

State of New Jersey Small Business Vendor Registration Application

Dear Small Business Vendor;

The State of New Jersey's Small Business Set-Aside program includes goals that 25% of state contract and purchase order dollars be awarded to Small Business Enterprises (SBE). Small Business Enterprise (SBE) registration will add your company's name to the state listing of vendors eligible to participate in these selected contract offerings.

Standards of Eligibility for "Small Business"

The state small business set-aside program's criteria set forth in N.J.A.C. 12A:17:46-1.8 is as follows:

For **goods and services contracts**, small businesses with less than 100 full-time employees will be registered in one of the following three categories:

- Small businesses whose gross revenues do not exceed \$500,000
- Small businesses whose gross revenues do not exceed \$5 million
- Small businesses whose gross revenues do not exceed \$12 million or the applicable federal revenue standards established at [13 CFR 121.201](#), whichever is higher.

For **state construction contracts**, small businesses with less than 100 full-time employees will be registered in one of the following three categories:

- Small business with gross revenues that do not exceed \$3 million.
- Small businesses with gross revenues that do not exceed 50 percent of the applicable annual revenue standards set forth in federal regulation at [13 CFR 121.201](#) and as maybe adjusted periodically.
- Small business with gross revenues that do not exceed the applicable annual revenue standards set forth in federal regulation at [13 CFR 121.201](#), as may be adjusted periodically.

The business must be independently owned and operated, with management being responsible for both its daily and long term operation as well as owning at least 51 percent interest in the business.

Must be incorporated or registered to do business in the State and have its principal place of business in New Jersey, defined when:

- 51% or more of its employees work in New Jersey supported by paid New Jersey unemployment taxes.
- 51% or more of its business operations/activities occur in New Jersey supported by income and/or business tax returns.

The business must be a sole proprietorship, partnership or corporation with 100 or fewer employees in full-time positions, not including:

- Seasonal and part-time employees employed for less than 90 days, if seasonal and casual part-time employment are common to that industry and
- Consultants employed under contracts not related to the goods and services, which are the subject of the specific contracts for which the business wants to be eligible as a small business.

NJSAVI (New Jersey Selective Assistance Vendor Information) is a database that identifies businesses that are registered as an SBE and/or certified as an M/WBE with the State of New Jersey. The NJSAVI marketplace also aids in matching buyers and vendors for private contracting opportunities

To be registered as a Small Business Enterprise (SBE) for State of New Jersey Small Business contracts and Set-Aside program and be listed in the NJSAVI marketplace, please complete the New Jersey Small Business Vendor Registration Form enclosed.

Notarize and enclose the completed application with a non-refundable check or money order in the amount of \$100 made payable to NJ Division of Revenue and mail to:

*NJ Division of Revenue
Business Support Services Bureau
P.O. Box 455
Trenton, NJ 08646*

DO NOT SEND CASH

Be advised that the average processing time is between eight to ten weeks after your check has been cashed.

*Standard Industrial Classification (SIC) Codes can be obtained from www.OSHA.gov
**North American Industrial Classification System (NAICS) Codes can be obtained from
www.census.gov/epcd/www/naics.html

To identify your commodity codes, go to www.NewJerseyBusiness.gov select the *State Contracting and M/WBE on the left of the home page than click on Online Services Commodity Code Lookup.*

If you are seeking certification as a minority or woman-owned business enterprise (M/WBE) and wish to obtain an application, call 1-609-292-2146 or visit our website at www.NewJerseyBusiness.gov and select the State Contracting and M/WBE on the left of the home page than click on Certification.

If you would like to receive information on Statewide bidding opportunities visit www.NewJerseyBusiness.gov and select the *State Contracting and M/WBE on the left of the home page than click on Online Services Statewide Bidding Opportunities.*

Should you have additional questions or require assistance in completing this form, it is recommended that you contact the **Business Services Call Center at 1-609-292-2146.**



THE STATE OF NEW JERSEY

Department of the Treasury

Division Of Minority and Women Business Development

1-609-292-2146

State of New Jersey Small Business Vendor Registration Application

Print or Type

Firm Name _____

D/B/A or T/A _____

Mailing Address _____

City _____ State NJ Zip _____

Provide full address of principal place of business

County _____

Phone _____

Fax Number _____

E-Mail _____

Website _____

Contact Person (M/F) _____

Title _____

Federal ID # _____

Social Security # _____

DO NOT WRITE IN THIS SPACE

For Agency Use Only

DMWBD Receipt Date:

Revenue Receipt Date:

Check #: _____

Referring Agency:

MBE/WBE _____ NJDOT _____ NJT _____

NY/NJ PA _____ SBDC _____ SBA _____

OTHER _____

AI Letter Sent Date _____ Int. _____

Approved _____ Date _____ Int. _____

Disapproved _____ Date _____ Int. _____

ANSWER ALL QUESTIONS AND INCLUDE FEE OR APPLICATION WILL NOT BE PROCESSED

1. Describe the firm's major business operation(s). _____

2. Please provide the North American Industrial Classification System (NAICS) Code(s) that best describes your business. Visit www.census.gov/epcd/www/naics.html for code search by keyword. (6 digit codes). Please provide at least one but no more than six codes. Codes should be entered for core business operations, only.

3. Please provide your firm's gross revenue _____ Year One Year Two Year Three for last three completed tax years. 3a. Date firm established ___/___/___ Firm Type: Corporation Sole Proprietorship LLC LLP Partnership

4. Is this firm independently owned and operated whereas the Management owns at least 51% and is responsible for both daily and long-term operations? [] Yes [] No

5. Please provide a copy of the NJ Business Registration Certificate issued by the Dept. of Treasury/Revenue for this applicant.

6. Is the applicant's principal place of business in New Jersey as defined by: [] Yes [] No At least 51% of firm's current employees work in New Jersey supported by paid unemployment taxes [] Yes [] No At least 51% of this firm's business is conducted in New Jersey supported by NJ income and/or business tax returns [] Yes [] No

7. Total number of full time employees including owner(s) _____

An Applicant who fails to comply with specifically requested additional information or documentation shall be considered in non-compliance.

Please provide at least one code in Question #8 and/or #9. All codes are 5 digit codes. Codes should be entered for core business operations, only. Please note that these codes were revised on 9/04.

8. **Construction-related industry** list construction craft codes found at http://www.state.nj.us/njbusiness/contracting/construction_craft_codes.shtml (12 codes maximum)

9. **For non-construction related industries, list applicable NIGP Commodity Codes/Goods & Services codes**
Codes are located at www.state.nj.us/treasury/purchase/commcode.htm (12 codes maximum)

10. **Ownership Information**

Name of Owner.(s)	Sex M/F	# Shares Owned	% Owned
			%
			%
			%
			%

THIS FORM MUST BE SIGNED, DATED AND NOTARIZED

I attest that this form has been completed as directed and that the information contained herein is true and accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result in the firm being disbarred from bidding on State contracts for a period of up to two years and in prosecution under New Jersey's fraud statutes and liability to attendant civil or criminal penalties.

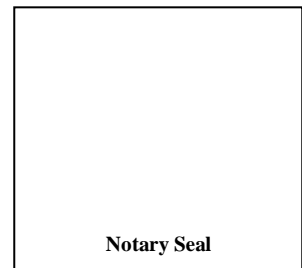
Signature of President, Owner or Managing Partner¹ Printed Name

Title _____ Date _____ Phone _____

Executed for (name of company) _____
Printed Name

Sworn to me this _____ day of _____ 20____

Notary Public _____



Optional Statistical Data

(Completing this information will assist us in accurately comparing the amount of business MWBE's receive from State procurement)
Based on the following guidelines do you consider your firm to be:

- A sole proprietorship owned and controlled by a minority or woman.
- A partnership or joint venture owned and controlled by a minority or woman in which at least 51 % of the ownership is held by a minority or woman and the management and daily business operations of which is are controlled by one or more minorities or women
- A Corporation or other business entity authorized under the laws of the United States whose management and daily business operations are controlled by one or more minorities or women who own it, and which is at least 51% owned by minorities women or, if stock is issued, at least 51 % of the stock is owned by one or more minorities or women.

Check all that apply:

Minority Owned Women Owned

(African American Hispanic American Asian American Native American Other)

Return completed registration form and \$100.00 application fee (check or money order) payable to " NJ Division of Revenue " and return to:
NJ Division of Revenue, Business Support Services Bureau, P.O. Box 455 Trenton, NJ 08646

Application fee is non-refundable.

If you would like to receive information on statewide bidding opportunities visit www.NewJerseyBusiness.gov and select the State Contracting and M/WBE on the left of the home page than click on Online Services Statewide Bidding Opportunities.

¹ Only the signature of the owner or president of a corporation is acceptable. For a partnership, only a General Partner may sign; the signature of a Limited Partner is not acceptable. For an LLC, the Managing Member must sign.



JON S. CORZINE
Governor

State of New Jersey
Department of the Treasury
Division of Minority and Woman Business Development
33 West State Street, 1st Floor
P.O. Box 026
Trenton, New Jersey 08625-0026
Phone: 609-292-2146 Fax: 609-292-8764

.DAVID ROUSSEAU
State Treasurer

Frequently Asked Questions on the New Jersey Small Business Registration & Minority and Women Certification Programs

- 1. Where can I send my small business registration or minority/women certification application payment?**
 - a. *Make your check payable to Division of Revenue and send it to the NJ Division of Revenue, Business Support Services Bureau, P.O. Box 455 Trenton, NJ 08646*
- 2. How long does it take before I get a decision on my application?**
 - a. *You will receive a response generally after 8-10 weeks of your check being cashed.*
- 3. What happens when my application is approved?**
 - a. *You will receive a letter and a certificate in the mail.*
- 4. What happens if my application is incomplete?**
 - a. *We will send you a request for additional information. You will be asked to respond within 30 days to prevent an automatic denial of your application.*
- 5. What happens if my application is denied?**
 - a. *You will receive a letter explaining why your application was denied. The letter will also explain that we need to receive a letter from you on your company letterhead within 10 days if you wish to appeal the denial.*
- 6. Where can I get help in filling out my application?**
 - a. *For one-on-one assistance, visit your local Small Business Development Center. For a complete listing, go to <http://www.njsbdc.com/contact/>*
- 7. Is a business registration with the State of New Jersey, Division of Revenue the same as a small business registration with your Division?**
 - a. *No, these are two different types of registrations. A business registration with the Division of Revenue will ensure that the business is registered for applicable taxes and related liabilities. Businesses must submit to the Division of Revenue the Business Registration Form (NJ-REG) and if applicable, the Public Records Filing for New Business Entity form. After registering, businesses will receive the forms, returns, instructions and other information required for on-going compliance with New Jersey State taxes. For more information on the Business Registration Form, please see <http://www.state.nj.us/treasury/revenue/busregcert.htm>*

8. What is a Small Business Enterprise (SBE) registration?

- a. *The SBE registration is **required** to compete for contracts under the Small Business Set Aside Act. The small business set-aside program was established with the goal of awarding 25 percent of state and purchase order dollars to small businesses. Go to <http://www.nj.gov/njbusiness/contracting/> for a listing of the standards for eligibility and to obtain an application form.*

9. How long will my SBE registration or M/WBE certification last?

- a. *The costs for both the SBE registration and M/WBE certification is \$100 for three years. Please note that you will have to send in annual verification forms or your registration or certification will be revoked.*

10. Can I compete for a Small Business Set Aside contract if I get my SBE registration after the bid opening date?

- a. *You must have a current SBE registration before the bid opening date to be eligible to compete.*

11. My company was considered ineligible to be a SBE under the old rules and regulations. Do the new rules and regulations take into consideration new industries or sizes?

- a. *The new rules and regulations have changed the size of the categories so that the size of your industry is taken into account. As a result, your company may now qualify as a SBE and be eligible to participate in the Small Business Set Aside Program. To view Small Business size standards by NAICS industry click: [13 CFR 121.201](#)*

12. What if I have a bid due before the 8-10 week response time?

- a. *You must submit via fax (609-292-8764) a request for expedite of your application and accompany this request with a copy of the bid page that contains the bid due date. Please note that the application must be properly completed and all required support documentation must be received by our office before we are able to begin processing your request.*

In cases where a prime is requiring a sub-contractor to obtain a registration or certification, you must submit a notarized letter from the prime, on their letterhead, stating that there is a commitment to award the sub-contract if in fact registration/certification is provided. A copy of the bid page that contains the bid due date must be attached to the letter from the prime.

Where/When feasible we will issue an expedite certificate five days before the bid due date.

NOTE: Submitting an application does not mean that you will automatically receive an approval. You need to submit your application and the front page of the bid for review to the Division at least 48 hours before the bid opening date. If you submit your application with less than 48 hours before the bid opening, there may not be enough time to process your application or answer any questions.

13. What is a Minority and/or Women Owned Business Enterprise (MWBE) certification?

- a. *MWBE's are encouraged to become certified with the State so that we can accurately and timely assess the share of procurement activity recorded by this group compared to the share of business registered by non MWBE vendors. In addition, private firms and municipal (not State) governments may require proof of an MWBE certificate.*

Go to <http://www.nj.gov/njbusiness/contracting/> for a listing of the standards for eligibility and to obtain an application form.

The MWBE certification cost is \$100 for three years. Please note that you will have to send in annual verification forms or your certification will be revoked.

14. My MWBE certification is going to expire. Do I have to recertify my business?

- a. *You no longer recertify your business under the new rules and regulations. You must submit a new application with the required information.*

15. Can I use my MWBE to compete for bids under the Small Business Set Aside law?

- a. *The New Jersey contracting process is race and gender free so you don't need a MWBE designation. You need a SBE designation to compete under the Set Aside Act (Refer to response to Question #8).*

16. How do I go about ensuring that information in my record is updated?

Changes in general contact information or description of services fields (refer to listing below*) must be accompanied by:

1. Written request signed by the owner, president or managing partner.

*Listing of fields:

- Phone number
- Fax number
- Email address
- Business location or mailing address
- Correct any spelling on the company's name or owner's name
- Add or Delete construction or commodity codes (NOT categories)

Change of the Company Name must be accompanied by:

1. Written request signed by the owner, president or managing partner
2. Copy of the certificate of Incorporation, formation, or business registration that shows the amendment/change for the name

Change of the Company Federal ID # must be accompanied by:

1. Written request signed by the owner, president or managing partner to close the record that is currently approved/certified.
2. Copy of the certificate of dissolution or other legally binding documentation that shows that the company is no longer in business.

3. Provide IRS form assigning FEIN number to the designated business. If a sole proprietor, proof that this is the applicant's social security number.
4. Submission of a new application meeting all the requirements and fee.

Change in Owners or Ownership Breakdown (percentages of ownership) must be accompanied by:

1. Written request signed by the new/revised owner(s).
2. Agreement/contract of sale transferring ownership (proof of payment, cancelled check)
3. Resume for the new owner (s)
4. When applicable, proof of ethnicity (MBE) or gender (WBE)
5. If new owner is not MBE or WBE, a new application will need to be submitted.

Changes in Category:

Changes in category are authorized only when upon review by an auditor, she/he confirms that the original designation was incorrect when initially approved OR that upon receipt of documentation that accompanies the annual verification form, there is proof of a significant change that requires change in category. In both cases, the owner, president or managing partner must provide copies of page 1 of the business tax returns for the last 3 years.

NOTE: The DMWBD reserves the right to request additional documentation from your business and to contact you to schedule a site visit to confirm validity of change(s) requested.

17. Where do I get information on new bids from State agencies, universities and authorities?

- a. *The Division offers a centralized database that posts all statewide bids which you can access anytime by keyword, agency or commodity code. Go to <http://www.nj.gov/njbusiness/contracting>. Refer to the right hand side banner Online Services, click on Statewide Bid Opportunities.*

For guidance on how to navigate and maximize the potential of the State's procurement process, small businesses are encouraged to contact the New Jersey Office of Supplier Diversity at 609-984-1036 or njosd@treas.state.nj.us.

18. Can I get automatic notification of new bid opportunities?

- a. *You can sign up to get customized email notifications for opportunities within the goods, service, or construction field you identify as being of interest. The identification of goods, services or construction field will be based on the National Institute of Governmental Purchasing, Inc, NIGP code, which you must provide. Go to http://www.nj.gov/njbusiness/contracting/bid/learn_about.shtml*

For those of you that are familiar with the North American Industry Classification System (NAICS) and need to find an equivalent NIGP code you can do so by searching for similar wording or description. The State Department of the Treasury has an NIGP lookup tool that be can be accessed by going to: <http://www.state.nj.us/treasury/purchase/commcode.htm>

19. Where can I find the commodity and construction codes?

- a. *Commodity and construction codes consist of expense account codes that provide information and/or descriptions of the nature of the purchases (goods, services, construction field) made by state agencies. Constitutes a system of identifying a commodity by an assigned number. Go to:*
<http://www.state.nj.us/treasury/purchase/commcode.htm>

20. What happens if I lose my registration/certificate?

- a. *You may ask for a replacement by sending your request to us on your company letterhead. You may mail your request to us or fax (609-292-8764) it to us.*

21. Do you give out grants?

- a. *While the Division does not give grants, you may explore other funding sources by calling the Economic Development Authority Customer Care line at 609-777-4898 or your local Small Business Development Center <http://www.njsbdc.com/contact/>.*