Small Local Emerging Business (SLEB) Supplier Internet Database Guide

Auditor-Controller Agency,
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# Small Local Emerging Business (SLEB)
## Supplier Internet Database Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1.1</td>
<td>Internet SLEB Supplier Database Overview</td>
<td>1</td>
</tr>
<tr>
<td>Section 1.2</td>
<td>Internet Search Query</td>
<td>5</td>
</tr>
<tr>
<td>Section 1.3</td>
<td>Internet Search by NAICS Description</td>
<td>8</td>
</tr>
<tr>
<td>Section 1.4</td>
<td>Internet Search by Supplier Lists</td>
<td>10</td>
</tr>
<tr>
<td>Section 1.5</td>
<td>Internet Search of Supplier Listing by NAICS Categories</td>
<td>13</td>
</tr>
<tr>
<td>Section 1.6</td>
<td>Export Internet Supplier Lists to Excel</td>
<td>16</td>
</tr>
</tbody>
</table>
Section 1.1 Internet SLEB Supplier Database Overview

A. Access the Internet SLEB Supplier Database

   a. Click PROGRAMS & INITIATIVES.
b. Under Small, Local & Emerging Business Program (SLEB), click LEARN MORE.
2. The SLEB Program website is displayed. Click FIND A SUPPLIER.

3. The Find A Supplier page displays eight available SLEB search options.
B. Internet SLEB Supplier Search Options

1. **Search Query** – Finds local suppliers by North American Industry Classification System (NAICS) code, business name, city, zip code, and/or certification type.  

2. **Search by NAICS Description** – Finds local suppliers by NAICS code description.  

3. **Certified Emerging Businesses** – Lists all local suppliers that are certified as Emerging Businesses.  

4. **Certified Small Businesses** – Lists all local suppliers that are certified as Small Businesses.  

5. **Certified Emerging and Small Businesses** – Lists all local suppliers that are certified as either Emerging or Small Businesses.  

6. **Local Non-Certified Businesses** – Lists all non-certified local suppliers.  

7. **All Suppliers (Certified Emerging & Small and Non Certified Local)** – Lists all non-certified local suppliers and local suppliers that are certified as either Emerging or Small Businesses.  
   [http://www.acgov.org/sleb_query_app/gsa/sleb/query/slebresultlist.jsp?smEmInd=A](http://www.acgov.org/sleb_query_app/gsa/sleb/query/slebresultlist.jsp?smEmInd=A)

8. **Supplier Listing by NAICS Categories** – Finds local suppliers by NAICS code categories.  
Section 1.2 Internet Search Query

Use this query to help you find suppliers if any of the following are known: NAICS code, business name, city, zip code, and/or business type (all Local, Small, or Emerging businesses).

A. Access the Internet Search Query

1. From the Find A Supplier page, click SEARCH.

2. The Search Query page is displayed.
a. There are five available search options. Select one or more of the options.

i. **NAICS Code** – Enter the supplier’s [NAICS](#) code. If the NAICS code is not known, see Section 1.2 (B) Search by NAICS Code.

ii. **Business Name** – Enter any or all of the supplier’s name or type of services/supplies offered by the supplier, and select *Includes* or *Starts With*.

iii. **City** – Select the supplier’s city from the drop-down list.

iv. **Zip Code** – Enter the supplier’s zip code.

v. **Small/Emerging Businesses** – Select the supplier’s SLEB Certification (*Small, Emerging, or All*) from the drop-down list.

b. Select **Supplier Name, City or Zip Code** to sort the list.

c. Select the number of suppliers to view per page.

d. Click **FIND SUPPLIERS**.

3. A list of all local suppliers meeting the criteria entered is displayed. For example, the list below contains local suppliers from zip code 94601. The list is sorted alphabetically by business name. Click any letter of the alphabet (located next to “Begin List at”) to search for suppliers by the first letter of their business name.
B. **Search by NAICS Code**

1. From the **Search Query** page, click **SEARCH NAICS CODES**.

![Search NAICS Codes](image)

2. The NAICS Code Search box appears.

![NAICS Code Search](image)

   a. Enter a description of the service or supply in the Description field (and select *Anywhere in description*, *Words begin with*, or *Exact word match*) or enter a number in the Code field. When searching NAICS codes by description, it is best to not be too specific because the search is based upon categories or groups (ex: “desk” which is part of the category of “furniture”).

   b. Click **FIND**.

3. The search result is displayed.

![Result](image)

   a. Locate the code that best matches what you are looking for.

   b. Click **RETURN TO MENU** to go back to the **Search Query** page.
Section 1.3  Internet Search by NAICS Description

A. From the Find A Supplier page, click SEARCH BY NAICS DESCRIPTION.

B. The Search by NAICS Description page is displayed.

1. Enter a description of the service or supply (and select Anywhere in description, Words begin with or Exact word match). When searching NAICS codes by description, it is best to not be too specific because the search is based upon categories or groups (i.e., “desk” which is part of the category of “furniture”).

2. Click FIND CODE.
C. The search result is displayed. Locate the code that best matches what you are looking for and click GO next to the code.

D. A list of all local suppliers meeting the NAICS description selected is displayed. For example, the list below contains local suppliers with a 541320 NAICS code. The list is sorted alphabetically by business name. Click any letter of the alphabet (located next to “Begin List at”) to search for suppliers by the first letter of their business name.
Section 1.4 Internet Search by Supplier Lists

A. From the Find A Supplier page there are five available Supplier Lists. Select CERTIFIED EMERGING BUSINESSES, CERTIFIED SMALL BUSINESSES, CERTIFIED EMERGING AND SMALL BUSINESSES, LOCAL NON-CERTIFIED BUSINESSES or ALL SUPPLIERS (CERTIFIED EMERGING & SMALL AND NON-CERTIFIED LOCAL).

1. **Certified Emerging Businesses** – Lists all local suppliers that are certified as Emerging.

2. **Certified Small Businesses** – Lists all local suppliers that are certified as Small.

3. **Certified Emerging and Small Businesses** – Lists all local suppliers that are certified as either Emerging or Small Businesses.

4. **Local Non-Certified Businesses** – Lists all non-certified local suppliers.

5. **All Suppliers (Certified Emerging & Small and Non-Certified Local)** – Lists all non-certified local suppliers, and local suppliers that are certified as either Emerging or Small Businesses.
B. A list of all local suppliers meeting the certification selected is displayed.

1. All suppliers in the database are local. Certified businesses are identified in red by their certification number in the Certification Status column and as either Certified Small or Certified Emerging in the Certification Type column. Non-certified local businesses are also identified as such in these columns. For example, the list above contains local suppliers that are non-certified, certified as Small Businesses, or certified as Emerging Businesses.

2. The list is sorted alphabetically by business name. Click any letter of the alphabet (located next to “Begin List at”) to search for suppliers by the first letter of their business name.
C. SLEB Certification Status

1. SLEBs may not be immediately decertified upon their expiration date, however the database is automatically updated the day following the **Exp. Date** as follows:
   a. The Certification Number is no longer indicated in the Certification Status column, and
   b. The Certification Type column indicates: **Contact Certification for status**, with a link to the SLEB Certification Unit.

   ![Table 1](image1)

2. Upon decertification, the Certification Type column on the Internet will be updated to **Non-Certified LOCAL** and the Certification Status column will no longer indicate the business’s Certification Number and Exp. Date.

   ![Table 2](image2)

3. For questions regarding expired or decertified suppliers, please contact:

   **Auditor-Controller Agency, Office of Contract Compliance & Reporting (OCCR)**
   1221 Oak Street, Room 249
   Oakland, CA 94612

   **SLEB Certification Unit:**
   (510) 891-5500 (tie line ext. 25500)
   Email: ACSLEBcertification@acgov.org
Section 1.5  Internet Search of Supplier Listing by NAICS Categories

A. From the Find A Supplier page, click SUPPLIER LISTING BY NAICS CATEGORIES.

Find A Supplier
The Board of Supervisors has adopted a Small, Local and Emerging Business (SLEB) program to assist all local businesses by giving them an opportunity to contract with Alameda County and promote the economic growth of the community. The SLEB Supplier Query System was created to help Alameda County agencies and departments and other users find local and certified small and emerging suppliers that provide needed products or services. Please click on the SLEB Internet Database Guide below for assistance in searching for SLEB suppliers using the Internet. County agencies and departments should access the SLEB Database through the ALCowEB Internet.

Please Note: County Procurement policy requires County departments to solicit quotes first from certified Emerging Businesses and if there are none, from certified Small Businesses and if there are none, from Local Businesses.
Certified businesses are identified in the database as either a Certified SMALL Business or a Certified EMERGING Business and include a SLEB Certification Number. All other businesses in the database are Local and not certified, they are identified as a Non-Certified LOCAL Business. All Certified Businesses must be Local.

For assistance in navigating the SLEB Query System database please see the SLEB Internet Database Guide or contact the Auditor-Controller Agency, SLEB Certification Unit at (510) 891-5560 or via their contact form:
• Search
  Find suppliers by NAICS code, business name, city and/or zip code.
• Search by NAICS Description
  Find suppliers by NAICS code description.
• Certified Emerging Businesses
  List all local suppliers certified as emerging businesses.
• Certified Small Businesses
  List all local suppliers certified as small businesses.
• Certified Emerging and Small Businesses
  List all local certified suppliers (emerging and small).
• Local Non-Certified Businesses
  List local, non-certified businesses.
• All Suppliers (Certified Emerging & Small and Non-Certified Local)
  List all suppliers in the database (local and certified small and emerging).
• Supplier Listing by NAICS Categories
  Supplier directory listing by NAICS code categories.
B. The Supplier Listing by NAICS Code Categories page is displayed. Select the appropriate NAICS Category under Main Categories. When searching for suppliers by NAICS codes, it is best to not be too specific because the Codes are based upon categories or groups (ex: “desk” which is part of the category of “furniture”).

C. Select SUPPLIER LIST to view all suppliers under the main category (for example, “Construction”) or select a sub-category.

D. Select SUPPLIER LIST to view all suppliers under the 1st sub-category (for example, “Construction of Buildings”) or select the next sub-category.
E. Select SUPPLIER LIST to view all suppliers under the 2\textsuperscript{nd} sub-category (for example, “Building Construction”) or select the next sub-category.

F. Select SUPPLIER LIST to view all suppliers under the 3\textsuperscript{rd} category (for example, “Industrial Building Construction”).

G. A list of all local suppliers meeting the selected NAICS category is displayed. For example, the list below contains local suppliers with an “Industrial Building Construction” NAICS category. The list is sorted alphabetically by business name.
Section 1.6 Export Internet Supplier Lists to Excel

The supplier lists generated from the Internet SLEB search options can be exported to Excel.

A. Click EXPORT TO EXCEL to download a supplier list for further sorting options and uses.

B. The Excel file will list all local suppliers in the same order as they are seen online. The Excel file includes the business name, contact name, phone number, address, city, zip code, certification type, certification number, certification expiration date, decertified date, and NAICS code(s).