

County of San Diego
Department of Purchasing and Contracting
SMALL-LOCAL BUSINESS SUBCONTRACTOR UTILIZATION PLAN (PC611)

INSTRUCTIONS FOR COMPLETING THE SMALL-LOCAL BUSINESS UTILIZATION PLAN:

(these instructions do not need to be submitted with Offeror's or Contractor's completed plan)

The County of San Diego encourages the successful participation of Small-Local Businesses, including through its Small-Local Business Subcontractor Participation Requirements found in Board Policy [B-53 Small-Local Business Policy \(SLBP\)](#).

Offeror's responding to an RFB, RFP, or RFSQ: Where the County has estimated the value of an applicable procurement of services, Professional Services, or public works to exceed \$1 million in annual value and requires submission of a Small-Local Business Subcontractor Utilization Plan in its solicitation, Offeror shall use this form to document how Offeror will meet its Small-Local Business Participation Requirements.

Contractors holding indefinite delivery/indefinite quantity (IDIQ) contracts: For applicable indefinite delivery/indefinite quantity contracts, Small-Local Business Subcontractor Participation Requirements apply at the time of task order issuance, based on the value of each individual task order. For each task order for services, Professional Services, or Public Works exceeding \$1 million in annual value, Contractor may only proceed with the work where Contractor has submitted and County has approved a Small-Local Business Utilization Plan.

For services and Professional Services, Offeror or Contractor must submit a Small-Local Business Utilization Plan demonstrating that Offeror: (i) will either meet or exceed a 3% Small-Local Business Subcontractor Participation Requirement or show a good faith effort to do so, or (ii) is exempt from the Small-Local Business Subcontractor Participation Requirements.

For Public Works projects, Offeror or Contractor must submit a Small-Local Business Utilization Plan demonstrating that Contractor: (i) will either meet or exceed a 3% Small-Local Business Subcontractor Participation Requirement or (ii) is exempt from the Small-Local Business Subcontractor Participation Requirements.

A subcontractor may be listed on Offeror's or Contractor's Small-Local Business Utilization Plan if it qualifies as a Small-Local Business in accordance with Board Policy B-53, which requires that the organization:

- Qualifies as a Small Business OR qualifies as a Social Equity Enterprise (SEE) AND
- Qualifies as a Local Business

Small Business: A qualifying Small Business must meet at least one of the following qualifications:

- a. Certified by the State of California as a Small Business, Micro Business, or Small Business for the Purpose of Public Works*.
- b. Meets the revenue and employee count criteria of a Small Business or Small Business for the Purpose of Public Works, as applicable to the procurement, as defined by the State of California under the Procurement Division of the Department of General Services*; or
- c. Qualifies as a Veteran-Owned Business (VOB) or Disabled Veterans Business (DVB) in accordance with Board Policy B-39a Veteran Owned Business (VOB) and Disabled Veterans Business (DVB) Program; or
- d. Certified as a small business by a public agency whose certification is reciprocally recognized by the County of San Diego Office of Economic Development and Government Affairs (EDGA); or
- e. Registered as a non-profit organization by the State of California and whose budget and employee count is aligned with the revenue and employee count criteria for a Small Business or Small Business for the Purpose of Public Works, as applicable to the procurement, defined by the State of California under the Procurement Division of the Department of General Services*.

**See table below for eligibility criteria as of the publication of this form. The most current criteria in place as of the due date for submissions will be used to evaluate eligibility. If subcontractor does not meet the SB requirements but meets the SB-PW requirements, subcontractor qualifies as a Small Business only if submitting to a Public Works procurement as defined by the State of California Labor Codes and/or Public Contracting Code.*

Small Business (SB)	Small Business for the Purpose of Public Works* (SB-PW)
<i>Must meet both criteria</i>	<i>Must meet both criteria</i>
100 or fewer employees	200 or fewer employees
An average gross annual receipt of \$18 million or less, over the last three tax years (Does not apply to manufacturers)	An average gross annual receipt of \$43 million or less, over the last three tax years

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Social Equity Enterprise (SEE): An eligible Social Equity Enterprise (SEE) is a for-profit business or non-profit organization that meets at least one of the following criteria:

- a. Has its principal place of business or is headquartered in an area of San Diego County designated as qualifying for New Market Tax Credits investments on the Community Development Financial Institutions Fund Map.
- b. Enhances San Diego County by having primarily provided services to Low-Moderate Income (LMI) populations or justice-involved communities in the previous 12 months.
- c. Enhances San Diego County by having primarily provided services to advance environmental justice and/or climate justice in the previous 12 months.
- d. Provides pro bono services in San Diego County by:
 - i. Donating a minimum of 1% of products or services to LMI populations; or,
 - ii. Donating a minimum of 1% of gross annual revenue to philanthropy.
- e. Is at least 51% owned by, and has management and daily operations controlled by, persons qualifying as LMI and/or that are justice-involved.

Local Business: An eligible Local Business is defined as an organization that is either a for-profit business or a non-profit organization that meets any of the following criteria:

- a. Maintains its international or domestic headquarters within the geographic boundaries of San Diego County.
- b. Maintains a location within the geographic boundaries of San Diego County from which it performs work that is normal for the firm's business and functions.
- c. Is a partnership, joint venture, or other legal entity where at least one of its members meets the qualifications under (a) or (b) above, and that member (i) performs a Commercially Useful Function; (ii) is an equity member of the entity; and, (iii) is not a subcontractor.

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Small-Local Business Subcontractor Participation Requirements <i>(All Prime Contractors must complete this section)</i>	
Prime Contractor (Offeror or Contractor):	
Prime Contractor's Representative:	
Bid/Proposal/IDIQ Contract Number:	
Bid/Proposal/IDIQ Contract Title:	
Task Order (for IDIQ Contracts):	

Exemptions <i>(Complete only if Prime Contractor qualifies for one or more of the exemptions below)</i>
<p>Pursuant to Board Policy B-53, a Prime Contractor is not required to meet the Small-Local Business Subcontractor Participation Requirements if any of the below apply. (Check all that apply)</p> <p style="margin-left: 40px;"> <input type="checkbox"/> The Prime Contractor is a Small-Local Business* <input type="checkbox"/> The Prime Contractor is a non-profit organization <input type="checkbox"/> The Prime Contractor does not intend to subcontract any portion of the primary services </p> <p>*Must complete and submit a Small-Local Business Self-Certification Form (PC610)</p>

Small-Local Business Subcontractors <i>(Complete this section unless claiming an exemption above)</i>		
<p>List qualifying Small-Local Business subcontractors and the portion of the work to be subcontracted to each. Prime Contractor must provide additional supporting documentation regarding Small-Local Business Subcontractors upon request.</p>		
SMALL-LOCAL BUSINESS (SLB) INFORMATION AND QUALIFICATIONS	DESCRIPTION OF WORK, SERVICE, OR MATERIAL	DOLLAR AMOUNT TO BE PAID TO THIS SLB
Name		
Address		
City/State/Zip		
Telephone No.		
Meets B-53 Small Business or SEE qualifications*		
Meets Small Business criteria a, b, c, d, e		
Certification #**:		
Meets SEE criteria a, b, c, d, e		
Meets B-53 Local Business qualifications*		
Meets Local Business criteria a, b, c		
SMALL-LOCAL BUSINESS (SLB) INFORMATION AND QUALIFICATIONS	DESCRIPTION OF WORK, SERVICE OR MATERIAL	DOLLAR AMOUNT TO BE PAID TO THIS SLB
Name		
Address		
City/State/Zip		
Telephone No.		
Meets B-53 Small Business or SEE qualifications*		
Meets Small Business criteria a, b, c, d, e		
Certification #**:		
Meets SEE criteria a, b, c, d, e		
Meets B-53 Local Business qualifications*		
Meets Local Business criteria a, b, c		

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SMALL-LOCAL BUSINESS (SLB) INFORMATION AND QUALIFICATIONS	DESCRIPTION OF WORK, SERVICE OR MATERIAL	DOLLAR AMOUNT TO BE PAID TO THIS SLB
<div style="border: 1px solid black; padding: 2px;">Name</div> <div style="border: 1px solid black; padding: 2px;">Address</div> <div style="border: 1px solid black; padding: 2px;">City/State/Zip</div> <div style="border: 1px solid black; padding: 2px;">Telephone No.</div> <div style="border: 1px solid black; padding: 2px;">Meets B-53 Small Business or SEE qualifications*</div> <div style="border: 1px solid black; padding: 2px;">Meets Small Business criteria a, b, c, d, e</div> <div style="border: 1px solid black; padding: 2px;">Certification #**:</div> <div style="border: 1px solid black; padding: 2px;">Meets SEE criteria a, b, c, d, e</div> <div style="border: 1px solid black; padding: 2px;">Meets B-53 Local Business qualifications*</div> <div style="border: 1px solid black; padding: 2px;">Meets Local Business criteria a, b, c</div>		
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<div style="border: 1px solid black; padding: 2px;">*check all qualifications and criteria **if applicable</div>		<div style="border: 1px solid black; padding: 2px;">TOTAL (Aggregate SLB Value)</div>

Use additional sheets of this page if necessary. Total only on last sheet. Sheet ____ of ____ (complete if submitting more than one sheet.)

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Small-Local Business Utilization Calculation <i>(Complete this section after listing subcontractors above)</i>	
<p>Calculate Offeror's Small-Local Business Utilization and compare it with the 3% Small-Local Business Subcontractor Participation Requirement. Small-Local Business subcontractor participation shall be calculated by taking the aggregate value of all Small-Local Business subcontractors proposed by the prime contractor as a percentage of the total value of the bid, proposal, or contract.</p>	
$\frac{\text{Aggregate Value SLB Total}}{\text{Bid/Proposal/Contract Value}} \times 100 = \text{Percent of Utilization Total}$	Requirement $\geq 3\%$
<div style="border-bottom: 1px solid black; width: 25%; margin-left: auto; margin-right: auto;"></div> <div style="display: inline-block; text-align: center; margin-top: 5px;">x 100</div>	<div style="display: inline-block; text-align: center; margin-top: 5px;">= <div style="border-bottom: 1px solid black; width: 10%;"></div></div>

Documentation of Good Faith Effort <i>(Complete this section only if Prime Contractor does not meet or exceed 3% utilization above*)</i>
<p>If Prime Contractor has not satisfied the 3% Small-Local Business Subcontractor Participation Requirements, and the procurement is for Services or Professional Services, demonstrate, by providing narrative and supporting documentation, that:</p> <ul style="list-style-type: none"> There is insufficient marketplace capacity to meet the Small-Local Business Subcontractor Participation Requirements or that the nature of the work is not suitable for subcontracting; AND Prime Contractor is Subcontracting with Small-Local Businesses to the maximum extent practical. <p>Attach additional pages and supporting documentation as necessary to complete your narrative response.</p> <p><i>* Meeting Small-Local Business Subcontractor Participation Requirements through demonstration of a good faith effort is not applicable to Public Works projects.</i></p>
<p><u>Documentation of Good Faith Effort (GFE)</u></p> <div style="height: 400px; border: 1px solid black; margin-top: 10px;"></div>