



Small Local Business Enterprise Program FAQs

1. Why should I register for the Small Local Business Enterprise (SLBE) and/or the Micro Local Business Enterprise (MLBE) Program?

A. The SLBE Program provides contracting preferences for qualified and eligible SLBE and MLBE firms who are enrolled in the SLBE Program. These preferences will set-aside certain purchases for competition exclusively among SLBE and MLBE firms and create additional subcontracting opportunities. Firms who are not enrolled in the Program will not be eligible to compete for the SLBE/MLBE set-asides or obtain SLBE/MLBE subcontracts.

2. What are the eligibility requirements for participation in the SLBE Program?

A. To participate in the SLBE Program, a business must:

- Be certified as a Small Business Enterprise ("SBE")** by [the State of Connecticut, Department of Administrative Services \("DAS"\) Office of Supplier Diversity](#) or as a Disadvantaged Business Enterprise ("DBE") by [the State of Connecticut, Department of Transportation \("DOT"\)](#) and
- Become a registered vendor on MDC Central Bidder Registry ("CBR"). Click the following link to be redirected to the [CBR Registration page](#); and
- Be located in one of the MDC's eight member towns (Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield or Windsor).

If you have previously registered as an MDC vendor on the Central Bidder Registry (CBR), you do NOT need to register again to qualify for the SLBE Program. You should, however, check your vendor listing in CBR and upload your DAS or DOT SBE/DBE certificate, if you haven't done so, to assure your eligibility for the Program.

**** Under Conn. Gen. Stat. § 4a-60g, minority-owned businesses also qualify as Small Business Enterprises ("SBE's"). For the purposes of the DAS certification, a "minority" is a person who is American-Indian, Asian, Black, Hispanic, has origins in the Iberian Peninsula, a woman or an individual with a disability.**

3. If my business has more than one location, which address will the MDC use for the purpose of determining whether my business is in a "Member Town"?

A. If your business is registered as an SBE with DAS or DBE with DOT, the MDC will use the address that is currently registered with the Department of Administrative Services (DAS) or the Department of Transportation (DOT). If that address is not located within a MDC Member Town, your business will not be eligible to participate in the SLBE Program as a Small Local Business Enterprise (SLBE).

4. How do I register for the SLBE Program?

A. Registration can be accomplished by following the steps identified in FAQ #2.

5. Is there an application fee?

A. There is no fee to enroll in the MDC's SLBE Program.

6. How do I certify my business as a Small Business Enterprise (SBE) with the State of Connecticut Office, Department of Administrative Services (DAS)?

A. Visit the [DAS Office of Supplier Diversity website](#) for additional information about the SBE certification process. The website includes a registration tutorial and a link to the [DAS' online application](#)

7. How do I certify my business as a Disadvantaged Business Enterprise (DBE) with the State of Connecticut, Department of Transportation (DOT)?

A. Information about DOT's DBE Program, including copies of the DBE application, can be obtained on [DOT's DBE webpage](#).

8. How are the Mandatory Subcontracting Requirements determined for a particular contract?

A. The predetermined percentage of the total value of a contract to be allocated to eligible SLBE and MLBE firms shall be determined by the Program Administrator. The Program Administrator will assess all contracts, for which subcontractors are customarily and/or likely to be employed, to determine whether and to what extent eligible SLBE and MLBE firms should be utilized.

9. How do I find out about SLBE bidding opportunities?

A. All advertised bidding opportunities can be accessed from the MDC's homepage by clicking on the Quick Link entitled "**Central Bidder Registry (CBR)**". Contracting opportunities reserved for SLBE firms will be marked "SLBE-Only".

10. What is a "Set-Aside"?

A. A SLBE Program initiative which sets aside a portion of available MDC contracts for bidding exclusively among SLBE and MLBE firms.

11. What is a "Mandatory Subcontracting Requirement"?

A. A predetermined percentage of the total value of a specific contract which must be subcontracted by the Prime Contractor to eligible SLBE and MLBE firms.

12. Are there any prompt payment standards for work awarded to SLBE and MLBE firms under the Mandatory Subcontracting Requirements?

A. Yes. Prime contractors must pay their subcontractors within fourteen days of receiving payment from the MDC. In addition, when making an application for payment, the prime contractors must certify, under oath, that all subcontractors have been paid.

13. Will the MDC monitor its prime contractors to ensure that Mandatory Subcontracting Requirements are met?

A. Yes. The Program Administrator shall be responsible for monitoring all aspects of the SLBE Program to ensure that there is no fraud or abuse. If the Program Administrator determines that a prime contractor failed to meet mandatory subcontracting requirements, including prompt payment, certain penalties may be imposed including, without limitation, suspension or rescission of the contract, withholding of payments and disqualification of the bidder.

14. Will the MDC implement any other rules and regulations to prevent fraud and/or abuse in the SLBE Program?

A. Yes. The Program Administrator will be monitoring all aspects of the Program to ensure that the intent and purpose of the Program is met. If a complaint is made concerning, for example, a fraudulent representation about a firm's status as a SLBE or MLBE, the Administrator will investigate the claim and report any violations to the MDC's debarment official. The debarment official may, with the Administrator's input, debar a prime contractor or subcontractor for a period not to exceed five years for any violation. Appeals may only be made to the office of the Chief Executive Officer (CEO).