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Small Business Program [1]



The University of Colorado operates a Small Business Program whose mission is to maximize the opportunities for small business concerns to participate in the University's business of procuring goods and services at all dollar levels.

Initiatives

The PSC's efforts in support of the Small Business Program (SBP) include:

- Educating campus departments and Purchasing Agents on the SBP, providing them

with potential small- and disadvantaged-vendor sources, and training them on the use of SBA Dynamic Small Business Search;
- Circulating small- and disadvantaged-company brochures, as applicable, to appropriate purchasing personnel, including campus department staff;
- Attending small- and disadvantaged-business fairs, trade shows, and seminars;
- Informing/reporting to various levels of CU management regarding the University's efforts in the SBP area;
- Receiving visits from small- and disadvantaged-business representatives;
- Encouraging small- and disadvantaged-businesses to register in the CU Supplier Portal as well as with SBA Dynamic Small Business Search;
- Advising small- and disadvantaged-business officials about University procurement procedures; and,
- Monitoring applicable statutes and regulations to keep apprised of all relevant developments.

PSC's Commitment to the Small Business Program

The PSC is committed to supporting the goals and mission of the University's Small Business Program. Accordingly, within the policies and procedures of the University of Colorado, the PSC will:

- Appoint a Small Business Liaison Officer (SBLO) to:
    - Administer the University's Small Business Program;
    - Assist in the preparation of subcontracting plans for applicable contracts; and,
    - Prepare complete and accurate records (including ISRs and SSRs), for timely submission to the designated government agencies.
- Increase awareness of the Small Business Program throughout the University.
- Maximize opportunities for CU departments to procure goods and services from small business concerns, including:
    - Small Business Concerns;
    - Women-Owned Small Business Concerns;
    - Small Disadvantaged Business Concerns;
    - Historically Black Colleges/Universities and Minority Institutions;
    - HUBZone Small Business Concerns;
    - Veteran-Owned Small Business Concerns; and,
    - Service-Disabled Veteran-Owned Small Business Concerns.
- Inform small and disadvantaged businesses about how to conduct business with the University of Colorado, as well as about the various procurement opportunities available at the University.

Small Business Definitions

Small Business Concern (SB) Self Certified

A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small

business under the criteria of 13 CFR part 121.

Women-Owned Small Business (WOSB) Self Certified

A small business concern that is at least 51% owned by one or more women (if publicly owned, at least 51% of the stock of which is owned by one or more women), and whose management and daily business operations are controlled by one or more women.

Small Disadvantaged Business (SDB) Self Certified

Minimum 51% owned, controlled, and operated day-to-day by one or more socially disadvantaged individuals. May be Section 8(a)-certified per 13 CFR 124.1002. Small Disadvantaged Ethnicity definitions include the following categories:

- African American
- Hispanic American
- Native American (American Indian, Eskimo, Aleut, Native Hawaiian)
- Asian-Pacific American
- Asian-Indian American

Historically Black Colleges/Universities (HBCU)

An institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also means any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

Minority Institution (MI)

An institution meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C 1135d-5(3)). The term also includes Hispanic-serving institutions as defined in Section 316(b)(1) of such Act (20 U.S.C. 1059c(b)(1)).

HUBZone Small Business (HUBZone) SBA Certified

A small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the federal government's Small Business Administration.

Veteran-Owned Small Business (VOSB) Self Certified

A small business concern that is at least 51% owned by one or more veterans (if publicly owned, at least 51% of the stock of which is owned by one or more veterans), and whose management and daily business operations are controlled by one or more veterans.

Service-Disabled Veteran-Owned Small Business (SDVOSB) SBA Certified

A small business concern not less than 51% of which is owned by one or more service-disabled veterans (if publicly owned, not less than 51% of the stock is owned by one or more service-disabled veterans), and the management and daily business operations of which are

controlled by one or more service-disabled veterans (if permanently and severely disabled, by their spouse or primary care giver).

Alaska Native Corporation (ANC) Self Certified

Any regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act (43 USC 1601) and which is considered a minority and economically disadvantaged concern.

Indian Tribe (IT) Self Certified

Indian Tribes that are recognized by the Bureau of Indian Affairs, and are Indian-Owned enterprises.

Contact the PSC's Small Business Liaison Officer

Suppliers are welcome to contact the PSC's Small Business Liaison Officer [2] to learn how to do business with the University. Suppliers are encouraged to register with the federal government's System for Award Management (SAM) and, for more information, to call their local Small Business Administration office.

Resources

- W-8BEN [3] (Foreign Individual)
- W-8BEN-E [4](Foreign Entity)
- W-9 [5] (US entity)
- CU's BidNet Website [6]
- Tax Exempt Status [7]
- Credit Information [8]
- W-9 (signed by CU) [9]
- Shop BIPOC [10]

Related Articles

- Investigating Invoice Payment Status [11]
- Submitting Purchase Order Invoices in the CU Marketplace Portal [12]
- Registering as a Supplier - Companies/Independent Contractors [13]
- Registering as a Supplier - Individuals [14]

SEARCH ALL ARTICLES [15]

Policies & Procedures

- Procurement Rules [16]
- Purchase Order Terms and Conditions [17]
- W-9 & Vendor Authorization [18]

VIEW ALL PROCEDURES [19]

Groups audience:
Procurement Service Center

Source URL:https://www.cu.edu/psc/doing-business-cu/small-business-program

Links
[1] https://www.cu.edu/psc/doing-business-cu/small-business-program [2] mailto:small.business@cu.edu
[3] https://www.irs.gov/forms-pubs/about-form-w-8-ben [4] https://www.irs.gov/forms-pubs/about-form-w-8-ben-e [5] https://www.irs.gov/forms-pubs/about-form-w-9
[6] https://www.bidnetdirect.com/colorado/universityofcolorado [7] https://www.cu.edu/controller/tax/tax-exempt-information [8] https://www.cu.edu/psc/policies/credit-information
[9] https://www.cu.edu/controller/policies/w-9-signed-cu [10] https://shopbipoc.com/
[11] https://pschelp.cu.edu/s/article/Suppliers-Investigating-Invoice-Payment-Status
[12] https://pschelp.cu.edu/s/article/Suppliers-Submitting-Purchase-Order-Invoices-in-the-CU-Marketplace-Portal [13] https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Companies-Independent-Contractors [14] https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Individuals
[15] https://pschelp.cu.edu/s/ [16] https://www.cu.edu/psc/procurement-rules
[17] https://www.cu.edu/psc/procurement/purchase-order-terms [18] https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization [19] https://www.cu.edu/psc/procedures