

Questions and Answers

Local Business Enterprise Certification

Question 1: Can my company send in payroll records of employees with the names and city/zip code to fulfill the proof of workforce?

Answer 1: Yes

Question 2: If my company's business type/NAICS code does not require a professional/contractor's license what should I submit instead?

Answer 2: A brief statement of information explaining the nature of the business and why it does not require a professional or contractor license may be submitted.

Question 3: When will my business be enrolled and listed in the Authority's Local Business Enterprise Directory?

Answer 3: Applicants determined as an eligible Local Business Enterprise will receive confirmation of the certification approval and then are immediately enrolled in the Authority's Local Business Enterprise Directory.

Question 4: What are the benefits of the LBE Certification?

Answer 4: The Authority's LBE certification allows for local business preference in the award of contracts by the Authority. Once a business is LBE certified through the Authority, they are enrolled and listed in the LBE Directory. The LBE Directory is publicly accessible. Contractors may utilize the Authority's LBE Directory to seek for certified LBEs for various reasons (ie: Opportunities for subcontracting, joint venture partnership, vendors, etc.).

Question 5: How long will it take to process my Local Business Enterprise application submission?

Answer 5: Processing time may be up to 30 days.

Question 6: If incorrect deficient documents were submitted how do I upload the correct documents?

Answer 6: Authority staff will update the application status as deficient, then the applicant will receive a deficiency email notice and have the opportunity to submit the correct document(s) on the LBE portal.

Question 7: If my form has a local business enterprise certification through another agency will the support document for that certification be accepted by the Authority to qualify for the local business enterprise certification?

Answer 7: The Authority will not accept another agency's local business enterprise certification. Firms must go through the Authority's local business enterprise certification process in order to qualify as a local business enterprise for Authority solicitations and projects.

Question 8: Can I submit my local business enterprise application package via email to LBE@san.org?

Answer 8: All local business enterprise application packages must be submitted on the Authority's vendor portal at www.san.org/business. Then follow the instructions below depending on if you are a new or existing vendor.

NEW VENDORS: If you do not have a vendor profile you must register by clicking on "new vendor registration". Log into your vendor profile, click on "local business certification", then upload and submit all required documents.

EXISTING VENDORS: If your firm has an existing vendor profile log into your vendor profile, click on "local business certification", then upload and submit all required documents.

Question 9: How long does my local business enterprise certification last for?

Answer 9: The Authority's local business enterprise certification is valid for one year at which time the firm will be required to reapply and submit a completed form and documentation.

Question 10: If I have any changes to my firm while being certified as a local business enterprise, what do I do?

Answer 10: Firms must notify Authority staff at LBE@san.org immediately of any changes to your firm that may affect its LBE eligibility within 30 days.

Question 11: If a firm is denied eligibility as a Local Business Enterprise, or has its eligibility revoked, does the firm have an opportunity to submit an appeal? What is the Authority's local business enterprise certification appeal process?

Answer 11: Yes, firms may submit a written notice of appeal to Authority staff at LBE@san.org within 15 days of the date of the decision. Upon receipt of a timely notice of appeal, Authority staff shall conduct a hearing. The Authority's decision shall be final.

Question 12: For workforce proof, does the Authority look at the entire workforce in the company (For example: ABC Company has a local office of 10 employees with all 10 employees residing in San Diego County and an office of 20 in another county that don't live in San Diego County with a total workforce of 30 in my company. Please clarify how my workforce is being verified).

Answer 12: The Authority is verifying 50% or more of the local workforce is solely based in the local office resides in the San Diego County.

In your example, ABC Company's local office workforce is 10 and at least 50% or more of the local office workforce must reside in the county.

Question 13: What information is reviewed on my rental/lease agreement?

Answer 13: The Authority looks at the start date, end date, options/extensions/amendments to show dates and current occupancy