



## City of Phoenix

### Local Small Business Enterprise Program – Fact Sheet

April 2012

The City of Phoenix now has a Vendor Management System (VMS) that will provide an online vendor registration program for future solicitations. Vendors can begin using the registration feature of the VMS product beginning April 10, 2012 with an effort to register all current and potential vendors by July 1, 2012 to make full use of the system for all procurements. Opportunities for Local Small Business Enterprises will be enhanced with the VMS in the following manner:

1. The VMS will have a feature that allows businesses to self-certify as a Local Small Business Enterprise.
2. In conjunction with establishing the VMS, the City is implementing a Local Small Business Enterprise program which will set-aside all procurements of goods and general services under \$50,000 and limit competition for such bids to Local Small Business Enterprises whenever possible (e.g., When 3 or more Local SBE offers are received).
3. Qualification for the new Local SBE program is consistent with but less formal than the City's existing Small Business Enterprise program, wherein businesses must meet the following criteria:
  - a. Business complies with the Small Business Administration's Size Standards for their particular industry.
  - b. Business owner(s) personal net worth does not exceed \$750,000 each year.
  - c. Business has a principle place of business in Maricopa County, Arizona.
4. When insufficient quantities of Local SBEs are available, the program may also recognize a second category of businesses, subject to all the same criteria above, except that their principle place of business is outside Maricopa County but within the State of Arizona (Arizona Small Business Enterprise or Arizona SBE).
5. Self-certification will be subject to verification to prevent any misrepresentations. Vendors that self-certify are encouraged to also pursue full certification as a Small Business Enterprise (SBE) through the City's Equal Opportunity Department. SBE certification is valid for providers of goods, general services and construction services. Programs available for SBE firms include a reserve contract program for providers of goods and general services, and a subcontracting goals program for construction subcontractors.

Visit [bizopps.phoenix.gov](http://bizopps.phoenix.gov) to register your business with the City of Phoenix. Technical support questions regarding the VMS can be answered by e-mailing [bizopps@phoenix.gov](mailto:bizopps@phoenix.gov) or by calling 262-1819.