



Small Business Enterprise (SBE)



Office of Business Diversity Programs
(408) 321-5962 • Email: osdb@vta.org
vta.org/obdp

Welcome to VTA's Business Diversity Programs



At the Valley Transportation Authority, it is our responsibility to provide an equal opportunity for all businesses to be represented in improving our transportation infrastructure.

VTA's Business Diversity Programs are designed to provide Disadvantaged, Small, Minority, Women, Disabled Veteran, and LGBT- owned businesses with a myriad of opportunities to learn, engage, and contribute within Silicon Valley's transportation industry.

VTA is honored to have been recognized for its nationally ground-breaking effort to include LGBT- owned businesses in this process, and we are proud to partner with the County of Santa Clara in encouraging this access in other important arenas in our region.

We have developed a strategic business diversity program that is targeted at providing participants with the key knowledge they will need to bid, compete for VTA contracts, receive certification, and grow their business.

I invite you to take advantage of an exceptional diversity program, and join us in making Santa Clara County the best it can be.

A handwritten signature in black ink, reading "Nuria I. Fernandez". The signature is fluid and cursive, with a large, stylized "N" and "F".

Nuria I. Fernandez

General Manager/CEO

Santa Clara Valley Transportation Authority

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Section I: About Santa Clara Valley Transportation Authority (VTA) Business Diversity Programs

Mission Statement

To increase participation and ensure that small, disadvantaged, women, minority, Disabled Veterans (DV), Lesbian, Gay, Bisexual, Transgender (LGBT) owned businesses are afforded an equal opportunity to compete in VTA's procurement process and help businesses grow.

Business Diversity Program Objectives

- Increase awareness of Business Diversity Programs
- Assist small, disadvantaged, women, minority, DV, and LGBT owned businesses grow
- Provide networking and business development technical assistance such as certification training, submitting proposals/bids, presentation on bonding, estimating, and bidding
- Provide a centralized website for SBE, DBE, M/WBE, DVBE and LGBTBE resources

Section II: Small Business Enterprise (SBE) Program (State/Local Funding Only)

About the SBE Program

Santa Clara Valley Transportation Authority's (VTA) Small Business Enterprise (SBE) Program is a race and gender-neutral program designed to ensure that SBEs as defined in 13 Code of Federal Regulations Part 121 (13 CFR 121) and 49 CFR 26 are afforded every opportunity to participate in VTA's state or locally funded contracts.

Program Objectives

- To ensure nondiscrimination in the award and administration of non-federally funded contracts
- To create a level playing field on which SBEs can compete fairly on non-federally funded contracts
- To ensure that only firms that fully meet SBE certification eligibility standards of 13 CFR 121 and 49 CFR 26 are permitted to participate as SBEs
- To help remove barriers to the participation of SBEs in non-federally funded contracts
- To assist the development of firms that can compete successfully in the market place outside the SBE program

Certification Eligibility Requirements

To be eligible for VTA's SBE program, your firm must meet the following requirements:

1. Size Standard. **Current SBA size standards can be found at: <https://bit.ly/2OjppmM>**
2. The firm's management and daily business operations must be controlled by individuals who are citizens or lawfully admitted permanent residents of the United States.
3. Ownership by each of these individuals must be real, substantial, and continuing, going beyond pro forma ownership.
4. The business must be for profit and independent, as its viability must not depend on a relationship with another firm or firms.

SBE firm owners are not bound by ethnicity, race or gender requirements

A firm certified as a Disadvantaged Business Enterprise (DBE) under Title 49 CFR Part 26 of the U.S. Department of Transportation qualifies as an SBE and does not need to obtain further SBE certification. If you believe your firm may qualify as a DBE and wish to be certified as such, please visit www.vta.org/obdp and click on the Disadvantaged Business Enterprise Program for more information.

Applying for SBE Certification

You can find the application for Small Business Enterprise (SBE) Certification with VTA at www.vta.org/obdp and click on the Small Business Enterprise Program.

In order to complete your application for SBE certification, you must attach copies of all the following documents to your application:

1. Current business licenses, all relevant licenses, license renewal forms, permits, and haul authority forms
2. Business (and affiliates) Tax Returns including all schedules for the last 3 years
3. Resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm

Please forward your completed application and all supporting documentation to:

Santa Clara Valley Transportation Authority (VTA)
Office of Business Diversity Programs (OBDP)
3331 N. First Street, Building B-1, San Jose, CA 95134
Phone: (408) 321-5962 • Email: osdb@vta.org

Directory Listing

The SBE directory can be accessed at the website link at www.vta.org/obdp and click on the Small Business Enterprise Program link.

Section III: How to Do Business with VTA

Register Online to Be a Vendor for VTA:

1. Go to the VTA website: www.vta.org/procurement
2. Fill in the blanks according to instructions. Click on "Submit Registration" at the bottom.

Find Information on VTA's Invitation for Bid (IFBs) or Requests for Proposals (RFPs):

1. Go on the VTA website: www.vta.org/solicitations
2. Click on any solicitation you are interested in for further information. Our website is updated regularly.

Get Certified

Applications for SBE/DBE/MWBE Certification Programs can be found at www.vta.org/obdp

Current Solicitations

Prospective consultants, contractors and suppliers can use www.vta.org/procurement to:

- Register online to be a vendor
- Receive notifications of VTA procurements
- Download procurement documents

Contact Information

For more information, contact Procurement, Contracts and Materials Management at (408) 321-7170.

"Spend the time to build relationships with prospective business partners. Their experience and advice is invaluable!"

- Lonnie Coplen, Alternative + Renewable Construction

"The DBE and SBE certifications provide a competitive edge when we submit proposals and representations to proposals. There are solicitations that require DBE and SBE goals to promote and engage small and disadvantaged business"

- Jeff Enar, JPS Inc.

