

WOMAN-OWNED BUSINESS ENTERPRISE (WBE) CERTIFICATION

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DIRECTOR
WI SUPPLIER DIVERSITY
PROGRAM



We certify Woman-Owned Business Enterprises (WBE), which provides opportunity for them to do business with the State of WI, other government entities, and private businesses.

SUPPLIER
DIVERSITY
PROGRAM

WBE
MISSION

SupplierDiversity.wi.gov

WBE ELIGIBILITY REQUIREMENTS - OVERVIEW

	WBE
Sole Proprietorship, Partnership, Corporation, LLC, Joint Venture	✓
≥ 51% Owned, Managed & Controlled	✓
Useful Business Function	✓
Federal Business Taxes	3 years*
Application Fee	\$150
Certification Period	3 years
Out-of-State Businesses with WI Customer	✓

BENEFITS *of* WBE CERTIFICATION



- **Authenticate Woman Ownership**
- **Business Listed in Database of Certified Suppliers – SupplierDiversity.wi.gov**
- **Broader Reach to Public and Corporate Buyers**
- **Logo**



IS STATE CERTIFICATION RIGHT FOR YOUR BUSINESS?

SupplierDiversity.wi.gov

SupplierDiversity@wi.gov

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- Is your service/product something the State purchases or could purchase?
 - Are you capable of providing quality products/services on a large scale? RWA?
 - Are you willing to share your business information?
 - Do you understand you will need to put effort into winning state contracts?

APPLY

for

WBE

SupplierDiversity.wi.gov

-
- **Eligibility Quiz**
 - **Gather Checklist Documents**
 - **Apply – Entirely Online**
 - **Mail \$150 Check**
 - **Application Review Within 30 Days**
 - **APPROVED...work begins!**

NETWORK | BID | WIN | PERFORM

Wisconsin Supplier Diversity Program

Document Checklist - Woman-Owned Business Enterprise (WBE)

Place an X in the box next to each Document Type uploaded into your business account on wisdp.wi.gov.

		WBE
1	\$150 FEE (Mail to Dept of Administration, P.O. Box 7970, Madison, WI 53707-7970. Electronic payment unavailable.)	
2	DOCUMENTATION OF GENDER - Wis. Admin. Code § Adm 83.22 Must provide at least one of the following, for each woman owner:	
	Birth Certificate	
	Passport	
	State Issued ID or Driver's License	
3	DOCUMENTATION OF 51% OWNERSHIP BY WOMAN OWNER: Wis. Admin. Code § Adm 83.25	
	<i>Minimum Documentation Required:</i>	
	3 Years of Federal Business Tax Forms: Upload Signature Page or Form 8879 AND the Tax schedules/forms listed below.	
	1040/1040A: Schedule C and Schedule E (if available)	
	1120: Schedule G and Form 1125E (if available)	
	1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available)	
	1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)	
	Buy-Out or Purchase Agreement(s), if applicable	
	Corporate By-Laws, if applicable	
	Partnership Agreement, if applicable	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	Operating Agreements	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	<i>Additional Documentation may be requested:</i>	
	Articles of Incorporation/Organization, if applicable (corporations, LLCs)	
	Salary and Profit-Sharing Records	
	Corporate-Borrowing Resolution (corporations)	
	Canceled check(s) used to purchase ownership (sole proprietorships)	
	Current Business Financial Statements (Profit & Loss or Balance Sheet)	
	Business Licenses	
	Minutes of Corporate Meetings	
	Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(e)1.-2.)	
4	DOCUMENTATION OF CONTROL BY WOMAN OWNER - Wis. Admin. Code § Adm 83.29 ALL Documents REQUIRED.	
	Documentation of Control of Bank Accounts (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)	
	All Business Agreements	
	Operating Agreements	
	Signed Bids and Contracts	
	Signed Loans	
	Signed Hiring Decisions	
	Resume(s) of Owner(s)	

4	DOCUMENTATION OF CONTROL BY WOMAN OWNER - Wis. Admin. Code § Adm 83.29 ALL Documents REQUIRED.	
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	All Business Agreements	
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	Resume(s) of Owner(s)	

5	DOCUMENTATION OF ACTIVE MANAGEMENT BY WOMAN OWNER & USEFUL BUSINESS FUNCTION Wis. Admin. Code §§ Adm 83.33 & 83.37	
	Documents required if exist.	
	Signed Invoices, Contracts, and Purchase Orders (at least three suppliers), required	
	Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)	
	Business Equipment Inventory/List	
	Leases	
	Employee Contracts	
	Loans	
	Payroll Records	

6	OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin. Wis. Admin. Code §§ Adm 83.92 & 83.94	
	Documentation of at least one customer located in Wisconsin - Wis. Stat. § 16.285(1)(a)(2)	
	Home State Certification (letter of certification or most recent certificate)	
	Business Registration in Wisconsin - see wdfi.org	

7	UPLOAD THIS DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov	



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NETWORK | BID | WIN | PERFORM

Leveraging YOUR CERTIFICATION

NETWORK

- 60+ Agencies and Campuses
- Find which ones may be interested in your goods and/or services
- State Agency Purchasing Directory



WHO'S BUYING?



TOP CATEGORIES OF STATE SPEND: GOODS AND SERVICES

Information
Technology
Services

IT Hardware &
Software

Social, Medical &
Client Services

Food & Related
Services

Pharmaceuticals &
Chemicals

Vehicles,
Accessories,
Maintenance &
Fuel

Management
Consultant & Other
Professional
Services

Facilities
Maintenance &
Repair



Leveraging YOUR CERTIFICATION

BID

- **Locate the Bid Opportunities**
 - SupplierDiversity.wi.gov
 - **Opportunities Bulletin**
- **Evaluate to ensure opportunity is right for your company**



HOW DOES THE STATE PURCHASE GOODS & SERVICES?

<\$5,000

- Best Judgment
 - No competition required
 - Use vendor best able to meet needs

\$5,000 to
\$50,000

- Simplified Bid
 - Must get minimum of three quotes
 - Can post opportunity online, not required

>\$50,000

- Request for Bid or Proposal (RFB/RFP)
 - Must post online
 - Registered vendors receive automatic notification



HOW DOES THE STATE PURCHASE ARCHITECTURE & ENGINEERING?

<\$300,000

- **SMALL PROJECT**
 - Chosen by Agency and Project Manager (PM)

\$300,000 to \$7.4M

- **MONTHLY PROJECTS**
 - Submit Letter of Interest (LOI)
 - A/E Committee makes recommendation

>\$7.4M

- **MAJOR PROJECTS**
 - Submit Formal Qualifications Proposal
 - A/E Committee makes recommendation



HOW DOES THE STATE PURCHASE CONSTRUCTION?

Projects > \$300,000

(MEP subcontractors are selected via State bidding process.
Primes don't choose MEP subcontractors.)

- MEP subcontractors submit their bid two weeks prior to the GPC bid opening (certification is required)
- The State identifies the lowest qualified bidder for each MEP division of work for the GPC to use on their bid
- All other non-MEP subcontractors are selected by the GPC (certification not required)



Projects <= \$300,000

(Primes choose all subcontractors.)

- Prime Contractors submit their bid using their own selected subcontractors
- Certification is not required for subcontractors who do not bid directly to the State
- Subcontractors may obtain a WisBuild account to appear on plan holders lists for projects they are interested in

Leveraging YOUR CERTIFICATION

WIN

- **Low Bid**
- **Ask Questions**
- **Open Records Request**



Leveraging YOUR CERTIFICATION

PERFORM

- **PERFORM**
 - **Complete Project to Satisfaction of Agency or Campus**
 - **On Time**
 - **Quality**
 - **Communicate!**



Leveraging YOUR CERTIFICATION CONT.

SupplierDiversity.wi.gov

- **Subcontracting**
- **Teaming/Partnering**
- **Joint Ventures**



BUSINESS RESOURCES

SupplierDiversity.wi.gov

- Certification
- Training
- Loans
- Chambers
- Procurement/Bidding



THANK

You

- SupplierDiversity@wi.gov
- 608.267.9550
- Supplier.Diversity.wi.gov

