



# Becoming a Certified Local Business Enterprise (LBE)

La'uton Wells, LBE Certification Manager  
Max Truax, Contract Compliance Officer

Contract Monitoring Division | City Administrator's Office

**CITY CONTRACTING 101: A SMALL BUSINESS WORKSHOP**

**April 23, 2025**

# Session Objectives

## After this session you will learn:

1. The purpose of the San Francisco LBE program.
2. The eligibility requirements to become an LBE certified firm.
3. The benefits of becoming an LBE certified firm.
4. How to apply for LBE certification.
5. Who to contact for assistance with LBE certification.

# Agenda

- **Topic 1:** The San Francisco LBE Program
- **Topic 2:** Eligibility Requirements
- **Topic 3:** Benefits
- **Topic 4:** Applying for LBE Certification

# What is the LBE Program?

## **Mission**

Help small, local businesses compete effectively for City contracts

## **Laws**

San Francisco Administrative Code Chapter 14B  
Chapter 14B Rules and Regulations

## **Administration**

Contract Monitoring Division (CMD)  
[sf.gov/departments/contract-monitoring-division](https://sf.gov/departments/contract-monitoring-division)

## **Cost**

Optional and Free

# What is the LBE Program? (1 of 2)

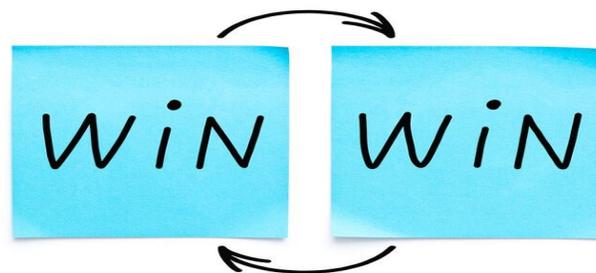
## Help small, local businesses compete effectively for City contracts...

- **1969** President Nixon signed an Executive Order to promote minority owned businesses in the United States which **establish the “Minority Business Development Agency.”**
- **1984** the City passed an Ordinance to combat San Francisco's own active and passive participation in discrimination against minority- and women-owned businesses. Notably, at the time of passage of the Ordinance, women- and minority-owned businesses were virtually excluded as contractors on prime City contracts. Directed Human Rights Commission (HRC) to address discriminatory practices in City Contracting and **established the City’s MBE/WBE Program.**
- **1996** the CA voters passed Proposition 209 which prohibited any preferential treatment based on race, sex, or ethnicity in public contracting which **enjoined the HRC program.**
- **2006** the City passed the Chapter 14B Local Business Enterprise Ordinance to effectuate the LBE program as a **race and gender-neutral program.**
- **2011** the **Contract Monitoring Division (CMD) was created** as part of an initiative to advance small business inclusion and economic justice to create contracting opportunities for small businesses; many of whom are women and minority owned.

# What is the LBE Program? (2 of 2)

The City of SF LBE program has become a leader in the nation providing LBE certification for SF small, local businesses which brings with it **access to technical assistance, resources, capital, networking opportunities, and ongoing support for our small, local businesses to compete effectively for City contracts.**

**The LBE program is a win-win for SF small, local businesses, citizens, stakeholders, and the City as a whole.** It helps create economic justice, closes the gap, and creates a fair playing field. The LBE program creates opportunities, drives economic growth, and creates long-term stability to our City's general fund.



# Program Eligibility Requirements (1 of 2)

- **Headquarters**

San Francisco (including Treasure Island) or  
PUC Water System Service Area (PUC-LBE)

- **Economic Threshold:**

5-year avg. of gross annual receipts

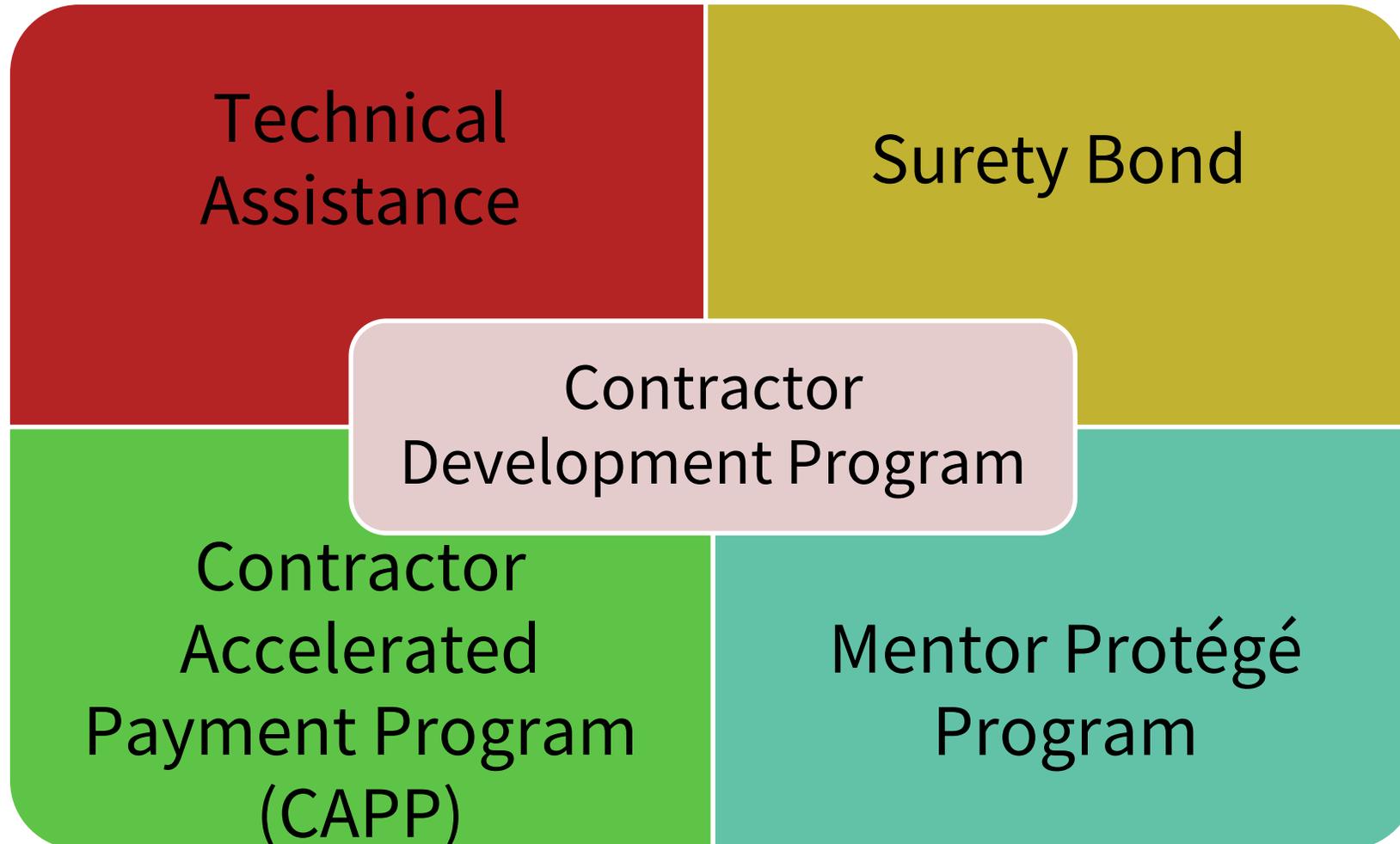
## Program Eligibility Requirements (2 of 2)

- Business License and 6 Months in SF (or PUC area)
- Independence from other Firms
- Majority of Principals Work in SF
- Owner Expertise in All Categories Requested
- Proof of Performance in All Categories Requested

# What are the LBE benefits?

1. 10% Bid Discount/Rating bonus
2. LBE Subcontractor Requirements
3. Micro LBE Set Aside Contracts

# Contractor Development Program



# How to Apply for LBE Certification

1. Register Your Firm: [sfcitypartner.sfgov.org](https://sfcitypartner.sfgov.org)
2. Choose LBE Certification Application Type
  - Online (preferred) - [sfcitypartner.sfgov.org](https://sfcitypartner.sfgov.org)
  - Paper - [sfgov.org/cmd](https://sfgov.org/cmd)
3. Complete the Application

# Application Process

## 4. Submit Application with Required Docs

Email: [lbecert@sfgov.org](mailto:lbecert@sfgov.org)

Mail: 1455 Market Street, Suite 16A, San Francisco, CA 94103

## 5. CMD Application Review

## 6. Site Visit

# Wednesday Workshops

First Wednesday Workshop:

**Becoming an LBE Certified Firm**

(Next Workshop May 7)

Second Wednesday Workshop:

**How to Bid on City Contracts and Make  
the Most of Your LBE Certification**

(Next Workshop May 14)

# Key Takeaways

- LBE Certified firms receive benefits to help them compete for City Contracts
- LBE firms must meet eligibility requirements including being locally headquartered and having gross receipts within economic thresholds.
- Firms should register their businesses in the City Supplier Portal and can then choose the online application for LBE certification.
- CMD offers online workshops to assist with the Certification and to assist with bidding and using the Certification.



**THANK YOU!**

Contacts: [lauton.wells@sfgov.org](mailto:lauton.wells@sfgov.org) | [max.truax@sfgov.org](mailto:max.truax@sfgov.org)

LBE Certification: [lbecert@sfgov.org](mailto:lbecert@sfgov.org)