



## AN INITIATIVE TO BENEFIT ORANGE COUNTY BUSINESS

We're big supporters of local small business. And PICK OC is a way for us to help give Orange County businesses an even better competitive opportunity as a certified OCLSB.

When you become a certified OCLSB vendor, you'll have advantages when responding to all Orange County issued Invitations for Bid (IFBs) and Requests for Proposal (RFPs).

Our goal is to help Orange County businesses succeed, in order to:

- Create jobs
- Support our local economy
- Increase the County's tax base

### ABOUT THE COUNTY PROCUREMENT OFFICE

The County Procurement Office (CPO) is a division of the County Executive Office. The County's purchasing operations are decentralized, granting delegated authority to each County department. Each department is responsible for acquiring goods and services to meet their business and operational needs.

As the corporate office for procurement services, CPO maintains the Contract Policy Manual, issues Countywide master agreements known as Regional Cooperative Agreements (RCAs), implements and enforces Board policies and establishes procedures. CPO also provides oversight and consulting support services to all departments.

CPO is committed to ensuring a fair, ethical and competitive procurement process. We encourage vendors to register with our bid notification service provider, BidSync.

### BOARD OF SUPERVISORS

District 1 Andrew Do  
District 2 Michelle Steel  
District 3 Donald P. Wagner  
District 4 Doug Chaffee  
District 5 Lisa A. Bartlett



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## ORANGE COUNTY LOCAL SMALL BUSINESS (OCLSB) PREFERENCE POLICY



## PICK OC BENEFITS

5% PICK OC

### INVITATION FOR BID (IFB)

- When the lowest bidder is a non OCLSB, the sole lowest certified OCLSB within 5% of the lowest bid shall be given the opportunity to price match.
- The lowest certified OCLSB must accept the County's offer to price match within 3 business days from the County's offer, unless otherwise specified by County.

### REQUEST FOR PROPOSAL (RFP)

- An extra 5% shall be applied to the tallied score of each certified OCLSB to obtain the final score. If the final score of any OCLSB matches the final score of a non OCLSB, preference shall be given to the certified OCLSB.
- If two or more OCLSBs have the same final score, the County shall determine the contract award based on the County's best interest.

## PICK OC REQUIREMENTS

### LOCAL BUSINESS REQUIREMENTS

- Maintains their principal center of operations (i.e. headquarters) within Orange County, AND;
  - Has a business address located in Orange County that is not a post office box.
- OR-**
- Has a valid business license or certificate of occupancy issued by the County of Orange or by an Orange County city, or other documentation acceptable to the County of Orange.



Sign up today at  
[caleprocure.ca.gov/pages/sbdvbe-index.aspx](http://caleprocure.ca.gov/pages/sbdvbe-index.aspx)

### SMALL BUSINESS REQUIREMENTS

- Must be certified as a Small Business by the State of California Department of General Services (DGS).
- DGS Small Business requirements must be valid at the time of bid submittal.

### EXCEPTIONS

PICK OC does not apply where prohibited by law or regulation and including, but not limited to:

- Specific state or federally funded projects
- Cooperative contracts
- Sole Source contracts
- Emergencies

## GETTING CERTIFIED AS AN OCLSB IS SIMPLE AND FREE

Sign up to receive every advantage available to your business. It's simple, and there are no costs involved.

- OCLSB certification must be active at IFB or RFP closing date and must remain valid at time of contract award.
- The OCLSB preference is given only to those who qualify, however, all vendors are encouraged to compete in the solicitation bid process.
- The solicitation and evaluation process established by Orange County remains unaltered while applying for OCLSB certification.

STEP  
01

#### Get Certified

Your business must be certified as a Small Business by the State of California Department of General Services (DGS) at [caleprocure.ca.gov/pages/sbdvbe-index.aspx](http://caleprocure.ca.gov/pages/sbdvbe-index.aspx)

STEP  
02

#### Verify

Verify your OCLSB certification status at [OCLSBverify.com](http://OCLSBverify.com)

STEP  
03

#### Register

Register as a Vendor with BidSync (Basic/Pro) at [prod.bidsync.com/orange-county](http://prod.bidsync.com/orange-county)