



# **PORT OF OAKLAND**

## **Port of Oakland Local/Small Business Certification Frequently Asked Questions (FAQs)**

### **What are the major requirements for Port of Oakland certification eligibility?**

The business must:

- be located at a fixed commercial or residential address;
- located within the Local Impact Area (LIA) or Local Business Area (LBA) at least one (1) year;
- be economically independent and perform commercially useful function(s);
- be currently licensed, where applicable, in the type of work in which it conducts business

### **What types of certifications does the Port of Oakland offer?**

The Port offers four (4) types of certification status:

- Local Impact Area Business Enterprise (LIABE)
- Local Impact Area Business Enterprise/Small Business Enterprise (LIABE/SBE)
- Local Impact Area Business Enterprise/Small Business Enterprise/Very Small Business Enterprise (LIABE/SBE/VSBE)
- Local Business Area Business Enterprise (LBABE)

### **What is LIABE/LBABE?**

**LIABE** = Local Impact Area Business Enterprise represent the area most impacted by Port projects. The LIA includes the cities of Oakland, Alameda, San Leandro and Emeryville.

**LBABE** = Local Business Area Business Enterprise, inclusive of all the cities within Alameda and Contra Costa Counties.

### **What are the definitions/qualifications for a Small Business Enterprise (SBE) and Very Small Business Enterprise (VSBE)?**

**SBE** – The business must be certifiable as LIABE and must not exceed an average gross revenue of \$14,000,000 over the past three (3) consecutive years.

**VSBE** – The business must qualify for SBE and must not exceed an average gross revenue of \$3,500,000 over the past three (3) consecutive years.

## **Is there a fee to register my business for Port certification?**

No fee is charged for registration or certification on the SRD Certification Application

## **How do I register to become Port certified?**

You may register your business for Port certification on the online SRD Certification Application website at <http://www.portoakland.com/srd/>. To get started, click on the link “**Register New Company.**”

## **What is the Port of Oakland certification time period?**

Port of Oakland certified businesses may be certified for up to two (2) years.

## **How may I verify that I am certified?**

You may search and view your firm’s current certification status and business profile by visiting the Port’s Local / Small Business Database / Certification webpage at <http://www.portoakland.com/srd/>.

## **What if the information on my firm is incorrect or outdated?**

Once you register your business in the online SRD Certification Application, you will be able to self update your firm’s contact information. You may also contact the Port Social Responsibility Division by phone at (510) 627-1627 or email [srdadmin@portoakland.com](mailto:srdadmin@portoakland.com).

## **How may I reach other certified firms? Do you have a directory?**

You may refer to the Website [www.portoakland.com](http://www.portoakland.com), Business/Local/Small Business Database/Certification, to conduct a search of the database and download lists of Port of Oakland certified firms.

## **Do I have to be certified to contract with the Port?**

No. However, certification enables firms to receive preference points for being certified under one or more of the certification categories mentioned. A completed Common Application, Supplemental Questionnaire and supporting documents must be received by the Social Responsibility Division (SRD) seven (7) business days prior to submittal or bid due date.

### **Does the Port *accept* any other agencies' certification?**

No. Local agency certifications are NOT reciprocal and separate supplemental documents are necessary for certification with each agency. However, the Common Application for Local Certification is accepted by each of the East Bay Interagency Alliance (EBIA) partner agencies for the purpose of sharing information between agencies. The agencies involved include The Port of Oakland, the City of Oakland, Alameda County and the Alameda County Transportation Commission.

### **How long will it take to get certified?**

The certification process can take up to 30 business days to complete once all required documents are received

### **How do I ensure my certification application is processed timely when it is related to an upcoming Port project?**

You must submit a completed Common Application and all of its required documents to our office seven (7) business days prior to the bid due date. You must also acknowledge the project name and bid date on the Supplemental Questionnaire in order to receive priority processing.

### **My certification is expiring, how soon can I submit my certification renewal form and paperwork?**

Certification renewals are accepted three (3) months prior to a firm's expiration date.

### **Will I be notified before my certification expires?**

Yes. Firms receive reminder notifications via email 60 and 30 days prior to expiration. However, it is your responsibility to request recertification in a timely manner. It is also your responsibility to *alert our office of* updates/changes to your email address and other firm related information.

### **What is the basis for certification denial?**

- Failure to submit required supporting documents
- Inability to establish firm's location in LIABE/LBABE
- Inability to demonstrate firm is serving a commercially useful function
- Invalid professional licenses, permits and/or certifications

**If I am denied certification, what are my rights?**

You may appeal in writing within 30 business days and provide additional information to the Port's Certification/Contract Compliance Department for further review and consideration.

**How else may I contact certification staff?**

You may also contact Port certification representative by emailing us from the Port's "Contact Us" link found at the bottom of each web page.

**I have a Port vendor number, is this number the same as being Port certified?**

No. A Port vendor number is assigned by the Port's Purchasing Department for purposes of payment and is not reflective of Port certification.