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The District expresses its appreciation for representatives of the small business community who worked tirelessly over the past year to assist the District in developing this program.

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SBE POLICY ~~CON~~STRUCTION ~~WORK~~

It is the policy of the San Francisco Community College District to encourage and facilitate full and equitable business opportunities, specifically in the area of construction contracting, for all small businesses wishing to do business with the District.

District staff will take affirmative steps to encourage Small Business Enterprises (SBEs) to participate on District construction public works projects at both the prime contractor and subcontractor level. Special effort will ~~take~~

SBE PROGRAM CONSTRUCTION

I. DEFINITIONS

The following is a list of definitions for terms used throughout this SBE Program. The terms

14 “Project” shall mean a contract or series of contracts required to complete

III. GOALS AND INCENTIVES

There are two types of subcontracting goals: (1) overall program goals which represent the percentage of 0.001 Tw 0.0(goa)4 c8 655.32 Tm [(t53.2]TJ 0 Tc 0 Tw 3.65 0 0 12 540 669.]TJ 0

with subcontracting opportunities shall be 25%. This minimum goal is based upon state guidelines, but as permitted by the Public Contract Code will allow bidders to demonstrate good faith effort if they are unable to meet the subcontracting goal. Depending upon the size of the contract, type of work required and availability of SBEs to perform the particular type of work, actual subcontracting goals will be higher on some contracts. Subcontracting goals will be applied to contracts by size as follows:

- x Emerging Small Business (ESBE) goals
 - o Emerging Small Business goals on contracts over \$250,000 but under \$1 million and those contracts estimated to cost over \$25 million
- x Small Business Enterprise (SBE) goals
 - o Small Business goals on projects over \$1 million

B Subcontracting Goals

The sources used by the District to identify firms in meeting subcontracting goals are certification lists for: 1) the State of California Department of General Services and 2) the City and County of San Francisco's Contract Monitoring Division (CMD). Further information about these certification lists is discussed in section V below. The District accepts all firms certified by the CMD as certified SBE firms, as long as the firm meets the size standards defined in this document (unless otherwise deemed ineligible due to fraud or misrepresentation). This information is available at <http://www.sfdirect.com>.

IV. BIDDISCOUNTS

The District is offering

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Bidders must submit documentation of good faith efforts to contract with, or to

return receipts and automated fax journals. An adequate number of SBEs must be contacted in each work category as listed in the following table:

Number of SBEs in Relevant Work Category	Minimum Number of SBEs to be Contacted for Relevant Work
Five or less	All
Six to 10	At least five
11-50	At least 50 percent
51 or more	At least 25

5. Initial Contact Follow-up (15 points)

Effort: The Contractor shall follow up on initial solicitations by contacting the SBE subcontractors prior to the bid opening to determine with certainty whether the subcontractors were interested in performing specific items of work on the project. Such contact shall be within a reasonable amount of time to allow the prospective SBE subcontractor an opportunity to submit a competitive sub-bid.

Documentation: The list of subcontractors who were contacted by telephone including results of that contact documented with a telephone log, e-mail print-out, automated fax journal or fax transmittal documents. Include names of the SBEs, telephone number, contact persons, and dates of contact.

6. Identify
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considered just cause for rejecting SBEs. Proof of price differential must be made available.

8. Offer Assistance in Financing, Bonding, Insurance or to Mentor an Emerging Small Business Enterprise (10 points)

Effort: Where applicable, the Contractor shall advise and make efforts to assist interested SBEs in obtaining bonds, lines of credit, or insurance required by the District. A prime contractor may also receive 10 points for good faith effort by offering mentoring assistance to an Emerging Small Business Enterprise.

Documentation: Written statements of the type of assistance offered to SBEs. The Contractor shall provide the name, contact person, and telephone number of the bonding company or financial institution offering assistance.

To claim points for mentoring an Emerging Small Business Enterprise, the prime must submit a mentoring plan that is subject to the District's approval for one or more of the Emerging Small Business firms included on the subcontractor list for the project. There must be at least 20% SBE/Emerging Small Business Enterprise subcontracting participation on the project. The Mentoring plan outcomes, such as enhanced capability to bid projects as a prime, new skills in estimating projects, completing project schedules, hiring subcontractors, acquiring additional licenses or certification, access to capital, additional bonding capacity and etc.

The Chancellor or his/her designee may overrule the Contract Compliance Officer's decision to deny an award of a contract to a contractor who has not met the goals only if the Chancellor or designee determines that the contractor took the required steps in making a good faith effort to solicit SBE participation.

The decision of the Chancellor or his/her designee on the contractor's good faith effort shall be final.

VIII. TARGETED REACH

A Annual Construction Outreach Meeting

An annual meeting will be held with the small business community to inform them of contracting opportunities anticipated in the next year.

B Public Notice of Contract Opportunities

Notice of construction request for bids will be provided by the District to SBE contractors and subcontractors. These efforts will include but not be limited to:

- x Solicitation notices and information distributed

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all work performed the pervious month.

The District's Project Managers will acknowledge acceptance or disapproval of invoices within five (5) business days upon receipt. The District will pay undisputed invoice items within 30 days upon receipt and acceptance, less up to 10 percent standard contract retention.

The District will process construction change orders promptly. The District will make every effort to submit appropriate construction change orders to the Board of Trustees for approval at the following Board of Trustee's meeting.

The District expects prime contractors to pay subcontractors within e 4 T w 1 . 0 3 0 T d () T j

XVIII. BUSINESS SUPPORTIVE SERVICES

The District's Small Business Development Center will provide general business assistance information on website www.sbdcenter.org

XXII. RULES, REGULATIONS, REQUIREMENTS, AND FORMS

The District shall be authorized to issue rules, regulations, requirements, and forms required to effectively implement this program. The initial Rules, Regulations, Requirements and Forms accompany this program document.