
SBE SELF-CERTIFICATION APPLICATION INSTRUCTIONS

Complete entire Self Certification Application in black or blue ink pen. By completing the attached application, you will be certified for bidding **contracts \$50,000 or less in dollar value**. For bids over \$50,000 you will need to complete the business certification application available on the internet at www.cincinnati-oh.gov, or request an application from the Small Business Division at 352-3144. All businesses **must** have been in business for one (1) year prior to application.

LOCATING YOUR SIZE STANDARD

SIZE STANDARD VERIFICATION

1. Go to: www.sba.gov
2. Select "Contracting"
3. Under the Getting Started section go down to "Determining Business Size"
4. Scroll down to Step 1 find your NAICS code with the Bureau of the Census; then
5. Go To Step 2 "Table of Small Business Size Standards" match the NAICS code(s) with the appropriate size standard(s).
6. Scroll down to "Attachments" select the format of your choice (PDF) or (XLS)
7. Using your NAICS code scroll down to the category that reflects your company type of service. Review descriptions for your accurate service type; get your North American Industry Classification System (NAICS) code size standard and enter these figures on page 2 of this Self-Certification Application. Review the columns on the right to determine if your company **Size Standard** will not exceed the maximum listed for either gross revenue or number of employees. *If you are not certain that your company average is under the Size Standard listed, please follow instructions below*

If next to your NAICS Code your company is to reflect Gross Revenue then proceed to the next direction, if not Skip to 12.

8. Take your company's gross revenue for the past 3-years and divide by (3)
9. Enter the three year average where indicated on page two of the application and initial
10. Proceed to "My Bonding Range" (If applicable place dollar amount here and initial
11. Enter the net worth of all principal owners where indicated and initial
Proceed to Oath and Affirmation Statement sign and notarize as indicated on application

If next to your NACIS Code your company is to reflect Number of Employees then proceed to 12

12. Take your total number of employees for the past 3-years and divide by three (3) and initial
13. Enter the three year average for employees where indicated on page two of application and initial
14. Proceed to "My Bonding Range" (If applicable) place dollar amount here and initial
15. Enter the net worth of all principal owners and spouse (if married) and initial
16. Proceed to Oath and Affirmation Statement sign and notarize as indicated on application

APPLICATION SUBMITTAL

1. Please submit the completed application and any required documents to:

**City of Cincinnati – Small Business Enterprise Program
Office of Contract Compliance
Two Centennial Plaza
805 Central Avenue - Suite 222
Cincinnati, Ohio 45202**

2. For assistance in completing this application contact us at 513-352-3144
3. **If you have not completed a Vendor Registration Application with the City call 352-3209.**

Office of Contract Compliance Division reserves the right to request additional information when needed.

**SMALL BUSINESS ENTERPRISE
SELF-CERTIFICATION APPLICATION/AFFIDAVIT**



For Official Use Only
 Revenue
 Employees

Self-Certification Application for Bidders of Awards \$50,000 or less only

Name of Company		Federal Tax ID#.		# of Yrs in Present Business	
Fixed Business Address		City	State	Zip	County
E-Mail Address		Business Phone #		Fax #	
Owners Ethnic/Gender information: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Indian <input type="checkbox"/> Caucasian <input type="checkbox"/> Male <input type="checkbox"/> Female (Race and Gender information is collected for informational purposes only and is given voluntarily.) Are you a United States Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No					
Owner/Principal Name		Title		Contact Person Y <input type="checkbox"/> N <input type="checkbox"/>	
Owner/Principal Name		Title		Contact Person Y <input type="checkbox"/> N <input type="checkbox"/>	

Type Of Business: Construction Franchise Professional Services Supplier
 * If a Supplier please check the following type: Broker Distributor Manufacturer's Representative

Description of product/service company provides:

Technical/Trade Qualifications, Certification or Special Equipment

Business History: (Provide any type City or Not)

Name of Company	Address	Telephone	Total Amount Received	Product/Services

Please list below the type (s) of certification (s) the business is currently certified.

1.	2.
3.	4.
5.	6.
Attach a copy of current certificate (s) or letter (s) of certification	



Office of Contract Compliance

David I. Holmes
Assistant City Manager

805 Central Avenue, Suite 222
Cincinnati, Ohio
Phone: 513-352-3144
Fax: 513-352-3157

Rochelle Thompson
Contract Compliance Officer

Dear SBE Applicants,

RE: Online Business Registration

All businesses interested in being awarded contracts with the City of Cincinnati (City) must be registered with the City. Registration is handled online through the Vendor Self-Service (VSS) system. To access this system and to register your business with the City, go to the City's website at www.cincinnati-oh.gov/vss.

There is an annual fee of \$55.00. You can pay your annual fee online. If you have any questions regarding VSS, please contact the VSS Customer Care Hotline at 352-BIDS (2437) option (1).

Business registration is separate and different from SBE certification. Businesses must be registered prior to SBE application submittal! When applying for SBE certification, please include a copy of your registration confirmation.

Send your SBE application along with a copy of your confirmed registration and commodity codes selected to the Office of Contract Compliance, 805 Central Avenue, Suite 222, Cincinnati, Ohio 45202.



The City of Cincinnati Purchasing Division is pleased to have the Vendor Self Service system available to the public. This system, referred to as VSS, is the Purchasing Division's procurement tool for vendors to use online through the City's website: www.cincinnati-oh.gov/vss. VSS will allow vendors to do business with the City right from the office!

Benefits to You:

- Receive email notifications of business opportunities
- Self-management of vendor file information
- Access purchasing information 24 hours a day
- Saves time by viewing bids on-line
- User Friendly

VSS allows you to register on-line or attend a workshop where the Purchasing Division will assist you with:

- Getting familiar with how to use VSS
- Setting up your User Name and Password
- Entering vendor information directly into VSS, including changes to address, phone number, etc., and
- Paying your annual fee

For an annual fee of \$55.00 vendors will benefit from on-line access to City procurement information. Please be sure you are a VSS registered vendor before you receive and award. This system's future capabilities include:

- Downloading bid packets
- Submitting bids on-line
- Participating in reverse auctions

If you are interested in attending a Workshop please email the VSS Customer Care staff at VSSCustomerCare@cincinnati-oh.gov, or contact the VSS Customer Care Hotline at 352-BIDS (2437) option 1. Our Customer Care staff is ready to assist you with any questions or concerns you may have regarding this innovative procurement system.