



# SAN DIEGO INTERNATIONAL AIRPORT SMALL BUSINESS DEVELOPMENT PROGRAM

November 13, 2024

# Small Business Development Program

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



# Why We Do It

- Disadvantaged Business Enterprise (DBE) Program
  - 49 Code of Federal Regulations (CFR) Part 23
  - Overall Triennial DBE Goal
- Airport Concession Disadvantaged Business Enterprise (ACDBE) Program
  - 49 Code of Federal Regulations (CFR) Part 26
  - Overall ACDBE Non-Car Rental Goal
  - Overall ACDBE Car Rental Goal
- Economic and Community Contributions



# Inclusionary Approach

- Successful method to maximize opportunities for Small, Local and Veteran Owned Small Businesses (including disabled)
- Subcontracting opportunities exist, but not clearly defined
- Prime contractors required to submit to Authority:
  - Monthly reporting of achievements to Small Business Development
  - Outreach Plan – to include key points but not limited to these six areas:



**Commitments  
& Goals**

**Unbundling**

**Past  
Achievements**

**Community &  
Outreach**

**Training &  
Mentoring**

**Small  
Business  
Liaison**

# Policy 5.12

- Authority's policy allowing preference to Small Businesses (SB), Veteran Owned Small Businesses (VOSB) including disabled, and Local Business Enterprises (LBE) 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%



3%



Small Business

2%



Veteran Owned Small Business

2%



Local Business

## 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:

- Enrolled in Authority's Bonding & Contract Financing Assistance Program, or
- Certified as DBE/ACDBE by California Unified Certification Program, or
- Possess valid certification issued by agency approved by Authority; agency verifies firm meets Small Business Administration (SBA) size standards

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

- A certified veteran-owned or service-disabled veteran-owned small business or veteran (including disabled) business enterprise that meets the Authority's Small Business definition in this policy

# Local Business Definition

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



Occupies workspace within San Diego County at least 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

- DOWNLOAD LBE AFFIDAVIT FORM AT SAN DIEGO AIRPORT SMALL BUSINESS DEVELOPMENT LANDING PAGE:  
[www.san.org/smallbusiness](http://www.san.org/smallbusiness)

- 1. Click on “Overview” tab

OVERVIEW

- 2. Click on “Get Your Local Business Certified” button to download Affidavit

Get Your Local Business Certified ›

- 3. Fill out LBE Affidavit

The screenshot shows the 'Local Business Enterprise Affidavit of Eligibility' form. At the top is the San Diego International Airport logo with the tagline 'LET'S GO.'. The form contains several input fields: Firm's Legal Name, DBA Name, Organization Type (with checkboxes for Corporation, Limited Liability, Sole Proprietorship, Joint Venture, Partnership), Work Space Address in San Diego County (with checkboxes for Headquarters and Commercial), Telephone Number, Cell Number, and Email Address. Below these is a declaration section with five items (a-e) regarding local business requirements. At the bottom, there are fields for Signature (Business owner or corporate officer only), Title, Printed Name, and Date. The form is dated 8/26/2019.

**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.<sup>1</sup>

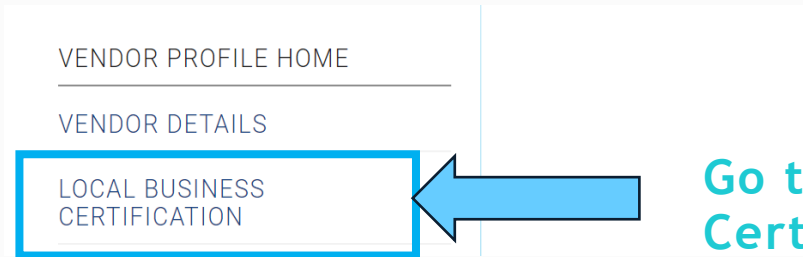
Signature  Title   
(Business owner or corporate officer only)

Printed Name  Date

SBD  
8/26/2019



# Local Business Submission on Authority Vendor Portal



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](http://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.

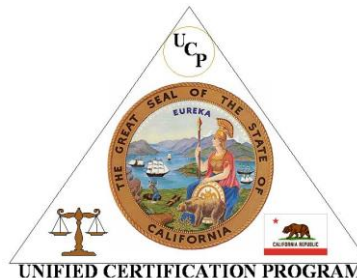
**MY CONTRACTS** LOGIN REQUIRED  
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.


**CERTIFIED VENDORS** LOGIN REQUIRED  
Find Certified Local Businesses

LBE Directory

# Certifications Administered by the Authority

- Small Business Development administers and processes the following certifications:
  - Local Business Enterprise (LBE)
  - Airport Concession Disadvantaged Business Enterprise (ACDBE)
  - Disadvantaged Business Enterprise (DBE)
- The Authority is a certifying member of California Unified Certification Program (CUCP) to certify firms as ACDBEs and DBEs pursuing contracts with SAN



  
**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.<sup>1</sup>

Signature  Title   
(Business owner or corporate officer only)

Printed Name  Date

SBD  
8/26/2019

# ACDBE & DBE Certification Criteria

ROADMAP FOR APPLICANTS	DBE	ACDBE
For-Profit Business that performs or seeks to perform transportation related work or a concession activity for recipient of Fed. Aviation Administration, Federal Highway Administration, or Federal Transit Administration funds.	X	X
51% + Owned by Socially & Economically Disadvantaged Individual(s) who controls business	X	X
Personal Net Worth is no more than \$2.047 million	X	X
Disadvantaged Owner(s) U.S. Citizens or Lawfully Admitted Permanent U.S. Residents	X	X
Meet's Small Business Administration's (SBA) size standards <i>(*DBEs working on FAA contracts are only subject to SBA size standards. DBE working on FHWA and FTA contracts are subject to BOTH SBA size and DBE statutory gross receipts standards)</i>	X	X
Meets DBE size standard: firm's 3 years gross annual receipts does not exceed \$30.72 million <i>(*DBEs working on FTA and FHWA assisted projects are subject to both SBA size and DBE statutory gross receipt standards)</i>	X	
Meets ACDBE size standard: firm's 5 years gross annual receipts does not exceed SBA's size standard of \$56.42 million <i>(Other size standards apply for ACDBEs that are banks/financial institutions, car rental companies, pay telephone firms, automobile dealers)</i>		X

# Outreach

- Collaboration with primes, internal and external stakeholders on community outreach events
- Trade and small business expos and panels
- Maximize targeted outreach event on upcoming SAN project within local business community
- Authority hosts the Annual Meet the Primes Business Networking Event

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



# Education

- Small business and subcontractor training on specific contracts
- Educational workshops
- Turner School of Construction Management

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



# Upcoming SAN Event

San Diego Airport collaborating  
with **3%**

Small Business Development  
Center and City of Oceanside to  
host veteran outreach and  
networking event

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



Join us for  
**Veteran Success: Honoring Service  
and Empowering Business Growth**

**November 21, 2024**  
**8:30 a.m. - 12 p.m.**  
**Oceanside City Hall Council Chambers**  
**300 N. Coast Hwy, Oceanside, CA 92054**

Hosted by the City of Oceanside in collaboration  
with San Diego & Imperial Valley SBDC Network  
and San Diego International Airport (SAN).

#### What to expect:

- **Valuable** insights from veteran business owners.
- **Discover** Veterans Fellowship and Veteran Business Programs.
- **Resources** for Business Growth.
- **Connect and network** with agencies, prime contractors,  
and resource partners to explore business opportunities.



Scan the QR  
to Register now

## Support Services & Resources

- Small Business Development landing page ([www.san.org/smallbusiness](http://www.san.org/smallbusiness))
- Future list for construction, professional services, and concessions
- Referrals to resource partners Small Business Development Center and APEX Accelerators to help businesses through no-cost business consulting
- Certification and technical assistance



# Solicitation Methods & Contracting Opportunity Types



The Authority solicits the following to obtain materials, supplies, equipment professional and non-professional services, construction (public works projects) and designated revenue opportunities in accordance w/ applicable laws, regulations and Authority's contracting policies 5.01 and 5.02:

- Request for Qualifications (RFQ)
- Request for Bids (RFB)
- Request for Proposals (RFP)

## Opportunity Types

CONSTRUCTION

FACILITIES MANAGEMENT

PROFESSIONAL SERVICES

CONCESSIONS

PASSENGER SERVICES

GOODS AND SERVICES

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](http://www.san.org/business)

- View and download solicitations on vendor/bid portal
- Vendors and contractors are solely responsible for maintaining up to date and accurate information. Vendors may edit their profile at any time.
- Both formal and informal solicitations may be processed through online vendor/bid portal

The screenshot shows the San Diego County Regional Airport Authority Vendor Portal. It features two main sections:

- 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.

# Contact Information

## Small Business Development Department

San Diego International Airport

Small Business Development

website: [www.san.org/smallbusiness](http://www.san.org/smallbusiness)

619-400-2568

[SBD@san.org](mailto:SBD@san.org)

### IMPORTANT WEBSITES:

- San Diego Airport Vendor/Bid Portal: [www.san.org/business](http://www.san.org/business)
- Video walk through of San Diego Airport Vendor/Bid Portal: [https://www.san.org/File-Manager?Command=Core\\_Download&EntryId=17417](https://www.san.org/File-Manager?Command=Core_Download&EntryId=17417)
- SAN Category Codes for San Diego Airport Vendor/Bid Portal: <http://planetbids.com/SDCRAA/CategoryList.cfm>
- San Diego Airport ACDBE/DBE Certification Portal: [www.san.gob2g.com](http://www.san.gob2g.com)
- California Unified Certification Program ACDBE/DBE Directory: [www.californiaucp.dbesystem.com](http://www.californiaucp.dbesystem.com)
- FAA National Certified ACDBE Directory: <https://faa.dbesystem.com/>
- San Diego & Imperial Valley Small Business Development Center: <https://sdivsbdc.org/>
- Apex Accelerators: <https://apexsocial.org/>

