

Supporting Documents Checklists

All applicants are required to submit the supporting documents listed below unless otherwise indicated. Any deficiency may delay the certification process.

A site visit may be requested and scheduled by OSD once the completed application and appropriate supporting documentation are received.

▪ BUSINESS GOVERNANCE DOCUMENTS

Please use the checklist below to identify which documents you are required to upload. Specific documents are required according to how your business entity is formed.

Sole Proprietor: Franchise agreements (if any)

Partnership/LLP: Partnership agreement (including any amendments)
Buyout rights and Profit-Sharing Arrangements
Franchise agreements (if any)

Corporation/S Corp: Articles of Incorporation
Minutes of the Last Annual Shareholders Meeting
Minutes of the Last Board of Directors Meeting
Bylaws and All Bylaw Amendment
Copy of Most Recent Stock Ledger
Franchise Agreement (if any)

Limited Liability Corp.: Operating Agreement with list of members ownership amount of each member and capitalization
Franchise Agreement, (if any).
*Sole Member LLC must submit a Sole Member Operating Agreement.

▪ STATE OF DELAWARE BUSINESS LICENSE

Current State of Delaware license required for all Delaware based businesses and for out-of-state businesses currently performing work in Delaware. See the Division of Revenue, Licensing and Registration website for more information at: <https://onestop.delaware.gov/>.

▪ PROFESSIONAL LICENSES (if applicable)

Relevant professional or trade licenses, certificates, documents of training, and degrees held by the 51% owner(s) or by the company based upon the 51% owner(s) status for such license or certificate (i.e. Electrician, HVAC, engineer, medical profession, attorney, cosmetologist)

▪ **OUT OF STATE DIVERSE BUSINESS APPLICANTS**

Out of state applicants must submit a copy of their home state certification. Home state is the location of the company headquarters, NOT the state of formation. Must be a state level certification. OSD will accept NMSDC, WBENC, SBA veteran certification in lieu of home state.

▪ **SMALL BUSINESS FOCUS (SBF) APPLICANTS**

Provide the first page of the past three (3) years of your firm's tax returns. (gross receipts) (1120, Schedule C of 1040). If your business is new or less than three years old, you are not required to provide tax documents. However, you must still complete this section in the application portal.

▪ **DIVERSE BUSINESS APPLICANTS**

Diversity Status Verification Documents

OSD may seek from each 51% owner, a copy of materials to document U.S. Citizenship, permanent residency, ethnicity, gender, veteran status, and Disability status. Below is a non-exhaustive list of possible additional materials that may be requested.

In addition to the list below, if OSD requests of a vendor to provide supporting documents, such vendor may elect to provide the requested documents and any other documentation for review by OSD for consideration to support the individual's standing; such other documentation may or may not be determined to suffice.

U.S. Citizenship or Permanent Residency - U.S. birth certificates; U.S. permanent resident card; U.S. passport; U.S. tribal membership card

Ethnic Minorities - Documents of ethnicity may include the birth certificate of the applicant, U.S. Passport identifying foreign place of origin, and/or tribal registry card.

- If applicant's birth certificate does not identify ethnicity, then also provide the birth and/or death certificates of applicant's parent(s) as named on applicant's birth certificate. If parent(s)'s documentation does not identify ethnicity, continue in parental lineage with birth or death certificates. If the document identifies 'colored' or any other mark that is not specifically naming an ethnicity, the applicant will inform OSD which ethnicities apply.
- ***If Native American**, please provide a current tribal membership card from a North American tribe or nation which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, and/or is recognized by the State of Delaware.
- Or other government issued documentation that demonstrates ethnicity to the satisfaction of OSD.

Gender - Women may provide birth certificates or current U.S. Passports identifying female gender.

***Individuals with Disabilities** - any one (1) of the following:

- A Certificate of Disability from the Delaware (or their home state's) Department of Labor, Division of Vocational rehabilitation, (The Disability itself need not be revealed); or
- A Certificate of Disability from the Delaware (or their home state's) Division of the Visually Impaired, (The Disability itself need not be revealed); or
- A letter from the U.S. Social Security Administration documenting that named individual is eligible to receive Social Security Disability Income. (the Disability itself and the dollar amount of the SSDI can be redacted); or
- A letter from a Medical Doctor (M.D.) documenting the person's name and the fact that they have a Disability and the duration of the Disability. (The Disability itself need not be revealed); or
- Any other documentation of disability for review by the Office of Supplier Diversity for consideration to support the individual's standing as an Individual with Disability; such other documentation may or may not be determined to suffice. The Office of Supplier Diversity may outreach to local and national resource partners to verify the example of any other documentation without sharing the actual documents.

***Veterans and Service-Disabled Veterans** - The DD214 form for the applicant; If Service Disabled, then documentation from the Veterans Administration documenting the fact. (The Disability itself need not be revealed)