

# Small Business Certification Guide

for emerging, small, minority, women, veteran, and disadvantaged businesses in Colorado



## Certification programs

give small and disadvantaged businesses the resources to contract opportunities.

At RTD, we understand certifying your business is a daunting task. That’s why we have provided the following overview of small business certifications and resources to help you become better positioned for contracting opportunities at RTD and beyond.



Use this information in conjunction with your business plan to determine which certifications are best for you and your business.

Agency	LOCAL - quasi governmental
	RTD
Program Title & Description	<b>SBE</b> Small Business Enterprise
Program Level	Local
Certification & Administration Level	Local
Program Authority	Board of Directors; SBE program policies and procedures
Applicability	Construction, design, or material supply contracts with local funding only
Mechanism	Contract goals
Application Fee	None
Reciprocity	None
Eligibility	Small, for-profit businesses at least 51% owned and controlled by one or more economically disadvantaged individuals
Business Size	\$23.98 million
Personal Net Worth	\$1.32 million
Citizen	US citizen or lawful permanent resident
Minimum Time in Business	Operational
Certification Term	6 years, must be updated annually
Website	<a href="http://www.rtd-denver.com/Biz_DBESBE.shtml">www.rtd-denver.com/Biz_DBESBE.shtml</a>
Application	Paper only

LOCAL - municipal						
DENVER - Office of Economic Development						
<b>DBE</b> Disadvantaged Business Enterprise	<b>ACDBE</b> Airport Concession Disadvantaged Business Enterprise	<b>MWBE</b> Minority Women Business Enterprise	<b>SBE</b> Small Business Enterprise	<b>SBEC</b> Small Business Enterprise Concession	<b>EBE</b> Emerging Business Enterprise	
Federal	Federal	Local	Local	Local	Local	
Local	Local	Local	Local	Local	Local	
49 CFR Part 26	49 CFR Part 23	Division 1, Article III of Chapter 28, D.R.M.C., Division 3, Article III and Article VII of Chapter 28, D.R.M.C.	Article VII of Chapter 28, D.R.M.C.; Ordinance #86, Article V of Chapter 28: Covered Goods and Services	Article VII of Chapter 28, D.R.M.C.; Ordinance #86, Article V of Chapter 28: Covered Goods and Services	Article VII of Chapter 28, D.R.M.C.; Ordinance #86, Article V of Chapter 28: Covered Goods and Services	
Transportation contracts funded at least in part with USDOT financial assistance	Airport concession contracts funded at least in part with USDOT financial assistance	Construction services, goods, and professional services contracts with local funding only	Construction, services, and goods contracts with local funding only; defined selection pool	Food, beverage and retail concession contracts with local funding only; defined selection pool	Construction and professional services contracts with local funding only	
Contract goals	Contract goals	Contract goals	Restricted projects; contract goals	SBEC restricted contracts	Contract goals	
None	None	\$200	\$200	\$200	\$200	
UCP	UCP	None	None	None	None	
Small, for-profit businesses at least 51% owned and controlled by one or more socially and economically disadvantaged individuals	Small, for-profit airport concessions, at least 51% owned and controlled by one or more socially and economically disadvantaged individuals	Small, for-profit businesses at least 51% owned and controlled by one or more socially and economically disadvantaged individuals	Small, for-profit businesses at least 51% owned and controlled by one or more socially and economically disadvantaged individuals	Small, for-profit airport concessions or suppliers of goods or services to airport concessions; with average annual gross revenues less than \$7 million	Construction firms with average annual gross revenues less than \$3 million; professional services firms with average annual gross revenues less than \$1 million	
\$23.98 million; SBA size standards for industry also apply	\$56.42 million	Construction: SBA size standard. Professional services: 1/2 the SBA size standards; overall cap is \$23.98 million	Construction: SBA size standard. Professional services: 1/2 the SBA size standards; overall cap is \$23.98 million	\$7 million	\$3 million for construction; \$1 million for professional services	
\$1.32 million	\$1.32 million	\$1.32 million	\$1.32 million	\$1.32 million	\$1.32 million	
US citizen or lawful permanent resident	US citizen or lawful permanent resident	US citizen or lawful permanent resident	US citizen or lawful permanent resident	US citizen or lawful permanent resident	US citizen or lawful permanent resident	
Operational	Operational	6 months	6 months	6 months	6 months	
Perpetual, must be updated annually	Perpetual, must be updated annually	Yearly	Yearly	Yearly	Yearly	
<a href="http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html">www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html</a>	<a href="http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html">www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html</a>	<a href="http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html">www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html</a>	<a href="http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html">www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html</a>	<a href="http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html">www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html</a>	<a href="http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html">www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/do-business-with-denver.html</a>	
Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	



Thanks to our partners for their collaboration in the development of this guide.



**Regional Transportation District**  
1660 Blake Street | Denver, Colorado 80202  
**Small Business Office | Civil Rights Division**  
303.299.2126 | rtd-denver.com

## PRIVATE SECTOR

Agency	NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL	WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL
	MBE	WBE
Program Title & Description	Minority Business Enterprise	Women Business Enterprise
Program Level	National	National
Certification & Administration Level	Regional	Regional
Program Authority	Voluntary member organizations	Voluntary member organizations
Applicability	Private-sector procurement of corporate members	Private-sector procurement of corporate members
Mechanism	Corporate supplier diversity goals	Corporate supplier diversity goals
Application Fee	\$525–\$1,150 depending on business size	\$350–\$1,250 depending on business size
Reciprocity	None	None
Eligibility	Owned, controlled and managed by US citizens; a majority (at least 51%) of whom are racial or ethnic minorities	An independent business that is at least 51% owned, operated and controlled by one or more women
Business Size	None	SBA size standards for WOSB only
Personal Net Worth	n/a	n/a
Citizen	US citizen	US citizen
Minimum Time in Business	n/a	None
Certification Term	Yearly	Yearly
Website	<a href="http://www.mpmsdc.org/">www.mpmsdc.org/</a>	<a href="http://wbec-west.com/">wbec-west.com/</a>
Application	Electronic only	Electronic only

## FEDERAL

SMALL BUSINESS ADMINISTRATION (SBA)						
8(a)	WOSB/EDWOSB	SDB	VOSB/SDVOSB	HUBZone		
8(a) Business Development Program	Woman-owned Small Business/ Economically Disadvantaged Woman-owned Small Business	Small Disadvantaged Business	Veteran-owned Small Business/ Service-Disabled Veteran-owned Small Business	Historically Underutilized Business Zone		
Federal	Federal	Federal	Federal	Federal		
National	National	National	National	National		
Section 8(a) of the Small Business Act; 13 CFR Part 124	13 CFR Part 127	13 CFR Part 124	13 CFR Part 125	13 CFR Part 126		
Federal procurement contracts identified by the contracting officer	Federal procurement in industries where women-owned small businesses are under-represented	NASA and Coast Guard contracts identified by the contracting officer	Federal procurement contracts identified by the contracting officer	Federal procurement contracts identified by the contracting officer		
Sole source; 8(a)-competitive	Set-aside; sole source	Set-aside	Set-aside; sole source	Set-aside; sole source		
None	None (unless applying through third-party certifiers)	None	None	None		
None	None	None	None	None		
Small, for-profit businesses unconditionally owned and controlled by one or more socially and economically disadvantaged individuals	Small businesses at least 51% owned and controlled by one or more economically disadvantaged women	Small, for-profit businesses at least 51% owned and controlled by one or more socially and economically disadvantaged individuals; self-certification with SAM registration	Small, for-profit businesses at least 51% unconditionally and directly owned and controlled by a veteran or service-disabled veteran	Small businesses at least 51% owned and controlled by US citizens, located in a qualified HUBZone, at least 35% of employees must reside in a HUBZone		
SBA size standards	SBA size standards	SBA size standards	SBA size standards	SBA size standards		
\$250,000 for initial eligibility; \$750,000 for continuing eligibility	EDWOSB \$750,000	\$750,000	n/a	n/a		
US citizen	US citizen or lawful permanent resident	US citizen	Veteran or service-disabled veteran	US citizen		
2 years	6 months	None	None	None		
9 years, continued eligibility reviewed annually	Yearly	3 years	2 years	3 years		
<a href="http://www.certify.sba.gov">www.certify.sba.gov</a>	<a href="http://www.certify.sba.gov">www.certify.sba.gov</a>	<a href="http://www.certify.sba.gov">www.certify.sba.gov</a>	<a href="http://www.vetbiz.com">www.vetbiz.com</a>	<a href="http://www.certify.sba.gov">www.certify.sba.gov</a>		
Electronic only	Electronic only	Electronic only	Electronic only	Electronic only		

## STATE

COLORADO DEPT. OF TRANSPORTATION		DEPT. OF PERSONNEL & ADMINISTRATION
DBE	ESB	MWBE
Disadvantaged Business Enterprise	Emerging Small Business	Minority Women Business Enterprise
Federal	State (agency-specific)	State
State	CDOT	State
49 CFR Part 26	Transportation Commission; CRS 43-1-106(8)(p)	n/a - no DBE/MBE/WBE program at the State level
Transportation contracts funded at least in part with USDOT financial assistance	CDOT construction, design, or practice of research contracts with State funding only	Procurement of goods and services by the State of Colorado
Contract goals	Incentives; ESB restricted projects	None, open-competitive
None	None	None
UCP	None	None
Small, for-profit businesses at least 51% owned and controlled by one or more socially and economically disadvantaged individuals	Small, for-profit businesses providing construction, design, or research services on CDOT contracts	Not a certification, only self-identification with business registration
\$23.98 million; SBA size standards for industry also apply	Overall cap is \$11.99 million (1/2 the DBE Program maximum of \$23.98 million); size standard is 1/2 the SBA size standard for the firm's primary industry	n/a
\$1.32 million	n/a	n/a
US citizen or lawful permanent resident	US citizen or lawful permanent resident	n/a
Operational	Operational	None
Perpetual, must be updated annually	Yearly, must be updated annually	n/a
<a href="http://www.codot.gov/business/civil-rights/dbe/dbemain">www.codot.gov/business/civil-rights/dbe/dbemain</a>	<a href="http://www.codot.gov/business/civil-rights/esb">www.codot.gov/business/civil-rights/esb</a>	<a href="http://www.colorado.gov/vss">www.colorado.gov/vss</a>
Electronic only	Electronic only	n/a