

## VERIFYING WASHINGTON SMALL BUSINESSES AND CERTIFIED VETERAN-OWNED BUSINESSES

Bidders in competitive solicitations who seek a **goods and services contract** award, or evaluation points based on their status as either Washington Small Businesses or Certified Veteran-Owned Businesses must be verified before Apparent Successful Bidder (“ASB”) designation and contract award. A bidder who seeks a contract award or evaluation points based on its status as a Washington Small Business and/or Certified Veteran-Owned Business and who does not qualify as such is not a responsible bidder and is not eligible for a contract award.

### CERTIFIED VETERAN-OWNED BUSINESS

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VERIFICATION: Certified Veteran-Owned Businesses can be verified either in the Washington Electronic Business Solution ([WEBS](#)) or on the Washington Department of Veteran Affairs' [website](#).



QUALIFICATION: To qualify as a Certified Veteran-Owned Business, the bidder must be certified by the Washington Department of Veteran Affairs at the time of the bidder's responsive Bidder Certification. The bidder must maintain its status as a Certified Veteran-Owned Business during the term of any awarded contract.



### WASHINGTON SMALL BUSINESS

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VERIFICATION: Washington Small Businesses can be verified through Washington Electronic Business Solution ([WEBS](#)) or by completing the steps listed below.



QUALIFICATION: To qualify as a Washington Small Business for a **goods and services procurement**, the bidder's principal office must be located in the state of Washington, see RCW 39.26.010(13), and the bidder must self-certify that it is owned and operated independently from all other businesses and that it falls under either the total number of employees requirement (50 or fewer) or the total gross revenue requirement (less than \$7,000,000) over the previous 3 consecutive years. See RCW 39.26.010(22)(a). This can be done through in WEBS or through the Exhibit A-1 Bidder's Certification; which asks bidders to certify under penalty of perjury that they are a Washington small business and would qualify for the small business evaluation points. If there is doubt as to the bidder's attestation on the A-1 Certification, then proceed to the steps below.

First, verify that the bidder's principal office/place of business is located within Washington State. A principal office or principal place of business is the bidder's headquarters where business decisions are made and the location for the bidder's books and records as well as the bidder's senior management personnel. If the bidder's principal office/place of business is not located in Washington, then the bidder does not qualify as a Washington Small Business.

1. Look up the bidder on the Washington Secretary of State's Website [Corporations and Charities System \(wa.gov\)](#) and determine whether the bidder has identified a location in Washington State as its "principal office street address").

2. If you cannot verify the bidder's principal office/place of business through the Secretary of State's website, then look up the bidder's website to determine if their principal office/place of business is located in Washington.
3. If you remain unable to verify the bidder's principal office/place of business, contact the bidder, and verify that the bidder's headquarters – i.e. – the location where business decisions are made and the location for the bidder's books and records as well as the bidder's senior management personnel – is located in Washington.

**Once the bidder's principal office/place of business is verified as located in Washington State, determine** whether the bidder meets one of the following criteria:

- **EMPLOYEE TEST QUALIFICATION.** The bidder is owned and operated independently from all other businesses, and it falls under the total number of employees requirement (50 or fewer).

**or**

- **REVENUE TEST QUALIFICATION:** The bidder is owned and operated independently from all other businesses, has more than 50 employees, and it falls under the total gross revenue requirement (less than \$7,000,000) over the previous 3 consecutive years. See RCW 39.26.010(22)(a).

**1. Do they have 50 or fewer employees?**

- Check WEBS. Did they indicate in WEBS how many employees they have?
- Call their place of business and ask "how many employees do they have"
- Call the owner and ask, "How many employees do you have" If you question the validity as a Washington small business and need to verify the number of employees a business has, ask to view two quarters of their Tax and Wage filing with the Washington State Employment Security Department (ESD). Employers in the state of Washington must file a Tax and Wage Report each quarter with ESD. Request to view their ESD filing. **Do not** ask for them to send you a copy, establish a place and time when you can meet, and you can view and verify their number of employees. Once you verify they have 50 or fewer employees you can stop here.

**2. If the business has more than 50 employees, verify that it's gross revenue is less than 7 million annually over the previous three consecutive years.**

Request to view their state tax filing with Washington State Department of Revenue (DOR). **Do not ask** for them to send you a copy, establish a place and time when you can meet, and you can view and verify their income for past three years. Or,

Request to view their IRS tax returns for the last three years. **Do not ask** for them to send you a copy, establish a place and time when you can meet, and you can view and verify their income for past three years.