

Principal Name: _____
Company Name: _____
Company Email: _____
Company Phone: _____



CERTIFICATION APPLICATION



INTRODUCTION FOR SERVICE DISABLED VETERAN (SDVE) SUPPLIERS

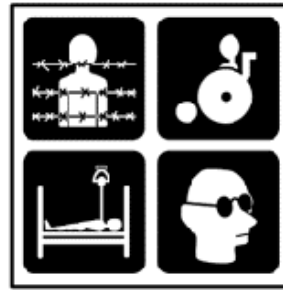
Now more than ever before, there is a critical need to nurture strong relationships between Service Disabled Veteran Enterprises (SDVE) and majority businesses to stimulate economic growth. ASDV has been and will continue to be the viable interface needed to stimulate and facilitate that positive growth process.

ASDV, organized in 1982, is dedicated to activities that promote and facilitate the implementation of SDVE purchasing by Governmental and Private Organizations. ASDV has three basic primary missions:

- To provide public and private organizations with information on qualified and qualifiable SDVE suppliers.
- To open the organization purchasing door for SDV businesspersons, giving them the opportunity to sell goods and /or services.
- To enhance enterprise and employment in the Disabled Persons Community through appropriate procurement opportunities.

The ASDV mission reflects a basic philosophy of encouragement and expansion of opportunity. Our intent is to stimulate economic growth and to develop enterprises, which can provide useful goods and services at competitive prices and employment for members of the Disabled underemployed groups and bring Disabled owned enterprises into the mainstream of the economy.

As a SDVE supplier, you can benefit from this program by making sure that ASDV has information on your company in its vendor/supplier database and by taking part in the programs and activities directed to the SDVE community.



In response to your recent inquiry, you will find the attached application for your use in applying for Certification as a service disabled veteran owned business (SDVE) by the Association for Service Disabled Veterans (ASDV).

Certification is not required by Federal Law or regulation. However, ASDV provides classification as an assurance to the procurement community that they are reaching the intended population.

ASDV represents SDVE business enterprise development and advocacy nationwide. Major corporations and other business- entities support SDVE economic development through increased procurement opportunities for SDVE businesses. ASDV is a Delaware Public Benefit Corporation.

Certification by ASDV is one way to effectively assist thousands of buyers from major corporations to locate legitimate SDVE business enterprises for procurement opportunities. In the same way, ASDV also helps SDVE to obtain contracts.

In order for your business to obtain ASDV Certification, we must be able to verify ownership and control of your business by Service Disabled Veteran (SDV) individuals. To accomplish this task, we will review and analyze records, documents and other supporting information deemed necessary to establish eligibility for SDVE Certification. The approval of your application will be in the designated commodity, business, product line(s), or service(s) you indicate as your principal activity. Upon completion of review and approval of all documents, Certification will be awarded for a two-year period.

RENEWAL:

There will be a subsequent \$100.00 fee for renewal of Certification every two years. The Classified SDVE must initiate the renewal by written, notarized request. Letter should be on company letterhead and state that the business has not changed materially in ownership or operation since Certification.

- 1) Expiration of Certification requires payment for years of non-renewal up to current date.
- 2) Allowing Certification to expire for more than 4 years (two renewal cycles) will require new Certification process (Application submittal and \$250.00 processing fee).
- 3) Payment can be made by check or by credit card via PayPal. For payment via PayPal, please visit the ASDV web site Certification Section at: <http://www.asdv.org/BUSRES/SDVCert/index.cfm>

We solicit your cooperation and ask that you promptly return the requested documentation and the enclosed application. Documentation containing information on your company will at all times be treated confidentially and used for ASDV Certification purposes only.

We recommend you retain a copy of your completed application for your records. If you have any questions please contact the office at:

ASDV Clearing House Email: Endorsement@asdv.org
P.O. Box 20312
Stanford, Ca 94309
Phone: (650) 961-3751

CERTIFICATION PROCEDURES

Steps Necessary to be Certified

- 1.) Provide the required information as fully and completely as possible.
- 2.) Send the application to ASDV office with:
 - a. All the requested documentation
 - b. Processing fee of \$250.00; Payable to SDV/CROP (Memo: Certification Application)
 - c. For payment by credit card we use PayPal. Please go to:
<http://www.asdv.org/BUSRES/SDVCert/index.cfm>

INCOMPLETE APPLICATIONS WITH MISSING DOCUMENTATION CANNOT BE ACTED UPON. THIS WILL RESULT IN A DELAY OR DENIAL OF THE GRANTING OF CLASSIFICATION.

3.) The ASDV Clearinghouse Certification Committee meets once a month to review all pending applications. Once the Certification Committee has reviewed the application and all supporting documents, it takes one of the following actions:

a. Recommends to an approval committee of ASDV that the application be approved and Certification granted subject to an on-site visit to your company; or

b. Table the application and notify the applicant of the requirement of further documentation to complete the review process. If this action takes place, the application will not be reviewed again until the requested documentation is received; the application will then be processed at the next regularly scheduled meeting of the Certification Committee; or

c. Recommend that the application be denied based upon certain criteria. Rejection is usually based upon failure to meet all of the required criteria as set forth in the ASDV standards such as service disabled veteran-ownership and control of the company, U.S. Citizenship by a majority of the owners of the business, and abandonment of the application by the applicant.

4.) The ASDV Board of Directors at its scheduled meeting then acts upon the recommendation of the Certification Committee. When the board conditionally approves your application, it may be assigned for a Mandatory Site Visit to your place of business. This site visit is arranged directly between you and an ASDV member or the staff to which it has been assigned. They will contact you to arrange a mutually agreeable time for the visit. The site visit is expected to take place prior to the next Board of Directors meeting. Once the site visit is completed, the ASDV member then submits verification of the completion of the site visit and a Classification is mailed from ASDV offices.

This process has been established to maintain and ensure integrity and credibility in the Certification process. Your cooperation by submitting the completed application, the required document, along with the processing and by setting up the appointment for the site visit will greatly help to speed up the procedures for your Certification and will ensure the cost effectiveness of this process.

WARNING

Pursuant to the Federal Privacy Act (P.L. 93-579) of 1974 and the Information Practices Act (IPA) of 1977 (Civil Code Section. 179.8-, et. seq.), notice is hereby given for the- request of personal information by this Application.

The requested information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this application. The failure to provide all or any part of the requested information may delay processing of this application. No disclosure of personal information will be made unless permissible under Article 6, Section 1798 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular.

Public Law 99-272, the "Consolidated Omnibus Budget Reconciliation Act of 1985", which amends Section 16 of the Small Business Act, establishes penalties of up to a \$50,000 fine or imprisonment of up to five years, or both, for misrepresenting, in writing, the status of any concern or person as a small business concern or small business owned and controlled by socially and economically disadvantaged individuals (a DBE) in order to obtain for oneself or another any prime or subcontract to be awarded as a result or in furtherance of any other provision of federal law that specifically references Section 8 (d) of the Small Business Act for a definition of eligibility.

Public Utilities Code Section 8285, False Representation of Businesses; Punishment. Any person or corporation, through its directors, officers, or agent, which falsely represents the business as a woman or minority business enterprise in the procurement or attempt to procure contracts from electric, gas, and telephone corporations, with gross annual revenues exceeding twenty-five million dollars (\$25,000,000) and their commission regulated subsidiaries and affiliates-pursuant to this article shall be punished by a fine of not more than five thousand dollars (\$5,000), or by imprisonment in the county jail for not more than one year, or in the state prison for not more than five years of its directors, officers, or agents responsible for the false statements, or both the fine and the imprisonment.

**PLEASE INDICATE THAT YOU HAVE READ THIS INFORMATION
BY INITIALING BELOW.**

Initials _____

EXAMPLE(S) OF MISREPRESENTATION THAT IS NOT ALLOWED:

CASE 1:



U.S. GENERAL SERVICES ADMINISTRATION
Office of Inspector General

NOV 17

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Dear [Redacted]:

This letter is in response to your letter to the Department of Veterans Affairs, Office of Inspector General, dated April 22, 2003, which was referred to the General Services Administration (GSA), Office of Inspector General, concerning allegations of misrepresentation of small business status by [Redacted].

If you feel that [Redacted] certification to be a service-disabled veteran owned small business is fraudulent, you must bring these allegations before the Small Business Administration (SBA), in accordance with FAR 19.3. The SBA is the responsible agency that will collect, evaluate and determine if a business is truly a service-disabled veteran owned small business.

If you wish to protest the award [Redacted] as a service-disabled veteran owned small business, you may protest directly to the GSA contracting Officer that awarded the contract: [Redacted], [Redacted], who will forward your protest to [Redacted]; or you may appeal directly to SBA for a determination.

Thank you for bringing this matter to our attention.

Sincerely,

Charles J. [Redacted]
[Redacted]
Assistant Inspector General
for Investigations

CASE 2:

[REDACTED]

Formal Protest of Contract Award

Via certified mail, [REDACTED]
Via fax, [REDACTED], 17 pages

February 17, 2004

[REDACTED]
Contracting Officer
United States General Services Administration
1941 Jefferson Davis Highway
Room 503
Arlington, VA 22202

Contract Numbers: [REDACTED]

Contractor: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Allegation: Fraudulent misrepresentation of small business status as a Service Disabled Veteran Owned Small Business [REDACTED]

Background:

[REDACTED] portends to be a "Service Disabled Veteran Owned Small Business, (DVBE)." This is clearly indicated on page 4 [REDACTED] referenced GSA Schedule Contract and is indicated in block 31 of their SF279. [REDACTED] also claims to be a DVBE in printed marketing material and on U.S. government sponsored procurement databases (Central contractor Registration, CCR).

[REDACTED] an "Interested Party" [REDACTED] approached [REDACTED] and asked to team together to respond to an IFB from the Veterans Administration. The VA issued the IFB to [REDACTED] on the basis of [REDACTED] response to [REDACTED]. This IFB was reserved exclusively for GSA MAS schedule holders.

As part of our due diligence process, [REDACTED] requested substantiating documentation to support [REDACTED] self-certification as a DVBE. In a written response dated April 17, 2003 (attached) [REDACTED] responded that they could not produce the required documentation.

[REDACTED]

Public laws 106-50 and 108-183 clearly state that the Veterans Administration will provide substantiating proof that the majority owner of a DVBE possesses a Service Connected Disability. This substantiating proof comes in the form of a "VA Civil Service Preference Letter" OR a "VA Disability rating letter." The civil service preference letter is often preferred as it does not contain any private patient or health information and merely certifies the Veteran is disabled as of a result of a Service Connected Disability. I have attached a copy of my civil service preference letter as an example.

In addition to proof of disability, a Contractor also must show written proof of Disabled Veteran control of 51% or more of a company to prove majority ownership by a Disabled Veteran. Furthermore, the majority owner must actively manage the DVBE entity. In their written correspondence to [REDACTED] also stated to me in writing that they have no such proof of ownership, nor do the purported Disabled veteran owners participate actively in the day to day management of IIS.

Relief Requested:

I respectfully request [REDACTED] referenced GSA contract be suspended, that IIS be disbarred from participating in future Federal contract opportunities for five years and their National Security Clearances (TOP SECRET) be revoked.

I certify the above to be true and accurate statements.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
A Disabled Veteran Owned Small Business
[REDACTED]

Attachments:

- (1) IIS email dated April 17, 2003.
- (2) SAMPLE VA Disabled Veteran Civil Service preference letter.
- (3) GSA Inspector General Letter dated Nov 17, 2003.

E-MAIL

ATTACHMENT 1

From: [REDACTED]
 Sent: Thursday, April 17, 2003 9:32 AM
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: RE: Forgot to show you my proof of DVBE Status and also get yours.

Importance: High

I apologize. I thought your earlier request was previously satisfied. Until the government certifies SDVB, or my owners change my instructions, I must decline to provide what you are asking for. I have repeatedly requested some form of SDVB certification from the VA and SBA and each time have been told they will not until some unspecified time in the future. They have instructed me to self-certify until that time.

Apparently your company is owned in its entirety by you. Our company is owned by six shareholders (neither [REDACTED] nor I have majority ownership, we are employees), all USA citizens, half of them in executive positions with large defense contractors, diversely located in the USA, Italy and Turkey. More than half of these owners (reflecting more than half of the [REDACTED] equity) are individually certified as disabled by the VA.

An insufficient number of these owners are willing to disclose their individual health limitations outside the VA or their own doctors. Whether valid or not, their feeling is they have far more to lose with their privacy and their real jobs than they have to gain via [REDACTED].

Following my telephone inquiry to the Association for Service Disabled Veterans, I think you may have a higher opinion of them than I do. That not withstanding, I am unaware of any organization or person who would be able to make a certification to you without access to information the VA will not release and my owners are unwilling to release.

Under the circumstances I regret your lack of confidence in our veracity, but I do understand you may have previously dealt with less honorable persons and felt betrayed by them. Therefore I understand if you wish to terminate your relationship with [REDACTED]. Please let me know your decision and I will instruct our employees accordingly. As the President, I am your point of contact on this issue.

I have forwarded a copy of this message to [REDACTED] and [REDACTED] for whatever consideration and / or action they deem appropriate. With regards, [REDACTED]



FALSE

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]]
 Sent: Wednesday, April 16, 2003 11:24 PM
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: Forgot to show you my proof of DVBE Status and also get yours.

**APPLICATION FOR CERTIFICATION AS A
SERVICE DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)**

**The information requested on the following pages is required of all SDV, owned
businesses seeking registration and Certification with ASDV.**

**CERTIFICATION MAY TAKE UP TO 90 DAYS DEPENDING UPON
COMPLETENESS OF THE INFORMATION REQUIRED.**

COMPLETION INSTRUCTIONS:

- 1.) All information must be typed.
This form is designed in the same entry format as the database.
- 2.) Please answer all questions as completely as possible, so that more information can be provided to member firms. If you need to provide more information than space permits, indicate "see attachment" and include attachment with this application.
Do not write on the reverse side of any pages.
- 3.) If a particular question does not apply to your business, write "NA" in the space provided.
- 4.) Sign and date information, retain a copy for your files, return original and any attachments to:

**ASDV Clearing House
P.O. Box 20312
Stanford, CA 94309
Attn: Certification Administration**

- 5.) If you have any questions or require further assistance, please contact the ASDV clearinghouse at:

Phone: (650) 961-3751
Fax: (650) 967-0336

**DECLARATION OF CERTIFICATION
AS TO SERVICE DISABLED VETERAN STATUS**

I (We) have completed and submit the registration as requested by the Association for Service Disabled Veterans (ASDV) and hereby certify that the information contained herein, including all attachments, are true and correct and accurate to the best of my (our) knowledge and belief. I (We) understand that this - Declaration of Classification and the criteria set forth have been developed according to the guidelines established by ASDV. The Classification, when granted, will be for a 2 (two) year period. I (We) further understand that completion and submission of this information together with all attachments hereto, is not necessarily the sole criteria for determining Certification of Service Disabled Veteran Enterprise (SDVE) status by ASDV.

I (We) future agree that once certified continued Certification and registration will be according to the guidelines, rules and regulations of ASDV and may be amended from time to time.

Termination of my (our) status may be based upon, but not necessarily limited to, any one of the following:

- 1.) Cessation of business operations by the SDVE business concerned.
- 2.) Discovery that false information was knowingly supplied to ASDV in the completion of this form or as contained in any attachments submitted.
- 3.) Failure to provide timely notice or withholding of any notice to ASDV of the sale, transfer or loss of ownership and/or management and control of the business by its ASDV certified members.
- 4.) Failure or refusal to allow ASDV and/or its representatives access to the company's place of business upon reasonable notice and demand.
- 5.) Sale, exchange, or transfer of ownership of the ASDV business concern, if such transfer results in the loss of control and ownership of the business concern by the ASDV certified SDVE members.

I (We) understand and agree that ASDV reserves the right to request any further and additional information that it may deem necessary to substantiate the information and representations made by the applicant (applicants) for Certification. I (We) declare that the company in whose name this application is being submitted is at least fifty-one percent (51 %) owned by one or more Service Disabled Veteran individuals (as defined herein) and such individuals control, operate and manage the company.

CONTROL - Control means the authority or ability to regulate, direct, dominate or directly influence the day-to-day operations.

PLEASE SIGN ON THE SIGNATURE LINE BELOW. Owner/Officer signature acknowledges their belief that their firm meets the Disabled Veteran Business Enterprise Classification requirements.

Indicate Disabled Veteran Owners State of Residence

Signed

Date

I. Name of Business: _____

Principal Contact: _____

Address(es): _____

Telephone(s): _____

Fax(es): _____

Email address: _____

II. Is the company bonded? Yes No

Bonding or Surety Company: _____

Address: _____

III. Please list at least two major customers / clients:

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____

Phone: _____

Product / Service provided: _____

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____

Phone: _____

Product / Service provided: _____

IV. Bank Reference: _____

Name / Branch: _____

Address: _____

City / State / Zip: _____

Phone: _____

V. CAPABILITY PROFILE:

Please give a complete description of company's product(s), service(s), or type of construction services. If company offers more than one product / service, list primary product or service and NAICS number first. Use additional paper if necessary and attach to this form. Also see Attachment "D".

For assistance determining NAICS Codes, please visit the NAICS web site at:
<http://www.census.gov/epcd/www/naics.html>

NAICS: _____

PRIMARY PRODUCT/SERVICE _____

VI. Federal I.D. or Social Security Number: _____

VII. Dun & Bradstreet #: _____

VIII. Year Business Established: _____

IX. Are Business premises owned? _____ **leased?** _____

X. Annual Sales \$ _____

XI. Number of Employees: _____

XII. Number of Disabled Employees: _____

XIII. Section XIII is the beginning of the attachments on the following pages.

ATTACHMENT "A"

Please be sure to include the appropriate documentation with the application and please indicate which documents are attached:

_____ Fictitious Business Name Statement	_____ Notes Payable
_____ Minutes of the first Board of Directors Meeting	_____ Lease Agreements (if any)
_____ By-Laws	_____ Operating License
_____ Stock Certificates	_____ Assumed Name
_____ Income Statement	_____ Partnership Agreement
_____ Balance Sheet	_____ Bank Agreement / Corporate Resolution

ATTACHMENT “B”

A letter such as an award of United States Department of Veteran Affairs or United States Department of Defense entitlement must be submitted by all DVBE owner / officers / agents.

Each letter must:

- *be dated within six months of the date on which Certification / renewal is sought;
- *be from the United States Department of Veteran Affairs or United States Department of Defense;
- *declare that a Service-connected disability exists for DVBE owner
- * include a statement of declaration of honorable discharge.

NOTE: 1.) Service-connected disability dollar awards do not indicate a disability percentage.
2.) A disability range of less than 30% does not verify a disability of at least 10%.

ATTACHMENT “C”

All businesses must submit a copy of their business license or a statement indicating the firm’s applicable city or county does not require a business license. The applicant must include a city county telephone number so verification may be obtained, when a "License not Required" statement is used.

- *Commodity firms must submit a copy of their states Board of Equalization "Seller’s Permit".
- * Construction firms must submit a copy of their state Contractor's State License Board License(s)
- * Other applicable licenses may include professional licenses such as those for attorneys, real estate professionals or accountants.

ATTACHMENT “D”

An informational document / brochure describing the firm may include promotional brochures, telephone yellow pages large display ads, resumes or a written paragraph.

ATTACHMENT “E”

Partnership firms must submit a copy of their partnership agreement. Amendment copies must be included.

ATTACHMENT “F”

Corporations must submit a copy of their Articles of Incorporation and corporation by-laws. All amendments or corporate minutes must be submitted that reflect changes to ownership, management, control or corporation structure:

Example 1). If the current directors are not the original directors identified in the in the articles or by-laws, minutes substantiating the removal of old directors and the appointment of new directors must be submitted.

Example 2). If the original by-laws indicate three directors and five officers, president, two vice presidents, secretary and treasurer and currently the corporation, has five directors and three officers, one vice president, and a secretary /treasurer, amendments or minutes substantiating the changes must be submitted.

Foreign corporations must submit a copy of authority to do business in other states and must name those states.

AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

This will authorize you to release to Association for Service Disabled Veterans (ASDV), or its agents, any of the following information on file with your company.

Any and all documents relating to the application for classification as a Service Disabled Veteran owned business enterprise (SDVE) which has been submitted to you by the company, or on its behalf, as part of the process of Certification for such classification.

This authorization shall be valid and binding unless ASDV has previously received written revocation of such from the undersigned.

This release of information shall be without liability to you under any circumstances and the undersigned agrees to hold you harmless and indemnify you from any claims arising from the release of the information under this authorization to ASDV. A photocopy of this authorization shall be valid and binding as an original signature.

Executed this _____ day of _____, 20__ at _____, California

(Company Name)

By: _____

(Signature)

(Print Name)

(Title)