

State of Delaware Small Business Focus Program

State of Delaware Office of Supplier Diversity



Small Business Focus Program Specialized Application for OSD Certified Business Enterprises

Complete application and mail, email, or fax to:

Office of Supplier Diversity (OSD)

Small Business Focus Program

100 Enterprise Place, Suite 4

Dover, Delaware 19904-8202

Telephone: 302-857-4554

Fax: 302-677-7086

Email: osd@state.de.us

Web site: <http://gss.omb.delaware.gov/osd/>

State of Delaware Small Business Focus Program

SBF Specialized Application Information

What is the Small Business Focus Program?

Programs aimed towards encouraging and enhancing opportunities for small business is of importance to the State of Delaware. The Governor's Supplier Diversity Council has recommended the development and implementation of a program for uniquely sized small businesses; the Small Business Focus Program (SBF).

The goals of the Small Business Focus Program include:

- Increasing access to opportunities for small businesses to participate in state procurement;
- Creating a program for small businesses of a certain size;
- Certifying those uniquely sized businesses enterprises;
- Creating a Directory of these uniquely sized small businesses (it is located at: <http://directory.osd.gss.omb.delaware.gov/index.shtml>);
- Encourage the revising of agency Supplier Diversity Plans to access the Small Business Focus Program Directory when making under threshold procurements; and
- Measuring, analyzing, and reporting on spend for current and future procurements with uniquely sized small businesses in the Small Business Focus Program.

What Application should I use?

This is the **SPECIALIZED APPLICATION** for business enterprises already certified by the Office of Supplier Diversity (OSD) as any of the following:

MBE	Minority Business Enterprise;
WBE	Woman Business Enterprise;
VOBE	Veteran Owned Business Enterprise; or
SDVOBE	Service Disabled Veteran Owned Business Enterprise.

If your business enterprise is not already OSD Certified or not OSD eligible, you may obtain the Small Business Focus Program full application at the OSD webpage <http://gss.omb.delaware.gov/osd/>.

Is there a fee for SBF Certification?

There is no fee for processing your application or for on-going certification in the Small Business Focus Program. In addition, free assistance is available if you have questions about the application or your company's qualifications; you may call the Office of Supplier Diversity at (302) 857-4554 or email at OSD@state.de.us.

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Is my business enterprise eligible?

To be eligible, a business must meet all of the following criteria:

- Be owned by U.S. Citizen(s) or Permanent Resident(s);
- Be a For-Profit business with “useful business functions”;
- Be within one of the six industry sectors and at or under the eligibility size caps identified below; and
- Operate free from the control of a business larger than the eligibility size caps identified below.

Industries	NAICS ¹ sectors* (initial code numbers)	eligibility and graduation point size caps	
		FTE (full time equivalents)	Gross sales
		Based upon a 3 year average	
Architecture & Engineering Services	541 237	none	< \$3,500,000
Construction	23	< 250	< \$7,000,000
Manufacturing	31 32 33	< 250	none
Retail	42 44 45	< 25	< \$3,500,000
Service	various	< 50	< \$3,500,000
Wholesale	42	< 50	none

The size cap is both an eligibility guideline and a graduation point. The size eligibility criteria are based upon one or all of the following three year averages: (1) gross sales, (2) number of full-time equivalents (employees), or (3) both. The Small Business Focus Program is for business enterprises that are 50% of the SBA² and Delaware DOT DBE size caps for the smallest size cap in each industry sector. Those numbers are identified in the chart above.

How long does this SBF Certification last?

The certification is a one (1) year certification and requires renewal annually. Why? Since the eligibility size cap is based upon one or all of the following three year averages: (1) gross sales, (2) number of full-time equivalents (employees), or (3) both, the need to verify the size of a business to check eligibility based upon a three year average is an ongoing need. The recertification affidavit materials will be provided to SBF Certified firms sixty (60) days before the expiration of their certification.

¹ [North American Industry Classification System \(NAICS\)](http://www.census.gov/eos/www/naics/) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. A NAICS code has 6 digits. The first 2 to 3 digits are used to identify the industry for the Small Business Focus Program. You can review NAICS at: <http://www.census.gov/eos/www/naics/>

² You can find the SBA size cap information located at: <http://www.sba.gov/content/table-small-business-size-standards>. It is available in PDF or excel formats.

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Benefits of Small Business Focus Program (SBF) Certification

Firms that become SBF Certified are eligible to be listed in the State of Delaware online Directory of Small Business Focus Program businesses which is posted publically on the Office of Supplier Diversity website and is available to the public as well as all state and local government agencies (it is located at: <http://directory.osd.gss.omb.delaware.gov/index.shtml>).

What documents do I have to provide with my application?

Documents to attach to your application (for applicants who are OSD Certified)

- Completed specialized application including the Notarized Small Business Focus Program Affidavit form;
- Most recent three (3) years of your firm's tax returns (gross receipts). Submitting your tax information provides OSD with documentation required to identify the business as eligible or not for this Small Business Focus Program.

- _ Unless otherwise indicated, copies of documents are sufficient.
- _ Any deficiency may delay or prevent the certification process.
- _ Questions that do not apply to your firm should be marked N/A in the space provided.
- _ Certification generally takes two to four weeks and we strive to respond faster than that.
- _ An on-site visit, if requested. (*The OSD office may schedule an on-site visit once the completed application and appropriate supporting documentation have been received*).

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Frequently Asked Questions

Q: Does certification cost money?

A: No

Q: Are there any set asides for this group?

A: No

Q: Does my SBF certification expire?

A: Yes, at the end of each year. The certification is a one (1) year certification and requires renewal annually. Why? Since the eligibility size cap is based upon one or all of the following three year averages: (1) gross sales, (2) number of full-time equivalents (employees), or (3) both, the need to verify the size of a business to check eligibility based upon a three year average is an ongoing need. The recertification affidavit materials will be provided to SBF Certified firms sixty (60) days before the expiration of their certification.

Q: Can I be removed from the SBF Program?

A: Yes, there are occasions when this can occur. Recertification is an annual event and if the business exceeded the eligibility guidelines then the business will graduate from the SBF Program.

Q: Will I be notified of all procurement opportunities?

A: No, however, the OSD encourages all businesses to build relationships with procurement officers in state agencies, municipalities, school districts, and fire departments. The OSD will share bid opportunities when they are brought to OSDs attention. We are consistently working on ways to improve communication but strongly encourage you to visit the respective resources as well.

Q: What is the best way to communicate with the OSD?

A: Email or telephone. You can also request to schedule a meeting.

Q: Do I have to register with any other agency?

A: You may choose to do so. There are agencies that have their own bidders list. Please check OSD's website for each respective agency. To ensure you are made aware of any new procurement solicitations that match your business, I encourage you to sign up for our free Vendor Notification Service. Once properly registered, if a formal solicitation bid is posted that matches your criteria, you would receive automatic electronic notification of the opportunity. Access to our free notification service can be found at: <https://de.blackboardconnect.com/>

Q: Will my tax/financial information be kept private?

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A: The tax and or financial information provided is for state use and is protected information should the State of Delaware receive a Freedom of Information Act (FOIA) request.

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OSD use only: SBF Application Date: _____

Please return the completed application, required materials, and signed and notarized Affidavit to:

Office of Supplier Diversity
Small Business Focus Program

100 Enterprise Place, Suite 4

Dover, Delaware 19904-8202

Phone: 302-857-4554

Fax: 302-677-7086

Web site: <http://gss.omb.delaware.gov/osd/>

If you have any questions regarding the completion of this application, please contact us at 302-857-4554.

**Note – This section must be filled out in its entirety for the application to be processed.
 Incomplete applications will not be processed.**

1. Business Name(s), Federal Employee Identification Number or Social Security Number (FEIN/SSN)

Legal Name of Firm:	
Doing Business As (If applicable):	
Contact Name:	Federal E.I. Number / SSN:
Telephone Number:	Fax Number:

2. Provide the following for the 51% owner:

Full Name:	
Title:	
E-Mail Address:	
Telephone Number:	Fax Number:
Primary contact (<i>check one</i>) <input type="checkbox"/> No <input type="checkbox"/> Yes If not the Primary Contact, please provide name, title, email, and telephone number for the primary contact:	

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3. Describe, in detail, what product(s) and/or service(s) your business provides. Please note the narrative will be posted in the SBF Program Directory on the OSD website. Be aware that agencies and outside companies may search by keywords so be as inclusive as necessary to best describe your business offerings and capabilities. Note, this is not a mission statement or an aspirational values statement. **Your company will only have one business description for both programs (OSD and SBF) so you may choose to keep the description already posted on the OSD Directory or you may elect to provide a new one here. If left blank, the description already included in the OSD online Directory will be used.**

4. Provide your 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) **Note: To be eligible for this program your NAICS code must be within one of the industry sectors identified in the table on page 3. Your company will only have one set of NAICS codes for both programs (OSD and SBF) so you may choose to keep the NAICS codes already posted on the OSD Directory or you may elect to provide additional NAICS codes here. If left blank, the NAICS already included in the OSD online Directory will be used.**

1	2	3	4	5
6	7	8	9	10

5. Identify the SBF Program Industries that you seek certification under? (check all that apply)

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Architecture & Engineering Services | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Service |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Wholesale |

6. Please list your gross receipts and number of full time equivalents (FTEs) for last three years:

Year ending	Gross Sales	FTEs

State of Delaware Small Business Focus Program SBF Specialized Application Affidavit

State of Delaware Office of Supplier Diversity (OSD) Small Business Focus Program (SBF) Affidavit

Hereafter, "the Business" refers to

(Business Name)

I understand the illegal nature of receiving public or private funds or other property as a consequence of false representation as to the Small Business Focus Program eligibility status of the business and do herein certify under penalty imposed by Delaware statutes that the information provided is correct and said information herein may be used for the purposes of certifying the business as a Small Business Focus Program participant. Any false representation will be grounds for denying certification or initiating decertification in the future.

I agree to make available for inspection to the OSD any such materials that may be required to substantiate the size, degree of ownership, and control of the business. I agree to arrange for on-site inspections of the business' facilities in order to verify information provided in this document, if requested.

I agree to provide written information relative to any future change in ownership and/or management of the business to the OSD office within two weeks of the occurrence of the change. I acknowledge that failure to timely submit required change of status documentation might result in the decertification of the business.

I understand that the certification expiration is annual following the initial date of certification. I further understand that the business must apply for recertification prior to the expiration.

Type or Print Name of Owner

Signature of Owner Date

Title
Subscribed and sworn to before me this _____ day of _____ a.d.

Month, Year

Signed _____

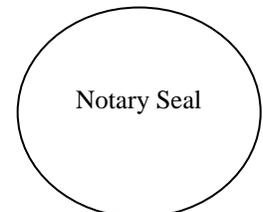
NOTARY PUBLIC IN AND FOR THE

County of _____

State _____

My Commission Expires _____

Date



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Optional Questions

How did you hear about the Small Business Focus Program? *(check one)*

- OSD staff speak at an event sponsored by another organization
- OSD staff at a trade show or expo
- OSD's website materials published by OSD
- OSD's list-serve email notification
- Referred by another organization
- Referred by the owner of an SBF Certified firm
- Delaware state employee

Other please explain briefly: