

SUBCONTRACTOR UTILIZATION & BUSINESS CERTIFICATION

CHECK ALL BOXES THAT APPLY TO YOUR BUSINESS, THEN SIGN, DATE AND RETURN THIS COMPLETED FORM via e-mail to the WASHINGTON OFFICE OF THE SECRETARY OF STATE at _____@sos.wa.gov.

SUBCONTRACTOR UTILIZATION CERTIFICATION

State contracts are subject to compliance tracking via Access Equity, the State's business diversity management system. Access Equity is a web-based system and can be accessed through the Office of Minority and Women's Business Enterprises at https://omwbe.diversitycompliance.com/ . As used below, "you" and "I" refer to the contractor on behalf of which the undersigned, authorized representative has executed this Subcontractor Utilization & Business Diversity Certification.	Must Check One
If you WILL use one or more subcontractors in performing the contract, please check box.	<input type="checkbox"/>
If you will NOT use one or more subcontractors in performing the contract, please check box.	<input type="checkbox"/>

BUSINESS CERTIFICATION

Washington State agencies are encouraged to contract with Washington small businesses, micro-businesses, mini-businesses, minority-owned, women-owned, and veteran-owned businesses.	Check All That Apply
I MEET the requirements of the following described businesses that I have identified by checking the box after their description:	
Small business: a Washington business (including a sole proprietorship, partnership, corporation or other legal entity) that is owned and operated independently from all other businesses, and has either (i) fifty (50) or fewer employees, or (ii) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on its federal income tax return or its return filed with the Department of Revenue over the previous three (3) consecutive years.	<input type="checkbox"/>
Micro-business: A business (including a sole proprietorship, partnership, corporation or other legal entity) that is owned and operated independently from all other businesses and has a gross revenue of less than one million dollars (\$1,000,000) annually as reported on its federal income tax return or its return filed with the Department of Revenue.	<input type="checkbox"/>
Mini-business: A business (including a sole proprietorship, partnership, corporation or other legal entity) that is owned and operated independently from all other businesses, and has a gross revenue of more than one million dollars (\$1,000,000) but less than three million dollars (\$3,000,000) annually as reported on its federal income tax return or its return filed with the Department of Revenue.	<input type="checkbox"/>
Minority-owned business: A small business as defined above of which at least 51% is owned by one or more minority individuals and is certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a minority-owned business.	<input type="checkbox"/>
Women-owned business: A small business as defined above of which at least 51% is owned by one or more women and is certified by the OMWBE as a women-owned business.	<input type="checkbox"/>
Veteran-owned business: A business certified by the Washington State Department of Veterans Affairs (WDVA) as a veteran-owned business.	<input type="checkbox"/>
I DO NOT MEET the requirements of any of the above-described businesses.	<input type="checkbox"/>

I, the undersigned, hereby certify, under penalty of perjury under the laws of the State of Washington, on behalf of _____ (*contractor*), that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the named contractor.

Enter Certification Number: **OMWBE:** _____ **WDVA:** _____

(Authorized Signature)

(Date)

(Printed Name of Signer)

(Position/Title)