

## **Certification Frequently Asked Questions (FAQs)**

### **What are the major requirements for Port of Oakland certification eligibility?**

The business must:

- be located at a fixed commercial or residential address;
- located within the Local Impact Area (LIA) or Local Business Area (LBA) at least one (1) year;
- be economically independent and perform commercially useful function(s);
- be currently licensed, where applicable, in the type of work in which it conducts business

### **What types of certifications does the Port of Oakland offer?**

The Port offers four (4) types of certification status:

- LIABE
- LIABE / SBE
- LIABE / SBE / VSBE
- LBA

### **What is LIABE/LBABE?**

**LIABE** = Local Impact Area Business Enterprise represent the area most impacted by Port projects. The LIA includes the cities of Oakland, Alameda, San Leandro and Emeryville.

**LBABE** = Local Business Area Business Enterprise, inclusive of all the cities within Alameda and Contra Costa Counties.

### **What are the definitions/qualifications for a Small Business Enterprise (SBE) and Very Small Business Enterprise (VSBE)?**

**SBE** – The business must be certifiable as LIABE and must not exceed an average gross revenue of \$14,000,000 over the past three (3) consecutive years.

**VSBE** – The business must qualify for SBE and must not exceed an average gross revenue of \$2,000,000 over the past three (3) consecutive years.

### **How do I obtain the certification application?**

You may download the Common Application for Local Certification and Supplemental D form from the Port's Website at [www.portofoakland.com](http://www.portofoakland.com) under Doing Business/Forms/View Common Application Forms at <http://www.portofoakland.com/srd/certifie.asp#common>, or call (510) 627-1419 or send an email to [pbell@portoakland.com](mailto:pbell@portoakland.com).

## **May a non-certified business participate in Port contracts?**

Yes. A business does not have to be certified to do business with the Port of Oakland. Port certified businesses receive preference points when submitting a bid or responding to a Request for Qualifications/Proposals.

## **How may I verify that I am certified?**

You may search and view your firm's current certification status and business profile by visiting the Port's Business Database / Certification webpage at <http://www.portofoakland.com/srd/>.

## **What if the information on my firm is incorrect or outdated?**

Contact Port's Social Responsibility Division/Contract Compliance Certification representative Pamela Bell by phone at (510) 627-1419 or email [pbell@portoakland.com](mailto:pbell@portoakland.com).

## **How may I reach other certified firms? Do you have a directory?**

You may refer to the Website [www.portofoakland.com](http://www.portofoakland.com), Doing Business/Business Database/Certification links, conduct a search of the database and download lists of Port of Oakland certified firms.

## **Do I have to be certified to contract with the Port?**

No. However, certification enables firms to receive preference points for being certified under one or more of the certification categories mentioned. A completed Common Application, Supplemental Questionnaire and supporting documents must be received by the Social Responsibility Division (SRD) seven (7) business days prior to submittal or bid due date.

## **How long is my certification good for?**

Port of Oakland certification is good for two (2) years.

## **Does the Port accept any other agencies' certification?**

No. Local agency certifications are NOT reciprocal and separate supplemental documents are necessary for certification with each agency. However, the Common Application for Local Certification is accepted by each of the East Bay Interagency Alliance (EBIA) partner agencies for the purpose of sharing information between agencies. The agencies involved include The Port of Oakland, the City of Oakland, Alameda County and the Alameda County Transportation Commission.

## **How long will it take to get certified?**

Up to 30 business days after receipt of all requested documents

## **How do I ensure my certification application is processed timely when it is related to an upcoming Port project?**

You must submit a completed Common Application and all of its required documents to our office seven (7) business days prior to the bid due date. You must also acknowledge the project name and bid date on the Supplemental Questionnaire in order to receive priority processing.

## **My certification is expiring, how soon can I submit my certification renewal form and paperwork?**

Certification renewals are accepted 3 months prior to a firm's expiration date.

## **Will I be notified before my certification expires?**

Yes. Firms receive reminder notifications via email 90, 60 and 30 days prior to expiration. However, it is your responsibility to request recertification in a timely manner. It is also your responsibility to *alert our office of* updates/changes to your email address and other firm related information.

## **What is the basis for certification denial?**

- Failure to submit required supporting documents
- Inability to establish firm's location in LIABE/LBABE
- Inability to demonstrate firm is serving a commercially useful function
- Invalid professional licenses, permits and/or certifications

## **If I am denied certification, what are my rights?**

You may appeal in writing within 30 business days and provide additional information to the Port's Certification/Contract Compliance Department for further review and consideration.

## **Where may I drop off my certification application?**

Port of Oakland Administration Building, Attention: Certification/Contract Compliance Department, 530 Water Street, Oakland, CA 94607, Lobby Security desk.

## **How else may I contact certification staff?**

You may also contact Port certification representative by emailing us from the Port's "Contact Us" link found at the bottom of each web page.

## **I have a Port vendor number, is this number the same as being Port certified?**

No. Port vendor numbers are assigned by Port's Purchasing Department for purposes of payment and are not reflective of Port certification.

Additional questions may be addressed to Port Certification representative Pamela Bell at [pbell@portoakland.com](mailto:pbell@portoakland.com) or (510) 627 -1419.