

Small Business Enterprise (SBE) Program



PINELLAS
COUNTY

ECONOMIC DEVELOPMENT
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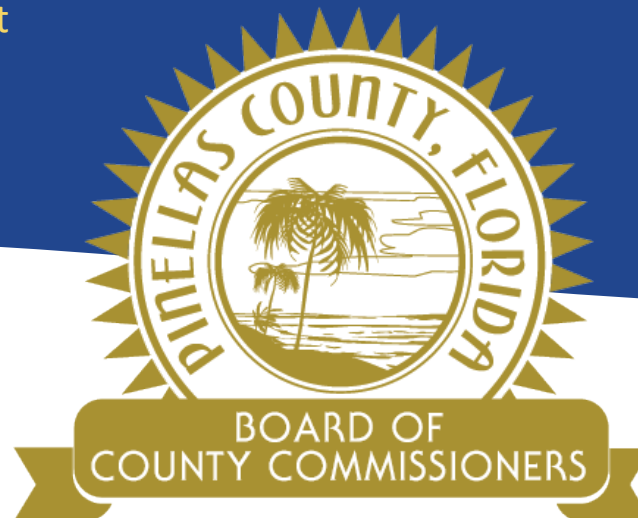


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Our Vision:

To Be the Standard for
Public Service in America



Agenda

- **Introduce the SBE policy change**
- **Review SBE policy and Invitation to Quote (ITQ) process**
- **Answer frequently asked questions (FAQs)**

SBE Policy Change



Pinellas County Certified Small Business Enterprises (SBEs) shall be given preference of award on contracts from \$5,000.00 to \$100,000.00 to the lowest responsive, responsible quoter that meets the Pinellas County SBE Program criteria at time of award, at the discretion of the Board or designated representative. Preference will be given to SBEs that submit within the first five (5) business days of the solicitation. If a responsive and responsible SBE submits a quote after the first five (5) business days, they shall receive a five percent (5%) preference above open market pricing. SBEs shall be awarded economically feasible contracts or portions of contracts.

SBE Policy Change (continued)

SBE Previous Policy	SBE New Policy
<u>Sheltered Market Component</u>	<u>Local Market Component</u>
<ul style="list-style-type: none">• Semi-formal Purchasing process	<ul style="list-style-type: none">• Informal Purchasing process
<ul style="list-style-type: none">• Closed/sealed submittals	<ul style="list-style-type: none">• Open/unsealed submittals
<ul style="list-style-type: none">• Private, invite-only advertisement to SBEs based on NIGP codes	<ul style="list-style-type: none">• Public advertisement to SBEs and open market based on NIGP codes and registered vendors
<ul style="list-style-type: none">• Limits SBE reach and participation	<ul style="list-style-type: none">• Allows all SBEs to view and participate
<ul style="list-style-type: none">• No specified percentage for open market award	<ul style="list-style-type: none">• SBEs are awarded 5% preference over open market
<ul style="list-style-type: none">• No specified advertisement period	<ul style="list-style-type: none">• Advertisement is no more than seven (7) business days

SBE Policy Change (continued)



What is staying the same?

- The SBE Policy applies to all Invitations to Quote (ITQs) from \$5,000 to \$100,000
- Supplier must be a Pinellas County certified SBE at the time of award
- Certified SBEs have an opportunity for ultimate preference of award
- Economic Development SBE program eligibility, certification, and renewal requirements
- Pinellas County Board of County Commissioners' certified SBE goals on Capital Improvement Projects (CIPs) and Consultants' Competitive Negotiation Act (CCNA)

Invitation to Quote (ITQ) Process

SBE Policy Business Days

Business Days 1-5

Within the first five business days, Purchasing may close and award an ITQ if at least two SBE submittals have been received. The lowest, responsive, responsible SBE will be awarded.
(Sec. 2-179)

Business Days 6-7

After the first five business days, if no SBEs have participated, Purchasing may award to the lowest, responsive, responsible Open Market vendor.

Invitation to Quote (ITQ) Process (continued)

Business Days 1-5 Example	Business Days 6-7 Example
<ul style="list-style-type: none"> • Day 1 - Release Date; Purchasing may close and award if two or more SBEs submit 	<ul style="list-style-type: none"> • Day 6 - SBEs will receive a 5% preference above the lowest Open Market pricing.
<ul style="list-style-type: none"> • Day 2 - Purchasing may close and award if two or more SBEs submit 	<ul style="list-style-type: none"> • Day 7 - Proposal Submission Deadline for all ITQ submittals, SBEs will receive a 5% preference above Open Market pricing.
<ul style="list-style-type: none"> • Day 3 - Purchasing may close and award if two or more SBEs submit 	<p>It is Purchasing's best practice to establish a Proposal Submission Deadline of Tuesday or Thursday. Therefore, the deadline may fall on business day 6, day 7, or day 8.</p>
<ul style="list-style-type: none"> • Day 4 - Purchasing may close and award if two or more SBEs submit 	<p>If an addendum is posted, SBE ultimate preference will be upheld for up to an additional five business days.</p>
<ul style="list-style-type: none"> • Day 5 - Small Business Enterprise Date; SBEs wishing to have an opportunity for ultimate preference must submit on this date by 11:59PM EST. 	<p>SBEs and Open Market vendors may submit on any day or time during an Open ITQ, including weekends and holidays. OpenGov Procurement is available 24/7</p>

How do I schedule a site visit?

The project contact will be listed in the ITQ solicitation if you would like to request a site visit at any time. Award will not be postponed for a site visit.

What are the insurance requirements?

Purchasing and Risk have assigned basic insurance requirements and limits. Please review the ITQ solicitation to make sure you can meet the minimum insurance.

Can I request a price increase after award?

Purchasing has included standard language in the ITQ solicitation to allow suppliers to request an appropriate CPI, PPI, or other approved index.

Visit Us Today!



The Ideal Business Climate - Pinellas County Economic Development (pced.org)

Pinellas County - Small Business Program Management System (sbecompliance.com)

Procurement Portal (opengov.com)