

## SBE Certification

### Are you a small business owner?

If so, you may qualify to participate in the city's SBE Certification Program. The Equal Opportunity Department certifies small businesses interested in participating in the city's SBE Program. The basic criteria for certification are as follows:

- Primary business located in Maricopa County
- Owner(s) has a personal net worth of less than \$1.32 million (excluding primary residence and interest in the business)
- Owner(s) has the experience and expertise to control the day-to-day critical operations of the firm
- Firm is operational and a for-profit concern that has completed three contracts/job orders
- Owner(s) is a citizen or permanent legal resident of the United States
- Business qualifies as a small business under U.S. Small Business Administration guidelines and limitations defined in 49 CFR (Code of Federal Regulations) Parts 23 and 26

### Resources

To obtain certification applications, workshop schedules, business contacts and detailed information about certification, visit [phoenix.gov/sbe](http://phoenix.gov/sbe) and select "SBE Certification" or contact the Equal Opportunity Department at 602-262-6790 or 602-534-1557/TTY.

## Small Business Enterprise

Phoenix is one of the fastest growing, multicultural cities in the country and has shown a historical commitment to business diversity. The city strives to advance the economic growth of local businesses through its Small Business Enterprise (SBE) Program. The SBE Program provides incentives and equal access to construction subcontracting and procurement business opportunities with the city.

The city of Phoenix offers a variety of comprehensive services to assist local business owners in growing and expanding their firms. The following services are available through the program:

- SBE certification
- Business advocacy
- Goods and services procurement
- Educational services and networking opportunities
- Business technical/collateral assistance
- Construction subcontracting participation
- Direct access to buyers and procurement staff

For more information and to access application materials, visit [phoenix.gov/sbe](http://phoenix.gov/sbe) or call the Business Resource Line at 602-534-CITY (2489) or 602-534-3476/TTY.

This publication is available in alternate format upon request by contacting the Equal Opportunity Department at 602-262-7716/voice or 602-534-1557/TTY.



SMALL BUSINESS  
ENTERPRISE  
PROGRAM

# Helping Small Businesses Grow



City of Phoenix

## Small Business Management Technical Assistance

### Do you need advice and professional assistance to assist you in taking your business to the next level?

The Community and Economic Development Department provides an array of services to Phoenix-based small- to mid-sized businesses. The overarching focus is the comprehensive Business Retention and Expansion Program aimed at assisting businesses to stay, grow and thrive in Phoenix.

Services include:

- Access to capital
- State and federally funded economic development programs
- Workforce assistance - customized job recruitment and training
- Business technical assistance - general business planning, marketing, accounting, etc.
- Ombudsman services and project management - coordination with city departments, including Planning and Development, Street Transportation, Water and Public Works

## Procurement Opportunities

### Does your business provide goods and general services?

The Finance Department coordinates the city's Reserve Contract Program for certified Small Business Enterprises (SBE).

#### Reserve Contract Program

The SBE Reserve Contract Program includes opportunities for goods and general services providers to participate in city procurement opportunities. Selected contracts are reserved by the Finance Department for competition only among certified SBE firms.

#### Resources

To learn more about procurement opportunities, visit [phoenix.gov/sbe](http://phoenix.gov/sbe) and select "Procurement" or contact the Finance Department at 602-262-7181 or 602-534-5500/TTY.



#### Resources

To obtain bid schedules, planholder lists and information regarding SBE subcontracting goals opportunities, visit [phoenix.gov/sbe](http://phoenix.gov/sbe) and select "Construction Subcontracting" or contact the Street Transportation Department at 602-534-2917 or 602-253-8796/TTY. For questions concerning contract monitoring, contact the Equal Opportunity Department at 602-495-0887 or 602-534-1557/TTY.

## Educational Services and Networking Opportunities

### How connected are you to new business opportunities?

The city offers educational services and networking opportunities to help SBE firms connect to new business opportunities. Examples of services and opportunities available are:

- Certification workshops
- Direct access to city construction and procurement staff
- Construction subcontracting networking events

For more information on upcoming educational and networking opportunities, visit [phoenix.gov/sbe](http://phoenix.gov/sbe) and select "Educational Services and Networking Opportunities" or call the Business Resource Line at 602-534-CITY (2489) or 602-534-3476/TTY.



#### Resources

For more information or to obtain assistance, visit [phoenix.gov/sbe](http://phoenix.gov/sbe) and select "Small Business Management & Technical Assistance," visit [phoenix.gov/econdev](http://phoenix.gov/econdev) or call the Business Resource Line at 602-534-CITY (2489) or 602-534-3476/TTY.

## Construction Subcontracting Goals Program

### Do you own a construction-related business?

The Street Transportation Department coordinates the SBE Construction Subcontracting Goals Program aimed at increasing the use of certified SBE firms on city-funded projects. Features of the program include:

- SBE subcontracting goals are established, where appropriate, on city-funded construction contracts of more than \$50,000.
- Prime contractors are required to meet, or make good faith efforts to meet, SBE goals when bidding on city projects.
- The city monitors compliance with SBE bid commitments and resolves program-related disputes between prime construction contractors and subcontractors.