

SBE-2PA: SBE/VSBE Commitment Plan For Professional Services Contract Amendments

Form Instructions:

Prime consultant are required to submit an SBE/VSBE Commitment Plan for Professional Services Contract Amendments. A completed Commitment Plan Contract Amendment shall demonstrate the prime consultant's ability and intent to meet the combined SBE/VSBE participation goal, relative to the contract amendment value only, by identifying all proposed SBE/VSBE contractors, contact information, a description of services that matches their certification(s), and their proposed level of participation at a minimum.

All sections of the form must be completed legibly in black or dark blue ink, or using the fillable PDF form. A Commitment Plan may be deemed incomplete if required fields with an asterisk* are not completed.

Submission of this form declares that all information provided is true and correct and acknowledges that the prime consultant has read and agrees to all declarations outlined in Section 4 of this form.

Section 1 – Contract Information

Enter the contract information as it appears in PlanetBids.

PROJECT NAME: *		DATE:
AMENDMENT NUMBER: *	AMENDMENT \$ AMOUNT: *	

Section 2 – Prime Consultant Information

Enter prime consultant information associated with the PlanetBids vendor account.

PRIME CONSULTANT NAME: *		VENDOR ACCOUNT NUMBER:
CONTACT NAME:	EMAIL ADDRESS: *	PHONE NUMBER:

Are you a prime SBE/VSBE*? ☐ SBE ☐ VSBE ☐ None

***Note: The Port of Long Beach (POLB) does not issue VSBE certifications; VSBE status is a sub classification of the SBE certification and is visible in the SBE account profile.**

SMALL BUSINESS ENTERPRISE PROGRAM

Section 3 – Subcontractor Information

List all SBE/VSBE subcontractors, vendors, suppliers, and other businesses that will render materials or services under this contract amendment. **Only list the percent (%) of participation relative to the contract amendment dollar value listed under Section 1 of this form, not the entire contract value.**

Do not list non-SBE/VSBE firms. Lower tier SBE/VSBE subcontractors and vendors/suppliers rendering materials or services to subcontractors must also be listed to receive participation credit (see vendor example in grey row below).

For a firm to be counted toward meeting the SBE/VSBE goals, the subcontractor must be SBE certified by POLB and have an active account on POLB's online vendor database Planet Bids (PB) System: www.polb.com/sbe, or they must be certified by the State of California's Department of General Services (DGS): www.dgs.ca.gov.

The prime consultant must verify the current eligibility status of each SBE/VSBE, prior to listing the firm(s) in this section.

Verification of SBE/VSBE status can be conducted in one of two ways:

1. Locate the SBE/VSBE firm in the PlanetBids System and/or;
2. Contact POLB SBE staff at sbeprogram@polb.com and request verification of SBE/VSBE status.

BUSINESS NAME*	EMAIL ADDRESS*	PB OR DGS VENDOR ID NUMBER*	BRIEF DESCRIPTION OF WORK*	NAICS CODE FOR WORK DESCRIPTION*	% OF CONTRACT AMENDMENT VALUE*
<i>(Associated with PB/DGS Account)</i>					
<i>Example: ABC Testing</i>	<i>ABCtesting@testing.com</i>	<i>612345</i>	<i>Testing Subcontractor</i>	<i>238220</i>	<i>20.00%</i>
					_____ %
					_____ %
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					_____ %
					_____ %
Total SBE/VSBE Subcontractor Percentage*:					_____ %

***Attach additional pages if necessary**

Section 4 – Declarations

1. I hereby declare that I am authorized to submit this Commitment Plan on behalf of the prime consultant submitting a bid for this solicitation.
2. I acknowledge that for a firm to be counted toward meeting the SBE/VSBE goals, the firm must be SBE certified on POLB's online vendor database PB System or by the State of California's Department of General Services (DGS) by the required submittal due date for the solicitation.
3. I acknowledge that it is my responsibility to verify the current eligibility status of each SBE/VSBE, prior to listing the firm(s) on the Commitment Plan.
4. I acknowledge that all SBEs/VSBEs must be SBE certified for the materials/services that they will be rendering.
5. I acknowledge that all SBEs/VSBEs must provide materials/services directly applicable to the contract.
6. I acknowledge that if a contract is awarded, DGS subcontractors will need to obtain a POLB SBE certification.
7. I acknowledge that POLB staff will verify the SBE/VSBE status of all businesses and the level of SBE/VSBE commitment will be factored into the scoring criteria used during the evaluations of the proposals.
8. I acknowledge that POLB will resolve any certification discrepancy that arises between POLB's SBE/VSBE certification and the DGS SB/Microbusiness certification using current verifiable data. In the case of a discrepancy that remains unresolved, POLB SBE staff shall make the final determination of certification status.
9. I acknowledge that failure to complete the fields requesting percentage of contract value for the prime consultant and/or subcontractors may result in a determination that the prime consultant did not meet the SBE/VSBE goals for the project.
10. I consent for POLB staff to contact me using the contact information listed under Section 2 of this form, should there be a question or clarification regarding an SBE/VSBE subcontractor listed.