

Memorandum

Agenda Item 2b

TO: Bay Area Headquarters Authority

DATE: March 15, 2017

FR: Deputy Executive Director

RE: Professional Services Small Business Enterprise (SBE) Pilot Program

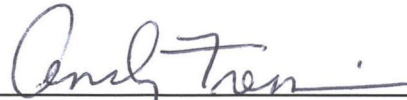
This memo provides information on the Bay Area Headquarters Authority (BAHA) Professional Services SBE Pilot Program ("Pilot Program").

Professional Services SBE Pilot Program

To expand on BAHA's outreach efforts, staff will implement a Pilot Program to assist SBE firms in participating in BAHA's professional service contracts. The Pilot Program will apply to formally procured non-federally funded professional service contracts, and will be implemented over a two-year timeframe to allow time for staff to test the Pilot Program's effectiveness and if necessary modify the Pilot Program to make it as successful as possible before formal adoption. The Pilot Program will include the following requirements:

- The SBE Liaison Officer (SBELO) or designee will determine which contracts the Pilot Program will apply to, based on internal staff workload and appropriateness of contract;
- The Pilot Program allows for an evaluation preference of 5 points or 5 percent;
- The preference will apply when a Proposer meeting specifications is a certified SBE performing a minimum percentage of the work, or when a non-SBE prime subcontracts with an SBE firm or firms for a minimum percentage of work;
- The preference will apply only to SBEs certified by the State Department of General Services; and
- SBE subcontractors shall not be removed or replaced unless prior written approval of SBE substitution is provided by the SBELO.

Staff will return to the Authority to request approval of the Professional Services SBE Program upon conclusion of the Pilot Program.



Andrew B. Fremier

SH:dr