

# Clayton County Central Services

Carol J. Rogers  
Chief Procurement Officer

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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 and Women Owned Business Enterprises (M/WBE) as well as Small Local Business Enterprises (SLBE).

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 American**, (2) **Native**, (3) **Hispanic American**, (4) **Asian American** and (5) **Women**. Owned and controlled means a business is at least 51 percent (51%) owned independently by one or more minorities or women who independently function and carry out daily business activities without the assistance of a Major Corporation.

Certification means the official recognition and approval by Clayton County Government and requires approval, meeting the qualified 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 the **City of Atlanta, DeKalb County, Clayton County Water Authority, SBA or GDOT**, and can provide evidence of current certification, then you may be eligible for a **Reciprocal Certification** with 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 uploaded to our **SLBE-MWBE Certification Application Submission Portal**. The Contract Compliance Division will keep all submitted documents and information confidential to the extent allowable by law. Direct all questions to the Contract Compliance Division at (770) 477-3587 or visit our website at [www.claytoncountyga.gov](http://www.claytoncountyga.gov) for more information.

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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       Wholesale  
 Manufacturer  
Other \_\_\_\_\_

Owner Status (owns 51% or more of business)

- African American  
 Asian American  
 Female  
 Hispanic American  
 Native American

Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

Partner \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

NAICS Code: (Primary): \_\_\_\_\_ Description: \_\_\_\_\_  
NAICS Code: \_\_\_\_\_ Description: \_\_\_\_\_  
NAICS Code: \_\_\_\_\_ Description: \_\_\_\_\_  
NIGP Code: (Primary): \_\_\_\_\_ Description: \_\_\_\_\_  
NIGP Code: \_\_\_\_\_ Description: \_\_\_\_\_

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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

\_\_\_\_\_  
**Owner's Signature**

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)

The Minority/Woman-Owned Business Reciprocal 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. **Please include this Checklist with your supporting documents.**

*All documents must be returned in the order listed*

REQUIRED DOCUMENTS FOR ALL APPLICANTS	Included (✓)
<b>IDENTIFICATION:</b> Copy of Birth Certificate and Picture ID; <b>or</b> Current Passport	
<b>W-9 FORM:</b> Copy of 2018 edition W-9 form	
<b>BUSINESS LICENSE:</b> Copy of Current Business License which shows the Company is located in the Metropolitan Statistical Area (MSA)	
<b>CERTIFICATION:</b> Copy of Certification Letter from the <b>City of Atlanta</b>	



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