

## Small Business Enterprise Program (SBEP) Frequently Asked Questions

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**Q: What is the SBE Program and how can it help me?**

**A:** The Small Business Enterprise (SBE) Program was established to assist small and minority businesses interested in FBISD business opportunities. The SBE Department provides:

- Information regarding various SBE certifications
- Training seminars, workshops and business network focused groups
- Resolutions regarding SBE compliance issues
- Contract compliance, monitoring, and SBE reporting

**Q: What type of firm qualifies as a SBE?**

**A:** A business which is 51% owned and controlled as a small or minority business.

The U.S. Small Business Administration - SBA.gov website: [Qualifying as a Small Business](#) provides additional information.

**Q: Is certification as an SBE necessary to do business with the District?**

**A:** Certification is recommended to do business with the District for construction, architectural and engineering services. Non-certified vendors interested in doing business with the District should email [sbep@fortbendis.com](mailto:sbep@fortbendis.com) for details.

**Q: What certification(s) does the district recognize?**

**A:** FBISD recognizes the following certifications:

- The City of Houston (SBE, WBE, MBE or PDBE)
- Port Authority (SBE)
- Metro (SBE)
- US Small Business Administration - SBA 8a (if authorized by the District for a particular procurement) is acceptable.

**Q: If I am certified with the state or another jurisdiction, do I still need to be registered with the Fort Bend Independent School District?**

**A:** Yes, you should register, as a vendor, with one of Fort Bend Independent School District's recognized certifying agencies.

**Q: What can SBEs do to increase their participation in the bidding process?**

**A:** These simple steps can increase your opportunities with the FBISD.

- Become certified
- Attend pre-bid conferences, seminars, workshops sponsored by FBISD
- Establish and maintain contacts and relationships with general contractors and architect/engineers for potential business
- Respond promptly to solicitation requests
- Maintain open communication with FBISD, and notify FBISD Small Business Office regarding any changes in your address, telephone number, or scope of work/service offered by your company.

**Q: How do I get on the District's bidder's list?**

**A:** The District maintains bidder's lists on major categories of construction, architect/engineer, and goods and/or services. In order for a company's name to be placed on the bidder's list, the company should complete registration with FBISD at (<https://fortbendis.bonfirehub.com/portal/>).

**Q: How can I find out about the District's upcoming business opportunities?**

**A:** The district publicizes its business opportunities using various advertising methods.

- Website and newspaper approved by the District's Purchasing department.
- Must be registered as a vendor and agree to receive bid notifications
- <https://fortbendis.bonfirehub.com/portal/>

**Q: How do I market my products/services to the District?**

**A:** The SBEP office at (281)-327-7697 or [sbep@fortbendis.com](mailto:sbep@fortbendis.com).