



SAN's SBD PROGRAMS

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October 17, 2022

Agenda

- Objective and Our Mission
- Disadvantaged Business Enterprise (DBE) Program
- Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program
- Authority Policy 5.12
- Local Business Enterprise (LBE)
- Inclusionary Approach
- Bonding Program
- Outreach and Education
- Support Services
- Opportunity Types
- Steps for Success

Objective - Small Business Development

- Established to ensure that small businesses have every opportunity to do business with the Airport Authority

MISSION

Build relationships between the Airport Authority and the small business community by providing valuable resources that exceed expectations and increase diversity



What are the DBE and ACDBE Programs?

- DBE

- Disadvantaged Business Enterprise (DBE) is defined in 49 Code of Federal Regulations (CFR) **Part 26**
- Applies to recipients of Federal Aviation Administration (FAA), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds of
- **\$250K+ annually** awarded prime contracts
- Recipients (e.g. Airport) must set an overall goal for DBE participation



- ACDBE

- Airport Concession Disadvantaged Business Enterprise (ACDBE) is defined in 49 Code of Federal Regulations (CFR) **Part 23**
- A concession may be a business located at an airport (or for which the business activity takes place at an airport) engaged in the sale of goods and/or services to the public or a business that provides goods and services to those businesses.
- Applies to primary/commercial service airports that receive Airport Improvement Program funding from FAA & have **\$200k+ annually for each** car rental & non-car rental concession revenues
- Recipients (e.g. Airport) must set two overall goals (car rental & non-car rental) for ACDBE participation

ACDBE and DBE Certifications

ROADMAP FOR APPLICANTS	DBE	ACDBE
For-Profit Business that performs or seeks to perform transportation related work for recipient of Fed. Aviation Admin./Fed. Highway Admin./Fed. Transit Admin.	X	X
51%+ Owned by Socially & Economically Disadvantaged Individual(s) Who Controls Firms	X	X
Personal Net Worth is no more than \$1.32 million	X	X
Disadvantaged Owner(s) U.S. Citizens or Lawfully Admitted Permanent U.S. Residents	X	X
Meet's Small Business Administration's size standard	X	X
Firm's gross annual receipts does not exceed \$23.98 million	X	X
Firm's gross annual receipts does not exceed \$56.42 million (Other size standards apply for ACDBE that are banks/financial institutions, car rental companies, pay telephone firms, automobile dealer)		X



Certification through each state's Unified Certification Program (UCP)



Policy 5.12



- Authority's policy allowing preference to SBs, VOSBs and LBs in the award of Authority contracts
- Preference for meeting SB, VOSB, and/LB goal(s)
- Does not apply to federally funded projects
- Maximum \$200,00 or 7%



PRIME

- No quantifiable subcontracting opportunities
- Preference if meets any three business classifications

PRIME & SUBS

- Subcontracting opportunities
- Goals for SB, LB and VOSB
- Goal(s) must be met to receive preference

Policy 5.12

Authority's Small Business (SB) definition:

- Authority Bonding & Contract Financing Assistance Program, or
- DBE/ACDBE certification by California Unified Certification Program, or
- Valid certification issued by agency approved by Authority; agency verifies firm meets SBA size standards



Authority's Veteran Owned Small Business (VOSB) definition:

- A small business that has been certified by the U.S. Department of Veteran Affairs or Service Disabled Veteran Owned Small Business (SDVOSB)



Authority's Local Business Definition

A LOCAL BUSINESS IS DEFINED AS ONE THAT MEETS THE FOLLOWING CRITERIA:



Occupies workspace within the San Diego County 6 months prior to solicitation release.



Licensing & tax compliance



Over fifty percent (50%) of the workforce based in the local office resides in San Diego County




Headquartered in San Diego County.



Complete Affidavit & enrolled in LB Directory

Local Business Submission - Affidavit of Eligibility Form



SAN DIEGO
INTERNATIONAL AIRPORT
LET'S GO.

Local Business Enterprise Affidavit of Eligibility

Firm's Legal Name

DBA Name

Organization Type Corporation Limited Liability Sole Proprietorship Joint Venture Partnership

Work Space Address in San Diego County
Check all that apply: Headquarters Commercial

Telephone Number Cell Number Email Address

I declare that (Firm's Name)

a) Meets all of the requirements of a "Local Business" as defined by San Diego County Regional Airport Authority ("Authority") Policy 5.12;

b) Occupies work space within San Diego County, will submit proof of occupancy to the Authority by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business has been located within the county for a minimum of 6 months prior to the Authority's release of this solicitation, understanding that: (i) U.S. Post Office boxes are not verifiable and shall not be considered proof of occupancy, and (ii) operation of a virtual office does not satisfy this occupancy requirement;

c) Is in compliance with all applicable laws relating to licensing and is not delinquent on any San Diego County taxes;

d) Can demonstrate compliance with one of the following (Check all that apply):

More than fifty percent (50%) of the workforce based in the local office resides in San Diego County; or

The Firm is headquartered in San Diego County. ("Headquartered" means that the business physically conducts and manages all of its operations from a location in San Diego County); and

e) Has enrolled in the Authority's Local Business Enterprise Directory.

I declare under penalty of perjury that the foregoing is true and correct.¹

Signature Title
(Business owner or corporate officer only)

Printed Name Date

SBD
8/26/2019

***This affidavit is signed by the business owner or a corporate officer. Any person or business falsely claiming eligibility as a Local Business, as that term is defined by Authority Policy 5.12, may be debarred in accordance with Authority Policy 5.10 through 5.18. The Authority shall also have the right to immediately terminate all or any part of any contract entered into with such person or business.**

To complete the Local Business Enterprise application, you must be registered in the Authority's online vendor portal and submit supporting documentation proof for letters b, c, and d above along with completed Local Business Affidavit Eligibility form on the Authority vendor portal by following the submission instructions below.

Submission instructions:

Go to www.san.org/business (Authority Vendor Portal)

- **New vendors:**
 - Click on "New Vendor Registration" and complete all tabs
 - Submit Affidavit and all supporting documents in Local Business Certification tab
- **Existing vendors:**
 - Click "Log In", enter in your vendor log in information (email or username and password), and click "login" again
 - Click "Vendor Profile", click "Local Business Certification", then submit Affidavit and all supporting documents in Local Business Certification tab

Firms with questions can contact SBD staff at (619) 400-2568 or LBE@san.org.

Please note:

- Upon receipt of your completed form and supporting documentation, Small Business Development (SBD) staff shall review enclosed affidavit form and documentation to make a prima facie as to whether applicant satisfies LBE eligibility requirements as set forth in Authority Policy 5.12 determination. Applicants determined eligible will receive confirmation of the approval for LBE certification and enrollment in the Authority's Local Business Enterprise Directory. Applicants determined ineligible to participate as a LBE will receive a notice and may appeal the determination as described below. Applicants determined ineligible shall not be eligible to submit a new form and documentation for one year after the date of the notice of denial of eligibility.
- LBE certification will be valid for one year at which time the firm will be required to reapply and submit a completed form and documentation.
- Appeals: A firm that is denied eligibility as a LBE, or has its eligibility revoked must submit a written notice of appeal to SBD staff (LBE@san.org) within 15 days of the date of the decision. Upon receipt of a timely notice of appeal, the SBD staff, or designee shall conduct a hearing. The Authority's decision shall be final.
- In the course of considering the certification status of any LBE firm, SBD staff shall periodically conduct audits and inspect the office, job site, records, and documents of the firm, and shall interview the firm's employees, subcontractors, and vendors as reasonably necessary to ensure that all eligibility standards are satisfied. By submitting this Affidavit, you are consenting to be audited for this purpose.
- Firms must notify SBD staff at LBE@san.org immediately of any changes to your firm that affects its LBE eligibility and firm's contact information (ie: address, phone, email) within 30 days.

SBD
8/26/2019

**DOWNLOAD AFFIDAVIT FORM AT
 AIRPORT SMALL BUSINESS
 DEVELOPMENT LANDING PAGE:
www.san.org/smallbusiness**

- 1. Click on "Overview" tab
- 2. Click on "Get Your Local Business Certified" button to download Affidavit

OVERVIEW

Get Your Local Business Certified >

- 3. Fill out Affidavit

Local Business Submission on Authority Vendor Portal

VENDOR PROFILE HOME

VENDOR DETAILS

LOCAL BUSINESS
CERTIFICATION



Go to Local Business Certification page

Local Business Affidavit Eligibility *

Proof of Occupancy *

Cert. of Payment of Business Tax *

Proof of Workforce and/or Headquarters *

Copy of Professional/Contractors License *



Upload Affidavit And support documents on Authority Vendor Portal
www.san.org/business

- Must have vendor registration profile before proceeding

Approved certified LBE's:

- Enrolled in LBE Directory accessible to vendors and Airport staff
- Partnership & contract opportunities

San Diego County Regional Airport Authority

Vendor Portal

NEW VENDOR REGISTRATION
Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.

BID OPPORTUNITIES
Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.

MY CONTRACTS LOGIN REQUIRED
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.

CERTIFIED VENDORS LOGIN REQUIRED
Find Certified Local Businesses

LBE Directory

Inclusionary Approach

- Successful method to maximize opportunities for Small, Local and Veteran Owned Small Businesses
- Subcontracting opportunities exist, but not clearly defined
- Prime contractors required to submit to Authority:
 - Monthly reporting of achievements to SBD
 - Outreach Plan - to include key points but not limited:



Commitments
& Goals

Unbundling

Community &
Outreach

Past
Achievements

Training &
Mentoring

SB Liaison

Results of Inclusionary Approach

Project	Commitment		Achievements	
Federal Inspection Station (FIS)	SB	20%	SB	27%
	LB	70%	LB	87%
	Vet.	2%	Vet.	7%
Terminal 2 Parking Plaza	SB	35%	SB	42%
	LB	80%	LB	80.5%
	Vet.	none	Vet.	1.5%
Rental Car Center	SB	30-40%	SB	35%
	LB	80-85%	LB	85%
	Vet.	none	Vet.	4%

Purpose of Bonding Program

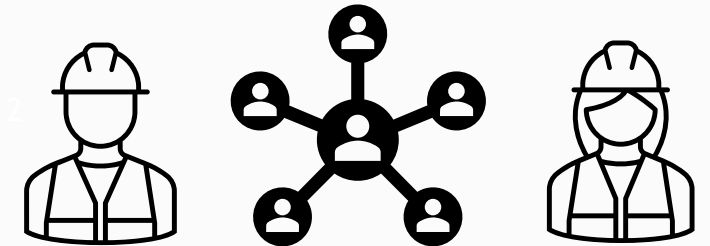
Addresses the #1 barriers contractors face in increasing their businesses' capacity:

- Lack of access to bonding
- Lack of access to financing



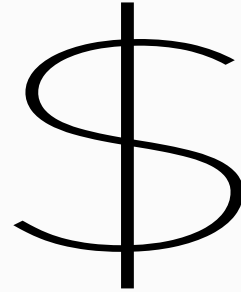
Increases the pool of contractor with whom the Airport can contract

Helps to have more viable businesses in the community



What the Bonding Program Offers

3%



Bonding Assistance

In obtaining bid, performance and payment bonds by providing:

- 40% guarantee or \$750,000 to the Surety

Outreach

- Collaboration with Primes, Internal & External Stakeholders
- Community Events
- Conferences & Panels
- Meet the Primes (annual event)
- Airport Rental Car Supplier Diversity Outreach Day (ACDBEs)

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- Community Events
- Conferences & Panels



Education

- New T1 Small Business Training
- Monthly Workshops
- Turner School of Construction Management
- Joint Venture Concessions Training
- Veteran Panel/Luncheon

- Collaboration with Primes, Internal & External Stakeholders
- Community Events
- Conferences & Panels
- Meet the Primes
- Airport Rental Car Supplier Diversity Outreach Day (ACDBEs)



Support Services & Resources

Small Business Development

- OVERVIEW
- SMALL BUSINESS SPOTLIGHT
- SMALL BUSINESS RELIEF LOANS
- EDUCATION & TRAINING
- DBE/ACDBE
- MEET THE PRIMES
- RESOURCES

Since 2003, the San Diego County Regional Airport Authority has ensured that local and small companies, including all women- and minority-owned and service disabled/veteran owned small businesses in San Diego County, have every opportunity to do business with the airport.

Certifying Your Local Business



- Small Business Development Landing Page (www.san.org/smallbusiness)
- Online Business Tutorials
- Future's List

- Referrals
- Certification Assistance
- Bonding & Contract Financing

Opportunity Types at SAN



CONSTRUCTION

- Capital Improvement Program
- Quieter Home Program
- New T1

FACILITIES MANAGEMENT

- Annual Service Agreements
- Ready Service Contracts

PROFESSIONAL SERVICES

- Consulting
- Advisory
- Business Service

- Major Professional Services
 - AECOM
 - JACOBS
 -

CONCESSIONS

- Food & Beverage, Retail, Passenger Services
- Goods & Services for Rental Car Companies

SUPPLIES

PUBLIC ARTS

Steps to Prepare Your Business for Success



GET REGISTERED ON SAN DIEGO AIRPORT VENDOR/BID PORTAL

(Powered by **PLANETBIDS**)

www.san.org/business

The screenshot shows the San Diego County Regional Airport Authority Vendor Portal. At the top, it says "San Diego County Regional Airport Authority Vendor Portal". Below this, there are two main sections: "NEW VENDOR REGISTRATION" and "BID OPPORTUNITIES".

NEW VENDOR REGISTRATION
Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.

BID OPPORTUNITIES
Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.

Thank You!

Contact Information

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