



## Small Business Enterprise Program

[www.polb.com/sbe](http://www.polb.com/sbe)

### HOW TO PARTICIPATE

#### HOW DO I KNOW IF I AM AN SBE OR VSBE?

All businesses wishing to receive SBE and VSBE status on Port contracts are required to be certified by either the Port or by the State of California's Department of General Services (DGS).

To define Small Business Enterprise (SBE), the Port utilizes the U.S. Small Business Administration (SBA) size standards, which are based on the North American Industrial Classification System (NAICS) codes, [www.naics.com](http://www.naics.com). To access the SBA's table of small business size standards, log on to:

[http://www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf)

**DGS SBE eligibility** requirements can be found at the following link:

<http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx>.

**VSBE eligibility** is equivalent to the State of California's Microbusiness designation. Currently businesses with \$3.5 million or less in annual gross sales, averaged over the last three fiscal years, or manufacturers with 25 or fewer employees qualify for this designation.

#### VENDOR REGISTRATION & SBE CERTIFICATION

All vendors (large and small firms) interested in Port procurement opportunities are **strongly encouraged** to register on the Port's free online database and e-procurement system, PB System, which can be accessed by clicking on the [POLB Vendor Portal](#).

If you would like to be considered for **SBE certification** through POLB, you must register as a vendor and apply for certification through PB System.

#### Registration benefits include:

- Free participation for all businesses
- Easy self-registration process and account updates
- Registration of goods & services specific to YOUR business
- Notification of procurement opportunities, training workshops, and upcoming events
- Access to technical support at no cost
- Simple and expedited online application process for SBE certification
- SBE/VSBE search tool by multiple criteria - zip code, NAICS code, etc.

[Click here](#) for more information on how the Port's SBE/VSBE Program works.