECOME CERTIFIED AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE)

### SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) DBE PROGRAM

SANDAG receives federal funding from the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), and Federal Rail Administration (FRA). As a condition of receiving this assistance, SANDAG complies with 49 Code of Federal Regulation (CFR) Part 26. It is the policy of SANDAG to ensure that certified DBE firms have an equal opportunity to receive and participate in United States Department of Transportation (USDOT) assisted contracts.

### ELIGIBILITY FOR DBE CERTIFICATION



In order to apply for certification as a DBE, your firm must meet the following eligibility criteria stated in 49 CFR Part 26.

**SOCIAL AND ECONOMIC DISADVANTAGE** A disadvantaged owner must be a US Citizen (or resident alien) and meet the federal definition of socially and economically disadvantaged as defined in 49 CFR Part 26.67. Presumptive groups include Black Americans, Hispanic American, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, women, or any individual found to be socially and economically disadvantaged on a case-by-case basis.

**PERSONAL NET WORTH** Only disadvantaged persons having their personal network (PNW) of less than \$2,047,000 can be considered as a potential qualified DBE.

**BUSINESS SIZE STANDARD** A firm (including affiliates) must be a small business as defined by the US Small Business Administration. Average annual gross receipts over previous three fiscal years may not exceed \$31,840,000. Lower size standards may apply depending on business activity determination.

**OWNERSHIP** Must be a for-profit small business concern, where socially and economically disadvantaged individual(s) own at least 51 percent interest in the firm.

**INDEPENDENCE** The business must not be affiliated with another firm in such a way as to compromise its independence and control.

**MANAGEMENT AND CONTROL** The DBE owner(s) must possess the power to direct or cause the direction of the management and policies of the firm and to make day-to-day decisions, as well as long-term decisions on matters of management, policy, and operations.

**ON-SITE VISIT** The federal regulations require an on-site review be conducted for all DBE applicants.

### APPLYING FOR DBE CERTIFICATION

If your firm is eligible and would like to become DBE certified, please follow the steps below to apply for DBE certification.

1. Visit the Caltrans website at <https://dot.ca.gov/programs/civil-rights/dbe> and click on **How do I... Become DBE Certified**.
2. Review the **DBE Certification Information** before you start the DBE application process.
3. Complete the Uniform Certification Application which you can find at this link: <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/uniform-certification-application-english>
4. Once you have completed and notarized your Uniform Certification Application, submit your application to the nearest agency in your firm's geographic location. View the Caltrans brochure for a list of certifying California Unified Certification Program (CUCP) DBE agencies here: <https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/dbe/dbe-brochure-2021-a11y.pdf>

### DBE CERTIFICATION RESOURCES

If you need assistance with completing your Unified Certification Application, you may contact the following local small business support services offices:

#### San Diego, Orange, Imperial

##### APEX Accelerators

880 National City Blvd., Suite 7100, National City, CA 91950

[swcptac@swccd.edu](mailto:swcptac@swccd.edu) | (619) 216-6671

[socialptac.org](http://socialptac.org)

#### San Diego & Imperial Valley

##### Small Business Development Network

3333 Manchester Ave., Cardiff, CA 92007

[centerinfo@miracosta.edu](mailto:centerinfo@miracosta.edu) | (760) 795-8740

<http://sdivsbdc.org/>

### BENEFITS OF A DBE CERTIFICATION

- Certification is recognized by SANDAG and numerous other local public agencies in California.
- Expands opportunities to participate in federally funded projects.
- Become accessible to Prime Contractors needing to fulfill DBE participation goal requirements.
- Listing in official directories such as the California Unified Certification Program (CUCP) DBE database used by Prime Contractors.
- Increase opportunities to network at events for DBE and Small Business firms.
- No fees to apply, except the cost of having your application notarized.

### DISADVANTAGED GROUPS

- ✓ Black Americans
- ✓ Hispanic Americans
- ✓ Native Americans
- ✓ Asian-Pacific Americans
- ✓ Subcontinent Asian-Pacific Americans
- ✓ Women