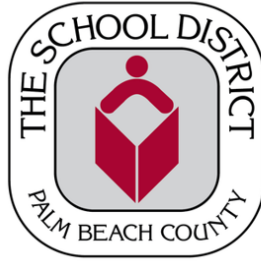


SMALL BUSINESS ENTERPRISE (SBE) INTERLOCAL APPLICATION INTER-LOCAL APPLICATION WITH THE SCHOOL DISTRICT OF PALM BEACH COUNTY



IF YOU ARE ALREADY CERTIFIED as an SBE with The City of West Palm Beach **OR** Palm Beach County's Office of Small Business Assistance (OSBA) and you are seeking to be certified as a Small Business Enterprise (SBE) with The School District of Palm Beach County. Here are few things you need to do:

1. To start the online SBE Inter-local application with the School District,
Go to: <https://palmbeachschools.diversitycompliance.com/?TN=palmbeachschools>

***Next - Click on Apply/Renew Certification, then select Small Business

Be sure to attach the following items electronically to your online application:

2. Complete and sign the affidavit form which is included with online application.
3. Submit a copy of your current SBE Certificate with the City of West Palm Beach or Palm Beach County Office of Small Business
4. Submit a copy of the **Inter-local Cover Sheet** from the City of West Palm Beach or Palm Beach County Office of Small Business
5. Inter-local Agency Contacts (if currently certified by, obtain inter-local form as follows:

Palm Beach County's Office of Small Business Assistance (OSBA)

Angie Whitaker (561) 616-6849 AWhitake@pbcgov.org

School District of Palm Beach County

Heidi Galloway (561) 681-2410 heidi.galloway@palmbeachschools.org

City of West Palm Beach

Aisha Darrough (561) 822-2103 ADarrough@wpb.org

The School District of Palm Beach County's Minority/Women Business Enterprise certification is a separate application and applicants must submit the majority of documents noted with that application.

Please note that the processing time is normally from 30 to 60 days after completing the application