

SUNDT BUSINESS OUTREACH XBE SELF-CERTIFICATION FORM

“X” replaces all designation criteria + BE (Business Enterprise); i.e. SBE, DBE, MBE, WBE, etc.

Sundt's projects are looking for all certified XBE (Small, Minority, Veteran) firms to partner with us. Some projects have specific certification requirements but not all. This self-certification form is for those firms who **have not yet been officially certified but are eligible** based on the attached descriptions, as well as official agency/organization certifications. All Federal work and some other clients will accept this self-certification document. We ask for your assistance in establishing, updating and maintaining our Small Business Program vendor database. This Self-Certification form must be completed in its entirety by an authorized representative of your company.

This information is used for business outreach purposes and is never sold or released outside this purview.

Fill out and return this form to our small business department at VendorRegistration@Sundt.com.

CONTACT INFORMATION

Company Name:	DBA:		
Contact Person:	Title:		
Address:			
City:	State:	Zip:	
Work Phone: () -	Mobile Phone: () -		
Email:	Alternate Email:		
City and State of your HOME office:			
Contractor's License No. (if applicable):	License Classification(s):		
Describe what your company self performs:			
NAICS / CSI Codes:	DUNS #:		

BUSINESS SIZE and OWNERSHIP (see detailed definitions attached)

State of California & Local Certifications for Business Size & Ownership

		Certifying Agency / Organization <i>Or Self-Certification</i>	Certification # (if applicable)	Expiration Date
Business Size:	<input type="checkbox"/> Small Business			
	<input type="checkbox"/> Small Business (Micro)			
	<input type="checkbox"/> Small Business for Public Works Projects (SB-PW)			
Business Ownership (check all that apply):	<input type="checkbox"/> Disabled Veteran-Owned (DVBE)			
	<input type="checkbox"/> Veteran-Owned (VOBE)			
	<input type="checkbox"/> Disadvantaged Business (DBE)			
	<input type="checkbox"/> Woman-Owned (WBE)			
	<input type="checkbox"/> Minority-Owned (MBE)			
	<input type="checkbox"/> Lesbian, Gay, Bi-Sexual, Transgender-Owned (LGBT)			
	<input type="checkbox"/> Other?			

Federal Certifications for Business Size & Ownership

(For guidance go [HERE](#))

Check All The Categories That Apply: (SAM: System for Award Management or SBA: Small Business Association)	SELF	SAM	SBA
<input type="checkbox"/> Small Business (SB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Small Disadvantaged Business (SDB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Woman-Owned Small Business (WOSB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Historically Black College / University or Minority Institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> HubZone Small Business (Provide copy of approval letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Veteran-Owned Small Business (VOSB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Service-Disabled Veteran Owned Small Business (SDVOSB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alaskan Native Corporations (ANCs) and Indian Tribes Small Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alaskan Native Corporations (ANCs) and Indian Tribes Large Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Large Business (including non-profit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (non-profit, foreign, etc): Specify			

Under 15 U.S.C. 645(d) (2), any person who misrepresents its size shall (a) be punished by a fine, imprisonment, or both; (b) be subject to administrative remedies; (c) be subject to suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations; (d) be ineligible for participation in programs conducted under the authority of the [Small Business Investment Act of 1958 \(15 U.S.C. 661 et seq.\)](#)

Other State/Local and/or Organizational Certifications

Including, but not limited to, NMSDC or WBENC or CUCP, or CPUC or ???

Classification (Size and/or Ownership)	Certifying Agency / Organization (include State issued)	Certification # (if applicable)	Expiration Date	Included herein (please check)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Print Name

Title

Signature

Date

Note: It is your responsibility to notify us if your business size or ownership status changes.
After one year, you are required to re-certify with us.

DEFINITIONS: Certifications & Certifying Agencies

CERTIFICATION TYPES

Small Business (SB) & (Micro)

In order to be considered a “small business” as determined by the State of California, businesses must meet these eligibility requirements:

- Must be independently owned and operated;
- Cannot be dominant in its field of operation;
- Must have its principal office located in California;
- Must have its owners (or officers in the case of a corporation) domiciled in California; and
- Together with its affiliates, be either
 - A business with **100** or fewer employees and an average annual gross receipts of **\$15 million or less** (over the previous three tax years), or
 - A manufacturer with 100 or fewer employees
 - A microbusiness. A small business will automatically be designated as a microbusiness, if gross annual receipts are less than \$3,500,000; or the small business is a manufacturer with 25 or fewer employees [Reference: CA-Department of General Services](#)

Small Business for the Purpose of Public Works (SB-PW)

In order to be considered a “small business” as determined by the State of California, businesses must meet these eligibility requirements:

- Must be independently owned and operated;
- Cannot be dominant in its field of operation;
- Must have its principal office located in California;
- Must have its owners (or officers in the case of a corporation) domiciled in California; and
- Together with its affiliates, be either
 - Business with **200** or fewer employees and an average annual gross receipts of **\$36 million or less** (over previous three tax years), or
 - A manufacturer with 100 or fewer employees
 - A microbusiness. A small business will automatically be designated as a microbusiness, if gross annual receipts are less than \$3,500,000; or the small business is a manufacturer with 25 or fewer employees. [Reference: CA-Department of General Services](#)

Small Business Concern: per [Federal Acquisition Regulations \(FAR\) 52.219-1](#)

A concern including its affiliates, that is independently owned and operated, not dominant in the field of operations in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in [13 CFAR Part 121](#)

Small Disadvantaged Business Concern: per [Federal Acquisition Regulations \(FAR\) 52.219-1](#)

A small business that has received certification as a small-disadvantaged business concern consistent with [13 CFAR Part 124, subpart B](#). The net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth. As of Oct 3, 2008, small business firms may self-certify their status as a small, disadvantaged businesses (SDBs) for purposes of federal prime contracts and subcontracts. The firm must be at least 51% unconditionally owned by one or more socially and economically disadvantaged individual; or in the case of any publicly owned business, at least 51% of the voting stock is unconditionally owned by one or more socially and economically disadvantaged individuals; and whose management and daily business operations are controlled by one or more such individuals.

Disadvantaged Business Enterprise (DBE) & (MBE) & (WBE)

- An existing for-profit "Small Business Concern", as defined by the Small Business Act and Small Business Administration (SBA) regulations implementing it (13 CFR Part 121). Average annual gross receipts for the firm (including its affiliates) over the previous three fiscal years shall not exceed the cap of \$23.98 million.
- The firm must be at least 51% owned by one or more socially and economically disadvantaged individuals.
- Be an independent business, and one or more of the socially and economically disadvantaged individuals who own it must control its management and daily operations.

Socially and economically disadvantaged individual means any individual who is a citizen or lawfully admitted permanent resident of the United States and who is a member of the following groups:

- African American
- Native American
- Subcontinent Asian American
- Any individual found to be socially and economically disadvantaged on a case-by-case basis by certifying agency pursuant to the standards of the US DOT [49 CFR Part 26](#)
- Hispanic American
- Asian-Pacific American
- Women

[Reference: California Department of Transportation \(CDOT/CALTRANS\)](#)

DEFINITIONS: Certifications & Certifying Agencies

Women Business Enterprise (WBE) & (MBE) & (DBE)

A WBE is a business owned and controlled by one or more women. Owned and controlled means that at least 51% of the small business concern is owned by one or more women; and whose management and daily business operations are controlled by one or more women who own it. [Reference: California Department of Transportation](#)

Women-Owned Small Business Concern: per [Federal Acquisition Regulations \(FAR\)](#)

Is at least 51% owned by one or more women, or, in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women; and show management and daily business operations are controlled by one or more women.

Minority Business Enterprise (MBE) & (MBE) & (DBE)

“Minority-owned business” means (1) a business enterprise (a) that is at least 51% owned by a minority individual of group(s) or (b) if a publicly owned business, at least 51% of the stock of which is owned by one or more minority groups, and (2) whose management and daily business operations are controlled by one or more of those individuals. The contracting utility shall presume [that minority includes, but is not limited to, African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and other groups.](#)

[Reference: California Unified Certification Program](#)

Historically Black Colleges and Universities and Minority Institutions (HBCUs): per [DFARS 252.226-7000](#)

Institutions determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also means any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

HUBZone Small Business: per [FAR 52.219-8](#) and the [Small Business Association HubZone Program, 13 CFR 126.](#)

A small business concern that has been certified by SBA as a HUBZone and is located in a historically underutilized business zone, which is in an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservations..

Veteran-Owned Small Business: per [FAR 52.219-8.](#)

A small business concern that is at least 51% owned by one or more veterans (as defined in 38 USC 101(2)), or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more veterans. In addition, one or more veteran must control the management and daily business operations must be controlled by one or more service-disabled veterans. In the case of a permanent or severe disability, the spouse or caregiver of such a service-disabled veteran may control the management and daily operations.

Service-Disabled Veteran-Owned Small Business: per [FAR 52.219-8.](#)

A small business concern that is at least 51% owned by one or more service disabled veteran (as defined in 38 USC 101(16)), or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more service disabled veterans. In addition, the management and daily business operations.

Disabled Veteran-Owned Business Enterprise (DVBE) and Service Disabled Veteran-Owned Small Business (SDVOSB)

The firm must be at least 51% owned, managed and operated by one or more service disabled veterans, or In the case of a publically owned business, at least 51% of the stock must be owned, and the business managed and operated by service disabled veterans.

[Reference: \(SDVOSB/SDVOB/VOSB\) Department of Veterans Affairs](#) and [\(DVBE\)-Department of General Services](#)

Alaskan Native Corporation (ANCs) and Indian Tribes: per [FAR 52.219-9.](#)

As used n this clause “Alaska Native Corporation (ANC)” means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.) and which is considered a minority and economically disadvantaged concern under the criteria at 43 U.S.C. 1626(1). This definition also includes ANC direct and indirect subsidiary corporations, joint ventures, and partnerships that meet the requirements of 143 U.S.C 1626€.

CERTIFYING AGENCIES Federal and State

[COUPA SUPPLIERS:](#) DBE certifications & all diverse certification definitions throughout the United States

[SMALL BUSINESS ASSOCIATION \(SBA\) - Federal](#)

- [Size Standards](#)
- [Learning Center On-Line](#)

[SYSTEM FOR AWARD MANAGEMENT \(SAM\):](#) **Federal** HUBzone & 8(a) Verified (All Others are Self-Certifications)

SAM is the federal registration system where most registrations are now recognized as self-certifications (except HUBzone and SBA 8(a) which are reviewed). **Self-Certifications include:**

- Small Business (SBA size standard)
- Economically Disadvantaged Woman-owned Small Business
- Women-owned Business
- Small Disadvantaged Business
- Minority-owned Small Business
- Woman-owned Small Business
- Women-owned Business
- Service-disabled Veteran-owned Small Business

DEFINITIONS: Certifications & Certifying Agencies

ARIZONA LOCAL AND REGIONAL DBE PROGRAMS (UCP) State

City of Phoenix: SBE & DBE

AWEEC: WBE

ADOT: DBEs & ACDBEs & SBCs

Sky Harbor Airport (FAA): DBE & ACDBE

City of Tucson: SBE

TEXAS STATEWIDE, LOCAL & REGIONAL DBE PROGRAMS (TUCP) State

Houston: SBE, DBE, ACDBE, MBE, WBE, HUB

METRO: SBE, DBE

SBA: SBE, MBE, WBE, VBE

Austin: DBE, ACDBE, MBE, WBE

North Central (NCTRCA): DBE, ACDBE, MBE, WBE

Corpus Christi (CCRCA): DBE, ACDBE

South Central (SCTRCA): DBE, ACDBE, MBE, WBE, SBE, HUB, VBE, DIBE, ESBE

OREGON STATEWIDE DBE PROGRAM (COBID) State

Certifications Recognized are DBE, ACDBE, MBE, WBE, ESB and SDVBE

- Oregon Department of Transportation
- Port of Portland and Portland Airport (PDX)
- Tri-Met Transit Authority
- City of Portland
- City of Eugene
- Oregon Business Express

CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) Supplier Clearinghouse State

The CPUC Utility Supplier Diversity Program was mandated by the California State Legislature to require participating utilities to establish voluntary procurement goals of 5% for Women-owned Business Enterprise (WBE), and 15% for Minority Business Enterprises (MBE). The directive was subsequently augmented with a 1.5% goal for California Department of General Services certified Disabled Veteran Business Enterprises (DVBE). The Supplier Clearinghouse certifies and verifies that firms listed in the clearinghouse database maintain 51% ownership and control. Each individual State has its own designated CPUC program.

- (MBE) Minority-owned Business Enterprise
- (WBE) Women-owned Business Enterprise
- (DVBE) Disabled Veteran Business Enterprise
- (LGBTBE) Lesbian/Gay/Bi/Trans Business Enterprise

CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP) State

ACDBE, DBE, MBE, WBE, SMBE, SWBE: The California Unified Certification Program (CUCP) provides “one-stop shopping” certification services to small, minority and women businesses seeking to participate in the United States Department of Transportation (USDOT) Disadvantaged Business Enterprise (DBE) Program. Certification services are offered to businesses seeking to obtain either DBE or airport concessionaire disadvantaged business enterprise (ACDBE) status. Each individual State has its own designated CUCP program and database. [Certifying CUCP Agencies Contact Information](#)

LA METRO: State

- **Small Business Enterprise (SBE)** annual revenue is less than \$23.98 million and whose owner’s net worth is less than \$1.32 million. Metro accepts only our own SBE certification.
- **Disadvantaged Business Enterprise (DBE)** Metro accepts the California Unified Certification Program’s certification.
- **Disabled Veterans Business Enterprise (DVBE)** Metro accepts the California Department of General Services’ certification.

CITY OF LOS ANGELES: State

- **MBE & WBE:** same guidelines for ownership and control under [49 CFR, Parts 26](#).
- **SLB Program:** small business within Los Angeles County in the City of Los Angeles. SLB processed following the [City Ordinance Number 174048](#).
- **DBE & ACDBE:** U.S. Department of Transportation's Code of Federal Regulations [49 CFR, Parts 26 & 23](#).
- **Local Business Preference Program:** [Ordinance No. 181910 LA County](#) based business to participate in City contracting opportunities by giving them a preference on their bids or proposals. First register at [LABAVN](#)
- **The Business Inclusion Program:** Mayor's Executive Directive No. 14 Certifications as Small Business Enterprise (SBE-LA), Emerging Business Enterprise (EBE), and Disabled Veteran Business Enterprise (DVBE). Business should currently be certified by the [California Department of General Services \(CA-DGS\)](#) in the respective certification. After certification by CA-DGS, request for recognition through [LABAVN](#) company profile.

COUNTY OF LOS ANGELES: State

- **LSBE:** Independently owned & operated, not dominant in its field of operation, main office in LA County min 12 months, owners live in California. With its affiliates, be either: A business with 100 or less employees & avg annual gross receipts of \$15M or less over three years or manufacturer with 100 or less employees.

DEFINITIONS: Certifications & Certifying Agencies

- **SE (Social Enterprise):** Principal or major office located in LA County
 - In operation for min. 1 year providing transitional jobs, including access to supportive services to a transitional workforce employing at least 51% of a transitional workforce
 - Is certified as a B Corporation by B Labs or is incorporated as a Benefit or Social Purpose Corporation with the State of California; or
 - Is certified Green by a city government located within Los Angeles County; or
 - A business whose primary purpose is the common good as demonstrated through a published mission statement and whose principal business activity is directly related to accomplishing that stated social mission
- **CBE (Community Business Enterprise):** Be certified as an MBE, WBE, DBE firm through any agency [under The State of California Department of Transportation's California Unified Certification Program \(CUCP\)](#) or be certified as a DVBE through [The California State Department of General Services](#) or the [US Department of Veteran Affairs as an SDVOSB](#).

CITY OF SAN DIEGO: State

- **SLBE and ELBE:** Small & Emerging Local Business Enterprise. Min. 1 yr of operation (or 6 months if an A & E firm) in SD County & documentation of 3 recent and relevant contracts, quotes, or proposals. Must have at least 25% of workforce residing in San Diego County and a principal place of business, which obtains no less than 50% of its overall customer/sales dollars in San Diego County. Annual revenues avg/3 yrs for SLBE/ELBE: Construction - \$5/\$2.75 million. Specialty Trades, Goods, Materials, Services - \$3/\$1.5 million. Trucking - \$2/\$1 million. Professional Services, A & E \$1.5/\$.75 million

WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL (WBENC): COST National and Private

- **WBE:** Fees are determined by each Regional Partner Organizations (RPO) based on the specific markets served.
 - * 51% of business owned and controlled by one or more women who are United States citizens or lawful permanent residents
 - * Business management and daily operations are controlled by one or more of the women owners.

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL, INC (NMSDC): COST National and Private

- **MBE:** Fees are determined by region \$350-\$1,200
 - * A business physically located in the United States
 - * 51% owned by minority group members
 - * Management and daily operations controlled by those minority individuals
 - * Minority group members are United States citizens who are Asian, Black, Hispanic and native Americans.

Assistance Resources – NO COST

Procurement Technical Assistance Centers (PTAC) search by State

<https://www.aptac-us.org/find-a-ptac/?state=#>

Small Business Development Centers (SBDC) search by zip code

<https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/>

All states, counties and local government agencies have area specific certifications that can be found through Google search for Small or Disadvantaged or Local Business Outreach Programs for {State or Local Community Name}