

<b>Authorized by:</b>	
<b>Effective Date:</b>	

**CITY OF SAVANNAH  
SAVANNAH BUSINESS OPPORTUNITY (SBO) PROGRAM POLICY  
SEPTEMBER 2017**

**I. SBO IMPLEMENTATION OF THE POLICY**

The City Manager shall implement and administer the City’s SBO Policy through the City’s SBO Program.

**II. SBO POLICY STATEMENT**

The Mayor and Aldermen of the City of Savannah (hereinafter referred to as “the City”) shall provide equal business opportunities to all persons seeking to do business with the City. The goal of the Savannah Business Opportunity (hereinafter referred to as “SBO”) Policy is to increase the utilization of Savannah and Disadvantaged Business Enterprises (hereinafter referred to as “SBE” and “DBE”) in all areas of procurement of the City including small contract purchases, materials and equipment, and in professional services.

The SBO Program will be administered by the City Manager with the support of all other departments of the City that are engaged in the procurement of goods and services. Further, the provisions of the SBO policy shall apply to all contracts awarded by the City, subject to the requirements of controlling Federal and State law and except as specifically exempted herein.

**III. PURPOSES AND OBJECTIVES OF THE SBO PROGRAM**

The purposes of the City’s SBO Program are to:

1. Ensure that small City of Savannah-based entities are provided sufficient opportunities to meaningfully participate in the award of City of Savannah-funded contracts; and
2. Ensure that only the entities that meet the eligibility criteria stated herein are permitted to participate in the programs established by this Policy.
3. Administrative Procedures. Develop, through the City Manager or their designee, the provisions of this Policy. However, to the extent that there is any conflict between this Policy and those procedures, or between the provisions of this Policy and any provision of the City of Savannah Administrative Code, the provisions of this Policy shall control.
4. Advocate and promote access to contracting and procurement opportunities with the City;

5. Develop programs that will increase the participation of D/SBE businesses in city contract and procurement activities in order to achieve equal opportunity;
6. Monitor and assess the utilization of D/SBE businesses in all City contract and procurement activities;
7. Monitor and assess the compliance by contractors with the SBO Policy on all City contracts;
8. Identify D/SBE businesses and promote their awareness of City contracting opportunities;
9. Develop and implement programs that provide assistance and training to less experienced small businesses, as well as established small businesses working to expand their present capacity;
10. Recommend revisions and changes to policies or procedures that are an impediment or barrier to equal opportunity of participation for D/SBE businesses in City contracting and procurement activities.

The objectives of the City's SBO Program are to:

1. Remove barriers to the participation of D/SBEs in City contracts;
2. Assist the development of D/SBE firms and their capacities so that they can compete in the market successfully outside of the SBO program, and
3. Increase the number of D/SBE firms and the volume of their business with the City.

#### **IV. DEFINITIONS**

**Affiliate** – Any entity that is a parent or subsidiary of, or as determined by the Program Coordinator is related to, an entity certified or seeking certification under this section.

**Bid** - A written quotation, proposal or offer by a bidder or contractor to perform or provide labor, materials, equipment, supplies or services to the City of Savannah for a price certain, submitted in response to competitive bidding solicitation issued by the City of Savannah.

**Bidder** – A business enterprise that submits a Bid as defined herein.

**Business Enterprise** – A legal entity existing for the purpose of engaging in business for profit, including but not limited to a corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private, legally recognized entity.

**Certification** – The process by which D/SBEs verify their status to the City of Savannah in order to be considered a D/SBE. Certification is a requirement of all D/SBEs that are registered with the City and is a prerequisite to participation in the SBO Program.

**City and City Limits** – The incorporated city limits of the City of Savannah, Georgia and its annexed boundaries, as the same may be amended from time to time.

**Savannah Business Opportunity Program** – All requirements of this Policy, as well as any administrative policies or procedures adopted pursuant to this Program.

**Disadvantaged Business Enterprise or DBE** – An entity certified as a DBE by any federal or state agency.

**Commercially Useful Function** - Real and actual service in the discharge of any contractual endeavor, including the execution of a distinct element of work by actually performing, managing and/or supervising the work, in accordance with normal business practices, when the firm receives due compensation for the work performed; a supplier is considered to have performed a commercially useful function when it is a manufacturer or a regular dealer.

**Compliance** – The condition or status of a prime contractor whose bid demonstrates that it complies with the SBO contract goals.

**Construction** – The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair or routine maintenance of existing structures, buildings or real property.

**Continuous Operating Presence** – An entity with a current business tax receipt issued by City of Savannah; that has a physical address number and street name located within the geographical limits of City of Savannah (not a P.O. Box); that has continuously maintained such address for at least one (1) year prior to the time of application for certification; and that, as determined by the Program Coordinator, employs sufficient employees in the City of Savannah, or otherwise demonstrates that it has sufficient staffing, to perform the work required under a contract covered by this section.

**Contract** – Any and all agreements, regardless of what they may be titled, for the procurement of supplies, services, or construction.

**Contract Compliance Officer**- The city official responsible for ensuring compliance with and adherence to SBO goals in a given contract.

**Contractor** – Any business enterprise that has entered into a contract with the City or agency thereof.

**Goal** – The percentage of DBE participation on a given project. A cumulative annual goal is established for the total dollar value of all City of Savannah contracts.

**Good Faith Effort** – Efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement.

**Local** – A business that is located within the incorporated city-limits of the City of Savannah and, at the time of bid submission, has a current City of Savannah business tax certificate which authorizes the bidder or business to sell the particular item(s) offered in the bid or quotation.

**Mayor and Aldermen of the City of Savannah** – The official name of the municipal corporation known informally as the City of Savannah or Savannah; as used herein the term “the City” shall have the same meaning.

**Non-Compliance** – The status of a bid or bidder who fails to comply with the DBE contract goals upon submission of a bid or proposal.

**Non-Discrimination Statement** – The statement made by a bidder relating to its conduct prior to submission of a bid, as well as after the award of a contract, that the bidder agrees to:

1. Follow the policies of the City of Savannah relating to the participation of DBEs;
2. Undertake measures to ensure the maximum practicable participation by DBEs; and
3. Not engage in discriminatory conduct against DBEs inconsistent with the policy.

**Non Local** – Any business that does not meet the definition of “Local,” recited above.

**Non-Responsive Bidder** – A bidder who has submitted a bid which does not conform in all material respects to the requirements set forth in the invitation for bids.

**OBO** – City of Savannah Office of Business Opportunity.

**OBO Program Coordinator** – The City official that is assigned the responsibility for developing, managing, implementing, and evaluating the SBO program.

**Offeror** – Any person, firm, corporation, or partnership that submits a bid or proposal to provide labor, goods or services to the City where funds are expended; the term includes bidder and proposer.

**Personal Net Worth** – The value of the assets of an individual after total liabilities (not including contingent liabilities) are deducted. For purposes of SBE certification, an individual’s personal net worth shall not include either the individual’s ownership interest in any SBE applying for certification or certified by the City of Savannah, or the individual’s equity in his or her primary place of residence.

**Prequalification** -- The process whereby potential bidders submit their qualifications to the City for evaluation to determine if they are capable of performing the work that is being

solicited and therefore, eligible to bid on the project or submit a proposal. Prequalification is a prerequisite to submitting bids or proposals, but not a guarantee of being awarded a contract.

**Prime Contractor** – Entity awarded a City of Savannah contract.

**Procurement** – The process of buying, renting, leasing or otherwise obtaining or acquiring any real or personal property, supplies, materials, equipment or services.

**Professional Services** – Services which require licensure as a prerequisite to participation for a profit and which involve predominantly mental or intellectual labor and skills, including but not limited to, architects, engineers, surveyors, doctors, attorneys, and accountants.

**Schedule of DBE Subcontractor Participation** – A formal bid document which expresses how a contractor will meet the DBE goals of a contract by listing the proposed DBE subcontractors and/or suppliers it will use on the City project on which it is bidding.

**Purchasing** – The buying, renting, leasing or otherwise obtaining or acquiring any real or personal property, supplies, materials, equipment or services.

**Purchasing Director** –The City Official appointed by the City Manager to be the head of and administer the City’s Purchasing Department.

**Qualifier** – An offeror who has submitted required documentation to become eligible to submit a bid on a specified project.

**Responsible Bidder or Offeror** – A bidder who has the capacity, in all respects, to fully perform the contract and all of its requirements and the demonstrated experience, reliability, facilities, equipment and credit to reasonably assure performance.

**Responsive Bidder** – An offeror that has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

**Savannah Business Enterprise or SBE** – An entity certified as an SBE by the City of Savannah as provided herein.

**Subcontract** – An agreement between the contractor (prime) and another business entity (subcontractor) for the performance of work that is part of the prime contractor’s contract with the City.

**Subcontractor/Supplier Opportunity** – An area of business or work necessary for the performance of a City contract in which there is one or more DBE subcontractor/sub consultant/supplier.

**User Department** – Client department for which the project is being undertaken.

**Verification** – The process by which businesses are determined to qualify as DBEs and SBEs by the City of Savannah. For the purposes of bidding on City of Savannah contracts, the bidder must verify the subcontractor’s claimed status as a DBE or SBE.

## **V. IMPLEMENTATION OF THE SBO POLICY**

The City Manager shall implement and administer the City’s SBO Policy through the City’s SBO Program. The City Manager may delegate authority to execute components of the SBO Program.

### **1. SBO ENHANCEMENT SERVICES**

Under this SBO policy, the City shall:

- a. Conduct vendor certification to verify that self-identified SBEs meet the definition of such enterprises as set forth in this Policy. Documentation may be requested for certification. The Office may accept certifications from other recognized government agencies or entities which conduct DBE certification and whose defining criteria satisfy the City’s definition.
- b. Maintain a current directory of SBEs and the commodities and/or services they offer. The Office shall regularly update the SBE Directory on the City’s website ([www.savannahga.gov](http://www.savannahga.gov)) and provide links to other D/SBE certified directories; the Office will also publish an annual SBE Directory listing all certified SBEs and the respective commodities and/or services they offer.
- c. Provide technical assistance to City departments relating to the implementation of the Program.
- d. Provide technical assistance related to meeting the requirements of this Policy to bidders on City contracts, including how to identify qualified DBE subcontractors, how to contact them and how to solicit subcontract bids from such DBEs.
- e. Provide and make available and/or disseminate information regarding contract and/or procurement opportunities with the City via flyer mailings, post cards, faxes and/or other methods, to contractors and subcontractors.
- f. Provide technical assistance to prospective and current contractors and bidders concerning steps necessary to bring them into compliance with SBO program requirements.
- g. Review and approve all of the City’s invitations to bid, requests for proposals, specifications and plans, prior to formal advertising or solicitation, to ensure they comply with and promote the goals of this SBO Policy.

- h. Conduct pre-bid/pre-proposal conferences to review with prospective bidders the SBO program generally, the specific DBE goals, and to respond to questions and/or concerns.
- i. Review and evaluate bids prior to the award to verify DBE goal compliance.
- j. Certify that all bids and contracts awarded by the City meet all requirements of the SBO program.
- k. Identify and evaluate specific barriers that have limited DBE participation in City procurement opportunities and develop possible solutions to eliminate or ameliorate the impact of these barriers on DBE participation; e.g., worker's compensation, insurance and bonding requirements.
- l. Provide technical assistance to concerning joint ventures between DBEs and non-DBEs or between two or more DBEs.
- m. Collect and maintain accurate and up-to-date data and records demonstrating DBE efforts and accomplishments under this Policy, and generate reports to City staff, as needed or upon request, which document the same, the progress of this Policy, and any suggestions to improve it.

## **2. CERTIFICATION**

The City desires that local small businesses have an equal opportunity to participate in its procurement process and provide their goods and services to the City, including as subcontractors who do not themselves bid directly on City contracts. It is therefore necessary that the City have credible and reliable means of identifying "legitimate" DBE and SBE firms. To this end, the City will manage and maintain a formal certification process to substantiate the legitimacy of the firm's ownership and control as an SBE firm doing business in this market. The certification will be for a period of three years per application cycle with an opportunity to renew and remain certified.

Eligibility standards, criteria and the procedures for certification as an SBE by the City of Savannah will be set forth in a document titled Savannah Business Opportunity Program Guidelines. The guidelines will include the following:

- a. The OBO Program Coordinator shall determine whether an entity is eligible for SBE certification.
- b. DBE Eligibility Requirements. In determining whether an entity meets the requirements for DBE eligibility, the Program Coordinator shall accept DBE certification from federal or state affiliates certifying businesses as a Disadvantaged Business Enterprise.

- c. SBE Eligibility Requirements. In determining whether an entity meets the requirements for SBE eligibility, the Program Coordinator shall consider the gross receipts and personal net worth of both the applicant and all affiliates. An entity is eligible for certification as an SBE if it meets the following criteria:
  - i. The entity shall employ twenty-five (25) or fewer permanent full-time employees. In addition, eligibility is subject to the following gross revenue limitations: Professional consultants, when combined with any and all affiliates, shall have less than five hundred thousand dollars (\$500,000) in average annual gross revenue calculated over the previous three (3) calendar years. Firms in contractual services shall, when combined with any and all affiliates, have less than one million dollars (\$1,000,000) in average annual gross revenue calculated over the previous three (3) calendar years. Firms in construction services shall, when combined with any and all affiliates, have less than five million dollars (\$5,000,000) in average annual gross revenue calculated over the previous three (3) calendar years. Firms offering to sell commodities to the City of Savannah shall be subject to the employee limitation stated above in this paragraph but are not subject to any gross revenue limitation with regard to a certification as a commodities firm;
  - ii. No person with a legal or beneficial ownership interest, direct or indirect, with the entity or any affiliate of the entity shall have a personal net worth exceeding one million three hundred and twenty thousand (\$1,320,000); and
  - iii. The entity shall have a continuous operating presence in the City of Savannah.
- d. Discriminatory actions forbidden. No person or entity shall be denied SBE certification on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression.
- e. Application for Certification.
  - i. An entity seeking certification as an SBE shall submit an application demonstrating that the entity meets the eligibility requirements of paragraph (c) above, as applicable. In addition, the entity must identify which goods or services it provides or sells in the ordinary course of its business to customers other than the City of Savannah. An entity will only be certified to provide goods or services to the City of Savannah that the entity also provides to other customers in the ordinary course of its business. Brokers are not eligible for certification.
  - ii. Applications for certification must be submitted in a form and manner determined by the Program Coordinator.



### **3. SAVANNAH BUSINESS ENTERPRISE DIRECTORY**

The City will maintain a directory identifying all firms registered and certified as SBEs. The directory shall list the firm's name, address, phone and fax numbers, email and/or website addresses, and the type of work the firm performs as an SBE. The directory will be regularly updated. The directory will be made available at the City's OBO office, by calling the OBO office, and on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov). Additionally the City will provide links to other D/SBE certified directories.

### **4. DBE GOALS**

A cumulative goal for participation by DBEs will be established annually for all City of Savannah contracts above \$100,000, except those contracts that are subject to other participation goals (e.g., federal DBE program, SBE reserves) and those contracts to which goals are not assigned (e.g., sole-source contracts). This cumulative annual goal will be based on historic procurement data and may be adjusted by the City of Savannah Mayor and Aldermen.

Contract goals shall be established as follows:

- a. Unless the Program Coordinator determines that no DBE goal should be set on a contract for the reasons set forth below, the Program Coordinator shall establish DBE goals on each City of Savannah contract.
- b. A DBE goal is not required to be set for each contract, and goals set on any given contract may be higher or lower than the cumulative annual goal, depending on factors including whether the contract contains scopes of work suitable for performance by subcontractors; the capacity and availability of DBEs to perform the work required under the particular contract; and DBE participation on other City of Savannah contracts.
- c. A DBE goal may not be set when the Purchasing Director determines, pursuant to the City of Savannah's Procurement Code, that a City of Savannah solicitation will be for a sole source purchase.
- d. A DBE goal shall not be set on those contracts that are subject to other participation goals (e.g., federal DBE program, SBE reserves).
- e. DBE goals shall be set as a percentage of the total value of the contract, excluding the amount that the City of Savannah reimburses to a Prime Contractor pursuant to the contract.
- f. The criteria used and calculations performed to establish each contract goal, or the rationale for deciding not to establish a goal for a particular contract, shall be maintained in writing by the Program Coordinator.

- g. The City Manager may waive the application of any previously-established DBE contract goal, or may modify any DBE contract goal, after issuance of a solicitation but before the time of bid submissions, whenever the City Manager determines that such waiver or modification would be in the best interest of the City of Savannah.

**5. SBE RESERVES**

- a. When the City of Savannah issues a solicitation that is anticipated to result in a contract with a value of less than one hundred thousand dollars (\$100,000), the contract shall be reserved for SBEs. However, no contract shall be reserved for SBEs when the Program Coordinator determines that two or fewer certified SBEs are registered in the City of Savannah Supplier Portal.
- b. If an SBE reserve is established, only SBEs will be eligible to bid on the solicitation. Only an SBE shall be awarded a contract with an SBE reserve, except when no SBE responds to the solicitation; or no SBE is responsive to the terms of the solicitation.
- c. In the event that all of the responses to an SBE reserve solicitation exceed one hundred thousand dollars (\$100,000), the Purchasing Director may elect to accept the response(s) and proceed to the award stage.

**6. SATISFACTION OF DBE GOALS; GOOD FAITH EFFORT**

The process by which the City determines whether an Offeror has met the City's DBE goal will be set forth in a document titled Savannah Business Opportunity Guidelines. The guidelines will include the following:

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
  - i. The names and addresses of each DBE that will participate in the contract;
  - ii. A description of the work that each DBE will perform;
  - iii. The percentage of the contract value that each DBE will receive.
  - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
  - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.

- c. The bidder should submit the above information as follows:
  - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
  - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
  - i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
  - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
    - 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.
    - 2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
    - 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
    - 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs

that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.

- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

## **7. SBO POLICY COMPLIANCE and GOAL ACHIEVEMENT**

The City requires general contractors and other prime businesses that bid on and participate in City contracts to be diligent in pursuing the involvement of DBEs as subcontractors, sub-consultants and sub-suppliers and to follow both the letter and spirit of this Policy. The City has developed procedures that outline how bidders can comply with this Policy and demonstrate measurable and documented efforts to involve and seek the participation of DBE businesses in the general community for the provision of services, materials and equipment. It is the responsibility of the bidder to comply with this Policy.

- a. DBEs may not participate in a City of Savannah contract unless they are certified, at the time of bid submission/opening, to perform the type of work required by the contract. However, if it becomes necessary to substitute a DBE in order to meet the contract's participation requirements, a DBE may be substituted, provided that such DBE is certified at the time of the substitution.
- b. Only the work actually performed by a DBE (whether as a prime contractor or subcontractor) shall be counted toward satisfaction of the applicable goal.
- c. Contractors that use DBEs as subcontractors on a City of Savannah contract must pay those subcontractors directly for all goods or services provided by the subcontractor within fifteen (15) business days of receipt of payment from the City of Savannah.
- d. DBEs may participate in a City of Savannah contract only if they are performing a commercially-useful function in the contract and are not acting as a broker.
- e. The administrative procedures adopted pursuant to this policy shall include procedures by which OBO will monitor DBE participation on City of Savannah contracts for which DBE goals or reserves are set.

- f. Each contract setting a DBE goal shall provide that when a DBE subcontractor is terminated by a prime contractor for any reason, including for cause, the prime contractor shall, with notice to and the concurrence of the Program Coordinator, substitute another DBE in order to meet the level of DBE participation provided in the prime contractor's contract with the City of Savannah. The contract shall also provide that such substitution shall not be required in the event the termination results from the City of Savannah changing the scope of work under the contract and there is no available DBE to perform the new scope of work.
- g. All entities that bid on or participate in City of Savannah contracts subject to this policy are responsible for meeting the requirements of this policy and the requirements of any administrative procedures adopted pursuant to this policy. If an entity fails to comply with these requirements, the City Manager may exercise any administrative remedies available under the City of Savannah's Procurement Code, administrative procedures adopted pursuant to this policy, or any other right or remedy provided in the contract or under applicable law, with all of such rights and remedies being cumulative.

## **VI. ADMINISTRATIVE REQUIREMENTS**

- a. Required DBE Contract Language. Each City of Savannah contract that contains DBE requirements, and each subcontract a prime contractor executes with a DBE in connection with that City of Savannah contract, shall include the following assurance: "No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract. The City of Savannah's contractor shall comply with all applicable requirements of the Savannah Business Opportunity Program in the award and administration of this contract. Failure by the City of Savannah's contractor to carry out any of these requirements shall constitute a material breach of contract, which shall permit the City of Savannah to terminate its contract with the City of Savannah's contractor or to exercise any other remedy provided under the contract, under the City of Savannah Code of Ordinances or Administrative Code, or under applicable law, with all of such remedies being cumulative."
- b. Establishment of SBE Directory. The Program Coordinator shall maintain a directory listing all City of Savannah certified SBEs. The listing shall include each entity's address, phone number, and the type(s) of work the entity has been certified to perform as an SBE on a City of Savannah contract. The directory shall be revised quarterly, and shall be made available to contractors and the public upon request. Links to state and federal DBE directories shall be made available on the City's website and upon request.
- c. Whenever adjustments to criteria for SBE eligibility and adjustments to the cumulative annual DBE goal are proposed, they shall be promptly published by the Program Coordinator on the website of OBO.

## **VII. DECERTIFICATION AND APPEALS**

- a. Certification Review. OBO may, at its sole discretion, conduct a certification review of any certified SBE. Upon request from OBO, a certified entity shall promptly provide OBO with any documents or information related to the entity's eligibility certification, and shall, upon request from OBO, promptly provide OBO access to its premises. Failure to promptly provide documents, information, or access may result in the decertification of the entity as provided below.
- b. Notice of Decertification. If OBO determines that a certified entity no longer meets the SBE eligibility requirements of this policy, or has otherwise violated the provisions of this policy, OBO shall send the entity a notice of decertification and transmit a copy to the Director of Purchasing.
- c. Reapplication. An entity that is decertified pursuant to this section may not reapply for certification until one (1) year after its decertification.
- d. Appeals. An entity that wishes to appeal a decertification may do so in accordance with the administrative policies and procedures adopted pursuant to this policy.