

# ***Certification 101***

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## City of Austin Small & Minority Business Resources (SMBR)

<http://austintexas.gov/smbr>

*November 7, 2012*

(512) 974-7645



# Agenda

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- MBE/WBE Certification
- DBE Certification
- SBE Certification
- Resources
  - Plan Room
  - Bonding
- Questions



# What is Certification?

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- Determination of a business' eligibility for the Minority and/or Women Enterprise (MBE/WBE) or Airport Concession Disadvantaged Business Enterprise (ACDBE) and Disadvantaged Business Enterprise Owned (DBE) Procurement Programs
- Eligibility is determined by reviewing a certification application and backup documentation for **ownership, management and control** by socially and economically disadvantaged business owners



# Key Criteria

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- Must be **Fifty-one percent (51%)** owned, managed and controlled by a Economically and Socially Disadvantaged individual
  - Presumed Groups
    - Minority
      - Asian American
      - African American
      - Native American
      - Hispanic American
    - Women
- Must have **Experience** directly related to the firm's scope of work and Management & Control of day-to-day operations
- Personal Net Worth (PNW) or Alternate PNW (MBE/WBE only)
  - \$1,391,000 limit for MBE/WBE Program
  - \$1,320,000 limit for DBE Program



# Key Criteria Cont'd

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- Must be a small business as defined by Small Business Administration's (SBA) Small Business Size Standards
  - Tax Returns
    - Indicate Primary Industry on tax returns
  - Employee Quarterly Reports
- Must have a facility located in Texas for a minimum of 90 days prior to submitting application
- Must be an individual or business for profit



# Certification Types

Types of Certification offered by the City of Austin	Certification	Projects/ Funding Source	Applicants' Max PNW	Site Visit
Minority-Owned Business Enterprise (MBE)	COA Certifies	City of Austin projects & funding	\$1,391,000	COA discretion
Women-Owned Business Enterprise (WBE)	COA Certifies	City of Austin projects & funding	\$1,391,000	COA discretion
Dual Certification – minority female (MBE/WBE)	COA Certifies	City of Austin projects & funding	\$1,391,000	COA discretion
Disadvantaged Business Enterprise (DBE) / Airport Concession Disadvantaged Business Enterprise (ACDBE)	COA Certifies	Federal funding	\$1,320,000	Federal Requirement

***Historically Underutilized Business (HUB) is a certification program offered by the State of Texas.***

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***The State of Texas accepts City of Austin certified vendors as candidates for HUB certification for qualified applicants.***



# MBE & WBE Program

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- The Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) is the City of Austin's program for socially and economically disadvantaged business owners
- Eligibility is determined by reviewing business documents, City Code 2-9(A-D)-15, Program Rules, and Small Business Administration's (SBA) Business Size Standards.



# ACDBE/DBE Program

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- The ACDBE/DBE programs are for socially and economically disadvantaged business owners
- Review business documents, Federal Regulations (49 CFR Parts 23 & 26), and business size standards are used to determine certification eligibility
- Texas Department of Transportation (TxDOT) requires DBE Applicants to have a Federal Tax ID number
- DBE Certification is used for federally-funded projects, such as: Aviation, Highways, and Public Transit
- Airport Concession DBE Certification is used for any Airport that receives federal funding
- The City of Austin is one of 6 members of the Texas Unified Certification Program (TUCP)



# Disadvantaged Business Enterprise (DBE)

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- Through the agreement with the Texas Unified Certification Program (TUCP) the City of Austin is responsible for certifying businesses in the surrounding five county areas (Travis, Williamson, Hays, Caldwell & Bastrop)
- Applies to all federally-funded projects receiving US Department of Transportation (USDOT) funds in the state except concessions
- 49 CFR Part 26
- TUCP Opportunities:  
<http://www.txdot.gov/business.html>



# Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program

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- Business must be capable of providing goods or services for concessions at Airports
- ACDBE Certification is used for Airport Concessions program opportunities including car rental contracts
- 49 CFR Part 23 compliance guidelines
- Only projects funded by Federal Aviation Administration (FAA)



# Small Business Construction Program (SBCP)

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- The Small Business Construction Program is a collaborative effort between SMBR and the Contract Management Department
- SBCP is designed for construction projects under \$50,000
- SMBR is responsible for the Small Business Enterprise (SBE) certification which began in May 2011
- 238 SBE certified vendors
- CMD has solicited 5 SBCP projects



# SBE Certification

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## Criteria for Construction Business Owner:

- Must be a small business as defined by SBA guidelines for Subsector 238-Specialty Trade Contractors
- Three year average gross receipts must not exceed \$14M
- Register as a vendor with Vendor Connection
- Owner(s) and/or Owner's CPA must complete an affidavit attesting to firm meeting size standard
- Owner(s) must provide a resume



# Certification Benefits

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- MBE/WBE or ACDBE/DBE goals are placed on majority of contracts for various scopes of work
  - Prime contractors are required to solicit MBE/WBE or ACDBE/DBE certified firms to meet program participation requirements
- Certification enhances procurement opportunities and increases visibility
- City of Austin payments:
  - **2011 MBE payments \$66,088,806**
  - **2011 WBE payments \$30,585,166**



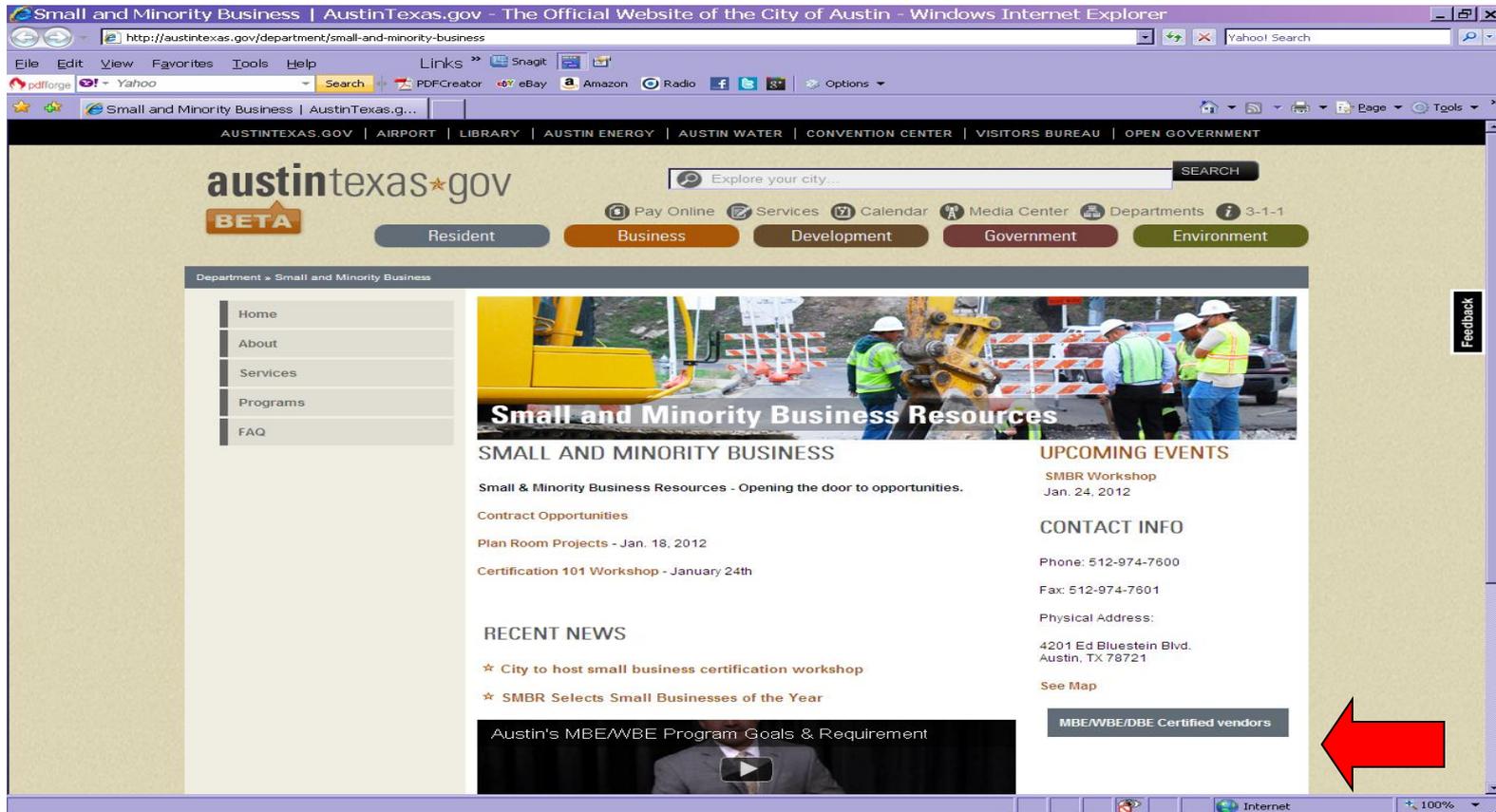
# Certification Benefits Cont'd

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- COA Certification is also recognized by other governmental entities
- ACDBE/DBE Certification is recognized by all state wide governmental entities receiving Federal Funds
- HUB accepts COA recommendations for qualified applicants to participate in state funded projects & purchases
- Certified vendors are searchable on the SMBR and TUCP websites



# SMBR's Home Page



<http://austintexas.gov/department/small-and-minority-business>



# Certified Vendor Search

City of Austin - Windows Internet Explorer  
http://www.ci.austin.tx.us/snbr/vendors/CertVendor.cfm

City of Austin

AUSTINTEXAS.GOV | AIRPORT | LIBRARY | AUSTIN ENERGY | AUSTIN WATER | CONVENTION CENTER | VISITORS BUREAU | AUSTINGO 2.0

austintexas.gov

Pay Online | Services | Calendar | Media Center | Departments | 3-1-1

### Certified Vendors Directory

- [Certified Vendor List](#)
- [Commodity Code Lookup](#)
- [Vendor Name Search](#)

**Disclaimer:** The information provided is for your convenience and is not intended to replace the official availability list of a solicitation. Contact SMBR's Contract Compliance Division at 512-974-7600 to request a copy of the availability list or a new availability list for new scopes identified.

**Commodity:**  
Description:  or Code:

Please Check or Fill in fields to narrow down search

**Certified as:**  
 WBE  MBE  DBE

**Area:**  
 Construction & Construction Related  Professional  Non-Professional  
 Goods

**Minority Ethnicity:**  
 African American  Asian  Caucasian  Hispanic  Native American

**Zip Code:**

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**Vendor Name:**  or

**Vendor Account:**

Done

Unknown Zone (Mixed) 100%



<http://www.ci.austin.tx.us/snbr/vendors/certvendor.cfm>

# Vendor Search Results

City of Austin - Windows Internet Explorer

http://www.ci.austin.tx.us/smbrr/vendors/CertCommVendor.cfm

City of Austin

AUSTINTEXAS.GOV | AIRPORT | LIBRARY | AUSTIN ENERGY | AUSTIN WATER | CONVENTION CENTER | VISITORS BUREAU | AUSTINGO 2.0

**austintexas.gov** | Pay Online | Services | Calendar | Media Center | Departments | 3-1-1

## Certified Vendors

January 23, 2012 11:07 AM

**Disclaimer:** The information provided is for your convenience and is not intended to replace the official availability list of a solicitation. Contact SMBR's Contract Compliance Division at 512-974-7600 to request a copy of the availability list or a new availability list for new scopes identified.

Commodity Description: advertising

[Download this file](#)

Commodity					
Vendor Name and Address	Vendor Contact	Ethnicity	Certification	Expire Date	
<b>1 03752 - Novelties and Advertising Specialty Products ( Goods )</b>					
LON8310575 LONE STAR OFFICE SUPPLIES INC LONE STAR SUPPLIES PO BOX 151616 AUSTIN, TX 78715-1616	GAYLE JOHNSTONE Phone: 512-280-5145 Fax: 512-280-2504 GAYLE@LONESTARSUPPLIES.COM	Woman	Woman/Disadvantaged Owned Business	03/11/13	
PRO7135195 PROMOTIONS AT WORK INC 4323 PALLADIO DR AUSTIN, TX 78731	CINDY PINTO Phone: 512-502-8626 Fax: 512-502-8627 promoswork@austin.rr.com	Woman	Woman-Owned Business	10/11/14	
VS0000021603 ROSEMARY GRELF PROMOTIT PROMOTIONS 9405 S LONGWOOD DR GRANBURY, TX 76049	Rosemary Greif Phone: 817-279-1928 Fax: 817-736-0830 samrose8@charter.net	Woman	Woman-Owned Business	07/07/13	
<b>2 0375200 - Novelties and Advertising Specialty Products ( Goods )</b>					
LON8310575 LONE STAR OFFICE SUPPLIES INC LONE STAR SUPPLIES PO BOX 151616 AUSTIN, TX 78715-1616	GAYLE JOHNSTONE Phone: 512-280-5145 Fax: 512-280-2504 GAYLE@LONESTARSUPPLIES.COM	Woman	Woman/Disadvantaged Owned Business	03/11/13	
VS0000021603 ROSEMARY GRELF PROMOTIT PROMOTIONS 9405 S LONGWOOD DR GRANBURY, TX 76049	Rosemary Greif Phone: 817-279-1928 Fax: 817-736-0830 samrose8@charter.net	Woman	Woman-Owned Business	07/07/13	
<b>3 03778 - Souvenirs: Promotional, Advertising, etc. ( Goods )</b>					
C0N8318769 COSA INC CONVENIENCE OFFICE SUPPLY 2209 Donely Dr Ste A	Karen Bogart Phone: 512-835-1891 Fax: 512-997-7451 karen.bogart@cosainc.com	Woman	Woman-Owned Business	06/03/12	



# Getting Started

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- Register your business with the City of Austin's Purchasing Database Vendor Connection
  - <http://www.austintexas.gov/purchase>
  - Email accounts are required!
- Purchasing/Vendor Registration
  - Help line (512) 974-2018
- To complete registration fax your 2011 W-9 to Vendor Registration at (512) 978-7643 or email to [vendorreg@austintexas.gov](mailto:vendorreg@austintexas.gov)



# Vendor Connection

**Austin Finance Online**  
City of Austin - Financial and Administrative Services

HOME | FINANCIAL DOCUMENTS | CONTRACT CATALOG | eCHECKBOOK | UNCLAIMED PROPERTY | OFFICES | **VENDOR CONNECTION** | FAQ

MAIN | CREATE ACCOUNT | SOLICITATIONS

**Welcome to Vendor Connection!**

Vendor Connection provides a public clearinghouse to view detailed information about current business opportunities with the City of Austin. This site allows vendors to create Subscriber accounts to subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.

**START HERE**

**New Vendors**

Anyone may create an account to subscribe to solicitations. Companies may also register to be notified about future business opportunities with the City based on commodity codes that they select. Registering requires providing additional information such as Legal Name and Tax ID.

**CREATE ACCOUNT**

**Existing Vendors**

Vendors that already have accounts with Vendor Self Service (VSS) are converted to Vendor Connection. However, they still need to activate their account by resetting the **password**. Not sure if you already have a registered account, [search here](#).

**ACTIVATE ACCOUNT**

**Account Login**

Username

Password

**Login**

[Create Account](#)  
[Retrieve Username](#)  
[Reset Password](#)

**Contact Information**

[Central Purchasing](#)  
[Contract & Land Management](#)

**Watch the video tour of what you will find in Vendor Connection**

PURCHASING SERVICES

**Procurement Information**

DESCRIPTION	LINK TYPE
Standard Bid Documents	page link
Bid Tabulations	web form
Registered Vendor Query	-----



[https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm)

# Vendor Account Maintenance

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- Update Vendor Accounts
  - It is **imperative** you maintain current contact information
  - Commodity codes may also be added or deleted; please notify SMBR in writing
- All changes in Legal Name/Assumed Name and Tax ID must be submitted to Purchasing in writing; please copy SMBR



# Certification FAQs

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- **What is the cost of certification?**
  - There are no fees payable for certification by the City of Austin. Your only certification cost is in getting the application and documentation to us.
- **How long will my certification last?**
  - Certification is valid for three calendar years from the date of initial certification.
  - You must update your certification annually in order to maintain eligibility. The certification expiration date will be printed on your certificate.
- **How long is the certification review process?**
  - The City Code allows us 60 days upon receipt of a complete application.



# More Certification FAQs

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- **Does certification ensure that my firm will be listed on the City of Austin's Availability List for my Scope of Work?**
  - Yes, but certification does not guarantee a contract with the City of Austin.
- **Is there reciprocity with other government/certifying entities?**
  - Only with members of the TUCP for DBE projects.
- **More FAQs can be found on our website at <http://www.austintexas.gov/smbr>**



# Plan Room Services

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- Free access to “Dodge Plans” online database of plans, news, and specifications for construction projects in 100 Texas counties
- The Plan Room also has paper & electronic construction plans and specifications for local jobs
- For training contact Plan Room Manager Hemant Motwani (512) 974-7799



# Bonding Services

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- SMBR has a Bonding Financial Consultant on staff to educate and assist business owners who are looking for bonding options
- To schedule an appointment call Luke Ortega Luper at (512) 974-7733



# Reminders

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- Get started by picking up a packet
- Call us if you have any questions or if you need to set up an appointment with a counselor
- Must be registered on Vendor Connection website.
- Certification enhances procurement opportunities and increases visibility
- Make sure to keep all of your contact information current
- Use our Plan Room - it is available to the public



# Questions, Comments

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## SMBR Certification Division

Phone: (512) 974-7645 Certification

Fax: (512) 974-7609 Certification

Email us: [dsmbrcertification@austintexas.gov](mailto:dsmbrcertification@austintexas.gov)

- Elton Price, Division Mgr. (512) 974-7725
- Deanna Brown (512) 974-7612
- Kristi Samilpa (512) 974-7650
- Ricky Allen (512) 974-7667
- Amy Amaya (512) 974-7645



# Contacting SMBR

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**City of Austin SMBR**

**Phone: (512) 974-7645**

**Physical address:**

**4201 Ed Bluestein Blvd.**

**Austin, TX 78721**

**Mailing address:**

**PO Box 1088**

**Austin, TX 78767**

**Website:<http://austintexas.gov/smbr>**

