

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Small Business Policy (SBP)

**Policy
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Purpose

To establish a policy to facilitate successful participation of Small Businesses in County procurements.

Background

The Board of Supervisors is committed to promoting successful small business participation in County contracting. To effectuate that commitment, the Board has provided for small business set asides in Board Policy A-87, Competitive Procurement. The Board, with this policy, reaffirms its commitment to successful small business participation in County contracting.

Definition

A Small Business or Small Business Enterprise (SBE) is a business certified as a SBE by the State of California.

Policy

This policy shall apply to all County contracts and procurements, except contracts for public works, or where precluded by funding source requirements or State or federal law or regulations. It is the policy of the Board of Supervisors to promote small business participation in County contracts by:

1. Exempting from general competition through set asides and use of informal competitions, pursuant to Board Policy A-87 Competitive Procurement, procurements of goods and services from SBEs and Disabled Veteran Business Enterprise (DVBE) of up to \$100,000 annually and for a term not to exceed five (5) years.
2. Separating large contractual requirements into smaller segments when in the County's best interest and where doing so would maximize SBE participation.
3. Authorizing progress payments to SBEs as well as make payments to SBEs within 15 days of receipt of approved invoices and receiving reports as determined by the Auditor and Controller where:
 - a. the SBE demonstrates in writing that early payments and progress payment are necessary for it to successfully complete its obligations under the agreement; and
 - b. the SBE is otherwise in good standing in performance of its duties under the contract.

Responsibilities

The Director of the Department of Purchasing and Contracting, with the required assistance of other affected departments, shall be responsible facilitating successful participations as set forth in the policy. The Director of the Department of Purchasing and Contracting may establish guidelines or procedures to ensure successful implementation of the policy.

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Sunset Date

This policy will be reviewed for continuance by 12-31-2020.

Board Action

8/3/82 (47)
5-1-84 (114)
11-6-84 (22)
8-11-87 (18)
12-12-89 (49)
6-5-90 (43)
11-6-90 (41)
12/8/98 (53)
3/12/2002 (10)
04-07-09 (7)
12-15-15 (21)

CAO Reference

1. Department of Purchasing and Contracting
2. Auditor and Controller