



Governor's Office of Diversity Business Enterprise

INTRODUCTION

The Governor's Office of Diversity Business Enterprise (Go-DBE) encourages minority owned, woman owned, small business and service disabled business enterprise firms interested in the state of Tennessee procurement opportunities to register for certification with the Governor's Office of Diversity Business Enterprise.

Diversity Business Enterprise is defined as a business that is a "for-profit" business that is owned and controlled by one (1) or more minority, woman, small business or service-disabled veteran that meets the size and employee standards established by the Governor's Office of Diversity Business Enterprise according to T.C.A. 12-3-801 through 808 and established guidelines.

REGISTRATION AND ASSESSMENT

The Governor's Office of Diversity Business Enterprise will register; assess, certify and refer firms for eligibility that meet with Go-DBE guidelines. A response to each of the questions is necessary in order to avoid unnecessary delays and provide you with prompt efficient service in the processing of applications for certification.

PROCESS FOR CLAIMING STATUS AS A DIVERSITY BUSINESS ENTERPRISE

The process for claiming status as a Diversity Business Enterprise is designed to verify the eligibility of businesses that claim status as a minority owned, woman owned, small business or service-disabled veteran. Business owners must submit documentation with the completed registration application that supports the claim of minority, woman owned, small business or service-disabled owned veteran status to the Governor's Office of Diversity Business Enterprise. All required supporting documentation must be submitted within 5 - 7 days of initial receipt of the registration application. The information submitted by the business, together with supporting documents will be reviewed and verified by the Governor's Office of Diversity Business Enterprise. Information provided in response to the registration will become the property of the state of Tennessee and will be kept in strict confidentiality.

A business that is certified by the U. S. Small Business Administration, state Departments of Transportation, other state Department Certifications, Metropolitan Transit Authorities, Metropolitan Nashville Airport Authority, Tennessee Minority Supplier Development Council, Local Purchasing Councils, National Minority Supplier Development Councils (state chapters), or the Women Business Enterprise National Council, Uniform Certification Agency, Mid-South Minority Business Council may submit a copy of their current certification along with identification, current copy of federal Tax Return for minority and woman owned, small business, or service-disabled owned veteran from any of the above agencies in lieu of submitting **ALL** of the additional documentation requested. **Business information will also be required such as business and professional license, insurance, etc.**

Businesses who meet the requirements for claiming status as a Diversity Business Enterprise will be notified by letter notification which will serve as certification as minority owned, woman owned, small business or service-disabled veteran business enterprise status. Businesses unable to meet the requirements for certification claiming status as a Diversity Business Enterprise will receive notification

by letter. Firms that are determined not to meet with the program eligibility guidelines may reapply for certification two (2) years from the date of initial denial.

NOTE: The Governor's Office of Diversity Business Enterprise reserves the right to verify ownership and management control of businesses claiming status as a minority owned, woman owned, service-disabled veteran and small business enterprises. On site visits will be conducted to ensure that minority, woman, small business and service-disabled ownership and control of the business exist and/or to verify control and that the business is an on-going business concern. Failure to provide accurate and true information will result in denial of status as a minority owned, woman owned, service-disabled veteran and small business enterprises.

REQUEST FOR ADDITIONAL INFORMATION

In some cases, additional information or documents not limited to those items requested in the Documentation Checklist of the registration form may be requested in order to satisfy ownership and control requirements.

CHANGES IN STATUS

After certification, if there are changes in the diversity business status (owner, management, officers, stock sales/purchases, contact information, location, etc.) that may impact the applicant's eligibility as a certified Diversity Business Enterprise, such changes must be communicated by the applicant in writing to the Governor's Office of Diversity Business Enterprise within ten (10) days of their occurrence.

Failure to communicate such changes as required herein shall constitute grounds for discontinuing status as a certified Diversity Business Enterprise with the Governor's Office of Diversity Business Enterprise.

REGISTRATION/CERTIFICATION PERIOD

Registration/certification shall be effective for a period of two (2) years. The Governor's Office of Diversity Business Enterprise reserves the right to perform an on site visit or request additional information to verify the status of ownership of a company to ensure that the company is in compliance with the legal definition and meaning of minority, women, service-disabled veteran, and small business, **at any time** during the certification process or certification period.

1. Renewal of certification must be submitted to the State of Tennessee Governor's Office of Diversity Business Enterprise not less than sixty (60) days prior to the date of expiration of the existing certification. It is the responsibility of the certified diversity business to maintain an active certification status with Go-DBE office at all times in order to receive proper referrals of current procurement opportunities.
2. Certifications submitted for renewal shall meet all of the current requirements for claiming status as minority, women, service-disabled veteran or small business enterprise.
3. All applicants must be U.S. Citizens or a Permanent Resident Alien and must reside in the state of Tennessee. Out-of-State individuals seeking certification with Go-DBE **must be certified** in their home state of residence and submit evidence of their existing certification at the time of registration. The Governor's Office of Diversity Business Enterprise is unable to certify out of state firms that do not have an existing certification.

Firms that are denied certification by Go-DBE may reapply for certification after a period of two (2) years from the date of the denial letter.