This Guide is specific to the competitive negotiation method of procurement using the Request for Proposal (RFP) process. RFP solicitations require inclusion of Evaluation Criteria with assigned percentage points equating to one-hundred percent (100%). This Guide provides direction on selection and scoring of Evaluation Criteria as well as guidance awarding points for participation of Small Business and Business Owned by Women and Minorities, often referred to as SWaM:

1. **RFP Evaluation Criteria:**

   A. All RFP’s shall include Evaluation Criteria. The Master RFP Template contains a section titled “Evaluation and Award Criteria”. The basic Evaluation Criteria inserted in the Master RFP Template is as listed in Table 1. This is a Basic Template. The RFP Template also contains a section titled “Statement of Needs”. Review the Statement of Needs in the RFP document to ensure the Evaluation Criteria listed in the Basic RFP Template are applicable. Evaluation Criteria listed in the RFP template can be adjusted as needed to align with the Statement of Needs. If sub-categories are required under the Evaluation Criteria, then the Percentage of Points must also be adjusted accordingly for scoring purposes.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Percentage of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Qualifications and Relevant Experience</td>
<td></td>
</tr>
<tr>
<td>2 Capabilities, Skills and Capacity</td>
<td></td>
</tr>
<tr>
<td>3 Approach and Methodology</td>
<td></td>
</tr>
<tr>
<td>4 Financial Proposal</td>
<td></td>
</tr>
<tr>
<td>5 SWaM - Participation of Small Businesses and Businesses Owned by Women and Minorities</td>
<td>10%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

B. All RFP’s shall include Small, Women-Owned and Minority [SWaM] as an Evaluation Criteria.

SWaM Evaluation Criteria shall be assigned (10) ten percentage points. This is not negotiable. All other assigned points for remaining Evaluation Criteria are discretionary and shall be applied ensuring the total assigned points equals 100 percentage points.

C. The value of the points assigned to Evaluation Criteria is the responsibility of the Contract Officer. Careful consideration will be given when assigning the value of the points assigned to each Evaluation Criteria as this could impact the ranking order of highest to lowest after scoring of each proposal submitted is concluded. If the Contract Officer is unsure of the correct point value allocation, the Assistant Director of Procurement and Contracts will be consulted. The Assistant Director will make the final determination in consultation with the Director of Procurement and Contracts, if necessary, and the file shall be documented accordingly.
2. Small, Women-Owned, and Minority Businesses [SWaM] Definitions:

A. **Minority-owned business** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

B. **Small business** means a business that is at least 51 percent independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens and, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

C. **Women-owned business** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

3. Scoring SWaM Evaluation Points: Upon review of proposals, SWaM points shall be scored as follows:

A. It is determined the Offeror is certified by SBSD – Virginia Department of Small Business and Supplier diversity. **Assign 10 percentage points.**

B. It is determined the Offeror is not certified by SBSD and deemed *ineligible; however, provides a subcontracting plan with a subcontractor that is certified by SBSD. The subcontracting plan must be deemed supporting of the required elements of the Statement of Needs. **Assign 3 percentage points.**

C. Offeror is not SBSD certified and deemed *ineligible and offers no substantive subcontracting plan. **Assign 0 points.**

D. Proof of certification is required. The Offeror must be certified by the Virginia Department of Small Business and Supplier Diversity. Contract Officers are required to access the SBSD website at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov) to verify the Offeror’s certification status as well as all proposed subcontractors presented by the Offeror.

As per Code of Virginia section § 2.2-1604 “Definitions”, “Certification means the process by which a business is determined to be a small, women-owned, or minority-owned business or (ii) employment services organization, for the purpose of reporting small, women-owned, and minority-owned business and employment services organization participation in state
contracts and purchases pursuant to §§ 2.2-1608 and 2.2-1610 “

Offerors and proposed subcontractors must be certified upon receipt of the proposal by the Contract Officer in order to be assigned SWaM Evaluation Criteria points.

E. *SBSD follows the Code of Virginia § 2.2-1606 (8) which requires the Director of the Agency to adopt regulations to implement certification programs for Small, Women-Owned and Minority-Owned business which are found in Title 7, Agency 13, Chapter 20 of the Virginia Administrative Code (7 VAC 13-20 et seq). SBSD’s Policy for Processing Certification Application from Non-Virginia Based Businesses, effective September 1, 2008 and revised November 3, 2017, is located in Appendix 1 of this document. One of the statutory requirements for the SWaM Program is that the certifying agency shall “deny certification to vendors from states that deny like certifications to Virginia-based small, women- or minority-owned businesses or that provide a preference for small, women- or minority-owned businesses based in that state that is not available to Virginia-based businesses.”

The following 12 states/districts do not allow Virginia-based businesses to practice equally in their SWaM programs or have a preference affecting Virginia-based businesses. Therefore, applicants from these states ARE NOT ELIGIBLE to participate in the Virginia SWaM Program and will not be certified:

- Arkansas  In-state firms only
- California  Must have physical and legal presence in CA
- Connecticut  Must have physical presence in CT for at least 1 yr
- Florida  Must have physical presence in FL and owned by FL residents
- Iowa  Must have physical presence in IA
- Louisiana  Must have physical presence in LA and owned by LA residents
- Minnesota  In-state firms only
- Mississippi  Must have physical presence and owned by MS residents
- New Mexico  SBE program only for in-state firms only
- Ohio  MBE and SBE Programs only for in-state firms and OH residents
- Texas  Must have physical presence in TX
- Vermont  Must have physical presence in Vermont
- Washington, DC  In-District firms only
POLICY FOR PROCESSING
Certification Applications from Non-Virginia Based Businesses
Effective September 1, 2008
Revised November 3, 2017

PURPOSE
The Code of Virginia § 2.2-1606 (8) requires that the Director of the Agency adopt regulations to implement certification programs for Small, Women- and Minority-owned businesses (also known as “SWaM” businesses), which are found in Title 7, Agency 13, Chapter 20 of the Virginia Administrative Code (7 VAC 13-20 et seq.). The regulations establish the minimum requirements for the certification of small, women- and minority-owned businesses pursuant to Chapter 16 (§ 2.2-1600 et seq.) of Title 2.2 of the Code of Virginia and to provide a process for evaluating local, state, private sector, and federal certification programs that meet those requirements.

This communiqué provides an overview of the recent changes to the Regulations to Govern the Certification of Small, Women- and Minority-owned Businesses, and the policy for processing certification applications from non-Virginia based businesses and applications from businesses from states which do not offer reciprocating certification programs. N.B.: The certifying agency for the Commonwealth of Virginia’s SWaM Program is the Virginia Department of Small Business and Supplier Diversity (also known as the “SBSD”).

One of the statutory requirements for the SWaM Program is that the certifying agency shall “deny certification to vendors from states that deny like certifications to Virginia-based small, women- or minority-owned businesses or that provide a preference for small, women- or minority-owned businesses based in that state that is not available to Virginia-based businesses.” The Director issued the regulations for Virginia’s certification programs, which became effective on September 1, 2008. Subsequent revisions have been made since that date.

Effective July 1, 2017, any out-of-state business applying for certification in Virginia as a small, women-owned, or minority-owned business must possess the equivalent certification in its home state as a prerequisite for approval. In addition to this requirement, out-of-state businesses from certain states may have additional criteria to meet prior to becoming certified in Virginia.

Section 7VAC13-20-80, Eligible Out-of-State Business Enterprise, states that SBSD may certify a non-Virginia based business if:

1. It meets the applicable eligibility standards for certification as a small, women-owned or minority-owned business; and
2. The state in which the business has its principal place of business does not deny a like certification to a Virginia-based small, women-owned or minority-owned business or provide a preference to small, women-owned or minority-owned firms that is not available to Virginia-based businesses. (Emphasis added)

The "principal place of business" means the physical business location where the business maintains its headquarters, where the business's books and records are kept, and where the natural persons who direct, control, and manage the business's day-to-day operations are located. If the offices from which management is directed and where the business records are kept are in different locations, the department will determine the principal place of business.

NOTE:
The Virginia Department of Small Business and Supplier Diversity reserves the right to modify, amend, or revise this Policy at any time without prior notice. Any denial appeals must be submitted in writing to the Agency within ten (10) days of the date on which the notice of denial of recertification or the notice of revocation was sent by the department. All appeals must be sent to appeals@sbsd.virginia.gov.

I. States and Districts With In-State/In-District Preference Programs

The following 12 states/district do not allow Virginia-based businesses to participate equally in their SWaM programs or have a preference affecting Virginia-based businesses. Therefore, applicants from these states ARE NOT ELIGIBLE to participate in the Virginia SWaM Program and will not be certified:

- Arkansas  In-state firms only
- California  Must have physical and legal presence in CA
- Connecticut  Must have physical presence in CT for at least 1 year
- Florida  Must have physical presence in FL and owned by FL residents
- Iowa  Must have physical presence in IA
- Louisiana  Must have physical presence in LA and owned by LA residents
- Minnesota  In-state firms only
- Mississippi  Must have physical presence and owned by MS residents
- New Mexico  SBE program only for in-state firms only
- Ohio  MBE and SBE Programs only for in-state firms and OH residents
- Texas  Must have physical presence in TX
- Vermont  Must have physical presence in Vermont
- Washington, DC  In-District firms only

II. States with Certification Programs Open to Virginia SWaMs

The following 16 states allow Virginia businesses to participate equally in their certification and preference programs, provided that they are first certified by Virginia, or without any restriction. Applicants from these states ARE ELIGIBLE TO PARTICIPATE in the Virginia SWaM Program but with the same legal requirements, if any, such as having home state certification, licensure, etc. to transact business in Virginia:
- Colorado
- Delaware
- Indiana
- Maryland
- Massachusetts
- Missouri
- New York
- North Carolina
- Oklahoma
- Pennsylvania
- Rhode Island
- South Carolina
- Tennessee
- Washington
- West Virginia
- Wisconsin

Must have home-state certification
Size limits based on field of operation
Must have home-state certification
Must have home-state certification and MO registration and licensure
Must have home-state certification and NY registration and licensure
Must have home-state certification
Must have home-state certification
Must have OK registration and licensure
Must have home-state certification
Must have home-state certification
Must have OK registration and licensure
Must have home-state certification
Must have SC registration and licensure
Must have home-state certification
Must have home-state certification
Must have WA registration and licensure
Must have home-state certification; Must be performing a "useful business function"; Must be at least one (1) year old under current ownership; WBE applicants are required to be performing a useful function at the time of application in the State of Wisconsin and should provide proof of revenue received from a government entity or business located in the state.

III. States with Partial In-State Preference Programs or Registries

The following 11 states offer certification or a type of registration service to Virginia SWaMs, but with restrictions. Applicants from these states ARE ELIGIBLE TO PARTICIPATE in the Virginia SWaM Program but with similar requirements, if applicable:

- Alabama
- Arizona
- Georgia
- Illinois
- Kansas
- Michigan
- Nebraska
- New Hampshire
- New Jersey
- Oregon

Must have SCC registration and has been in business more than one year; Home state certification
Must be DBE certified and have home state certification
Vendor registry with self-identification
Business Enterprise Program (BEP) for "minor", women, or disabled business owners; Small Business Set Aside Program available to IL firms only.
Vendor registry with self-identification
Vendor registry with self-identification
Online SBE Registry
Voluntary small business database; Small Business Set Aside Program available to NJ firms only
MBE/WBE Program available to VA firms; Emerging Small Business Program only available to OR firms.
IV. States with No Certification Programs

The following 11 states do not have certification programs or procurement initiatives for small, women- or minority-owned businesses but may have DBE Programs. Applicants from these states ARE STILL ELIGIBLE to participate in the Virginia SWaM Program:

- Alaska
- Hawaii
- Idaho
- Kentucky
- Maine
- Montana
- Nevada
- North Dakota
- South Dakota
- Utah
- Wyoming

V. Procedures for Handling a SWaM Certification Applicant from States Not Eligible to Participate in the Virginia SWaM Program

A. The Department of Small Business and Supplier Diversity may revoke the certification of a business that it finds no longer qualifies as a small, women- or minority-owned business under § 2.2-1606 of the Code of Virginia. The Virginia Administrative Code, 7VAC13-20-200 provides the criteria for revocation of certification. The criteria include:

1. The organization, structure, management, or control of the certified women-owned or minority-owned business has changed to the extent that it no longer satisfies the requirement of ownership, control, and active management of the business by women or minority individuals.

2. The number of employees or revenues exceeds the requirements for certification of a small business or the small business no longer satisfies the requirements to be independently owned and operated.

3. The business fails to submit the required documentation or to comply with a reasonable request from the department for records or information within the allotted time.

4. The business knowingly provides false or misleading information in support of its initial application or its application for recertification or in response to the department's request for records or information.

5. The business is based in a state that denies like certifications to Virginia-based small, women-owned, or minority-owned businesses or that provides a
preference for small, women-owned, or minority-owned businesses that is not available to Virginia-based businesses.

B. Appeals

1. Non-Virginia based applicants that were denied certification or re-certification under the VA SWaM Program are eligible to appeal the agency’s decision under the Administrative Process Act. As such, a state/district listed under Section I above that repeals its restriction or prohibition of VA firms participating in its certification or supplier diversity program, may petition in writing the Director of the agency to allow such states’ vendors to participate in the VA SWaM Program.

2. N.B.: Such petition shall include a signed affidavit from the state director of purchasing or supplier diversity (MBE/WBE/SBE Office) indicating that Virginia firms are not prohibited or restricted from participating in that state/district’s program.

NOTE: The Virginia Department of Small Business and Supplier Diversity reserves the right to modify, amend, or revise this Policy at any time without prior notice.
<table>
<thead>
<tr>
<th>State</th>
<th>Eligible for SWaM?</th>
<th>MBE/SBE/WBE Certification Program(s) Offered</th>
<th>VA SWaM Program Requirement</th>
</tr>
</thead>
</table>
| Alabama (AL) | Yes                | Department of Economic and Community Affairs’ Office of Minority Business Enterprise; MBE/WBE Certification: firms must have been in business for at least one year, and must register with the Alabama Secretary of State’s Office Alabama Dept. of Economic Development Office and Community Affairs [http://adeca.alabama.gov/Divisions/cdp/Pages/ombe.aspx](http://adeca.alabama.gov/Divisions/cdp/Pages/ombe.aspx) | - Firm must have been in operation for at least one year prior to applying for certification  
- Must register with Virginia State Corporation Commission (SCC)  
- Home state certification |
| Alaska (AK) | Yes                | None                                                                                                         | Home state certification    |
| Arizona (AZ) | Yes                | Arizona Steps Up equity in procurement program: directory of certified minority-owned, women-owned and small businesses; firms included in database are those certified by Arizona Dept of Transportation (as DBEs) | - Firm must be certified as a VA DBE  
- Home state certification |
<p>| Arkansas (AR) | No                 | Economic Development Commission’s Division of Small and Minority Business; SBE and MBE certification open to in-state firms only. The firm must be owned by a permanent resident or residents of the state of Arkansas. <a href="http://www.arkansasedc.com/divisions/small-and-minority-business">http://www.arkansasedc.com/divisions/small-and-minority-business</a> |                                            |
| California (CA) | No                  | Department of General Services’ Office of Small Business &amp; Disabled Veteran Business Enterprise Services; SB/Disabled Veteran certification; Firms must have principal office in CA and owners/officers must be domiciled in CA. <a href="http://www.dgs.ca.gov/pd/Programs/OSDS.aspx">http://www.dgs.ca.gov/pd/Programs/OSDS.aspx</a> |                                            |
| Colorado (CO) | Yes                | Department of Transportation; Emerging Small Business (ESB) Program <a href="http://www.nlbocolorado.com/certifications/types-of-certifications">http://www.nlbocolorado.com/certifications/types-of-certifications</a> |                                            |
| Delaware (DE) | Yes                | Office of Supplier Diversity; MBE/WBE certification; Firm must be certified in home state <a href="http://gss.omb.delaware.gov/osd/certify.shtml">http://gss.omb.delaware.gov/osd/certify.shtml</a> | Home state certification |
| Florida (FL) | No                 | Department of Management Services’ Office of Supplier Diversity; MBE certification (MBE is defined to include women): Firm must be “domiciled” in FL, i.e., have its principal place of business in FL; must be 51% owned and controlled by minority persons who are permanent residents of FL. |                                            |</p>
<table>
<thead>
<tr>
<th>State</th>
<th>Certification</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Georgia (GA) | Yes | Department of Administrative Services; MBE certification; Firm must be DBE certified prior to be certified in state MBE program. [http://doas.ga.gov/state-purchasing/suppliers/minority-business-enterprise-certification](http://doas.ga.gov/state-purchasing/suppliers/minority-business-enterprise-certification)  
Firm must be DBE certified.  
Home state certification |
| Hawaii (HI) | Yes | None |
| Idaho (ID) | Yes | None |
| Illinois (IL) | MBE/WBE | Department of Central Management Services Business Enterprise Program (BEP) Minority, Women, Disabled Veterans); BEP open to out of state businesses; [https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx](https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx)  
Small Business Set Aside Program open to in-state firms only. [https://www.illinois.gov/cpo/general/Pages/Sell2Illinois.aspx](https://www.illinois.gov/cpo/general/Pages/Sell2Illinois.aspx)  
Firms are not eligible for SBE certification.  
Home state certification |
| Indiana (IN) | Yes | Department of Administration’s Minority and Women’s Business Enterprises Division; MBE/WBE certification [https://www.in.gov/doa/mwbe/2489.htm](https://www.in.gov/doa/mwbe/2489.htm)  
Home state certification |
| Iowa (IA) | No | Economic Development Authority; Targeted Small Business (TSB) certification is open to in-state firms only. [https://www.iowa.gov/tsb](https://www.iowa.gov/tsb)  
Home state certification |
Home state certification |
| Kentucky (KY) | Yes | None |
| Louisiana (LA) | No | Economic Development; Hudson Initiative certification program is open to in-state firms only. [https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business/hudson-initiative](https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business/hudson-initiative) |
| Maine (ME) | Yes | None |
| Maryland (MD) | Yes | Department of Transportation; MBE certification; WBE is considered a minority and falls under MBE certification; [http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/CertificationsForms.html](http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/CertificationsForms.html)  
Governor’s Office of Small, Minority & Women Business Affairs and The Maryland Department of General Services; Small Business Reserve (SBR) Program [http://gona.maryland.gov/Pages/sbr-Program.aspx](http://gona.maryland.gov/Pages/sbr-Program.aspx)  
Home state certification |
Home state certification |
<table>
<thead>
<tr>
<th>State</th>
<th>Certification Required</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan (MI)</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Minnesota (MN)</td>
<td>No</td>
<td>Office of State Procurement; Targeted Group (TG)/Economically Disadvantaged (ED)/Veteran-Owned (VO) Small Business Program; <a href="http://www.mmd.admin.state.mn.us/mn0201.htm">http://www.mmd.admin.state.mn.us/mn0201.htm</a></td>
</tr>
<tr>
<td>Mississippi (MS)</td>
<td>No</td>
<td>Development Authority’s Minority and Small Business Development Division; MBE certification (includes women); Owner(s) must be domiciled in MS; Business must have operations physically located in MS. <a href="https://www.mississippi.gov/home-page/business-services/minority-business-certification/">https://www.mississippi.gov/home-page/business-services/minority-business-certification/</a></td>
</tr>
<tr>
<td>Missouri (MO)</td>
<td>Yes</td>
<td>Office of Equal Opportunity; MBE/WBE certification <a href="https://oeo.mo.gov/oeo_certifications/">https://oeo.mo.gov/oeo_certifications/</a></td>
</tr>
<tr>
<td>Montana (MT)</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Nebraska (NE)</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Nevada (NV)</td>
<td>Yes</td>
<td>Department of Administrative Services; Vendor registration <a href="https://das.nh.gov/purchasing/vendor.asp">https://das.nh.gov/purchasing/vendor.asp</a></td>
</tr>
<tr>
<td>New Hampshire (NH)</td>
<td>Yes</td>
<td>Department of Administrative Services; Vendor registration <a href="https://das.nh.gov/purchasing/vendor.asp">https://das.nh.gov/purchasing/vendor.asp</a></td>
</tr>
<tr>
<td>New Mexico (NM)</td>
<td>No</td>
<td>Tax and Revenue Department; In-State/Veteran Preference certification; Open to in-state firms only <a href="http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx">http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx</a></td>
</tr>
<tr>
<td>New York (NY)</td>
<td>Yes</td>
<td>Division of Minority and Women's Business Development; MBE/WBE certification; <a href="https://esd.ny.gov/doing-business-ny/mwbe">https://esd.ny.gov/doing-business-ny/mwbe</a></td>
</tr>
<tr>
<td>North Carolina (NC)</td>
<td>Yes</td>
<td>Office for Historically Underutilized Businesses; HUB Program for MBE/WBE; <a href="https://ncadmin.nc.gov/businesses/hub/hub-certification">https://ncadmin.nc.gov/businesses/hub/hub-certification</a></td>
</tr>
<tr>
<td>North Dakota (ND)</td>
<td>Yes</td>
<td>Office of Management and Budget; Vendor registry open to any firm; No MBE/WBE/SBE program <a href="https://www.nd.gov/omb/vendor/bidders-list-application-and-maintenance">https://www.nd.gov/omb/vendor/bidders-list-application-and-maintenance</a></td>
</tr>
</tbody>
</table>

* Firms are not eligible for SBE certification.  
* Home state certification

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<table>
<thead>
<tr>
<th>State</th>
<th>Certification</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
</table>
• Home state certification |
| Oklahoma (OK)| Yes           | Department of Commerce’s Office of Business Development; WBE certification; MBE certification; Emerging Small Business (ESB) certification open to in-state firms only [http://okecommerce.gov/business/certifications/](http://okecommerce.gov/business/certifications/) | • Firms are not eligible for SBE certification.  
• Must register with Virginia State Corporation Commission (SCC)  
• Home state certification |
| Oregon (OR)  | MBE/WBE       | Office for Business Inclusion and Diversity; MBE/WBE certification; Emerging Small Business (ESB) certification open to in-state firms only [http://www.oregon4biz.com/How-We-Can-Help/COBID/](http://www.oregon4biz.com/How-We-Can-Help/COBID/) | • Firms are not eligible for SBE certification.  
• Must register with Virginia State Corporation Commission (SCC)  
• Home state certification |
| Rhode Island (RI) | Yes | Office of Diversity, Equity & Opportunity’s Minority Business Enterprise Compliance Office; MBE certification (includes women) [http://odeo.ri.gov/offices/mbedo/index.php](http://odeo.ri.gov/offices/mbedo/index.php) | Home state certification |
| South Carolina (SC) | Yes | Division of Small and Minority Business Contracting and Certification; MBE certification (includes women) [http://smbcc.sc.gov/](http://smbcc.sc.gov/) | • Firm must have been in operation for at least one year  
• Home state certification |
| South Dakota (SD) | Yes | None | Home state certification |
| Tennessee (TN) | Yes | Department of General Services Governor’s Office of Diversity Business Enterprise; Diversity Business Enterprise program [https://www.tn.gov/generalservices/article/godbe-certification-overview](https://www.tn.gov/generalservices/article/godbe-certification-overview) | Home state certification |
| Texas (TX)    | No            | Comptroller of Public Accounts; HUB program; Open to in-state firms only [https://comptroller.texas.gov/purchasing/vendor/hub/](https://comptroller.texas.gov/purchasing/vendor/hub/) | |
| Utah (UT)     | Yes           | Department of Economic Development; No certification programs; Must be a Vermont business in order to register and use bid system [http://vermontbusinessregistry.com/](http://vermontbusinessregistry.com/) | |
| Vermont (VT)  | No            | Department of Economic Development; No certification programs; Must be a Vermont business in order to register and use bid system [http://vermontbusinessregistry.com/](http://vermontbusinessregistry.com/) | |
| Virginia (VA) | Yes           | Department of Small Business and Supplier Diversity; | |

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<table>
<thead>
<tr>
<th>State</th>
<th>Certification Program</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington (WA)</td>
<td>Yes</td>
<td>Office of Minority and Women's Business Enterprise; MBE/WBE certification; Firm must be licensed to do business in Washington State <a href="https://www.omwbe.wa.gov/certification/">https://www.omwbe.wa.gov/certification/</a></td>
</tr>
<tr>
<td>Washington, DC (DC)</td>
<td>No</td>
<td>Department of Small and Local Business Development; Certified Business Enterprise (CBE) certification; Open to in-district firms only <a href="https://dlsbd.dc.gov/page/get-certified">https://dlsbd.dc.gov/page/get-certified</a></td>
</tr>
<tr>
<td>West Virginia (WV)</td>
<td>Yes</td>
<td>Purchasing Division; SWAM certification; <a href="https://www.state.wv.us/admin/purchase/VendorReg.html">https://www.state.wv.us/admin/purchase/VendorReg.html</a></td>
</tr>
<tr>
<td>Wisconsin (WI)</td>
<td>Yes</td>
<td>Department of Administration; MBE/WBE certification; Must have home-state certification; Must be performing a “useful business function”; Must be at least one (1) year old under current ownership; WBE applicants are required to be performing a useful function at the time of application in the State of Wisconsin and should provide proof of revenue received from a government entity or business located in the state. <a href="http://doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program">http://doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program</a></td>
</tr>
<tr>
<td>Wyoming (WY)</td>
<td>Yes</td>
<td>None</td>
</tr>
</tbody>
</table>

- Must register with Virginia State Corporation Commission (SCC)
- Home state certification
- Firms must be performing a “useful business function”
- Must be in business at least one year under current ownership
- WBEs must provide proof of revenue from VA based business or government entity
- Home state certification