The School District of Palm Beach County

Office of Small Business Development

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 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

- Primary owner must be a lawful, permanent resident of the United States of America
- 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 including affiliated businesses

- $7MM for professional services
- $7MM for commodities
- $13MM for construction

Small Business Enterprise (SBE) Certification Affidavit

All oral and tacit agreements concerning the operation of the company, between any persons associated with the company shall be reduced to writing and submitted with this affidavit. Such agreements may include, but not limited to, the ownership of voting securities, buy-out rights, agreements affecting voting rights of shareholders, loan agreements, equipment rental, management services agreements, qualifier agreements, etc. If there are none, please affirm the following statement by signing below, "There are no written, oral or tacit agreements concerning the operation of the company between any persons associated with this company."

The undersigned does hereby swear that the statements contained in this application and all attachments which has been provided in support of this application (hereafter referred to as THIS APPLICATION), are true, accurate and complete and include all material information necessary to identify and explain the ownership and operation of:

Insert Full Name of Company Here:

_____

Further, the undersigned agrees to provide the AGENCY (hereafter referred to as the AGENCY) with current, complete, and accurate information regarding THIS APPLICATION, its attachments, or any project or contract issued by the agencies or corporation utilizing the AGENCY for their own small business enterprise procurement and/or construction programs. The undersigned further agrees that, as part of this certification procedure, the AGENCY may freely contact any person or organization named in this application to verify statements made in THIS APPLICATION and/or to secure additional information or data required to grant to, or withhold from, the application company certification as an SBE. The undersigned understands and agrees that failure to submit required materials and/or to consent to interview(s), audit(s), and/or examination(s) will be grounds for immediate rejection of the application for certification or re-certification.

It is recognized and acknowledged that the statements contained in THIS APPLICATION are being given under oath and that any material misrepresentation will be grounds for denial of certification or for decertification and may result in not awarding or terminating contracts which may be awarded as the result of information contained in THIS APPLICATION.

Furthermore, the undersigned acknowledges that (he/she) may not fraudulently obtain, retain, attempt to obtain nor aid in fraudulently obtaining or retaining or attempting to obtain certification, willfully make a false statement whether by affidavit report or other representation, to any official of a certifying jurisdiction or employee for the purpose of influencing the certification of an entity as a SBE; or willfully obstruct, impede or attempt to obstruct or impede any official or employee who is investigating the qualifications of a business entity which has requested certification.

FRAUD

The applicant further understands that false statements or material misrepresentations made in this application will be grounds for initiating action under local, state and federal laws, which deal with fraud and perjury. The AGENCY may initiate actions, as it deems appropriate, including but not limited to, forwarding pertinent information to the appropriate government authorities.

The undersigned further acknowledges that certification is normally reviewed every three (3) years; however, the AGENCY retains the right to reevaluate the contents of THIS APPLICATION at any time.

BEFORE ME, the undersigned authority, personally appeared _____ who, being first duly sworn, on oath deposes and says that the information stated in this Affidavit is true and correct and that (he/she) _____ has read the Affidavit and knows the contents thereof.

_____

AFFIANT

The foregoing instrument was acknowledged before me this ____day of_____, 20___by_____, who is personally known to me or who has produced_____as identification and who did (did not) take an oath

NOTARY PUBLIC:

Signature: _____

Print Name: _____

State of Florida at Large (Seal)

My commission expires: _____

Rev. 8/20/2025 T.K

The Office of Small Business Development

at the School District of Palm Beach County

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.

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)**
9. **Citizenship- Provide a copy of any ONE of the following documents:**

- Birth Certificate - (Preferred Documentation)
- U.S. Passport
- Lawful Permanent Resident Card (Green Card)
- Certificate of Naturalization

Additional Required Documents by Business Type:

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

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

The Office of Small Business Development

at the School District of Palm Beach County

Small Business Enterprise (SBE) Program

To facilitate an initial review and ensure timely processing, additional mandatory documents must be provided when applicable to your firm. For more information, please contact OSBD at 561-681-2418 and speak with our business analyst.

New Certifications:

Corporation

- **Current profit and loss**
- **Current balance sheet**
- **Copy of last annual statement filed with the Florida Secretary of State Division of Corporation**
- **Corporation by-laws**
- **Minutes of corporate organizational meetings**

Limited Liability (LLC)

- **Current profit and loss**
- **Current balance sheet**

Partnership/Joint Venture/LLP

- **Proof of capital investment and source of start-up or buy-out capital.** Documentation showing initial investment by applicant. Submit canceled check or other documents.
- **Current profit and loss**
- **Last 3 years of financial statements**
- **Current balance sheet**
- **Partnership Agreement**
- **Profit sharing Agreement**

Sole Proprietorship

- **Current profit and loss**
- **Current balance sheet**

Recertifications:

Corporation, Limited Liability (LLC), Partnership/Joint Venture/LLP, Sole Proprietorship

- **SBE Affidavit of Certification**
- **Copy of certification(s) from other agency(ies)**
- **Federal tax returns for business income for the most recent 3 years, prior to submitting application, including all schedules**
- **Updated copies of all Business/Trade Licenses**

The Office of Small Business Development

at the School District of Palm Beach County

To facilitate an initial review and ensure timely processing, required documents must be furnished when applicable to your firm. For more information, please contact OSBD at 561-681-2418 and speak with our business analyst.

New SBE Certification Required Documents:

Corporation

- **Professional business license**
- **Third party agreements**
- **Copies of all stock certificates issued -** not specimen copies
- **Facts pertaining to the value of shares**
- **Ownership of voting securities**
- **Ownership options**
- **Restrictions on disposal of stock loan agreements**
- **Stock Ledger**
- **Proof of stock purchase -** submit stock purchase agreement or cancelled checks
- **Stock options**
- **Stockholder voting rights**
- **Stockholders agreements**
- **Buy-out rights Agreement**
- **Current meetings showing election of officers**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

Limited Liability (LLC)

- **Professional business license**
- **Third party agreements**
- **Certificate of conversion**
- **Copy of management agreement**
- **Facts pertaining to the value of shares**
- **Ownership of voting securities**
- **Ownership options**
- **Restrictions on disposal of stock loan agreements**
- **Stock Ledger**
- **Stock options**
- **Stockholder voting rights**
- **Stockholders agreements**
- **Buy-out rights Agreement**
- **Minutes of corporate organizational meetings**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

For a Partnership

- **Professional business license**
- **Facts pertaining to the value of shares**
- **Ownership of voting securities**
- **Ownership options**
- **Restrictions on disposal of stock loan agreements**
- **Stock options**
- **Stockholder voting rights**
- **Stockholders agreements**
- **Buy-out rights Agreement**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

Sole Proprietorship/Joint Venture/LLP

- **Professional business license**
- **MWBE Certificate from Palm Beach County, City of West Palm Beach, Miami Dade County Public Schools, National Minority Supplier Development Council, Florida Minority Supplier Development Council, or State of Florida.**

SBE Recertification Required Documents:

Corporation, Limited Liability (LLC), Partnership/Joint Venture/LLP, Sole Proprietorship

- **Any documents supporting changes in personnel or ownership**

The Office of Small Business Development

Applying for New Certification with the School District of Palm Beach County

Step 1: Fill Out the Online Certification Application

- Visit palmbeachschools.gob2g.com and log in.
- Select “Apply for/Renew Certification“ and answer the prompted questions.

Step 2: Confirm Your Certification Status

- Click "Your firm would like to submit a **New** certification application with The School District of Palm Beach County."

Step 3: Select Your Firm’s Domicile

- Click “Your firm is currently located in Palm Beach County, Broward County, or Miami-Dade County.”

Step 4: Choose Your Certification Type

- Select “Your firm would like to certify with The School District of Palm Beach County.”

Upon completing these steps, you’ll proceed to the **New SBE Application**. Here, you’ll fill out the following sections to complete:

- Section 1: Business Profile
- Section 2: Business Information
- Section 3: Ownership and Control
- Section 4: Financial Information and Inventory
- Document List

For further assistance, contact:

Timothy Kimball,
Business Analyst (Certification)
timothy.kimball@palmbeachschools.org
561-681-2418

Certification with the District is not guaranteed and is dependent on your firm's eligibility with our program guidelines.

Updated 8-29-25

The Office of Small Business Development

Applying for Recertification with the School District of Palm Beach County

NOTE: *If you currently have, or previously had, an SBE certification with the School District of Palm Beach County through the Interlocal Program,* ***DO NOT submit a Recertification Application****. Instead, follow the steps to submit an* ***Interlocal Certification Application****.*

Step 1: Fill Out the Online Certification Application

- Visit palmbeachschools.gob2g.com and log in.
- Select "Apply for/Renew Certification" and answer the prompted questions.

Step 2: Confirm Your Certification Status

- Click "Your firm would like to submit a **Recertification** application with The School District of Palm Beach County."

Step 3: Choose Your Certification Type

- Select "Your firm would like to recertify with the School District of Palm Beach."

Upon completing these steps, you'll proceed to the **Recertification SBE Application**. Here, you'll fill out the following sections to complete:

- Section 1: Business Profile
- Section 2: Business Information
- Section 3: Ownership and Control
- Section 4: Financial Information and Inventory
- Document List

For further assistance, contact:
Timothy Kimball
Business Analyst (Certification)
timothy.kimball@palmbeachschools.org
561-681-2418

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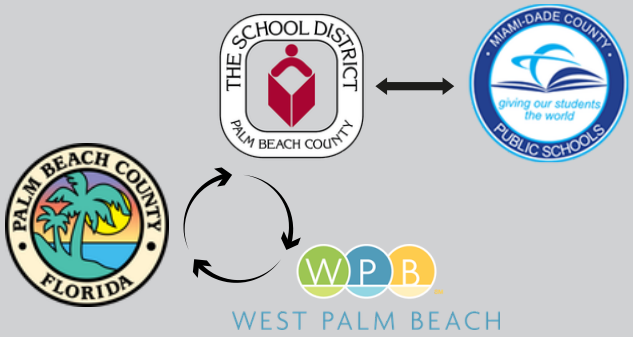
Updated 8-29-25

The Office of Small Business Development

at the School District of Palm Beach County

Certifying with OSBD Through the Interlocal Program:

It's easy to certify with us through the Interlocal Partnership Program. If you currently hold an SBE certification with the City of West Palm Beach, the Palm Beach County Office of Small Business Development, or Miami-Dade County Public Schools Office of Community Partnerships, Education, and Business Access, follow these steps:



1. Request a completed and signed Interlocal Cover Sheet from your certifying agency.

- **City of West Palm Beach: 561-282-1286**
- **Palm Beach County (OSBD): 561-616-6840**
- **Miami-Dade County Public School (CPEBA): 305-995-1321**

2. Use the completed Interlocal Cover Sheet to fill in your online Certification Application for the School District of Palm Beach County through the Vendor Compliance Management System (B2G Now) at https://palmbeachschools.gob2g.com or scan the QR code.

3. Submit the application with the following MANDATORY documents:

- **Small Business Enterprise (SBE) Certification Affidavit**
- **Interlocal Certification Cover Sheet**
- **Certificate from original agency**
- **Copy of your Passport, Birth Certificate, Certificate of Naturalization and Permanent Resident Card**

Recertifying with OSBD Through the Interlocal Program:

1. If you already hold, or have held in the past, an SBE certification with OSBD through the Interlocal Program, DO NOT submit a recertification application. You should follow the steps above to submit a NEW Interlocal application.

Certifying with Other Agencies Through the OSBD Interlocal Program:

1. Request a completed and signed Interlocal Cover Sheet from OSBD by completing the Inter-local Cover Sheet Requisition Form at https://forms.gle/BdhwKzxoeD6MFkzy8 or scan the QR code.

2. Contact one or more of the agencies above with which you wish to certify for more information.

The Office of Small Business Development

Applying for Interlocal Certification with the School District of Palm Beach County

Interlocal Program Certification Agency Partners:

City of West Palm Beach, Palm Beach County Office of Small Business Development (OSBD), or Miami-Dade County Public Schools Office of Community Partnerships, Education and Business Access.

Step 1: Request a completed and signed Interlocal Cover Sheet from your certifying agency. You will need this information to complete our online application.

City of West Palm Beach..... 561-282-1286
Palm Beach County (OSBD)..... 561-616-6840
Miami-Dade County Public Schools..... 305-995-1321

Step 2: Fill Out the Online Certification Application

- Visit palmbeachschools.gob2g.com and log in.
- Select "Apply for/Renew Certification" and answer the prompted questions.

Step 3: Confirm Your Certification Status

- Click "Your firm would like to submit a **New** certification application with The School District of Palm Beach County."

Step 4: Select Your Firm's Domicile

- Click "Your firm is currently located in Palm Beach County, Broward County, or Miami-Dade County."

Step 5: Choose Your Certification Type

- Select "Your firm is currently certified in the City of West Palm Beach, Palm Beach County, or Miami-Dade County Public Schools."

Upon completing these steps, you'll proceed to the **Interlocal SBE Application**.
Here, you'll fill out the following sections to complete:

- Section 1: Business Profile
- Section 2: Business Information
- Section 3: Ownership and Control
- Section 4: Financial Information and Inventory
- Document List

For further assistance, contact:

Timothy Kimball,
Business Analyst (Certification)
timothy.kimball@palmbeachschools.org
561-681-2418

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Updated 1-23-26

The Office of Small Business Development

Applying for Recertification Interlocal with the School District of Palm Beach County

Interlocal Program Certification Agency Partners:

City of West Palm Beach, Palm Beach County Office of Small Business Development (OSBD), or Miami-Dade County Public Schools Office of Community Partnerships, Education and Business Access.

Step 1: Request a completed and signed Interlocal Cover Sheet from your certifying agency. You will need this information to complete our online application.

City of West Palm Beach..... 561-282-1286
Palm Beach County (OSBD)..... 561-616-6840
Miami-Dade County Public Schools.....305-995-1321

Step 2: Fill Out the Online Certification Application

- Visit palmbpalmbeachschools.gob2g.com and log in.
- Select “Apply for/Renew Certification“ and answer the prompted questions.

Step 3: Confirm Your Certification Status

- Click "Your firm would like to submit a **Recertification** application with The School District of Palm Beach County."

Step 4: Choose Your Certification Type

- Select “You previously received SBE Certification with The School District of Palm Beach County (SDPBC) through the Inter-local Program (since you were originally certified with The City of West Palm Beach, OR Palm Beach County, OR Miami-Dade County Public Schools), you have renewed your certification with one of those agencies, and you would like to renew your certification with SDPBC.”

Upon completing these steps, you’ll proceed to the **Recertification Interlocal SBE Application**. Here, you’ll fill out the following sections to complete:

- Section 1: Business Profile
- Section 2: Business Information
- Section 3: Ownership and Control
- Section 4: Financial Information and Inventory
- Document List

For further assistance, contact:
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Business Analyst (Certification)
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Updated 1-23-26

The Office of Small Business Development

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