



# **PROCEDURES FOR CERTIFICATION**

## **with the City of Tulsa Human Rights Department**

### **BUILDING RESOURCES IN DEVELOPING and GROWING ENTERPRISE (BRIDGE)**

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Those firms desiring to be certified as a BRIDGE participant in the City of Tulsa Procurement Process must complete this form, register your commodities with the City of Tulsa Purchasing Division, and add your business profile into the Central Contracting Registration (CCR).

An affidavit has been incorporated as part of this form, which must be signed and verified by a notary public. This form must be thoroughly completed, signed, notarized and returned to the City of Tulsa Human Rights Department (HRD) with supporting documents.

#### **I. INSTRUCTIONS:**

Carefully read all definitions below. If you believe your firm qualifies as a Developing and Growing Enterprise, complete this form and execute the sworn affidavit. Incomplete forms and/or omitted requested documents will delay processing of your application. If you are unable to answer any questions or provide any required documents, attach a complete explanation on your business letterhead.

**All City certification application forms are located online at:**

<http://www.cityoftulsa.org/community/humanrights/BRIDGEprogram.asp>

Mail or deliver the completed application and all required attachments to the City of Tulsa Human Rights Department (HRD), **175 S. Cincinnati Ave – 8<sup>th</sup> Floor Tulsa, Oklahoma 74103.**

Please retain a copy of all documents for your personal records.

HRD will notify you of your application status within 90 days of receipt of your application. Approvals and/or denials will be determined by the certification committee and HRD for reciprocal certifications.

Approved applicants will receive written notification of their certification by the Director of Human Rights. The company's name, mailing address, office telephone and fax number, email address, and purchasing commodity codes will be published in the City of Tulsa's BRIDGE online directory. All online listings will be linked to Small Business Administration's (SBA) profiles in Central Contractor Registration (CCR).

For assistance in completing this application, contact HRD at (918) 596-7818. Application forms and HRD staff are conveniently located online at [www.cityoftulsa.org/HumanRights](http://www.cityoftulsa.org/HumanRights).

#### **II. DEFINITION**

The Building Resources in Developing Growing Enterprises (BRIDGE) program was introduced on January 30, 2007. The program is available to all small businesses whose services and supplies meets the size standard criteria set forth in Section 8(a) of the Small Business Act (SBA) and the criteria set forth by the Department of Transportation, CFR 49 part 26 for a small business in its primary industry classification for construction. To be eligible to participate in the program the personal net worth of the small business owner(s) must not exceed \$750,000. If you are on the City of Tulsa previously certified business list, you are automatically eligible to become certified in the new BRIDGE program, and will not be required to submit any additional paperwork.

##### **Developing Business:**

A Developing Business is a business whose size standard meets the criteria set forth in Section 8(a) of the Small Business Act, 15 U.S.C.A. §637(a), for a small business in its primary industry classification, independent of its status as a socially disadvantaged business. A "developing business" is a small business in its early stages of operations.

##### **Growing Business:**

A Growing Business is a business whose size standard meets the criteria set forth in Section 8(a) of the Small Business Act, 15 U.S.C.A. §637(a), for a small business in its primary industry classification, independent of its status as a socially disadvantaged business. A "growing business" is a small business with demonstrated capacity to expand; it is a mature business seeking to expand operations and increase revenues.

### III. REQUIREMENTS

**The business has to be in existence at least one year.** (Any changes in ownership require a six month waiting period). A business applying for BRIDGE certification must be an independent business. Businesses such as franchises, insurance brokers, and independent agents are generally not eligible for certification.

The application will be a form(s) prescribed by HRD Director and may be changed or revised as situation and need demand in accord with municipal ordinances.

- All information requested on the BRIDGE certification application must be completed.
- All requested documentation must be signed, dated, and submitted with the notarized certification application.
- On the applicant's business letterhead, provide a signed and dated statement that *briefly explains all items left blank on the application and/or all requested documentation that is not submitted* to HRD.

**NOTE: Items such as resumes'; payroll and corporate submissions must be submitted with your BRIDGE application.**

Within 90 business days of the Department's receipt of a completed application packet, the City of Tulsa's BRIDGE Certification Review Committee (BCRC) will meet, examine, approve, table or deny the applicant's request for certification.

New businesses approved for certification by the committee will be informed at the certification meeting. Recertifying businesses will be informed of the determination in writing no more than five days after the certification meeting.

**Certification Orientation** will be conducted the following Thursday after the certification meeting. Businesses that receive reciprocal certifications will receive their certificate by mail. All certified businesses are encouraged to attend certification orientation. If the business is out-of-town (more than 60 miles from Tulsa) or out-of-state, telephone orientations are available the following Wednesday after the businesses receives their certificates.

### IV. REQUIRED REGISTRATIONS

Certified businesses will register as City suppliers. Businesses should begin the certification process by registering as a supplier with the City of Tulsa Purchasing division. Certification applications hand delivered or delivered via U.S. Mail will include a supplier tracker registration document with the application. All other applicants may register online at [www.cityoftulsapurchasing.org](http://www.cityoftulsapurchasing.org), request document 13 (Supplier Tracker Registration) be sent via fax or U.S. mail or contact a supplier coordinator in Purchasing for additional options for successfully registering your business with the City of Tulsa Purchasing.

A Small Business Administration (SBA) Profile is mandatory. To better represent your firm to those seeking your products and services, enter your business profile in the Central Contractor Registration (CCR). There are several methods available to create a SBA profile.

To create an SBA firm profile, visit the central contractor registration (ccr) [www.ccr.gov](http://www.ccr.gov) and follow the instructions within Start New Registration link for obtaining a DUNS number and building your online SBA profile. You will be directed on the referenced website; proceed as instructed. Small Business Development Centers, Chambers, and Business Assistance Networks are available to assist you with the creating an SBA profile.

**NOTE:** The purchasing registration process does not automatically provide the commodities that will be listed in the online directory. Be sure to provide commodity codes on your certification application; those codes will be displayed in the online directory and assist the City in accurately representing your business to buyers and contractors.

### V. ANNUAL RENEWALS

Business certifications are renewed annually, not to exceed five years. Renewal process is as follows:

- Complete and submit the renewal form/affidavit that will be mailed to you by HRD approximately 30 days before your current certificate expires.
- Explain any changes in ownership, control, or business structure.
- List and send copies of current required licenses.
- After five subsequent renewals, a new recertification application packet must be completed and submitted to maintain certification.

## **VI. ONLINE DIRECTORY**

BRIDGE directories are available online at <http://www.cityoftulsa.org/Community/HumanRights/Directory.asp>.  
**The online directory links to SBA firm profiles created in ccr.**

## **VII. BRIDGE CERTIFICATION REVIEW COMMITTEE (BCRC)**

The BCRC members are from the City of Tulsa, Oklahoma Department of Commerce, chambers, commissions, and small business development agencies. The BCRC reviews contracts designated as contracts with incentives that promote the utilization of developing and growing businesses. The committee will review business information and make all final decisions to certify a BRIDGE applicant.

The committee is scheduled to meet six times a year on the second Monday of every other month beginning in February. Businesses can view scheduled meetings on the City's website.

## **VIII. APPEAL PROCESS**

Businesses denied certification may appeal the decision with the committee by notifying the director, in writing, within ten business days of the denial. The appeal will be heard at the next scheduled BRIDGE Certification Review Committee (BCRC) meeting.

A third-party protest of a pending or rendered certification can be made to the Certification Committee, in writing, with the following information:

- Name of business whose certification is being protested
- Name, address, telephone number of person(s) making the official protest
- Reason(s) and/or evidence why the certification is believed to be improper

Further appeal options can be pursued through the City's administrative process: the Human Rights Commission the Mayor, and City Council.

## **IX. RECIPROCITY**

The City of Tulsa will accept reciprocity from businesses certified in their home state or region as a small economically disadvantaged owned business. Consideration for reciprocity will be based strictly on the evaluation of the criteria used to certify the applicant requesting reciprocity. For more details see reciprocity document at <http://www.cityoftulsa.org/Community/HumanRights/documents/ReciprocityFlyer.pdf>

Certifying via reciprocity now allows for you to use information from your CCR to complete several of the requested information from the BRIDGE application.

Section A - Ownership information in **MUST** be completed; CCR data will not substitute for this section of the application.

Section A – C Answer all questions and fill in all blank areas on the application

Refer to CCR in spaces where CCR data is applicable; and include your SBA firm profile.

Remember, your CCR profile does not show income or employment status for registered businesses, you will need to provide this information on the certification application. Also in order to use your SBA firm profile it must be completed and include capabilities narrative, keywords, and performance history (References).

The City of Tulsa now ask you to submit an **economic disadvantage narrative** explaining the barriers that is/has prevented your organization from reaching the levels of success that others in the same or like industries have achieved that are not economically disadvantaged.

The economic disadvantaged narrative is described in more details in Section C11 of the BRIDGE application.

**OTHER CERTIFICATION / INFORMATION**

**SUBMIT THIS PAGE WITH YOUR APPLICATION FOR BRIDGE CERTIFICATION**

**RECIPROCIITY**

The City of Tulsa will accept reciprocity from businesses certified in their home state or region as a small economic disadvantaged owned and controlled business. Consideration for reciprocity will be based strictly on the evaluation of the criteria used to certify the applicant requesting reciprocity. Certification by other agencies may require submission of additional documentation upon request of HRD.

All businesses desiring to reciprocate into the City of Tulsa BRIDGE program should:

1. Complete and notarize the BRIDGE Certification Application **but Do Not submit any of the supporting documents**; instead **submit only the supporting documents 2-6, outlined below**.
2. Completing the application: • complete all of section A of the BRIDGE certification application, *CCR reference will not be accepted for section A of the application* • fill in all blank areas on the application • refer to CCR in Section B & C in spaces where CCR data is applicable, and include your SBA firm profile.
3. Personal Financial Statement (PFS): if the agency that your firm is certified with requested that you complete a PFS to certify with their agency, submit a copy of the PFS from the agency in which you are requesting reciprocity from.  
*If the agency that your firm is requesting reciprocity from did not request you to complete a PFS, you must submit a completed PFS with your BRIDGE certification application using the designated City of Tulsa PFS.*
4. Submit a Current Copy of the Letter/Certificate from the agency in which firm is requesting reciprocity from.  
***This document must have an expiration date***
5. Submit an economic disadvantaged narrative requested in section C11 of the BRIDGE certification application.
6. Mail or deliver your application and its supporting documents to HRD.

*\*Data provided in PFS must be less than 12 months old.*

Reciprocal certification is not guaranteed. The length of time in business, type of certification, and other factors may prevent reciprocity from being granted with the City of Tulsa at time of submission.

1. Is your business registered in the Central Contractor Registration (CCR)? Yes \_\_\_\_\_ No \_\_\_\_\_  
*If yes and you are reciprocating into the City's BRIDGE program, see Reciprocity Section above.*
2. Is firm certified under the Small Business Administration 8(a) business development program?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, submit a legible copy of documentation that states your firm is certified with this agency.)
3. Is Firm certified as a Disadvantage Business Enterprise (DBE) under a Statewide Uniformed Certification Program such as the Department of Transportation (DOT)?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, submit legible copy of documentation that states your firm is certified with this agency.)
4. Is Firm certified under any National, Regional or Tribal Council?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, submit legible copy of documentation that states your firm is certified with this agency.)

**ADDITIONAL INFORMATION**

**This information is collected to determine M/W/DB status.  
Information will not be used to impact BRIDGE certification decision.**

The firm is principally owned and operated by one or more persons who are (**check all that apply**)

- |  |                           |               |
|--|---------------------------|---------------|
| Female ___                               | Male ___                  | Asian (A) ___ |
| Black/African American (AA) ___          | Hispanic (HI) ___         | White (W) ___ |
| Native American/American Indian (NA) ___ | Pacific Islander (PA) ___ |               |
| Other (specify) _____                    |                           |               |



**Section (B) cont.**

3. **Business Form 4506-T** enter the applicable tax form number requested in section six and request three years (must have at least one year) of tax returns in section nine for **Business Income tax**. Complete, sign, date and submit form with the certification application for the applicant firm.

4. List firm's bonding company and capacity \_\_\_\_\_ \$ \_\_\_\_\_  
Bonding Company Bonding Capacity

5. What type of firm is your business? Check all applicable
- |  |   |
|--|---|
| <input type="checkbox"/> a) Manufacturing firm     | <input type="checkbox"/> e) Wholesaler          |
| <input type="checkbox"/> b) Non-Manufacturing Firm | <input type="checkbox"/> f) General Contractor  |
| <input type="checkbox"/> c) Service Firm           | <input type="checkbox"/> g) Engineering Company |
| <input type="checkbox"/> d) Retailer               |   |

6. Briefly describe the nature of business/type of work that the firm does. Describe product/service most provided to product/service least provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Briefly inform HRD of what you would want said about your business**

7. Provide commodity codes that best described your company's products and services. Use as many commodities as you need to describe the business. List commodities by what your firm does most to what your firm does least.

**Reminder**, register your firm with the City of Tulsa Purchasing division. Commodity codes are five digit numbers located on [www.cityoftulsapurchasing.org](http://www.cityoftulsapurchasing.org).

Commodity Code 1 _____ - _____	Commodity Code 5 _____ - _____
Commodity Code 2 _____ - _____	Commodity Code 6 _____ - _____
Commodity Code 3 _____ - _____	Commodity Code 7 _____ - _____
Commodity Code 4 _____ - _____	Commodity Code 8 _____ - _____

**7. Limit to eight commodities. List most used services and products to least used.**

8. How many full-time and part-time employees does the firm employ?

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

9. Submit payroll register for **all employees** (include temporary and contract laborers) and all owners on payroll.

**BUSINESS EVALUATION**

**SECTION (C) Organization, Ownership, and Control**

1. Date firm was established \_\_\_\_\_  
mm / dd / yyyy

2. City and State firm was established in \_\_\_\_\_

3. Did business have previous owners? If yes, answer the questions below.

Name and title of previous owner \_\_\_\_\_

Ownership interest (in percentage) \_\_\_\_\_%

**3. Use additional Form 2-3, provided with this packet, to identify all previous owners.**

**Section (C) cont.**

When did the ownership transfer? \_\_\_\_\_  
Month Year

What were the terms of the transfer?

Sale \_\_\_\_\_ Gift \_\_\_\_\_ Asset Transfer \_\_\_\_\_ Stock Purchase \_\_\_\_\_ Stock Transfer \_\_\_\_\_  
 (Provide supporting documentation and a brief explanation below of reason for transfer in ownership)

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4. Does the primary owner have financial interest in any other firm? **Yes** \_\_\_\_ **No** \_\_\_\_

5. List firm's owners and titles (attach additional sheet if needed)

Name	Title	Years with Company?
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Submit personal financial information on the provided Personal Financial Statement (PFS) for all owners with 20% or greater

7. Submit firm's balance sheet or a list of assets, liabilities, and owner's equity

8. Submit three years Personal Income Tax Returns (include all schedules)

9. Submit **Form W-9** - Request for Taxpayer Identification Number and Certification. Complete, sign, date, and submit form with the certification application.

10. Submit **Form 4506-T** - Don't forget to enter Income Tax form number being requested in section six and request three years of tax returns in section nine for **Personal Income Tax**. Use this form for all owners claiming disadvantaged status in the firm, complete, sign, date, and submit form with the certification application.

11. Each individual claiming disadvantage must submit a narrative statement describing his/her economic disadvantage. This document must be brief (one double spaced page) and directly point to why your firm is disadvantaged compared to other firms in like or similar industries. This document should be put on your business letterhead, signed and dated by the majority economic disadvantaged owner.

12. If firm is required to be licensed to do business in the state of Oklahoma, attach a copy of updated license(s).

13. Proof of citizenship or residency status (i.e., U.S. passport, naturalization document, birth certificate, etc.)

14. List control of firm (those individuals by name and title who are responsible for the operations listed below). List hours devoted monthly to the firm.

	% of Time Devoted on a monthly basis
Financial Decision & Transaction	_____
Estimating and Bidding	_____
Marketing and Sales	_____
Hiring and Firing of Employees	_____
Hiring and Firing of Management	_____
Purchase of Major Items or Supplies	_____
Supervision of Field Operations	_____
Office Management	_____
Who Signs Checks / Contracts	_____
Who Negotiations Contracts	_____

**Use the additional Form 3-3, provided with this packet, to identify all responsible for the operations of the firm.**

**Resumes must be included for all of those in charge of day-to-day operations.**

15. Provide **current resumes** for all responsible for operations in number 14. Resumes must include work history/experience, references and specific responsibilities related to the company seeking certification.

## Disclaimer and Information Authorization

The undersigned hereby authorizes the City of Tulsa to request and obtain all information necessary for the processing and certification of their firm as a Building Resources in Developing and Growing Enterprise (BRIDGE).

It is further understood that all services provided through the program is for the sole purpose of assisting in the growth, strengthening, and expansion of the firm and is in no way a binding agreement or promise of obtaining procurement contracts with the City of Tulsa or its constituency.

All certifications are for a one-year period and subsequent continuing certification requires renewal each year.

As part of the submission to the Human Rights Department (HRD) for consideration as a BRIDGE,

\_\_\_\_\_ (owner's name) hereby requests that the documents on the attached list be withheld from public disclosure to the extent permitted by law, for the reasons stated with the list. Applicant acknowledges that documents in the possession of the HRD are presumptively public documents subject to disclosure under the Oklahoma Open Records Act unless one or more of the Acts exceptions is shown to apply. This is not a guarantee of confidentiality.

\_\_\_\_\_  
Signature (owner)

\_\_\_\_\_  
Date

### Affidavit:

The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of as well as ownership thereof.

Name of the Firm: \_\_\_\_\_

Further, the undersigned agrees to provide directly to the City of Tulsa current and accurate information regarding any proposed changes of the foregoing statements and to permit the audit and examination of books, records, and files of the named firm.

Any material misrepresentation or false statements will be grounds for termination of certification and/or any contract awarded by the City of Tulsa or its prime contractors by initiating action under federal or state law concerning false statements. A certified firm will agree to submit any required documents that will aid in a conciliation effort made to insure (i) that no unlawful employment practice occurs and (ii) that affirmative action does occur.

The undersigned further certifies that the actual ownership, control, and the responsibility for the daily operations of the firm are exercised by the person(s) upon whom the certification is based.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
County of \_\_\_\_\_ State of \_\_\_\_\_

Name of Firm

On this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared \_\_\_\_\_

Duly sworn and did execute the foregoing affidavit and did state that he or she was properly authorized by:

Name \_\_\_\_\_ Firm \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires