

**DEFINITIONS**

In accordance with definitions listed in the current WCAA Procurement Ordinance, for purposes of this section, the following definitions apply:

“Air Trade Area” or (ATA) means the counties of Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne, Michigan.

“Business Development” means the Business Unit of the Airport Authority that manages and oversees operations concerning the Small Business Enterprise (SBE), the Disadvantaged Business Enterprise (DBE) and the Airport Concession Disadvantaged Business Enterprise (ACDBE) programs. Business Development participates in business outreach, implements programs that support contractor training, sets procurement goals, recommends minimum requirements on solicitations, advises the Procurement Administrator and Evaluation Committees, ensures compliance by vendors after contracts are awarded, and tracks and reports SBE, DBE and ACDBE participation.

“Certified SBE” means an independently owned and operated business headquartered in the Air Trade Area for which any of the following apply: a. The Business maintains certification from the Airport Authority as a small business enterprise, which certification shall be granted to Businesses that meet the small business criteria of the United States Small Business Administration; b. the Business maintains small business certification from the United States Small Business Administration; or c. the Business maintains valid certification as a small business enterprise or equivalent (in the discretion of the Procurement Administrator) from any Public Agency located, in whole or in part, within the Air Trade Area.

“Certified SBE Development Contract” means a contract available for award only to a Certified SBE pursuant to Exhibit C of the Ordinance.

“Mentor Venture” or (“MV”) means a combination of separate businesses, approved by the Airport Authority, one of which shall be a Certified SBE or TGCE, which has been created to perform the specific contract the MV is responding to, and is evidenced by a written agreement which provides, at a minimum, that the Certified SBE or TGCE: A-6 (1) Is substantially included in all phases of the contract, including, but not limited to bidding and staffing; (2) Provides at least thirty percent (30%) of the total performance, responsibility and project management of a specific job performed under the contract; and (3) Shares proportionately in profits and losses.

“Supplier” A firm which provides materials or supplies as a manufacturer, regular dealer or other persons who assist in the procurement or delivery of goods: A manufacturer operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles or equipment required under the contract. A regular dealer owns, operates or maintains store, warehouse, or other establishment in which the materials, supplies, articles or equipment are bought, kept in stock and regularly sold or leased in the usual course of

business. A broker transports material as required under the contractual arrangement.

“Targeted Growth Community” means a geographical area located both within the Air Trade Area and within a **HUBZone** Qualified Census Tract, which is any census tract designated as such by the Department of Housing and Urban Development (“HUD”) based on poverty and household income criteria.

“Targeted Growth Community Enterprise” (or “TGCE”) means a business that is either (1) certified by the United States Small Business Administration as a **HUBZone small business** and located in the Air Trade Area, or (2) a business located in a Targeted Growth Community that would qualify as a Certified SBE; and also (3) satisfies all of the following criteria: (1) It has made payment of property taxes on real or personal property within a Targeted Growth Community during the year prior to its approval by the Airport Authority on property which is ordinarily needed to perform the contract to which the TGCE is responding; (2) Its headquarters is physically located within a Targeted Growth Community, or it has been conducting business at a location with a permanent street address in one of the Targeted Growth Communities on an ongoing basis for not less than one taxable year immediately prior to the submission of its Proposal, Response, Bid or Quote; (3) It has been dealing for at least one year prior to its Proposal, Response, Bid or Quote on a regular commercial basis in the kind of goods or service which is the subject of the contract; A-9 (4) It is not merely displacing a business which has previously been the low bidder but does not qualify for the TGCE credit, by buying from that business and re-selling to the Airport Authority at a mark-up; (5) It provides its commercially viable product or service to other public or private sector clientele; (6) An adequate number of its regular full-time employees are staffed at its Targeted Growth Community location(s) to perform the contract to which it is responding; and (7) It has satisfied all other requirements of this Ordinance.

“Veteran-Owned Business” is defined as a business that is at least 51% owned by one or more individuals who have served in the U.S. military and have been honorably discharged. This ownership structure ensures that veterans have significant control over the business operations. The business can be a sole proprietorship, partnership, or corporation as long as the veteran(s) meet the ownership criteria.

1. SBE CERTIFICATION APPLICATION

The Wayne County Airport Authority (WCAA) Small Business Enterprise (SBE) Program is an Authority-wide initiative governed by the WCAA Procurement & Contracting Ordinance. It was created to increase the number of opportunities available to small businesses located within the Southeast Michigan area, on non-federally funded Airport Authority contracts.

SBE Program Application Requirements

- Business in operation for a minimum of one (1) year
- Gross receipts available for the last five (5) years in the form of Federal Income Tax returns filed and signed for the business as well as any affiliate firms and partners
- Full-time physical business headquartered within the ATA
- Proof of physical headquarters location (ex., deed, signed lease, utility bill)
- W-9 form
- EIN number available

- NAICS codes available ([click here](#) to check your codes)
- Businesses who fall within the size standards per NAICS code ([click here](#) to view all size standards per NAICS code)

WCAA Vendors must complete the application process using our [Business Development Portal](#). To get started, click **APPLY FOR/RENEW CERTIFICATION**.

WCAA SBE Certifications are valid for a period of 3 years and may be renewed if the eligibility requirements are met and a new application is submitted. For further information on the Small Business Enterprise Program or application assistance, contact the Business Development Department by phone at **(734) 955-5785** or email at business.development@wcaa.us.

2. SBE MINIMUM REQUIREMENTS

The Airport Authority works diligently to set realistic SBE goals when planning solicitations. WCAA has an internal initiative that all SBE solicitations have at least 25% participation.

Minimum Requirements

Minimum Requirements are set from 0-100% per solicitation, and WCAA monitors compliance of contractors SBE participation. The respondents' SBE utilization must meet or exceed the minimum requirement to be considered responsive. The SBE commitment will be included in the contract agreement and the respondent will be required to meet the commitment before the contract term ends.

Before a contract is awarded, qual. Prime Contractors are required to submit a proposed SBE utilization plan. Once the contract is awarded, contractors participating in projects have their progress toward achievement closely observed, as well as compliance toward their SBE commitment actively tracked.

As a requirement of every solicitation, Subcontractor Acknowledgment Forms designating SBE utilization must be completed in its entirety. If these forms are incomplete or not included, the solicitation will be deemed non-responsive.

3. SBE REPORTING:

The successful respondent will be required to submit a **monthly** report (**SBE Progress Report**) to monitor and track the SBE Participation towards the fulfillment of the SBE Contract Commitment. The monthly report is due by the **fifteenth** (**15th**) day of each month including the following:

- Amount paid to each SBE subcontractor per month, and the overall progress of the contract
- Completed form, signed and dated
- Failure to submit forms will deem your business non-compliant and may impact payment and the ability to participate in future solicitations.

4. SBE EQUALIZATION CREDITS:

SBE Equalization Credits: In the course of the solicitation and evaluation process for Bids, Proposals, Responses and Quotes, the Procurement Administrator or their designee shall apply equalization credits.

SBE Equalization Credit: For all contracts, a **7%** equalization credit is available to a contractor that responds to a solicitation so long as a Certified SBE, MV or TGCE, or combination thereof, will perform at least 30% of the scope of the Services or Goods solicited, regardless of whether the Certified SBE, MV or TGCE performs the Services or Goods responds as a prime contractor or as one or more subcontractors.

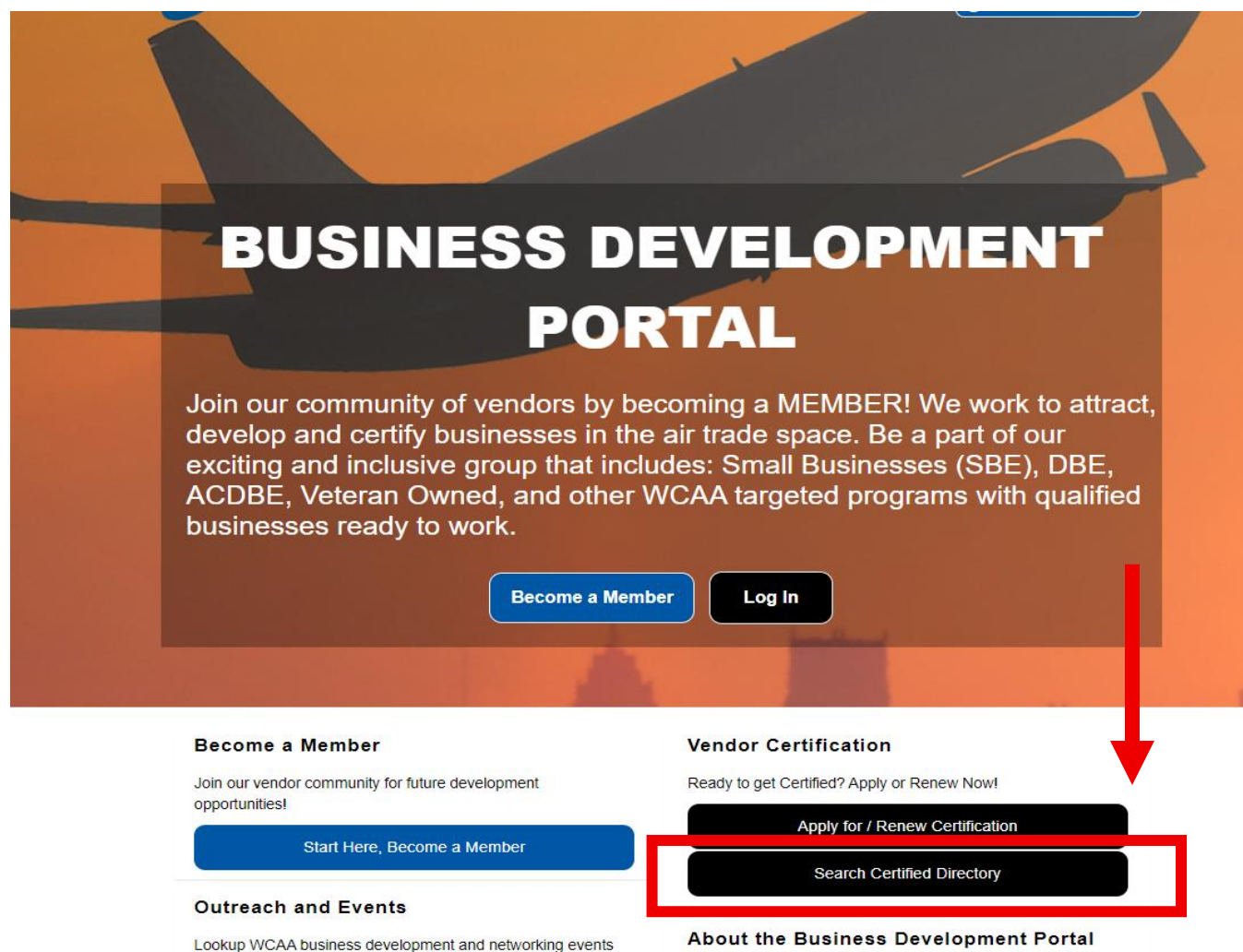
TGCE Credit: For all contracts, a **1%** equalization credit, which may be in addition to the 7% equalization credit, is available to a contractor that responds to a solicitation so long as one or more TGCEs will perform at least 30% of the scope of the Services or Goods solicited, regardless of whether the TGCE(s) performs the Services or Goods solicited as a prime contractor or as one or more subcontractors.

Equalization Credit for a Veteran-Owned Business: A **2%** equalization credit will be available for a Veteran-Owned Business with headquarters located in the Air Trade Area, responding to solicitations that are not funded, in whole or in part, with federal funds. No Business shall receive this Veteran-Owned Business credit unless it has been certified by the Airport Authority as a Veteran-Owned Business at or prior to the time the Business submits its Bid, Proposal, Response or Quote.

5. CERTIFIED SBE DIRECTORY:

To see a current list of Certified WCAA SBEs, please visit: <https://metroairport.gob2g.com> and Click **“Search Certified Directory”** (shown below)

We also encourage all businesses who are capable to join our supplier community; click on “Start Here, Become a Member” when on the Business Development Portal home page to begin the application process.



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