

SACRAMENTO COUNTY PROCUREMENT OPPORTUNITIES PROGRAM
LOCAL AND MICRO-BUSINESS VENDOR PREFERENCES

PURPOSE

The purpose of the Procurement Opportunities Program is to promote and enhance the utilization of local and small business enterprises in the County's procurement and contracting processes. Small businesses contribute to the overall economic health of the community. Therefore, government has a compelling interest to provide economic opportunity to small businesses. The economic health of the community is dependent upon an active and thriving business community, including both large and small businesses. For this reason, the program is designed to provide procedural assistance and contracting information to any firm wishing to do business with the County. This program is not, however, intended to become a separate activity within the County's procurement and contracting process. It is intended to be an integral part of the County's standard procurement and contracting process.

INCENTIVES

Service and supply acquisition: For material, supply, construction and/or non-professional service contracts of less than \$1,000,000* processed through the Department of General Services, Contract and Purchasing Services Division, or through the Delegated Purchase Order (DPO) Program. The County of Sacramento will award a two-percent (2%) price or point micro-business preference to State Certified Micro-Business enterprises located within the Sacramento Regional Market Area (Sacramento, El Dorado, Placer, Sutter, Yolo and Yuba Counties), and/or a five-percent (5%) price or point local business preference.

**Applies to County Funded Projects. If project is not County Funded, some or all of the preferences will not apply.*

The Delegated Purchase Order program (a delegated purchasing program utilized by department "DPO Buyers") includes a provision requiring the departments to obtain multiple quotes based on the dollar amount of the purchase. This program will eliminate the quoting requirement if the DPO Buyer issues a DPO to a certified micro-business in the Sacramento Regional Market Area. When obtaining multiple quotes, the DPO Buyer shall apply all applicable preferences stipulated in this program.

MICRO-BUSINESS PREFERENCE QUALIFICATIONS

Most County contracts are open to competitive bidding. It is the policy of the County to actively solicit participation by small business enterprises in its procurement and contracting activities. In order for the County to readily find small businesses to solicit, businesses should (1) be certified with the State of California, Office of Small Business and DVBE Services, or reciprocal agency, and (2) register with the State of California, Department of General Services.

The County will accept certifications from the State of California, Office of Small Business and DVBE Services, or reciprocating governmental agencies. The County will accept formal certifications from other agencies within the State of California for documentation purposes. For a firm to be eligible for a two-percent (2%) price preference, **it must meet all of the following criteria** (as defined in SCC 2.56.420):

- Formally certified micro-business,
- Independently owned and operated,
- Not dominant in its field of operation,
- Principal Place of Business located in the Sacramento Regional Market Area,
- Together with its affiliates, is either a service, construction, or non-manufacturing firm with twenty-five (25) or fewer employees, and
- Average annual gross receipts of five million dollars (\$5,000,000) or less over the previous three years.

SACRAMENTO COUNTY PROCUREMENT OPPORTUNITIES PROGRAM AFFIDAVIT

COMPLETE THIS IF YOU QUALIFY FOR AND WISH TO CLAIM A 5% LOCAL VENDOR PREFERENCE AND/OR A 2% MICRO-BUSINESS PREFERENCE. Note: Preferences are not applicable to all purchases.

To claim the **local vendor preference** (5%), complete the items in **Sections A and B** below.

To claim the **micro-business preference**, complete the items in **Sections A and C** below.

To claim **both preferences** (7% combined), complete **All Sections (A – C)**. Incomplete forms may be rejected.

Section A (General Company Information)

Legal name of business:

Physical street address:

City, state & zip code:

Mailing address (only if different from physical address):

County established:

Year established:

Business license number:

Business license issued by:

Does your business have more than one office in the State of California? Yes No

 If Yes, specify the office location considered as the *point-of-sale for sales tax purposes*:

For transactions which require sales tax, provide the Reseller Permit Number.

Permit number:

Section B (Local Business Preference Information)

Is your Principal Place of Business located within the geographic boundaries of the County of Sacramento?

Yes

No (if no, you do not qualify)

Does your business provide 50 percent or more of the contracted product from its own local inventory?

Yes

No (if no, you do not qualify)

Does your business possess a current County of Sacramento business license or a business from a city within the County?

Yes

No (if no, you do not qualify)

Has your business been established and conducting business activities in the County for at least six months preceding the due date of the bid/proposal for which a local preference is being sought?

Yes

No (if no, you do not qualify)

Has your business paid sales tax to either a City located within the County or to the County of Sacramento?

Yes

No (if no, you do not qualify)

Section C (Micro-Business Preference Information)

Is your business independently owned and operated?

Yes

No (if no, you do not qualify)

Is your business dominant in its field of operation?

Yes (if yes, you do not qualify)

No

Together with your affiliates, is your business either a service, construction, or non-manufacturing firm with twenty-five (25) or fewer employees?

Yes

No (if no, you do not qualify)

Does your business have an average annual gross receipts of five million dollars (\$5,000,000) or less over the previous three years?

Yes

No (if no, you do not qualify)

Provide the company's State of California Small Business Certification Number and expiration date.

State SBE (MBE) Certification Number

Expiration Date:

*Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Sacramento County products and services for a period of one (1) year.**

Name:

Signature:

Date: