



**Alameda County
Transportation Improvement
Authority
Local Business Contract
Equity (LBCE) Program**

Overview of the Local Business Contract Equity Program

- Background and Highlights
 - Local Business Enterprise (LBE) and Small Local Business Enterprise (SLBE) Policy was replaced on February 1, 2008 by the new LBCE Program.
 - The LBCE Program supports ACTIA's policy of encouraging local businesses to locate and remain in Alameda County.
 - Certified LBE/SLBEs are eligible to meet the LBE goal of 70% and the SLBE goal of 30%.
 - **VSLBEs are given preference on administrative contracts under \$50,000.**
 - **Certifications will last for two (2) years.**

Certification Criteria

In order for a business to be certified by the Authority as an LBE, SLBE, or VSLBE it must meet seven (7) various criteria. SLBEs and VSLBEs must also meet respective size threshold requirements

1. The business must be located at a fixed commercial or residential address which constitutes a business location and where administrative, clerical, professional or productive work is being performed, relative to its contracts, and not a temporary or movable office, a post office box or a telephone answering service;
2. For a business which has an office outside of Alameda County as well as an office within Alameda County, the Alameda County office must be staffed on a full time permanent basis with someone in the employ of the business;
3. The location of the business must have been within Alameda County for at least one (1) year prior to the award date;
4. The business must have a valid business license or tax certificate from its respective city or Alameda County dated at least one (1) year prior to the award date;

Certification Criteria

5. The business must have proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services);
6. The business shall be considered *bona fide* if the business ownership interests are real and continuing and not created merely for the purpose of meeting the Authority's LBE/SLBE goals; and
7. The business may not act as a passive conduit without contributing an added value or actual portion of the work awarded.

SLBE Certification Requirements

- Must meet LBE Eligibility Criteria
- Must meet the following size threshold:
 - Professional Services: Gross receipts of \$5 Million or less in revenue averaged over most recent three years
 - Construction Services: Gross receipts of \$10 Million or less in revenue averaged over most recent three years
- Must provide proof of business income through one of the following methods:
 - Sole Proprietorship: Federal Tax Form 1040, Including Schedule C
 - Partnership: Federal Tax Form 1065, Including Schedule K
 - Corporation: Federal Tax Form 1120S, Including Schedule E; Federal Tax Form 4562 and Financial Statements for the Corporation

VSLBE Certification Requirements

- Must meet LBE Eligibility Criteria
- Must meet the following size threshold:
 - Gross receipts totaling \$2 Million or less in revenue averaged over most recent three year period
- Must provide proof of business income through one of the following methods.
 - Sole Proprietorship: Federal Tax Form 1040, Including Schedule C
 - Partnership: Federal Tax Form 1065, Including Schedule K
 - Corporation: Federal Tax Form 1120S, Including Schedule E; Federal Tax Form 4562 and Financial Statements for the Corporation
- VSLBE Key Features
 - VSLBE firms given preference on administrative contracts under \$50,000
 - Firms certified as VSLBEs will also be certified as SLBEs.

How to Apply for Certification

- Required Certification Documents:
 - Completed Common Certification Application
 - Current Business license or Business Tax Certificate
 - Lease or Proof of ownership of real property for business location
 - Signed purchase agreement or contract to provide goods or services
 - SLBE and VSLBE Applications require proof of business income.

Submit completed applications and supporting documents to:

Mason Tillman Associates, Ltd.
1999 Harrison Street, Suite 1440
Oakland, CA 94612

- Firms wishing to be counted towards LBE and SLBE goals must be certified by the date proposal / bid submissions are due.
- Firms not meeting the LBE goal of 70% and the SLBE goal of 30% are required to submit Documentation of their Good Faith Efforts with their proposal / bid submission. Additional information on Good Faith Effort can be reviewed through ACTIA's LBCE Program available on their website at www.actia2022.com