



SMALL BUSINESS *Enterprise Program*

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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 \$3,500,000 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 Los Angeles Business Assistance Virtual Network (LABAVN) at www.labavn.org. LABAVN is a comprehensive online contractor/supplier registration and contract management system. In addition, businesses may utilize the LABAVN to certify as an SBE/VSBE. LABAVN 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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