

Clayton County Central Services

Carol J. Rogers
Director

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CONTRACT COMPLIANCE DIVISION CENTRAL SERVICES DEPARTMENT MINORITY AND WOMAN-OWNED VENDOR RECIPROCAL CERTIFICATION

Clayton County has a compelling interest in providing equal business opportunities for all persons wanting to do business with it. The Clayton County Board of Commissioners passed Ordinance No. 2012-229 on November 6, 2012, that established a Small Local Business and Procurement Non-Discrimination Program along with a new Contract Compliance Division within the Central Services Department. The Contract Compliance Division will monitor the participation of Minority or Women Owned Business Enterprises (M/WBE) as well as Small Local Business Enterprises (SLBEs).

A Minority or Women Owned Business Enterprise ((M/WBE) is defined in the ordinance as a business enterprise maintaining a significant business presence in the Atlanta Metropolitan Statistical Area (MSA) and performing a commercially useful function that is owned by one or more of the following: (1) African Americans, (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans and (5) Women. Owned and controlled means a business is at least 51 percent owned independently by one or more minorities or women who independently function and carry out daily business activities without assistance from the majority partner.

Certification means the official recognition and approval by Clayton County Government that a business meets the qualification criteria of an M/WBE regarding ownership and control. Clayton County will use benchmarking to track the inclusion of certified M/WBE's in the procurement process. Clayton County Contract Compliance Division will develop and maintain a list of certified M/WBE's that will be made available to all bidders.

If your firm is located in the 28-County Metropolitan Atlanta Statistical Area (MSA) and you can provide proof of location (i.e., business license) and is currently certified as an Minority and/or Female Business Enterprise with any of the government entities in the Metropolitan Atlanta Statistical Area and can also provide evidence of current certification, then you may be eligible for reciprocal certification through Clayton County for a period of two years from the date of approval. After which time, your firm will be required to complete Clayton County's official M/WBE application and provide documentation of gross receipts, residency and other information to remain on the M/WBE list. Certification approval is subject to meeting the eligibility requirements set forth by the Clayton County M/WBE Program.

An application for reciprocal certification is attached. The application must be completed and returned along with a copy of the current certification letter and business license to the Contract Compliance Division.

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APPLICATION FOR RECIPROCAL CERTIFICATION AS A MINORITY OR WOMAN-OWNED BUSINESS ENTERPRISE

Business Name & Address

Mailing Address (if different)

Point of Contact

Telephone Number

(____) _____

Cell Number

(____) _____

Fax Number

(____) _____

Email Address

Name of Officers/Owners/Partners:

President _____

Secretary _____

Owner _____

Type of Business (check one)

Architect R & D
 Construction Retailer
 Engineering Services
 Hwy Const Wholesaler
 Manufacturer
Other _____

Owner Status (owns 51% or more of business)

African American
 Asian American
 Female
 Hispanic American
 Native American

Vice President _____

Treasurer _____

Partner _____

5 Digit NGIP Code _____ NGIP Code Description _____

Minority/Women Business Enterprise Certifying Agency _____

(Include proof of Current Certification as Minority/Women Owned Business)

Current Business License Number (Include a copy) _____ City or County/State _____

Signature _____ Title _____ Date _____

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MINORITY AND WOMEN BUSINESS ENTERPRISE RECIPROCAL CERTIFICATION AFFIDAVIT

The undersigned does hereby certify and attest that the statements submitted in their Application for Minority and Woman-owned Business Reciprocal Certification are true to the best of their knowledge, and that should applicant willfully and knowingly subscribe, make, or concur in making any statement required by law in support of this application which is false, said applicant shall be subject to any and all relevant Federal, State and County penalties associated within.

Applicant does hereby understand and acknowledge that the statements and representations made in support of this application shall be submitted to the Clayton County Contract Compliance Division, and that said statement will be relied upon by the County in the administration of the procurement program.

Applicant hereby acknowledges, in light of the foregoing, that they are bound by the requirements of 18 U.S.C. 1001 and O.C.G.A. 16-10-20, and that any false statements made in connection with this application will subject them to punishment as set forth in the above-referenced statutes, in addition to being removed from the Clayton County Vendor List and being unable to participate in the procurement process for a time period of no less than three (3) years, to be determined by the Purchasing Agent.

This _____ day of _____, _____

Name

Title

Firm

NOTARY PUBLIC

_____ County, Georgia

My Commission Expires

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Minority/Woman Business Enterprise (M/WBE)

RECIPROCAL CHECKLIST

(Minimum Documents Required for All Applicants)

Name of Applicant

Vendor ID Number

Date Received

Date Reviewed

The Minority/Woman-Owned Business Re-Certification Affidavit must be **signed** and **notarized**. In addition, the following supporting documentation relevant to your legal business enterprise must be submitted to the Contract Compliance Division. Failure to submit all required documentation may result in the return of your unprocessed affidavit and/or the denial of certification. **Re-Certification packages must be neat and legible and returned in the order listed below. Please include this Checklist in front of your supporting documents.**

The documentation required depends on the legal status of the business: Sole Proprietorship (SP); Partnership (P); Corporation (C); Limited Liability Company (LLC); or Limited Liability Partnership (LLP). Check the **"Included"** box to indicate you have provided the document or note **N/A**. **"N/A"** responses must be accompanied by a description of the item and an explanation as to why the documents were not submitted.

All documents must be returned in the order listed

Required Documents for All Applicants	SP	P	C	LLC	Included (✓)
Birth certificate and a Picture I.D.; or 2.) Passport	X	X	X	X	
Copy of W-9 Form	X	X	X	X	
Copy of current business license which shows the company is located in the Metropolitan Statistical Area (MSA)	X	X	X	X	
Copies of all certification letters	X	X	X	X	