**PN 011 – 11/02/2015 - SMALL BUSINESS ENTERPRISE (SBE) REQUIREMENTS**

The Ohio Department of Transportation established the Small Business Enterprise Program (SBE) to ensure that small businesses receive fair opportunities to participate in ODOT contracting and consulting activities as prime contractors.

SBE is a set-aside program that restricts competition to only firms certified by ODOT as an SBE at the time of bid. Firms that are not properly certified by ODOT as an SBE at the time of bid shall not be considered for award of this Contract.

An SBE firm must perform work amounting to not less than 30 percent of the Contract Price with its own organization, unless otherwise approved by the Director. All provisions of C&MS 108.01 not in conflict with this Proposal Note shall apply to determining whether the SBE firm can perform work amounting to not less than 30 percent of the Contract Price.

A Joint Venture may bid on and/or be awarded an SBE set-aside contract provided that the Joint Venture consists of two or more properly certified SBE firms and provided the Joint Venture is otherwise properly prequalified in accordance with Ohio law and ODOT’s established prequalification specification, policies and procedures at the time of bid opening.