

## Minority, Women, Veteran Owned and Small Business Guide for Participating in Government Contracts

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The Office of Minority and Women's Business Enterprises certifies small businesses owned by women, minorities, and socially and economically disadvantaged persons. The Department of Veterans Affairs certifies businesses owned by veterans. The Department of Enterprise Services offers online self-certification for small businesses.

### Why become certified?

Government agencies have goals for the participation of small, minority, women and veteran owned firms in procurement and contracting. Agencies that receive funds from the U.S. Department of Transportation are required to set and meet supplier diversity goals.

If you're not certified, you may be missing opportunities. By becoming certified, agencies can count spending with your business toward state and federal goals. Agencies and prime contractors/suppliers can find certified firms in centralized government databases.

State certification also makes you eligible to apply for the Linked Deposit Program that can decrease interest rates on qualified small business loans up to 2 percent.

### Types of certifications

The chart on page 2 outlines the various types of certifications, basic requirements, and where you can go to get more information and apply. The certifications and certifying agencies listed are the only ones recognized by the state of Washington.

Please contact the appropriate agency if you have any questions. **We are here to assist you, and encourage you to ask questions as you are working on your certification application. Submitting the right documents the first time will save time.**

### Resources

Below are a few resources for firms. Please see OMWBE's web site for more information.

- Procurement Technical Assistance Center (PTAC) - Helps firms apply for and fulfill government contracts. To find the nearest office: <http://washingtonptac.org/contact-wa-ptac>
- Native PTAC - Helps native owned businesses apply for and fulfill government contracts. [info@nativeptac.org](mailto:info@nativeptac.org) · 888-467-0240
- Washington State Department of Transportation (WSDOT) DBE Support Services – Provides services to federally-certified firms that work on WSDOT highway projects. [DBESS@wsdot.wa.gov](mailto:DBESS@wsdot.wa.gov) · 888-259-9143
- Washington's Electronic Business Solutions (WEBS) - A site where vendors can register to receive state government bid notifications. <http://bit.ly/WEBSforVendors> · 360-902-7400

	<b>Types of certification</b>	<b>Certification requirements</b>	<b>How do I apply for certification?</b>
<b>USDOT funded transportation projects</b>	<ul style="list-style-type: none"> <li>Disadvantaged Business Enterprise (women and minority owned businesses) (DBE)</li> <li>Federal Small Business Enterprise (SBE)</li> <li>Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)</li> </ul>	<p>Business must be:</p> <ul style="list-style-type: none"> <li>A for-profit business.</li> <li>A small business according to the U.S. Small Business Administration (see application for more information).</li> </ul> <p>Eligible owner(s) must:</p> <ul style="list-style-type: none"> <li>Be a U.S. Citizen or permanent resident.</li> <li>Own at least 51% of the business.</li> <li>Control managerial and day-to-day operations.</li> <li>Be female, African American, Asian American, Pacific Islander, Hispanic American, Native American or an Alaska Native<sup>1</sup>.</li> <li>Have personal net worth of less than \$1.32 M.</li> </ul>	<p><b>Office of Minority and Women's Business Enterprises</b>  <a href="http://www.omwbe.wa.gov">www.omwbe.wa.gov</a>  360-664-9750 • 1-866-208-1064  email: <a href="mailto:receptionist@omwbe.wa.gov">receptionist@omwbe.wa.gov</a></p>
<b>State contracts</b>	<ul style="list-style-type: none"> <li>Minority Business Enterprise (MBE)</li> <li>Woman Business Enterprise (WBE)</li> <li>Combination Business Enterprise (CBE)</li> <li>Socially and Economically Disadvantaged Business Enterprise (SEDBE)</li> </ul>	<p>Same as above, except:</p> <ul style="list-style-type: none"> <li>Business must be able to independently perform the services necessary to fulfill the contract.</li> <li>Owner's personal net worth limit does not apply unless applying for SEDBE.</li> </ul>	
	Veteran or Service Member Owned Business	<ul style="list-style-type: none"> <li>Proof of honorable veteran or service member status.</li> <li>Proof of 51% ownership.</li> <li>Licensed to do business in Washington.</li> <li>Register as a vendor in Washington Electronic Business Solutions (WEBS).</li> </ul>	<p><b>Department of Veterans Affairs</b>  <a href="http://www.dva.wa.gov">www.dva.wa.gov</a>  1-800-562-0132 option "1"  email: <a href="mailto:vob@dva.wa.gov">vob@dva.wa.gov</a></p>
	State Small Business	<ul style="list-style-type: none"> <li>Register as a vendor in WEBS.</li> <li>Declare you are a small business as defined in state law.</li> </ul>	<p><b>Department of Enterprise Services</b>  <a href="http://bit.ly/WEBSforVendors">http://bit.ly/WEBSforVendors</a>  360-902-7400 email:  <a href="mailto:webcustomerservice@des.wa.gov">webcustomerservice@des.wa.gov</a></p>

<sup>1</sup> Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.