



The Office of Small Business Development at the School District of Palm Beach County

CERTIFICATION GUIDE

Apply today for a three-year certification or recertification
to participate in the Small Business Enterprise (SBE) program
for contracting opportunities.

SBE Certified Vendor Benefits:



Construction

- Receive top consideration on projects to fulfill the Prime Contractor's SBE goal.
- Receive assistance with payment issues.
- Receive up to 20 additional points on bid evaluation (SBE Prime ONLY)



Goods & Services

- Receive up to 10 additional points on bid evaluations on a scale
- Receive a 5% bid price preference

Scan the QR code to
start the certification
process today!



<https://bit.ly/3J8jMWa>

SBE REQUIREMENTS

SMALL BUSINESS ENTERPRISE*

Application Processing Time is 30-60 days

LOCATION

- ✓ Independent, free-standing businesses at a physical address (including home offices)
- ✓ Headquartered in Palm Beach, Broward, or Miami-Dade County

OWNERSHIP

- ✓ Established & operational for at least one full year prior to application

QUALIFICATIONS

- ✓ All owners must submit a resume showing appropriate experience
- ✓ Hold all required state/local licenses

REVENUE CAPS

Average of 3 years
of gross receipts

- ✓ \$6MM for professional services
- ✓ \$7MM for commodities
- ✓ \$13MM for construction



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If you are seeking certification or renewing a certification with OSBD, you must submit the following basic, mandatory documents along with your application. Additional documentation will be required depending upon the type of business and certification you are applying for. To ensure timely processing, please submit the basic, mandatory documents to facilitate initial review.

Basic Mandatory Documents for SBE:

For All Business Types: Including Corporation, Limited Liability (LLC), Partnership, Joint Venture, Sole Proprietorship and LLP.

*Scan to see additional
Mandatory Documents*

1. License to do business in Florida and any other necessary licenses, including professional/trade licenses and/or certifications
2. Last year's financial statement prepared by an independent CPA or Accountant
3. Prior three years Federal Corporate tax returns, including all Schedules (if not available, you can use personal)
4. Local Business Tax Receipt
5. Small Business Enterprise (SBE) Certification Affidavit
6. Proof of Domicile for Primary Business Locale
7. Resumes of principals of your company showing education, training and employment with dates
8. Articles of Incorporation (Corporation and LLC only)



Additional Required Documents by Business Type:

Scan the QR code to see the list of additional required documents specific to your business type.

*Scan to see additional
Required Documents*

- SBE Corporation
- SBE LLC
- SBE Partnership
- SBE Sole Proprietorship
- SBE LLP & Joint Venture

