

Certification Checklist

The Office of Supplier Diversity (OSD) certifies woman-, veteran- and minority- owned small businesses for FREE. Certification is simple and offers the following benefits:

- Referrals to state agencies and other organizations seeking certified businesses;
- A listing in OSD's Certified Business Enterprise Vendor Directory;
- Customized emails including contract opportunities, special events, networking and training announcements; and
- Free online recertification every two years to simplify the process.

Minimum Eligibility Requirements

Your business must meet the following minimum eligibility requirements to become a certified woman business enterprise (WBE), veteran business enterprise (VBE) or minority business enterprise (MBE):

<input type="checkbox"/>	Be legally registered to do business in Florida as a for-profit organization (registration through the Department of State).
<input type="checkbox"/>	Be based in Florida.
<input type="checkbox"/>	Be owned and managed by a resident(s) of Florida.
<input type="checkbox"/>	Be 51 percent owned and managed by a woman, veteran or minority who is a U.S. citizen or a permanent resident alien.
<input type="checkbox"/>	Be engaged in commercial transactions (currently doing business).
<input type="checkbox"/>	Be registered in MyFloridaMarketPlace.
<input type="checkbox"/>	Have a net worth of less than \$5 million.
<input type="checkbox"/>	Have 200 or fewer full-time permanent employees.
<input type="checkbox"/>	Have a professional license, if required by the industry, in the name of the woman, veteran or minority business owner.

Certification Process

If you meet the minimum eligibility requirements above, you are ready for the following next steps to certification:

Step 1: Register as a new vendor on MyFloridaMarketPlace.com, the state's procurement website.
Step 2: Review and gather the necessary documentation outlined in the Required Documentation Checklist.
Step 3: Mail or scan and email all of your supporting documentation to OSD.



Documentation Checklist

Before submitting a copy of your documents to OSD, complete the checklist below to ensure you have all of your required documents for categories **A** through **H** (with the exception of **B** if you are not a veteran). OSD will not proceed with the review process of your file until all required supporting documents are submitted.

A

Minority and/or Woman. Submit ONE of the following documents for MBE or WBE consideration:

- SBA(8)(a) Federal Certification;
- Birth Certificate with Ethnic Designation;
- Passport;
- Naturalization Records;
- Foreign Birth Certificate;
- Designation Statement; or
- Permanent Resident Alien Card

B

Veteran. Submit ALL of the following documents for VBE consideration:

- Veteran Business Enterprise Certification Application;
- DD214; and
- Service Disabled Letter (for disabled veteran(s) only)

C

Permanent Resident of Florida. Submit ALL of the following documents to show proof of Florida residency:

- Declaration of Domicile in the Clerk of Circuit Court's Office in the County Courthouse, and ONE of the Following:
 - ◇ Florida Driver's License;
 - ◇ Voter Registration; or
 - ◇ Documentation of Homestead Exemption

D

Ownership Interest. Submit ONE of the following documents to establish 51 percent ownership interest:

- Articles of Incorporation;
- Partnership Agreement; or
- Federal SBA (8)(a) Certification

E

Management Component. Submit ONE of the following documents to establish 51 percent management interest:

- Partnership Agreement;
- Payroll within the Last 12 Months; or
- Resume(s)

F

Small Business Domiciled in Florida. Submit ALL of the following documents to establish business domicile:

- Registration from Department of State;
- Business with Fewer Than 200 Employees; and
 - ◇ Payroll within the Last 12 Months Identifying Each Owner and Each Full-time Employee - W2s, Payroll Summary/Report
- Net Worth of No More Than \$5 Million
 - ◇ Financial Statements; or
 - ◇ Last Two Years of Federal Filed Tax Returns

G

Useful Business Function. Submit ONE of the following to establish useful business function:

- Notarized Statement of Useful Business Purpose;
- Copy of a Recent Quote Submitted by the Company; or
- Recent Signed Contract/Invoice

H

Licensing. Submit ONE of the following to show proof of required licensing:

- Professional (licensed and regulated by the Florida Department of Business and Professional Regulation);
- Business Occupational License/Local Business Tax Receipt; or
- Attestation of No License Required

While these documents are listed as appropriate submission, based on the review of eligibility, additional information may be requested. All owners/managers in the company must submit information as noted.