



SOUNDTRANSIT



King County



Washington State Office of  
**MINORITY &  
WOMEN'S**  
Business Enterprises

# *Small Business Certification*

*Presented by Sound Transit, King County, and the Office of Minority & Women's Business Enterprises*

*July 2023*

# Presenters

Lora Radford

*Sr. Economic Development Specialist - Sound Transit*

Amber Farino

*SCS Certification Administrator - King County*

Denelle Baker

*Certification Analyst - OMWBE*

# *What this Presentation Covers*

- Overview of Sound Transit Economic Development
- King County SBE Certification Steps
- OMWBE DBE Certification Steps





# *ST Economic Development*

Lora Radford

Sr. Economic Development Specialist

# *Small Business Enterprise (SBE) Inclusion*

Promotes the inclusion of small businesses in Sound Transit projects.

Increases the competitiveness of small businesses for contractors, consultants, and suppliers.

\*SBA Size Standards

**OMWBE**

SBE Certified firms

**SCS**

King County Small  
Contractors &  
Suppliers

# *Small Business Resources*

- [Economic Development Webpage](#)
- [Small Business Resource Guide](#)
- Use of web-based B2GNow software system
  - Track Prime prompt payment to subcontractors
  - Automated communication between Sound Transit and subcontractors
  - Team of experienced staff

# *Biddingo*

Registered vendors and contractors can:

- Receive email notices about Sound Transit solicitations, based on selected commodity codes
- Download solicitation documents and receive guidance on how to submit proposals
- Receive solicitation-related notifications (e.g. addenda/clarifications)
- Submit questions related to open solicitations



[soundtransit.org/biddingo](https://soundtransit.org/biddingo)





# Equity in Contracting

Small Contractor &  
Supplier (SCS)  
Certification



**Amber Farino**  
SCS Certification  
Administrator  
Business Development and  
Contract Compliance (BDCC)





# King County



Washington State Office of  
**MINORITY &  
WOMEN'S**  
Business Enterprises

King County and the Office of Minority and Women's Business Enterprises (OMWBE) have partnered to increase contracting opportunities for businesses certified by the OMWBE.

As a result of this partnership, OMWBE small businesses automatically qualify for certification by King County as a Small Contractor and Supplier (SCS).

## **OMWBE Certifications eligible for Fast-Track SCS Certification:**

- Minority Business Enterprise (MBE)
- Women's Business Enterprise (WBE)
- Minority Women's Business Enterprise (MWBE)
- Combined Business Enterprise (CBE)
- Socially and Economically Disadvantaged Enterprise (SEDBE)

# SCS Certification Requirements

**Be a For-Profit Small Business and licensed to do business in Washington State**

**Meet the U.S. Small Business Administration (SBA) size standards for small businesses.**

**Personal net worth of majority owner(s) must be less than \$1.32M (excluding primary residence and equity in the business)**

SCS certification is recognized by:





## Standard Application

- **Register as a Supplier** with King County through the [E-Procurement Supplier Portal](#)
- **Apply on-line:**  
<https://kingcounty.diversitycompliance.com/>
- Complete company profile
- **Provide Financial Information (Upload)**  
Personal Net Worth Statement + 3 Year of Tax Returns and Schedules or CPA Affidavit documenting net worth and business size



## Fast-Track Application

- **No application required**
- **Register as a Supplier** with King County through the [E-Procurement Supplier Portal](#)
- Send an email to [scscertification@kingcounty.gov](mailto:scscertification@kingcounty.gov) requesting fast-track SCS certification. **In your email, state your average gross receipts over the most recent three-year period.**



# King County

Why should I  
certify my  
business?

## SCS Certification

Search and/or join our database of certified businesses

[Small Contractors & Suppliers \(SCS\) Directory](#)

[Apply for Certification](#)

# Pro-Equity Contracting Opportunities Program Small Contractor & Supplier Certification

## Goods and Services

Purchases between \$10,000 and \$50,000: Requires quotes from three companies with at least one quote from an SCS firm.

**Evaluation points awarded to SCS prime contractors or to prime contractors who team with SCS certified firms and commit to meeting a percentage goal.**

Low Bid Purchases \$50,000+: A Fair Market Range Percentage Incentive is used to provide opportunities for small businesses to be competitive on low bid procurements.

SCS Accelerator – set aside program for consulting services procurements.



King County

**SCS**

**CERTIFIED** ★  
**SMALL CONTRACTOR  
& SUPPLIER**



# Contracting Opportunities Program Small Contractor & Supplier Certification

## Construction



Percentage of the contract dollar amount required to go to SCS firms on King County funded, publicly advertised construction projects.



King County

**SCS**

**CERTIFIED** ★

**SMALL CONTRACTOR  
& SUPPLIER**



# Pro-Equity Contracting Opportunities Program

## Small Contractor & Supplier Certification

### Architecture / Engineering / Professional Consulting

Evaluation points awarded to SCS prime consultants.

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Evaluation points awarded to prime consultants for teaming with certified firms and committing to meeting a percentage goal.

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A/E/P Roster—requirements for soliciting qualifications from SCS firms. Project size limit of \$500K. No limit on the number of roster projects awarded to SCS firms.

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#### **A/E/P ROSTER- 2022 Executed Roster Contract Statistics**

- Number of Rosters: 8, \$3,638,797
- Value of SCS Rosters: 7, \$3,382,248
- 90% of contract value to SCS firms

# Do business with King County



**MAXIMIZE**

## YOUR OPPORTUNITIES

**1**

**REGISTER** as a supplier in the E-Procurement Supplier Portal

**2**

**CERTIFY** your small firm

**Tip:** register as a vendor prior to applying for SCS certification. The SCS application asks for your supplier number.



# E-Procurement

## Supplier Portal Registration

The screenshot shows the 'Register Supplier: Company Details' step of a 7-step registration process. The steps are: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. NAICS Codes, 6. Rosters and Certifications, and 7. Review. The form includes a navigation bar with 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel' buttons. A red instruction reads: 'Please complete all required fields. Select "Next" or "Save for Later" after entering your contact information.' The form fields are: Supplier/Company Name, Tax Organization Type, Supplier Type, Corporate Web Site, Tax Country, Taxpayer ID, W-9 Attachment Date, UBI Number, WA State Contractor License, First Name, Last Name, Email, and Confirm Email. A note at the bottom states: '\* Required: attach a completed King County Substitute W-9. Find the link in the help bubble. None +'

**All active solicitations will be conducted on the E-Procurement portal.**

[Register](#) your firm to gain access to the portal to participate in solicitations.

- Only one company profile allowed; add multiple contacts.
- Required: Complete & upload the [W-9 Taxpayer Identification \(IRS W9\)](#) form.
- Complete all the required fields (\*) & train stops.
- [Select all NAICS Codes](#) that apply to your company to ensure you receive invitations to solicitations.
- Opt-in to the Small Works Roster

# E-Procurement

## Solicitation Abstract Page

**King County**

Solicitation Abstracts

Welcome to King County E-Procurement Portal

Effective for solicitations published after April 4, 2022: Clicking on the "Details" of a solicitation below will display a summary of the solicitation, contain solicitation documents available for download, and the response tabulation on closed solicitations.

Suppliers must register with King County as an *E-Procurement Supplier* to gain full access in the supplier portal and to submit a response to any solicitation. **All responses to solicitations must be submitted through the supplier portal in the E-Procurement system. Failure to do so may result in the submittal being rejected.**

Information on registering with King County as an E-Procurement Supplier, as well as resources to assist with navigating the supplier portal, can be found by following the link below:

<https://kingcounty.gov/procurement/registration>

After registration, the link to the E-Procurement Sign-in page is below:

<https://kingcounty.gov/procurement/supplierportal>

Information such as a list of suppliers that have expressed interest in solicitations, suppliers that have attended pre-bid or pre-proposal meetings, or submittals received by King County on past procurements can be found on the Solicitation Resources Page:

[https://kingcounty.gov/depts/finance\\_business\\_operations/procurement/for\\_business/solicitation\\_resources.aspx](https://kingcounty.gov/depts/finance_business_operations/procurement/for_business/solicitation_resources.aspx)

Search:

Solicitation	Title	Solicitation Type	Status	Posting Date	Open Date	Close Date	Details
KC000552	ITB-Telephone Support for Superior Court Jury Services (REBID)	G&S Solicitation	Active	4/19/22 02:58:0	4/19/22 02:58:0	5/5/22 02:00:59	
KC000507,3	Fall City Floodplain Restoration Project	Construction So...	Closed	4/19/22 01:03:5...	4/19/22 01:03:5...	4/21/22 01:30:5...	
KC000519,1	Upper Tokul Creek Bridge #271B Replacement	Construction So	Active	4/19/22 10:58:2	4/19/22 10:58:2	4/22/22 01:00:5	

- View publicly advertised solicitations on the Solicitation Abstract page and download solicitation documents.
- Register as a supplier to submit proposals.
- All responses to solicitations must be submitted through the supplier portal in the E-Procurement system.

**Abstract: G&S Solicitation KC000552**

Title: ITB-Telephone Support for Superior Court Jury Services (REBID)

Solicitation Type: G&S Solicitation

Status: Active

Buyer: Stephanie Wong

Email: SWong@kingcounty.gov

Synopsis: King County Superior Court is soliciting bids to provide telephone support services for its Jury Department

Open Date: 4/19/22 02:58:06 PM

Close Date: 5/5/22 02:00:59 PM

Posting Date: 4/19/22

Attachments: KC000552 ITB Documents.zip (369.54 KB)

**Additional Information**

Pre-Bid/Proposal Conference Date: 4/27/22 10:00:00 AM

Second Pre-Bid/Proposal Conference Date:

Last Date for Questions:

KC Solicitation NAICS Code(s): 5614.561421,5416.541611,541422,517919

Bid Opening Location: To attend, see information in the synopsis section above.

Small Business Requirements Apply?: Yes

Department: SUPERIOR COURT

Division:

[www.kingcounty.gov/procurement](http://www.kingcounty.gov/procurement)



# E-Procurement

## Resources for Registration and Bidding

The screenshot shows the 'Register as a Supplier' page on the King County E-Procurement Supplier Portal. The page has a dark blue header with the title 'Register as a Supplier'. Below the header is a breadcrumb trail: Home > Finance & Business Operations > Procurement & Payables > For Business > Register as a Supplier. On the left is a navigation menu with categories like 'Finance & Business Operations', 'Procurement & Payables', and 'For Business'. The main content area features a large blue banner with the text 'Register Now King County's new E-Procurement Supplier Portal is now live!' and a circular logo for the 'E-Procurement Portal'. Below the banner are three buttons: 'Register Now' (purple), 'Sign In' (grey), and 'Password Reset Instructions' (grey). To the right of the banner are sections for 'Quick Links' (with links for Sign in to Supplier Portal, View current solicitations, Holders Lists, Attendees Lists, and Submittals, Supplier training and events, and Certify my small business) and 'Questions?' (with a link for Contact Us).

### Register as a Supplier

**Register Now**  
King County's new  
E-Procurement Supplier Portal  
is now live!

#### Quick Links

[Sign in to Supplier Portal](#)

[View current solicitations](#)

[Holders Lists, Attendees Lists, and Submittals](#)

[Supplier training and events](#)

[Certify my small business](#)

#### Questions?

[Contact Us](#)

[Register Now](#)

[Sign In](#)

[Password Reset Instructions](#)

### E-Procurement Supplier Portal Resources

To support your learning of the E-Procurement Supplier Portal, we offer these resources.

- [Supplier Registration - User Guide PDF](#) | [Video Tutorial](#)
- [Supplier Profile Maintenance - User Guide PDF](#) | [Video Tutorial](#)
- [Supplier Solicitation - User Guide PDF](#)
  - [Respond to a Solicitation - Video Tutorial](#)
  - [Acknowledge Addendum - Video Tutorial](#)
  - [Revise & Resubmit a Solicitation Response - Video Tutorial](#)
  - [View Solicitation Response History - Video Tutorial](#)
  - [Delete Solicitation Response - Video Tutorial](#)
- [Supplier Questionnaire - User Guide PDF](#) | [Video Tutorial](#)
- [Supplier Reset Password - User Guide PDF](#) | [Video Tutorial](#)
- [Identifying NAICS Codes - User Guide PDF](#) | [Video Tutorial](#)

Training and Resources are available through King County Procurement:

[www.kingcounty.gov/procurement](http://www.kingcounty.gov/procurement)

Vendor Orientations offered throughout the year:

- Goods and Services
- Architecture and Engineering
- Construction

# Increase Visibility

## Using NAICS Codes

For many public procurements, buyers or prime contractors use the OMWBE and King County SCS directories to find potential vendors or teaming partners.

Both OMWBE and King County uses the North American Industry Classification System (NAICS) to Categorize Businesses.

- ✓ Find your NAICS Code at [NAICS.com](https://www.naics.com)
- ✓ Include all related NAICS codes to be included in more searches
- ✓ King County procurement system use NAICS codes to send notifications or invite vendors to propose

# Increase Visibility

## Using Keywords (SCS and OMWBE Directories)

- ✓ Keywords help narrow a search to the most qualified firms and they can also stir interest from a prospective client.
- ✓ Compelling company descriptions with clear and descriptive keywords will help your chances to be asked to bid or team
- ✓ Choose the right words; don't be too wordy
- ✓ Look at previous solicitations to find commonly used keywords
- ✓ Look at other company descriptions in the SCS or OMWBE directories

< Keywords >

# LEARN MORE

Come to our free orientation:

<https://kingcounty.gov/depts/finance-business-operations/procurement/forbusiness/training.aspx>

CONTACT US:

[kingcounty.gov/BDCC](https://kingcounty.gov/BDCC)

[afarino@kingcounty.gov](mailto:afarino@kingcounty.gov)

[SCScertification@kingcounty.gov](mailto:SCScertification@kingcounty.gov)

[Kingcounty.gov/Procurement](https://Kingcounty.gov/Procurement)

[Procurement.web@kingcounty.gov](mailto:Procurement.web@kingcounty.gov)







# CERTIFICATION 101



# ABOUT US

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**Denelle Baker**  
Certification Analyst, OMWBE





# OMWBE Purpose

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To be a vital and trusted resource for businesses owned by minorities, women and other under-represented communities to gain access, visibility, and contracting opportunities in procurement.

We work to promote equity in how Washington State spends its resources in the private sector by eliminating barriers to equitable participation in public spending and contracting.

# CORE Services



## Certification

- Certify minority and women owned businesses.
- Maintain a directory so state agencies, primes, and educational institutions can find firms to work with.
- State: 2,589
- Federal: 1,598

## Supplier Diversity

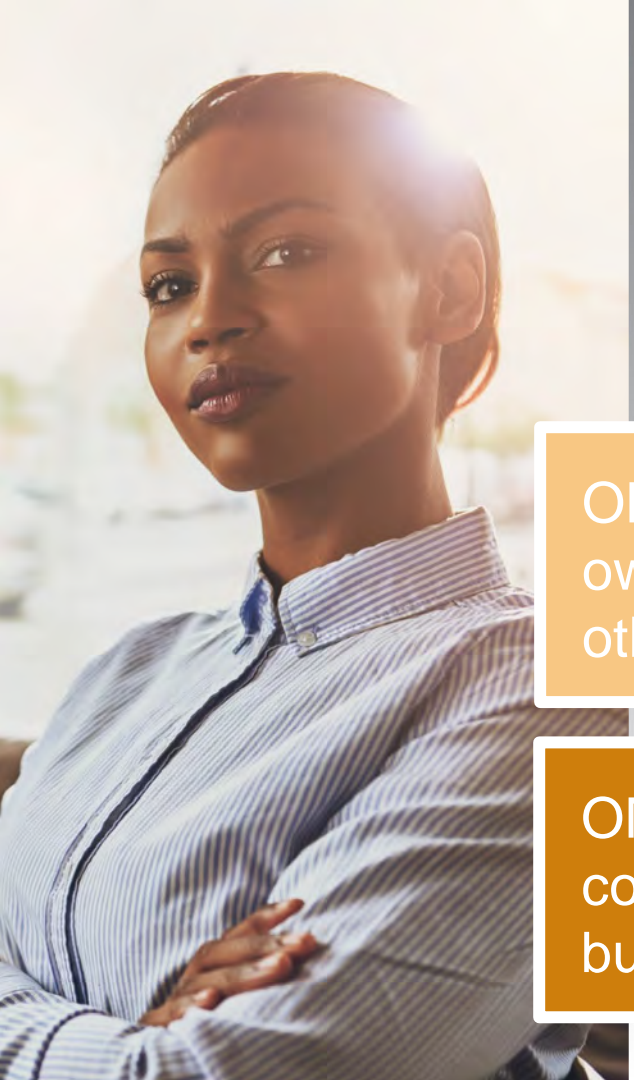
- Report the annual spend with certified firms. Posted on our website.
- Meet with 63 state agencies, 8 higher educational institutions, and 22 prime contractors on their inclusions plans and best practices.

## Linked Deposit Loan Program

- Access to capital program for state certified firms.
- Reduced interest rates on qualifying loans by up to 2%.
- \$175 million available and 13 participating lenders.

## Governor's Subcabinet on Business

- Seeks statewide, big-picture solutions that are long-term and sustainable.
- Support and educate on how to improve contracting with certified firms and how to tailor efforts to be inclusive.



# WHAT IS Certification?

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OMWBE certifies small businesses that are owned & controlled by minorities, women, and other disadvantaged individuals.

OMWBE certifies businesses in order to increase contracting opportunities for the certified businesses with state and local contracts.



# Why Get Certified?

Your firm anticipates working with state agencies, local governments, school districts, and public universities.

Federally-funded transportation projects have mandatory goals for participation of certified firms.

State agencies and colleges have supplier diversity goals.

Some private companies also use OMWBE's certified firms to fulfill their supplier diversity goals.





# CERTIFICATION



Washington State Office of  
**MINORITY &  
WOMEN'S**  
Business Enterprises

## Eligibility

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- ✓ **Group Membership**
  - ✓ **Ownership**
  - ✓ **Business Size**
  - ✓ **Control**



# CERTIFICATION



## Eligibility

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### BUSINESS

- Business is for-profit
- Gross receipts under \$30.4 million (3 yr. average)
- Licensed to do business in Washington State

### OWNER OF BUSINESS

- Woman or minority owned
- At least 51% ownership
- Show financial investment of capital or expertise
- Need to have knowledge/experience in the field seeking certification in
- Both legal and control over the business
- Independently perform the services

# CERTIFICATION Types

## FEDERAL CERTIFICATION

- ✓ Disadvantaged Business Enterprise (DBE)
- ✓ Airport Concession Disadvantaged Business Enterprise (ACDBE)
- ✓ Small Business Enterprise (SBE)

## STATE CERTIFICATION

- ✓ Minority Business Enterprise (MBE)
- ✓ Minority Woman Business Enterprise (MWBE)
- ✓ Woman Business Enterprise (WBE)
- ✓ Combination Business Enterprise (CBE)
- ✓ Socially and Economically Disadvantaged Business Enterprise (SEDBE)



# TYPES OF Documents

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**Affidavit of Certification**

**Personal and Business Taxes (3 Years)**

**Personal Net Worth Statement**

**Business Formation and Operating Documents**

**Resume(s)**

**Proof of Initial Investment**

**List of Equipment**

# Application Process Time



**UP TO  
60 DAYS FOR  
STATE  
CERTIFICATION**

**UP TO  
90 DAYS FOR  
FEDERAL  
CERTIFICATION**

\*Federal Certification  
Requires and Onsite Visit



# Benefits

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- Increase visibility to contract managers at state agencies and institutions of higher education
- Listed on OMWBE's public directory
- Small Business Assistance support services to navigate certification
- Use OMWBE logo on their business website
- Linked Deposit Program
- GROW YOUR BUSINESS!



# APPLICATION FEES



Washington State Office of  
**MINORITY &  
WOMEN'S**  
Business Enterprises

- ✓ **DBE or ACDBE Application**
  - \$25 for all structure types
- ✓ **State Certification (MBE, MWBE, WBE, CBE, or SEDBE)**
  - \$50 for a Sole Proprietor
  - \$75 for a Partnership
  - \$100 for an LLC
  - \$100 for a Corporation
- ✓ **If applying for DBE or ACDBE and state certification at the same time, the total fee is \$25 for both**



# CERTIFICATION

# Application

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## Where do I start my certification application?

### CREATE AN ACCOUNT ON THE CERTIFICATION PORTAL

- Visit [omwbe.diversitycompliance.com](https://omwbe.diversitycompliance.com)
- “Apply For / Renew Certification” | “Create Account”

### ONLINE APPLICATION

- Choose State or Federal. Start a federal application if you want both state and federal certifications.

### COMPLETE ONLINE APPLICATION AND UPLOAD DOCUMENTS



# Q & A

# Thank You!

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**Certification Application Questions**

**Email:**

**[TechnicalAssistance@omwbe.wa.gov](mailto:TechnicalAssistance@omwbe.wa.gov)**

**Phone: (360) 664-9750**

**Office of Minority & Women's Business Enterprises**

1110 Capitol Way S #150, Olympia, WA 98501

Phone: (360) 664-9750 | [omwbe.wa.gov](http://omwbe.wa.gov)



*Thank you.*



 [soundtransit.org](https://www.soundtransit.org)

