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.

	LOCAL - quasi governmental	LOCAL - municipal				
	RTD	DENVER - Office of Economic Development				
Agency						
Program Title & Description	**SBE** Small Business Enterprise	**DBE** Disadvantaged Business Enterprise	**ACDBE** Airport Concession Disadvantaged Business Enterprise	**MWBE** Minority Women Business Enterprise	**SBE** Small Business Enterprise	**SBEC** Small Business Enterprise Concession	**EBE** Emerging Business Enterprise
Program Level	Local	Federal	Federal	Local	Local	Local	Local
Certification & Administration Level	Local	Local	Local	Local	Local	Local	Local
Program Authority	Board of Directors; SBE program policies and procedures	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
Applicability	Construction, design, or material supply contracts with local funding only	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
Mechanism	Contract goals	Contract goals	Contract goals	Contract goals	Restricted projects; contract goals	SBEC restricted contracts	Contract goals
Application Fee	None	None	None	$200	$200	$200	$200
Reciprocity	None	UCP	UCP	None	None	None	None
Eligibility	Small, for-profit businesses at least 51% owned and controlled by one or more 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, 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
Business Size	$23.98 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
Personal Net Worth	$1.32 million	$1.32 million	$1.32 million	$1.32 million	$1.32 million	$1.32 million	$1.32 million
Citizen	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	US citizen or lawful permanent resident
Minimum Time in Business	Operational	Operational	Operational	6 months	6 months	6 months	6 months
Certification Term	6 years, must be updated annually	Perpetual, must be updated annually	Perpetual, must be updated annually	Yearly	Yearly	Yearly	Yearly
Website	www.rtd-denver.com/Biz_DBESBE.shtml	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	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	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
Application	Paper only	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.

COLORADO Department of Transportation

DENVER Office of Economic Development

SBA

Mountain Plains Minority Supplier Development Council

Women's Business Enterprise Council WEST

RTD

Regional Transportation District
1660 Blake Street | Denver, Colorado 80202
Small Business Office | Civil Rights Division
303.299.2125 | rtd-denver.com

	PRIVATE SECTOR		FEDERAL					STATE		
	NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL	WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL	SMALL BUSINESS ADMINISTRATION (SBA)					COLORADO DEPT. OF TRANSPORTATION		DEPT. OF PERSONNEL & ADMINISTRATION
Agency										
Program Title & Description	**MBE** Minority Business Enterprise	**WBE** Women Business Enterprise	**8(a)** 8(a) Business Development Program	**WOSB/EDWOSB** Woman-owned Small Business/ Economically Disadvantaged Woman-owned Small Business	**SDB** Small Disadvantaged Business	**VOSB/SDVOSB** Veteran-owned Small Business/ Service-Disabled Veteran-owned Small Business	**HUBZone** Historically Underutilized Business Zone	**DBE** Disadvantaged Business Enterprise	**ESB** Emerging Small Business	**MWBE** Minority Women Business Enterprise
Program Level	National	National	Federal	Federal	Federal	Federal	Federal	Federal	State (agency-specific)	State
Certification & Administration Level	Regional	Regional	National	National	National	National	National	State	CDOT	State
Program Authority	Voluntary member organizations	Voluntary member organizations	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	49 CFR Part 26	Transportation Commission; CRS 43-1-106(8)(p)	n/a - no DBE/MBE/WBE program at the State level
Applicability	Private-sector procurement of corporate members	Private-sector procurement of corporate members	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	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
Mechanism	Corporate supplier diversity goals	Corporate supplier diversity goals	Sole source; 8(a)-competitive	Set-aside; sole source	Set-aside	Set-aside; sole source	Set-aside; sole source	Contract goals	Incentives; ESB restricted projects	None, open-competitive
Application Fee	$525–$1,150 depending on business size	$350–$1,250 depending on business size	None	None (unless applying through third-party certifiers)	None	None	None	None	None	None
Reciprocity	None	None	None	None	None	None	None	UCP	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	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	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
Business Size	None	SBA size standards for WOSB only	SBA size standards	SBA size standards	SBA size standards	SBA size standards	SBA size standards	$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
Personal Net Worth	n/a	n/a	$250,000 for initial eligibility; $750,000 for continuing eligibility	EDWOSB $750,000	$750,000	n/a	n/a	$1.32 million	n/a	n/a
Citizen	US citizen	US citizen	US citizen	US citizen or lawful permanent resident	US citizen	Veteran or service-disabled veteran	US citizen	US citizen or lawful permanent resident	US citizen or lawful permanent resident	n/a
Minimum Time in Business	n/a	None	2 years	6 months	None	None	None	Operational	Operational	None
Certification Term	Yearly	Yearly	9 years, continued eligibility reviewed annually	Yearly	3 years	2 years	3 years	Perpetual, must be updated annually	Yearly; must be updated annually	n/a
Website	www.mpmsdc.org/	wbec-west.com/	www.certify.sba.gov	www.certify.sba.gov	www.certify.sba.gov	www.vetbiz.com	www.certify.sba.gov	www.codot.gov/business/civil-rights/dbe/dbemain	www.codot.gov/business/civil-rights/esb	www.colorado.gov/vss
Application	Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	Electronic only	n/a