

Recertification Affidavit Instructions

Your company's certification as a Minority Business Enterprise, Woman Business Enterprise or Veteran Business Enterprise with the State of Delaware will expire shortly. To apply for recertification, you must submit the enclosed Recertification Affidavit dated no longer than 60 days after the expiration date on your original certification letter. It is imperative that the affidavit and applicable materials listed below are returned in a timely manner to the Office of Supplier Diversity, 100 Enterprise Place, Suite 4, Dover, DE 19904-8202, osd@state.de.us or (fax) 302-677-7086.

Please submit the following information:

- Products or services description in text box on page three (to expedite the posting of this information on OSD's web site; please e-mail the information to osd@state.de.us. Please do not send attachments
- Signed & notarized affidavit
- Current licenses (only those required by the state)
- Current home state certification, if out-of state
- Verification of any major changes since last certification
or
- Last two years of your firm's tax returns (gross receipts). If the documents are not available, last two years' W2 and/or 1099 forms for all owners, directors, officers and senior management. Please note the categorization of small business may provide additional opportunities.

Please note – Submitting tax information provides OSD with documentation required to identify the business as a small business. If you would like to be identified as a small minority and women business enterprise, please submit tax information. For additional information on small business criteria please visit <http://www.ccr.gov/SizeStandard.aspx> or <http://www.sba.gov/index.html> (most requested items). Please note the categorization of small business may provide additional opportunities.

Please also submit the following documents, **IF THEY HAVE CHANGED** since your last certification or recertification. If there are no changes, please indicate such in a cover letter.

- Certificates of training
- All corporate or partnership documents that have changed (i.e., stock ledger, minutes of most recent meeting where elections were held, etc.)

Failure to return the completed affidavit along with the required information will indicate to the OSD that you are not seeking recertification.

In the future, to regain certification, you will be required to submit a new application. If you have any questions, please contact the OSD at 302-857-4554.

Definitions:

- A minority-owned business is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by members of the following racial groups: African American, Asian American, Hispanic American and Native American.
- A woman-owned business is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by a person that are female.
- A Veteran is an individual who has served in the United States military or has served in the National Guard of the Unites States for six months and has received a discharge other than a dishonorable discharge. A veteran-owned business is a proprietorship, partnership, corporation or joint-venture that is 51% owned, operated and controlled by United States citizens that are veterans.

Additional Questions:

| | | | | | |
|--|----|----|----|----|----|
| Describe what product and/or services your business provides. Attach additional pages and/or the company’s catalog or inventory list, if needed. Please note the below capabilities narrative will be posted on the OSD web site. | | | | | |
| | | | | | |
| Six digit North American Industry Classification System (NAICS) Code(s): (To assist you in determining your NAICS Code(s) go to www.census.gov/naics) | | | | | |
| 1. | 2. | 3. | 4. | 5. | 6. |

| |
|---|
| For all companies |
| How many years has your company been conducting business with you as owner? |
| How many contracts, subcontracts, and/or sales has your company completed during the last 12 months? |
| What is the largest contract, subcontract, or sale your company completed in the past 24 months? |
| Has your company done any business with government? <input type="checkbox"/> No; <input type="checkbox"/> Yes |
| If yes, what level of government (check all that apply): <input type="checkbox"/> Federal; <input type="checkbox"/> State; <input type="checkbox"/> Local |
| Has your company done any business with government in the State of Delaware? <input type="checkbox"/> No; <input type="checkbox"/> Yes |
| Number of government contracts, subcontracts, or sales completed (estimate): |
| For Construction-Related Companies Only (not including suppliers of construction materials) |
| What is your company’s bonding capacity? \$ (indicate “unknown” if you do not know) |
| What % of your business is direct contracting? |
| What % of your business is subcontracting? |

| | | | |
|---|--|---|--|
| Firm is applying as: | | | |
| Minority Business Enterprise | | Women Business Enterprise | |
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> African American | <input type="checkbox"/> Asian American |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Subcontinent Asian | <input type="checkbox"/> Other | <input type="checkbox"/> Subcontinent Asian | <input type="checkbox"/> White American |
| | | <input type="checkbox"/> Other | |

Veteran Business Enterprise

| |
|------------------------------|
| <input type="checkbox"/> Yes |
|------------------------------|

| | | |
|---|---|--------------------------------|
| Type of Business | | |
| <input type="checkbox"/> Building trade | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Supplier | |
| <input type="checkbox"/> Generalized service | <input type="checkbox"/> Highway Construction | |
| <input type="checkbox"/> Licensed professional services | | |