



SAN FRANCISCO COMMUNITY  
COLLEGE DISTRICT

Enhanced Small Business  
Enterprise Pilot Program  
For  
Construction Projects

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## SMALL BUSINESS ENTERPRISE POLICY

The Board of Trustees of the San Francisco Community College District (District) has adopted a policy to encourage and facilitate full and equitable business opportunities, specifically in the area of construction contracting for all small business enterprises (SBEs) wishing to do business with the District.

## WHAT IS A SMALL BUSINESS ENTERPRISE?

A small business enterprise (SBE) is an independently owned and operated business. The business is not dominant in its field of operation, the principal office is located in California, and the officers are domiciled in California. In addition, the business has 100 or fewer employees, and average annual gross receipts of \$10,000,000 or less over the previous three years.

The District accepts SBE certifications from the San Francisco Human Rights Commission and the State of California Department of General Services.

## ENHANCED SMALL BUSINESS ENTERPRISE PILOT PROGRAM

The District recognizes the unique barriers SBEs face in bidding and contracting on public works projects. The Enhanced SBE Pilot Program is designed to address some of these barriers for SBEs.



## ENHANCED SBE PILOT PROGRAM FEATURES

### District SBE Certification

Firms eligible for the SBE program, but not certified as a SBE with the San Francisco Human Rights Commission or the State of California Department of General Services, can be SBE certified by the District.

Contact Ilann Messeri at (510) 835-4679 or e-mail [imesseri@mtaltd.com](mailto:imesseri@mtaltd.com) to obtain application forms and information. District certifications can be performed within 72 hours of receiving a complete application.

### Mobilization Payment

For contracts with values up to \$500,000, 10% of the contract amount shall be paid upon issuing the notice to proceed. For contracts \$500,000 and higher, the Contractor will be paid 10% of the first \$500,000 plus 5% of the remainder of the contract value. This incentive shall be the initial payment of the total contract amount.

### Prompt Payment

Approved pay applications will be paid within 15 days of submission. Contractors will be notified within 5 days of a disputed pay application.

### Contract Retention Release

Contract retention for SBE primes is reduced to 5 percent. Subcontractor retention shall be released upon approval of the completed work and completion of relevant closeout paperwork.