



Local Small Business Enterprise Preference Program

Step 1 Obtain certification as a “Small Business Enterprise” (SBE) by the State of California Department of General Services (DGS) Office of Small Business and DVBE Certification

Prior to applying for the County's Local Small Business Enterprise (Local SBE) Program, a business must obtain certification by the State of California (State) as a small business enterprise (SBE). The County's Local SBE Program is modeled after the State's small business preference program and utilizes the State's SBE status as a prerequisite for the County's certification as a Local SBE.

Information about the State's small business certification and new “Online Certification” is available on the California Department of General Services *Office of Small Business and DVBE Certification (OSDC)* website at <http://www.pd.dgs.ca.gov/smbus/default.htm> or you may call the OSDC at (800)-559-5529 or (916)-375-4940 for the most current requirements/information.

Once a business has obtain SBE certification with the State of California and their principal place of business is located within the County of Los Angeles for at least the past twelve months, they may register as a **Local SBE**. Registration for the County's Local SBE program is an online process through the County of Los Angeles **Vendor Registration (WEBVen)**.

Step 2 Register as a VENDOR with the County of Los Angeles

Note: If business is already registered as a Vendor go to step 3. To verify vendor registration you may access the County's website at <http://camisvr.co.la.ca.us/webven> select vendor search and search by company name.

Access the County's WEBVen website at <http://camisvr.co.la.ca.us/webven> to register. Once a business has successfully registered as a vendor they will receive a vendor number and pin number by email. They will need to keep these for any future access to WEBVen. If there are any questions, regarding vendor registration, call the County's Internal Services Department at (323) 267-2725.

Step 3 Register as a LOCAL SBE

- Access the County WEBVen website at <http://camisvr.co.la.ca.us/webven>
- Select Login and Change Infor
- Login with vendor number and pin number **To request PIN number contact the County's Internal Services Department at (323) 267-2725**
- Select the Local SBE button
- Scroll Down to text *To add, update or review your certification information: Click Here*
- Fill in the information required: reference number, begin and expire date from the State of California and complete registration.
- Verification of Principal Place of Business Please provide proof of principal place of business (e.g., current business license(s), tax permit, lease agreement etc.) You may fax to (626) 457-3112.

Once a business has successfully registered as a Local SBE, The Office of Affirmative Action Compliance will review the information and notify business by email of their eligibility within two to three working days. If there are any questions or need of assistance, please call (877) 669-2237.