

Small / Local Business Enterprise Certification Guide

Step 1 – Registration in iSupplier: If not already obtained All suppliers (aka contractors, consultants and vendors) should register as soon as possible with the City’s iSupplier program at <http://www2.oaklandnet.com/Government/o/CP/index.htm> or www2.oaklandnet.com click on the “Business Tab” scroll down to “Contracting with the City (iSupplier)”, click on the iSupplier Register link. Each supplier must complete the registration before a certification can be issued.

Step 2 – Complete iSupplier registration profile: Log into iSupplier, click and complete the “Admin” tab, in this section you are required to add your *Business Address, Contact Information* and your firm’s *Products and Services*. *In the Business Classification section, choose the fields applicable to your firm. Click on the link on top labeled “[City of Oakland SLBE/LBE Certification Application](#)” complete the entire application and click on the “submit” button.*

A Department of Contracting and Purchasing Certification Officer will contact your firm for a follow-up, at the mean time go back into iSupplier, click on the “Admin” tab and at the Supplier Details page, you will attach scanned copies of the applicable documents. Click on the “Add Attachments” button and complete the required field and browse for your files, click on the “apply” button. Repeat the process for each attachment.

- Affidavit of Certification
- Copy of City of Oakland business tax license, certificate or permit.
- Copy of professional license, certificate or permit (if applicable for your company).
- Copy of company’s current lease or rental agreement for business address or proof of ownership (tax statement or deed) if owned.
- For Non-profit entities organization (copy of the IRS letter of determination).
- Copy of “Secretary of State” letter of incorporation if incorporated.
- A copy of three contracts or invoices from the Oakland office.
- [IRS W-9 Form](#)

For Small Local Business Enterprise (SLBE) certification please submit the first page of the last three years of tax returns showing gross receipts as indicated.

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| • Sole Proprietor | Form 1040 with Schedule C |
| • Partnership | Form 1065 |
| • Corporation& Limited Liability Corp. | Form 1120 |
| • Limited Liability Partnership | Form 1065 |
| • Non-Profit | Form 990 |