



## **San Diego Community College District Propositions S and N Construction Bond Program**

*Approved Certifying Agency Policy Directive for  
Small, Disadvantaged, Minority, Woman-owned, and  
Disabled Veteran Business Enterprises*

The District is committed to assuring transparency and the capture and reporting of accurate data in the implementation of the Propositions S and N Small Contractor Outreach Program. To this end, Facilities Management has identified and approved certifying agencies that use comprehensive and rigorous standards in determining Small, Disadvantaged, Minority, Woman-owned, and Disabled Veteran Business Enterprises (S/D/M/W/DVBE) certification eligibility.

The District has also adopted the use of a *Propositions S & N S/D/M/W/DVBE Certification Verification Form* that requires the listing of certification identification numbers and expiration dates for all certified businesses. The verification form also accommodates self-certification for firms that meet S/D/M/W/DVBE eligibility requirements. An affidavit that describes sanctions for providing false information must be signed under penalty of perjury and is incorporated in the certification verification form. The self-certification data provided by businesses is reviewed and audited, by the District's outreach consultant team before the applicant firm's participation is counted and recorded.

Consistent with the practices of other regional public agencies, certifications issued by entities that require the payment of fees, (certification application processing and annual) will not be accepted. Interested and eligible firms are encouraged to pursue certification from the approved certifying agencies identified herein.

Certifications issued by District-approved agencies assure eligible firms are included in databases maintained by various agencies, and used by prime contractors and owners seeking to assure diversity in their contracting pools. In addition, certifications from approved agencies provide firms additional opportunities to bid on public sector projects throughout the Southern California region and statewide.

The following agencies and certifications have been approved for Propositions S and N Construction Bond Program projects.

### **1. California Unified Certification Program (CUCP/CALTRANS)**

- Disadvantaged Business Enterprise
- State Minority Business Enterprise (SBA size standard)
- State Woman-owned Business Enterprise (SBA size standard)

### **2. California Department of General Services (DGS)**

- Small Business Enterprise (State size standard)
- Disabled Veteran Business Enterprise

### **3. Central Contractor Registry (CCR\*)**

- Small Business (SBA size standard)
- Small Disadvantaged Business
- Women-owned Business

- Woman-owned Small Business
- Veteran-owned Small Business
- Service-disabled Veteran-owned Small Business

*\*Requires completion of Online Representations & Certifications Application (ORCA)*

#### **4. Los Angeles County Metropolitan Transportation Authority (METRO)**

- Disadvantaged Business Enterprise
- Minority Business Enterprise
- Woman-owned Business Enterprise
- Small Business Enterprise (SBA size standard)

#### **5. City of Los Angeles**

- Disadvantaged Business Enterprise
- Minority Business Enterprise
- Woman-owned Business Enterprise
- Small Business Enterprise (SBA size standard)

Effective June 1, 2011, the *SDCCD Propositions S & N Certification Verification Form* must be completed, signed and submitted by all firms asserting certification status. The form must be submitted with all bids and Design/Build Subcontracting Plans. In addition, copies of certification documents with expiration dates should be attached. Incomplete *Certification Verification Forms* will not be processed, and the participation of self-certified firms submitting them will not be counted.

#### Additional Information and Certification Resources

The Los Angeles County Metropolitan Transportation Authority (METRO) and the City of Los Angeles are California Unified Certification Program (CUCP) “certifying members.” Additional information for firms seeking DBE, MBE, and WBE certification is provided below:

#### **California Unified Certification Program**

[http://www.dot.ca.gov/hq/bep/business\\_forms.htm](http://www.dot.ca.gov/hq/bep/business_forms.htm)

#### **Metro**

<http://www.metro.net/about/deod/cucp/>

#### **City of Los Angeles**

[http://bca.lacity.org/index.cfm?nxt=cc&nxt\\_body=div\\_occ\\_cca\\_forms.cfm](http://bca.lacity.org/index.cfm?nxt=cc&nxt_body=div_occ_cca_forms.cfm)

**The California Department of General Services** is the State’s certifying agency for Small and Disabled Veteran Business Enterprises. Additional information for firms seeking SBE or DVBE certification is provided at the link below:

#### **Office of Small Business & Disabled Veteran Business Enterprise Services**

<http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

#### **Central Contractor Registration (CCR)**

CCR is the primary registrant database for the U.S. Federal Government. Registration and annual updates/renewals are required for firms seeking FAR-based federal contracts. CCR is a self-certification process but completion of the *Online Representations & Certifications Application (ORCA)* is required.

Firms seeking self-certification must provide an electronic signature as validation of the information in the application. Additional information for interested firms is provided at the link below:

<https://www.bpn.gov/ccr/default.aspx>

*SDCCD Facilities Management and its outreach consultant team will monitor regulatory and other changes that may impact implementation of the Propositions S and N Small Contractor Outreach Program. Particular attention will be given issues associated with S/D/M/W/DVBE certification. Updates will be provided to the contracting community as the District's construction bond program progresses.*

# CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)

## *Roster of Certifying Agencies*

**Note: If you received this information on hard copy, the California Unified Certification Program Application Package is available on the website at [http://www.dot.ca.gov/hq/bep/business\\_forms.htm](http://www.dot.ca.gov/hq/bep/business_forms.htm).**

**If the firm has its principal place of business in another state and is currently certified in that state, please contact the California Department of Transportation in the Northern Cluster.**

<b><i>Southern Cluster</i></b>		
<b>Area</b>	<b>Counties</b>	<b>Certifying Agencies</b>
<b>Riverside, Imperial &amp; San Diego (RIS)</b>	Imperial Riverside San Diego	<p><b><u>SUBMIT APPLICATION PACKAGE TO:</u></b></p> <ul style="list-style-type: none"> <li>➤ CITY OF LOS ANGELES</li> <li>➤ LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY</li> </ul> <p style="text-align: center;"><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>➤ CALIFORNIA DEPARTMENT OF TRANSPORTATION</li> </ul> <p style="text-align: center;"><b>SEE CONTACT INFORMATION BELOW</b></p>
<b>Los Angeles Area</b>	Kern Los Angeles Orange San Bernardino San Luis Obispo Santa Barbara Ventura	<p><b>LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO)</b> Diversity and Economic Opportunity Department One Gateway Plaza, MS 99-13-5 Los Angeles, CA 90012 Phone: (213) 922-2600 Fax: (213) 922-7660 <a href="http://www.metro.net">www.metro.net</a></p>

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