



SMALL BUSINESS *Enterprise Program*

SMALL BUSINESS ENTERPRISE PROGRAM

The City of Los Angeles Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Harbor Department in a manner that reflects the diversity of the City of Los Angeles. The Harbor Department's Small Business Enterprise (SBE) Program was created to provide additional opportunities for small businesses to participate in professional service and construction contracts. An overall Department goal of 25% SBE participation, including 5% Very Small Business Enterprise (VSBE) participation, has been established for the Program. The specific goal or requirement for each contract opportunity may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including, but not limited to, SBEs, VSBEs, women-owned business enterprises (WBEs), and minority-owned business enterprises (MBEs). The SBE Program allows the Harbor Department to target small business participation, including MBEs and WBEs, more effectively. It is the intent of the Harbor Department to make it easier for small businesses to participate in contracts by providing education and assistance on how to do business with the City, and ensuring that payments to small businesses are processed in a timely manner.

The Harbor Department defines a SBE as an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121. Go to www.sba.gov for more information.

The Harbor Department defines a VSBE based on the State of California's Micro-business definition which is 1) a small business that has average annual gross receipts of \$5,000,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.

The Contracts and Purchasing Division has been charged with the responsibility to implement, administer, and report annually to the Board regarding program effectiveness. The Division performs outreach to the entire business community and encourages those businesses that desire Harbor Department contract opportunities to register with the Regional Alliance Marketplace for Procurement (RAMP) at www.RampLA.org. RAMP is a comprehensive online contractor/supplier registration and contract management system. In addition, businesses may utilize the RAMP to certify as an SBE/VSBE. RAMP provides access to an industry specific contractor directory for researching, sourcing, and managing contract opportunities for large and small businesses, and for identifying potential sub-contracting opportunities associated with contract awards issued by the City of Los Angeles.

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LOCAL BUSINESS PREFERENCE PROGRAM

The Harbor Department is committed to maximizing opportunities for local and regional businesses, as well as encouraging local and regional businesses to locate and operate within the Southern California region. It is the policy of the Harbor Department to support an increase in local and regional jobs. The Harbor Department's Local Business Preference Program (LBPP) aims to benefit the Southern California region by increasing jobs and expenditures within the local and regional private sector.

In general, the local preference is applicable to all procurement, professional services, and construction contracts greater than \$150,000. Consultants, contractors, and vendors who qualify as a Local Business Enterprise (LBE) will receive an 8% preference on any proposal or bid valued in excess of \$150,000.

When applying the preference to procurement and construction contracts (contracts awarded based on low bid), the total price bid by a local business will be reduced by eight percent (8%). The reduced bid amount will be deemed the amount bid by that bidder; however, the resulting contract price will be the amount bid by the successful bidder prior to allocating the local preference percentage. For professional service contracts, the local preference is applied by adding eight percent (8%) of the total possible evaluation points to the local business' score.

Firms that do not qualify as a LBE may receive a maximum 5% preference for identifying and utilizing LBE subconsultants or subcontractors. Consultants and contractors may receive 1% preference, up to a maximum of 5%, for every 10% of or portion thereof, of work that is subcontracted to a LBE. LBE subconsultant and subcontractor preferences will be determined by the percentage of the total amount of compensation proposed under the Agreement or Contract. The maximum preference may not exceed \$1,000,000.

The Harbor Department defines a LBE as:

- (a) A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties; or
- (b) A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

Firms may certify as a LBE on the Regional Alliance Marketplace for Procurement at www.RampLA.org.

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July 27, 2016

Dear Contractor/Vendor,

The Port of Los Angeles ("Port") utilizes a Web-based bid management system called "The Construction Division Business Opportunity Network". This system makes bidding documents, addenda, and project-related information available to prospective bidders, and promptly notifies all parties of bidding opportunities. The Construction Division Business Opportunity Network also allows you to pose questions to the Port about specific bid opportunities, and to receive timely answers to your questions.

Contractors and vendors are able to register with The Construction Division Business Opportunity Network, through which Construction opportunities with the Port are advertised. Guests to the site can view listings of current solicitations and plan holder's lists. However, to receive notices of contracting opportunities with the Port, or to download bid documents and addenda, you must register on the Construction Division Business Opportunity Network.

To register, go to http://www.portoflosangeles.org/business/con_specs.asp. Enter The Construction Division Business Opportunity Network, click on the "Register" tab near the top of the page, enter your e-mail address, and your company's name, license information, type of work performed, etc. After you've received a confirmation e-mail from a Port Administrator indicating approval of your account, registration is complete.

Instruction manuals and video tutorials are available on the main page of the site. If you have any further questions or need assistance with registration, please contact Jill DeMontagnac with the Construction Division of the Port at (310) 732-3522.

Sincerely,

SHAUN SHAHRESTANI
Chief Harbor Engineer
Construction Division

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