

# CERTIFIED BUSINESS ENTERPRISE PROGRAM

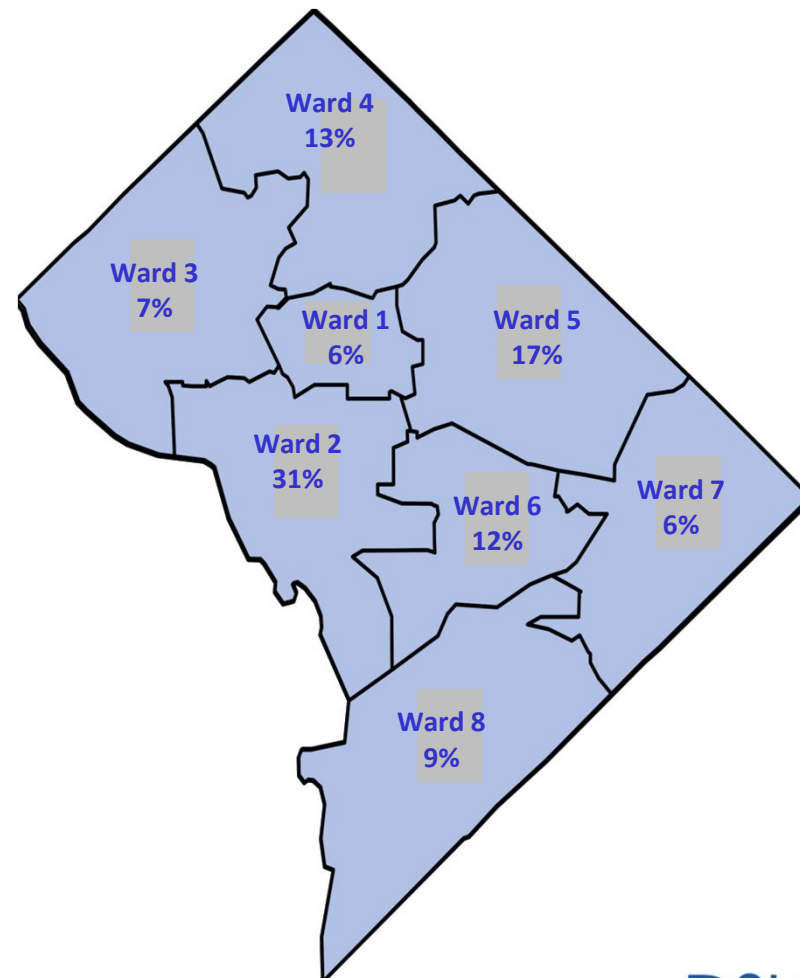
Department of Small and Local Business Development



# CBE Program at a Glance

## PERCENT OF CERTIFIED BUSINESS ENTERPRISES BY WARD\*

- The Business Certification Division evaluates businesses **headquartered** in the District to determine their eligibility to become a Certified Business Enterprise (CBE).
- The DC Government directs spending to CBEs, and they in turn support and contribute to job creation and the strengthening of the local economy.
- The CBE Program provides contracting preference for local businesses so they can better compete for DC Government contracts and procurement opportunities.



# CBE Certification Categories

Businesses may be certified in any of the following categories; however, only a **maximum of 12 points** that can be applied toward any contract award. In evaluating requests for bids (RFB), contracting personnel apply a **percentage reduction in price** according to CBE designation(s). In evaluating requests for proposals (RFP), contracting personnel apply **points to proposal evaluations** according to CBE designation(s). DSLBD also certifies joint ventures, which are project specific, in the CBE Certification Program.

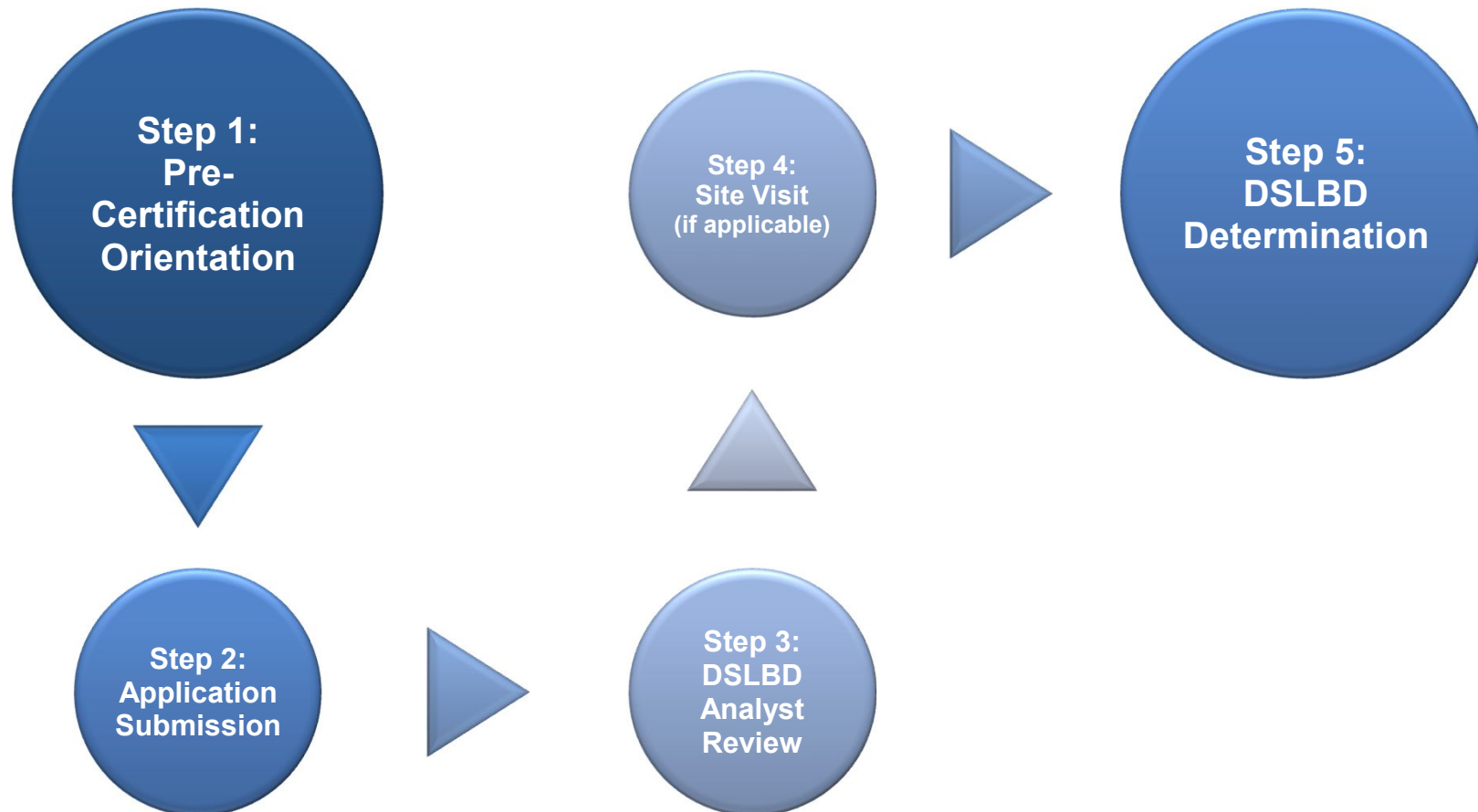
<u>Certification Categories</u>	<u>Authority</u>	<u>Preference</u>
<b>Local Business Enterprise (LBE)</b>	<b>§2-218.31 27 DCMR 802</b>	<b>2 or 2%</b>
Small Business Enterprise (SBE)	§2-218.32	3 or 3%
Disadvantaged Business Enterprise (DBE)	§2-218.33 27 DCMR 803	2 or 2%
Resident Owned Business (ROB)	§2-218.35 27 DCMR 804	5 or 5%
Development Zone Enterprise (DZE)	§2-218.37	2 or 2%
Longtime Resident Business (LRB)	§2-218.36 27 DCMR 805	5 or 10%
Veteran Owned Business (VOB)	§2-218.38	2 or 0%
Local Manufacturing Business Enterprise (LME)	§2-218.39	2 or 0%
<b>Joint Venture Certifications (JV)</b>	<b>§2-218.39a 27 DCMR 811</b>	<b>Varies</b>

## CBE Program: Local Business Enterprise (LBE) Definition

- Principal office physically located in the District
- Chief executive officer and highest level managerial employees *maintain their offices and perform their managerial functions* in the District
- Meets **one of the four** following standards:
  - More than 50% of the assets, excluding bank accounts, are located in the District;
  - More than 50% of the employees are residents of the District;
  - The owners of more than 50% of the business enterprise are residents of the District; or
  - More than 50% of the total sales or other revenues are derived from transactions in the District
- Is properly licensed under DC law
- Is subject to tax under DC law (Chapter 18 of Title 47)

*Note: Virginia Small, Women-owned, and Minority-owned Business (Swam) certified businesses are not eligible for CBE certification. Site visits are conducted within the Washington Metropolitan area to verify that the firm meets the local business enterprise definition.*

## CBE Program: Business Certification Process



## Frequently Asked Questions

- **Is a non-profit eligible for certification?** No.
- **How long is attendance to the orientation valid?** Attendance to CBE Seminar is valid for twelve (12) months.
- **How long will the CBE certification process take?** The CBE Certification Process can take up to forty-five (45) business days once you submit the application.
- **How long is my certification valid?** CBE Certification is valid for two (2) years. Companies must re-apply for recertification **45 days prior** to their expiration date (online system sends a notification **90, 60** and 30 days prior). The Department has added a 24-hour notice in FY14).
- **Does DSLBD grant reciprocity from other jurisdictions?** No.
- **Does the owner of my business have to live in DC?** No.
- **Once I am certified can I add additional categories or NIGP codes to my business profile?** Business profiles can be updated during an active certification period by submitting an Upgrade application with the Department.
- **How do I reset my username and password?** Email the certification division at [cbe.feedback@dc.gov](mailto:cbe.feedback@dc.gov) or any member of the certification team. Please include the name of your firm, notify us of any changes to the email address provided in the application and ask for your login and password to be reset.

## **Certification Team:**

Melissa Resil (Business Certification Manager)

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**<http://dslbd.dc.gov> (Get Certified)**

**[cbe.feedback@dc.gov](mailto:cbe.feedback@dc.gov)**

# Questions & Answers