



## Charleston County News Release

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**See photo of previous workshop:** <http://www.charlestoncounty.org/NewsImages/sbe.htm>

### **Free Small Business Enterprise Workshops Offered to Assist Business Owners: Jan. 24, Feb. 21 and March 27**

*Charleston County's Small Business Enterprise Program is race and gender neutral with an emphasis on growing and enhancing small companies.*

Charleston County's Small Business Enterprise (SBE) Program began only four months ago in September of 2007, and it has already become a tremendous success. So far, 48 local businesses have become certified, and many more are currently going through the process.

Charleston County will be holding free SBE workshops on the following dates:

- **Thursday, Jan. 24, 2008**  
**Bidding on Contracts with Charleston County** – An overview of the County's bid process: providing information on how to prepare your bid; how to find the proper NAICS code for your business; and what comes after certification as an SBE. There will also be a "match-maker" session to introduce attendees to Charleston County buyers, directors and others involved in the purchasing process. This seminar will be held from 2- 4 p.m. at the Lonnie Hamilton, III Public Services Building; 4045 Bridge View Drive; North Charleston, S.C. 29405 (Room B339, the Emergency Operations Center conference room).
- **Thursday, Feb. 21, 2008**  
**How to do Business with the city, county, state and federal government** – An overview of the public procurement process and how to prepare your bids. This class will be held from 6-8 p.m. at the Lonnie Hamilton, III Public Services Building; 4045 Bridge View Drive; North Charleston, S.C. 29405 (Room B339, the Emergency Operations Center conference room).
- **Thursday, March 27, 2008**  
**How to do business with Charleston County** – Learn how to become certified as a Small Business Enterprise, locate bid opportunities, and be placed on bid lists. This class will be held from 2 - 4 p.m. at the Lonnie Hamilton, III Public Services Building; 4045 Bridge View Drive; North Charleston, S.C. 29405 (Room B339, the Emergency Operations Center conference room).

Businesses can register online for the free seminars at [www.charlestoncounty.org](http://www.charlestoncounty.org). During each of the workshop seminars, County staff will be available to assist business owners in completing the simple one-page certification application.

The SBE Program is race and gender neutral, with an emphasis on growing and enhancing small companies to help them reach the level of capability to do business with local, state and federal government agencies.

Business owners who are interested in becoming certified go through a short and simple process to participate in the program, which begins with completion of a one-page application (available at [www.charlestoncounty.org](http://www.charlestoncounty.org)). Oversight of the SBE Program falls under Charleston County's Contracts and Procurement Department Director, and the program is administered by the County's SBE Program Manager.

**Business owners who bring the following documents with them to the seminar can actually become fully certified before leaving:**

- Copy of signed business tax returns for the past three years
- Copy of current driver's license (or other government identification card)
- Copy of deed, rental or lease agreement showing business address (a post office box is not acceptable for business address)
- Copy of any applicable business license(s)
- Copy of receipts for any applicable Charleston County fees or taxes

Charleston County's SBE Program, the first of its kind in South Carolina, has many features to aid small businesses. The concept for the program was developed through a disparity study that was commissioned by County Council in 2006.

**The following are eligibility requirements for certification under the program:**

- Gross revenues of \$7.5 million or less (as averaged over the previous three years)
- Eligible owner is actively involved in the daily management and operations of the business
- Business has been actively in service for the preceding twelve months
- Applicable business licenses, fees and Charleston County taxes are current

**Additional goals of the SBE Program are:**

- To enhance contract competition
- To establish aspirational goals for SBE firms' participation on County contracts
- To conduct an outreach program with features such as the upcoming workshops, which will aid entrepreneurs in business development and get them ready for competing for County contracts

To learn more, contact the Charleston County Procurement Office:

- Barrett Tolbert, SBE Program Manager  
(843) 958-4761  
[btolbert@charlestoncounty.org](mailto:btolbert@charlestoncounty.org)
- Susan Hogan, Procurement Project Officer  
(843) 958-4765  
[shogan@charlestoncounty.org](mailto:shogan@charlestoncounty.org)

Visit the Charleston County Web site at [www.charlestoncounty.org](http://www.charlestoncounty.org) for news, services and up-to-date information relating to Charleston County Government.