



ONLINE CERTIFICATION INSTRUCTIONS

Effective January 1, 2012 businesses can complete and submit the application for DM/DWBE certification and SBE registration online.
[Hillsborough DM/DWBE and SBE Online Application](#)

1. **PLEASE READ THE INSTRUCTIONS AND ELIGIBILITY CRITERIA GUIDELINES AND DEFINITIONS BEFORE COMPLETING THE APPLICATION.**
2. **ALL APPLICANTS MUST REGISTER WITH ONVIA DEMANDSTAR ANNUALLY at www.demandstar.com or by calling (800) 711-1712.** The basic subscription is **FREE**. For questions relating to DEMANDSTAR registration contact Hillsborough County Procurement Department at (813) 272-5790.
3. If you started operations as a sole-proprietorship and later organized as something else (e.g., corporation, LLC, etc.) provide the month and year for each.
4. If you submit your application online you may scan and upload the required documentation. Further instructions are provided online for this option.

Page 3 - **For Sole Proprietorships**

Page 4 - **For Corporations & Joint Ventures**

Page 5 - **For LLC & Partnerships**

5. If you submit your application online and have questions regarding the application, requested documentation or processing status, please call **Rita Sauri (813) 914-4009**.

FOR ALL WHO COMPLETE THIS APPLICATION: Please be advised that **all businesses must have a Florida office and all owners must be Florida residents. Those not in compliance with these provisions are not eligible for certification.**

Instructions For Login Into Prism

Step One

Open an internet browser and go <https://pro.prismcompliance.com/>

Step two

Select Hillsborough County under Visit A Jurisdiction? And click go!

Step three

- Search for Vendors by Criteria – You can search by a vendor name, industry, service, etc.
- Register my Firm – Register as a vendor with Hillsborough County. Follow the steps below.

The screenshot shows the Hillsborough County, Florida official county government online resource website. The page is titled "Contractor Menu" and features a search bar for vendors, a "Register my Firm..." link, and a sidebar with navigation options like "Vendor View and Tools", "Hillsborough County News & Events", and "Hillsborough County Workshops". The PRISM logo is visible at the bottom left.

Step Four

Click on Register my Firm. Fill in the information in the pink shaded boxes, then click on Register My Firm at the bottom of the screen. An email will be send to Hillsborough County for approval and you will receive an email confirming your request for registration.

Step five

Once Hillsborough County receives the email and initially approves you as a vendor, you will receive an activation email with the following information:

Dear _____,

Thank you for registering as a vendor with Hillsborough County. Your vendor account is activated. In order to fully participate in Hillsborough County bidding opportunities, you will need to submit a DM/DWBE or SBE application which will be reviewed by our specialists before final approval for Hillsborough County Certification/Registration can be granted.

Please complete the following steps to submit your DM/DWBE and SBE application online. We will contact you if we have any additional questions.

Your login details are as follows:

User Id: _____ This is your EIN number

Password: _____ This is your EIN number

This is a temporary password that has been created for you and you will have to change your password upon first logging in to the system. Once you create your new password you can login using the new password you just created. Click on Online Certification to start your application process.

Please keep this information private and confidential.

ELIGIBILITY CRITERIA AND DEFINITIONS

Please read carefully BEFORE completing the application.

Small Business Enterprise (SBE) is a business which annual gross sales in professional consulting and contractual services average over the previous three year period cannot exceed \$2,000,000; in commodities the annual gross sales averaged over the previous three years period cannot exceed \$2,000,000; and, in construction the annual gross sales average over the previous three years cannot exceed \$2,000,000. Each business must be an independently owned and operated small business which employs twenty-five or fewer permanent full-time employees. The business must be **domiciled in Hillsborough County**. The business must have been established for a period of one year prior the application, and must serve a commercially useful function. *Race and Gender Neutral*

Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE) is a business which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51 percent owned by minority person(s) and/or women whose management and daily operations are controlled by such persons; which fulfills a commercially useful business function; and, which employs 50 or fewer permanent full-time employees average over a two year period; and that has a net worth of not more than \$1,000,000. As applied to sole proprietorships, the \$1,000,000 net worth requirement shall include both personal and business assets.

Minority classifications are:

- **African American**- a person (male or female) having origins in any of the indigenous racial groups of Africa.
- **Hispanic American**- a person (male or female) of Spanish or Portuguese heritage with origins in Spain, Portugal, Mexico, South America, Central America or the Caribbean Islands, regardless of race.
- **Asian American**- a person (male or female) having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or Pacific Islands including the Hawaiian Islands prior to 1778.
- **Native American**- a person (male or female) who has origins in any of the Indian Tribes of North America prior to 1835
- **Woman** – Caucasian Female

DOCUMENTATION TO SUBMIT WITH APPLICATION

SOLE PROPRIETORSHIP – Must submit copy of the following:

_____ * License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)

_____ * Florida Fictitious Name Registration (not required if business name includes owner's **FIRST & LAST** name)

_____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, a clear and legible copy of Florida Driver's license is sufficient. Others must provide a birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)

_____ Proof of Florida residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)

_____ * Complete current resume showing education, training and employment experience with dates

_____ Most recent financial statement of business net worth, balance sheet and annual financial statement of income

_____ * Employer's Quarterly Wage report for last two quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available at www.tampagov.net/mbd. (This link is found at the bottom right margin of the web page)

_____ * Last 3 year's personal federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)

_____ Third party agreements (e.g., rental or management service agreements, etc).

_____ * **My business is principally domiciled in Hillsborough County; I've included proof (i.e., utility bill, lease/rental agreement, property tax receipt, etc.) If not applicable, write N/A.**

*** ALTHOUGH EVERYONE SUBMITS THESE ITEMS, IF YOU ARE CHOOSING THE SBE ONLY OPTION YOU ARE REQUIRED TO SUBMIT ONLY THESE ITEMS**

**IF APPLYING AS A SOLE PROPRIETORSHIP
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**

DOCUMENTATION TO SUBMIT WITH APPLICATION

CORPORATION/JOINT VENTURE – Must submit copy of the following:

- _____ * License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)
- _____ **All** issued stock certificates (Corp) (front/back) **include canceled/voided certificates**
- _____ Stock Ledger (if kept)
- _____ Proof of Stock Purchase/Capital Investment (canceled check, purchase agreement, etc.)
- _____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, clear and legible copy of Florida Driver's license is sufficient. Others must provide birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)
- _____ Proof of Florida Residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)
- _____ * Complete current resume showing education, training and employment experience with dates
- _____ Most recent Annual Report filed with the State of Florida (Actual Report – not Certificate of Status)
- _____ Articles of Incorporation and, if any, all amendments
- _____ Corporate Bylaws
- _____ Minutes of Organizational meeting of Shareholders and Board of Directors
- _____ Current financial statement including balance sheet and income statement prepared by an independent CPA or accountant or business owned financial software.
- _____ * Employer's Quarterly Wage report for last eight quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available at www.tampagov.net/mbd. (This link is found at the bottom right margin)
- _____ * Last 3 year's business federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)
- _____ Third party agreements (e.g., rental or management service agreements, etc).
- _____ * **My business is principally domiciled in Hillsborough County; I've included proof (i.e., utility bill, lease/rental agreement, property tax receipt, etc.) If not applicable, write N/A.**

* **ALTHOUGH EVERYONE SUBMITS THESE ITEMS, IF YOU ARE CHOOSING THE SBE ONLY OPTION YOU ARE REQUIRED TO SUBMIT ONLY THESE ITEMS**

**IF APPLYING AS A CORPORATION/JOINT VENTURE
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**

DOCUMENTATION TO SUBMIT WITH APPLICATION

LLCs and PARTNERSHIPS – Must submit copy of the following:

- _____ * License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)
- _____ Certificates of Membership (if issued)
- _____ Proof of Membership or Partnership Investments (canceled check, purchase agreement, etc.)
- _____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, clear and legible copy of Florida Driver’s license is sufficient. Others must provide birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)
- _____ Proof of Florida Residency for all owners (Voter’s I.D. or Property Tax Exemption Certificate)
- _____ * Complete current resume showing education, training and employment experience with dates
- _____ Most recent Annual Report filed with the State of Florida (Actual Report – Not Certificate of Status)
- _____ Articles of Organization (LLC)
- _____ Operating Agreement (LLC) ⁽¹⁾ or * Partnership/Profit Sharing Agreement
⁽¹⁾ Not required if LLC has only one member/manager
- _____ Minutes of Organizational Meeting
- _____ Current financial statement including balance sheet and income statement prepared by an independent CPA or accountant or business owned financial software.
- _____ * Employer’s Quarterly Wage report for last eight quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete “Affidavit of No Employees” available at www.tampagov.net/mbd. (This link is found at the bottom right margin)
- _____ * Last 3 year’s business federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)
- _____ Third party agreements (e.g., rental or management service agreements, etc).
- _____ * **My business is principally domiciled in Hillsborough County; I’ve included proof (i.e., utility bill, lease/rental agreement, property tax receipt, etc.) If not applicable, write N/A.**

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**IF APPLYING AS An LLC Or PARTNERSHIP
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**