



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Charles A. Kilpatrick, P.E.
Commissioner

Is your business eligible for certification as a small business enterprise?

I'm sending this to all VDOT prequalified vendors because your company may fall within the size standards of a Virginia certified small business. VDOT, as well as all state agencies, is responsible for reporting how we conduct business with small businesses in our procurement processes. This information helps the Commonwealth of Virginia determine how best to provide business opportunities, policies and programs that are focused on enhancing the way we conduct business with those that are deemed as "*Certified Small Business*" by the Commonwealth of Virginia. Business opportunities, to include procurements, that are set aside for small businesses may be a result of the information we gain from the small business contracting community. We at VDOT consider opportunities to benefit contractors, sub-contractors, suppliers, and the Virginia taxpayers a key component of what we do each day.

The newly-formed Virginia Department of Small Business and Supplier Diversity (SBSD) manages the Small, Woman and Minority Business (SWaM) and the Disadvantaged Business Enterprise (DBE) certification process. If your company is doing business or is interested in doing business with VDOT as a SWaM vendor, we would ask that you to complete the small business certification application if your company profile meets the following criteria:

Virginia Certified Small Business Criteria

- *It is at least 51% owned by one or more individuals who are U.S. citizens or a legal resident alien*
- *In the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by individuals who are U.S. citizens or a legal resident alien;*
- *One or more of the individual owners control both the management and daily business operations;*
- *It is operated independent from control by any other business*
- *Together with its affiliates, it has 250 or fewer employees, or average gross receipts of \$10 million or less over the previous three years.*

- *The business is not from any of the following states due to their certification restrictions: Arkansas, California, Connecticut, Florida, Iowa, Louisiana, Minnesota, Mississippi, New Mexico, Ohio, Texas, and Washington, D.C. States such as Arizona and New York have regional restricted certification programs. Businesses from these regions are not eligible to participate in the Virginia SWaM Program.*

You can access the application to become certified as a small business by using the link to the Virginia Department of Small Business and Supplier Diversity (SBSD) at:

WWW.SBSD.VIRGINIA.GOV. Once on that site, click the link to [CERTIFICATION](#); it will redirect you to the (former) Department of Minority Business Enterprise where you can obtain more information on Small, Women and Minority-owned business certifications.

If we might be of further assistance regarding SWaM certification, please contact LaMar Williams at lamar.williams@vdot.virginia.gov or (804) 786-3568.