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

A. It is the District’s policy to encourage participation by Small Business Enterprise (SBE) firms in contract activity. On February 25, 2003 the Board of Education established a Small Business Enterprise (SBE) goal to “Establish a District-wide small business participation goal of 25 percent for all contracts and procurement activities”. Bidders/ proposers which include SBE firms in their proposal/bid must detail the SBE status of those firms on the SBE Utilization Report.

Firms which meet the United States Small Business Administration (SBA) size standards and which have already been recognized by the LAUSD as a small business or which are certified by a reciprocal government agency (see below) shall be considered SBE for the purposes of this program. The use of SBE partners/sub-contractors will also be accepted as a response. Bidders/proposers must provide a copy of the SBE certification for their firm and/or their partners/sub-contractors.

Reciprocal Government Agencies:

* [State of California, Department of General Services](http://www.dgs.ca.gov/default.htm)
* Metropolitan Water District of Southern California
* [California Department of Transportation (CalTrans)](http://www.dot.ca.gov/hq/bep/index.htm)
* [California Unified Certification Program](http://www.californiaucp.com/)
* [City of Los Angeles](http://www.lacity.org/)
* [Los Angeles County Metropolitan Transportation Authority (MTA)](http://www.mta.net/)
* [Los Angeles County Office of Compliance and Certification](http://lacounty.info/doing_business/main_db.htm)

Size standards may be viewed at the SBA website at: <http://www.sba.gov/services/contractingopportunities/sizestandardstopics/index.html>

1. The LAUSD affirmatively assures that all firms will be afforded full opportunity to submit bids/proposals in response to this IFB/RFP and will not be discriminated against on the grounds of race, sex, color, religion, ancestry, national origin, marital status, age (over 40), or disability (including AIDS, and cancer-related medical condition) in consideration for an award.
2. LAUSD advises potential bidders/proposers that the SBE participation which the bidder/proposer commits to in their bid/proposal package becomes the goal of record. The LAUSD will enforce the SBE participation proposed.
3. Firms claiming SBE participation must execute a copy of the SBE Utilization Report included in this IFB/RFP package, and include it in their RFP/IFB response. Firms that claim SBE participation and do not submit~~ting~~ an SBE Utilization report may be determined to be non-responsive.

**MONITORING/PENALTIES**

The Procurement Services Division with the support of the Los Angeles Unified School District- Small Business Enterprise Unit will be responsible for monitoring the SBE program. Please Note:

If any firm listed on the SBE Utilization Report as an SBE is found not be an SBE, such finding may affect any future determination of responsibility for the firm(s) submitting the report.

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**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**SMALL BUSINESS ENTERPRISE PROGRAM**

**SBE UTILIZATION REPORT**

The Los Angeles Unified School District encourages participation by Small Business Enterprise (SBE) firms in procurement activity. Proposers/ bidders including SBE firms in their responses must execute a copy of this Report and include it with their RFP/IFB response. Firms which do not return this report may be determined to have no SBE participation. Bidders/proposers that are SBE firms shall check the first box on this form. Majority firms responding to the SBE program will list SBE sub-contractors/partners. Valid SBE certification forms must be provided for all SBE firms.

**Firm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IFB/RFP#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SBE STATUS (check one)**

⁭ **Our firm(s) meet(s) the qualification for SBE status as defined in the Small Business Administration size standards and is certified by LAUSD or a reciprocal government agency. (Attached SBE certification(s))**

**⁭ Our firm utilizes SBE subcontractors. (List SBE firms utilized, utilization percentage, and attached SBE certification(s))**

**⁭ No SBE utilization**

By signing below, bidders/proposers represent that this is an accurate representation of the SBE status or utilization for the firm(s) participating in this contract.

Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_