



# The Office of Diversity in Business Practices at the School District of Palm Beach County

# CERTIFICATION GUIDE

Apply today for a three-year certification or recertification to participate in the Small Business Enterprise (SBE) and/or the Minority/Women Enterprise (M/WBE) program(s) for contracting opportunities.

## Certified Vendor Benefits:



### Construction

- Receive top consideration on projects to fulfill the Prime Contractor's SBE goal.
- Receive assistance with payment issues.
- Receive up to 20 additional points on bid evaluation (SBE Prime ONLY)



### Goods & Services

- Receive up to 10 additional points on bid evaluations on a scale
- Receive a 5% bid price preference

Scan the QR code to start the certification process today!



<https://bit.ly/3J8jMWa>

### SBE REQUIREMENTS

SMALL BUSINESS ENTERPRISE\*

### MWBE REQUIREMENTS

MINORITY OR WOMEN OWNED SMALL BUSINESS\*

Application Processing Time is 30-60 days

## LOCATION

- ✓ Independent, free-standing businesses at a physical address (including home offices)
- ✓ Headquartered in Palm Beach, Broward, or Miami -Dade

## OWNERSHIP

- ✓ Established & operational for at least one full year prior to application
- ✓ 51% owned & operated by a minority or woman

## QUALIFICATIONS

- ✓ Owner must submit a resume showing appropriate experience
- ✓ Hold all required state/local licenses
- ✓ The minority or woman must be the licensor/qualifier for the business

## REVENUE CAPS

Average of 3 years of gross receipts

- ✓ \$6MM for professional services
- ✓ \$7MM for commodities
- ✓ \$13MM for construction
- ✓ \$2MM for professional services
- ✓ \$3MM for commodities
- ✓ \$7MM for construction



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If you are seeking certification or renewing a certification with ODBP, you are required to submit the following mandatory documents along with your application. Incomplete applications lacking essential information must be corrected within 30 days to ensure timely processing.

## Mandatory Documents for SBE & M/WBE:

**For All Business Types:** Including Corporation, Limited Liability, Partnership/Joint Venture, and Sole Proprietorship

1. License to do business in Florida and any other necessary licenses, including professional/trade licenses and/or certifications
2. Last year's financial statement prepared by an independent CPA or Accountant
3. Prior three years Federal Corporate tax returns, including all Schedules (if not available, you can use personal)
4. Local Business Tax Receipt
5. Small Business Enterprise (SBE) Certification Affidavit or Minority/Women Business Enterprise Application Affidavit
6. Proof of Domicile for Primary Business Locale
7. Resumes of principals of your company showing education, training and employment with dates
8. Articles of Incorporation (Corporation Only)

## Additional Mandatory Documents for M/WBE:

**Citizenship-** Provide a copy of any ONE of the following documents:

- Birth Certificate - (Preferred Documentation)
- Lawful Permanent Resident Card (Green Card)
- Certificate of Naturalization

**Ethnic Group Status-** Provide a copy of any ONE of the following documents:

- Birth Certificate - (Preferred Documentation)
- Driver's License
- Passport

## Optional Documents:

Scan the QR code to view a list of optional documents you can submit for further verification.



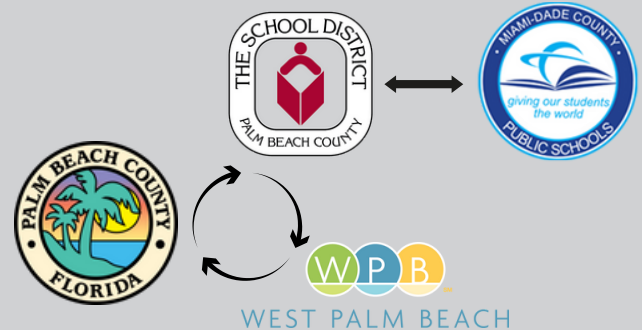
<https://bit.ly/3TUyIBo>



# The Office of Diversity in Business Practices at the School District of Palm Beach County

## Certifying with ODBP Through the Interlocal Program:

It's easy to certify with us through the Interlocal Partnership Program. If you currently hold an SBE or M/WBE certification with the Palm Beach County Office of Equal Business Opportunity, City of West Palm Beach, or Miami-Dade County Public Schools Office of Economic Opportunity, follow these steps:



1. Request a completed and signed Interlocal Cover Sheet from your certifying agency.

- City of West Palm Beach: 561-282-1286
- Palm Beach County (OEBO): 561-616-6840
- Miami-Dade County Public School: 305-995-1321

2. Use the completed Interlocal Cover Sheet to fill in your online Certification Application for the School District of Palm Beach County through Supplier Diversity Management System (B2G Now) at <https://palmbeachschools.diversitycompliance.com/> or scan the QR code.



3. Submit the application with the following MANDATORY documents:

- Small Business Enterprise (SBE) Certification Affidavit or Minority/Women Business Enterprise Application Affidavit
- Interlocal Certification Cover Sheet
- Certificate from original agency
- Copy of your Passport, Driver's License, or Birth Certificate

## Recertifying with ODBP Through the Interlocal Program:

1. If you already hold, or have held in the past, an SBE or M/WBE certification with ODBP through the Interlocal Program, **DO NOT** submit a recertification application. You should follow the steps above to submit a **NEW** Interlocal application.

## Certifying with Other Agencies Through the ODBP Interlocal Program:

1. Request a completed and signed Interlocal Cover Sheet from ODBP by completing the Inter-local Cover Sheet Requisition Form at <https://tinyurl.com/InterlocalForm> or scan the QR code.
2. Contact one or more of the agencies above with which you wish to certify for more information.

