



## City of Oakland's NEW and IMPROVED L/SLBE Certification Process

# *Now Only* **Four E-Z Steps to Certification**



### **Step 1**

Complete a City of Oakland **“Certification Application”**. Application forms are available upon request at (510) 238-3870 or may be printed from [www.oaklandnet.com](http://www.oaklandnet.com), go to link “Jump to a Department”, scroll down to Contract Compliance & Employment Services, click go. Click “certification Application”.

### **Step 2**

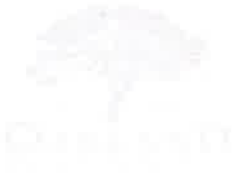
Attach pertinent documents (e.g. tax returns, business tax certificate) to the application.

### **Step 3**

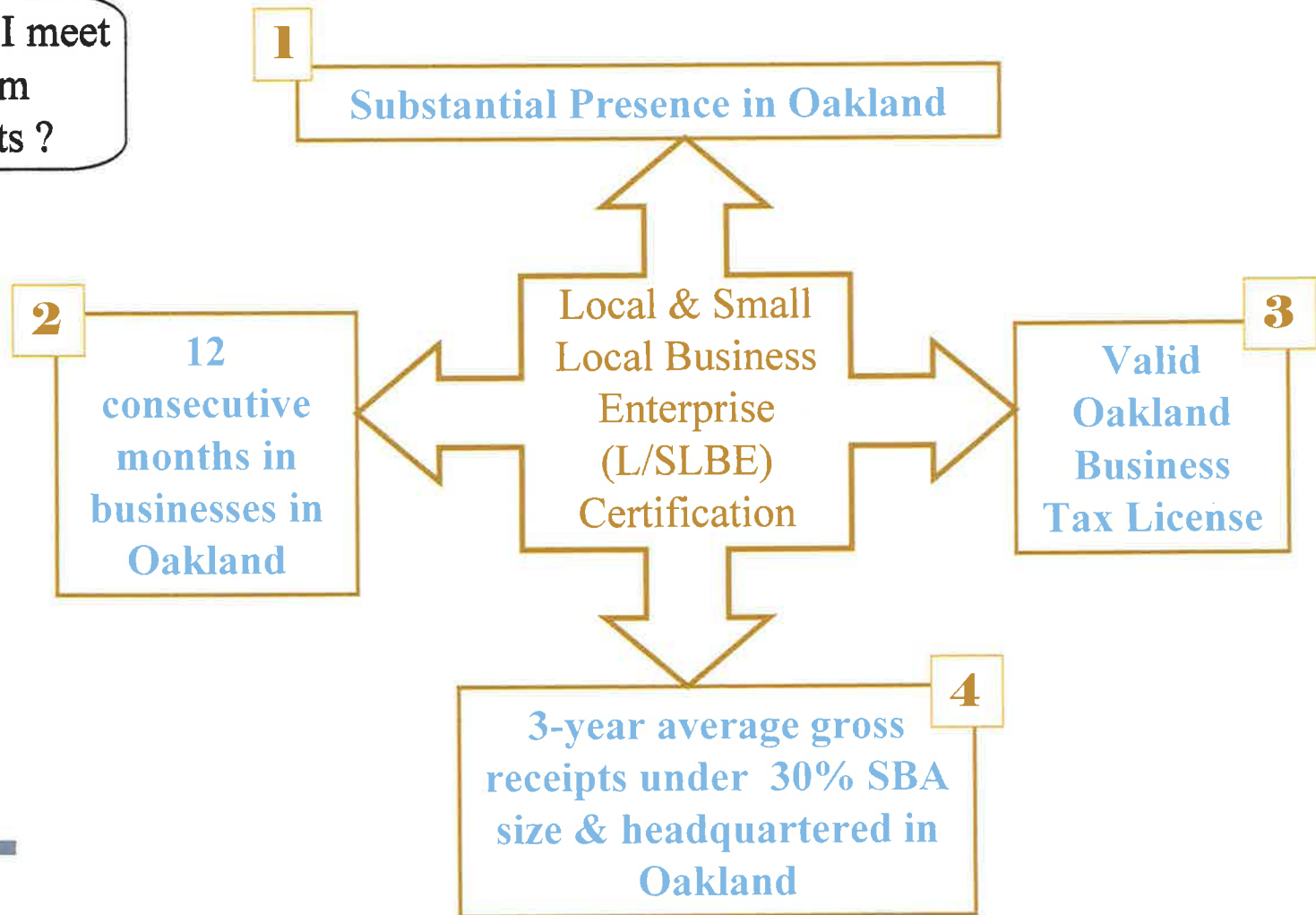
Have the application notarized.

### **Step 4**

Submit the completed packet to the City Administrator’s Office, Contract Compliance & Employment Services Division. 250 Frank Ogawa Plaza, Suite 3341, Oakland, Ca. (510)-238-3970



# Just Four Basic Minimum Requirements



## Next Steps ?

- Certification applications are reviewed within 2-5 days of receipt.
- If the application is approved, a determination letter, official certificate and your business certification number will be forwarded to you within weeks.
- If the application is denied, you will receive a notice in writing and will have an opportunity to challenge the determination.

## Are applications ever denied ?      **Only If**

- ✓ Business is not located in Oakland
- ✓ Business owner does not have a City of Oakland Business Tax License.
- ✓ Has not been in business for 12 consecutive months in Oakland

### **REMEMBER:**

- (1) Applications may be expedited for City of Oakland due dates.
- (2) Certifications must be effective prior to the bid or submittal due date to earn bid discounts and preference points.

# What are the benefits of CERTIFICATION?

- Oakland City Council adopted policies to afford advantages to certified firms. Bids are discounted or you earn additional points on your evaluations.
- If you are not certified or not local, you are still invited to bid or submit a proposal, but you will not enjoy the preferences in place for local firms.
- You are placed on mailing lists used by each agency.
- You will receive advertisements and announcements for opportunities germane to your work specialty.
- Free advertisement - Your business certification is shared with other entities seeking local certified firms.