

# Small Business Enterprises

The SBE is designed to facilitate greater participation of small businesses in transportation related procurements. This element only applies to federally-assisted transportation projects (highway, transit and aviation).

Businesses interested in pursuing a SBE certification must meet the U.S. Small Business Administration (SBA) size standards and submit a completed application. Firms currently certified as a DBE by the Pennsylvania Unified Certification Program (PA UCP) are eligible to participate in the SBE Element and DO NOT need to submit a SBE application.

Contractors looking for certified SBEs can search the online SBE database by Firm Name, Business Profile, Working County, North American Industry Classification System (NAICS) Code, or Work Description at [www.dotsbe.pa.gov](http://www.dotsbe.pa.gov).

Note: Your firm may require additional approvals or requirements to conduct business with PennDOT including, but not limited to:

- Business Partner Registration
- Prequalification
- Consultant Qualification

## PennDOT Bureau of Equal Opportunity

### Why does the Small Business Enterprise Element exist?

Title 49 Code of Federal Regulations Part 26.39 requires that PennDOT include an element in its Disadvantaged Business Enterprise (DBE) program to structure contracting requirements to facilitate small business participation on U.S DOT-assisted contracts.

PennDOT has developed an element to overcome barriers/obstacles faced by small businesses and will encourage their participation in transportation related procurements.

**PennDOT**  
**Bureau of Equal Opportunity**  
P. O. Box 3251  
Harrisburg, PA 17105-3251  
717-787-5891 or 1-800-468-4201

Visit PennDOT's SBE website at  
[www.dotsbe.pa.gov](http://www.dotsbe.pa.gov).



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

Pub 742 (11-13)

Disadvantaged  
Business Enterprise Program

## Small Business Enterprise Element

Contracting Opportunities  
for Small Businesses



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

## What is a Small Business Enterprise (SBE)?

A Small Business Enterprise is:

1. A for-profit business, owned by a U.S. citizen or lawfully admitted permanent resident of the U.S.;
2. A firm that does not exceed the Small Business Administration's size standards for the work they desire to perform; and
3. A firm whose average annual gross receipts for the three previous fiscal years does not exceed \$22.41 million.

Firms seeking to participate in the Small Business Element must be certified as a Small Business Enterprise. PennDOT will certify firms using the same business size, ownership and control criteria used to certify DBEs.

The SBE element is race and gender neutral. PennDOT has created a database of SBE certified firms and will encourage their use and participation on federally assisted transportation projects.

If your firm meets the above criteria you may be eligible to be certified as a SBE.



## Frequently Asked Questions

### What benefit does certification provide to SBEs?

- ◆ SBEs can become more visible and viable for contractors and consultants who are looking for qualified business partners to participate on projects funded by Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), or Federal Transit Administration (FTA).
- ◆ SBEs can become eligible to bid as prime contractors on specific municipal highway projects.
- ◆ SBEs will have ready access to training and consulting services through the SBE Supportive Services Center (Center). The Center will be equipped to provide SBEs with tools and skills that will enable them to more effectively compete for federally assisted transportation contracts and subcontracts.

### Is there a cost to become certified?

- ◆ No, certification is free.

### How do prime contractors and consultants benefit?

- ◆ Prime contractors and consultants gain easy access to certified SBEs for use on projects funded by FAA, FHWA, or FTA.
- ◆ The use of SBEs by prime contractors and consultants will constitute race-neutral participation and may provide documentation of Good Faith Efforts on federally assisted transportation projects.

### Are DBEs eligible to participate as SBEs?

- ◆ Yes, all PA Unified Certification Program DBEs are eligible to participate as SBEs and will NOT be required to complete a separate SBE application.

## SBE Supportive Services

PennDOT has created a SBE Supportive Services Center to support SBEs in a number of areas including, but not limited to:

- bid assistance;
- business planning;
- computer training;
- overhead rate assistance;
- Engineering and Construction Management System (ECMS) access; and
- construction management.

The SBE Supportive Services Center will provide all services free of charge via telephone, email, or one-on-one consultation. The Center can be contacted at 1-855-PASBE4U (727-2348) or [www.pennsbess.com](http://www.pennsbess.com).

In addition, PennDOT will work closely with minority and women business organizations, other trade organizations, and state and local agencies to actively promote and engage SBEs in the procurement of DOT assisted contracts.

