

DVB Frequently Asked Questions

1. What are the benefits of certification?

To increase the opportunity for disabled veteran firms to sell their products and services to the State of Wisconsin. A certified disabled veteran-owned business is eligible for a 5 percent bid preference. This means that the Disabled Veteran –Owned Business submits a qualified, responsible and competitive bid that is no more than 5% higher than the lowest responsible bid. This policy is referred to as a permissive price preference it is not a mandatory policy.

The Wisconsin Department of Administration monitors state agencies' compliance with the purchasing guidelines that have been established for disabled veteran business procurement through this Act.

The Wisconsin Department of Commerce certifies firms for eligibility to participate in the state's disabled veteran business bid preference program.

The bid preference program does not apply to printing firms, but they are encouraged to become certified so that agencies can procure printing orders from disabled veteran vendors to meet their purchasing goal.

2. Who is eligible for certification program?

DVB certification requires that the business is at a minimum 51% owned and controlled by a disabled veteran applicant (s) and is a Wisconsin resident.

3. Does it cost anything for a DVB certification?

Yes. Each application shall include a fee of \$50, and an additional payment of \$100 for two, one-year renewal fees. The department shall refund the \$100 payment if certification is ultimately denied.

4. How long is the certification valid?

The DVB certification is valid for three years, with a one year renewal review conducted by the department.

5. How and when will the department notify the DVB certified business of their renewal?

Prior to the end of the first two years of every three-year certification period, the department shall review any accumulated information for the DVB. As part of the review, the department may collect or require submittal of further information for the DVB. The review shall address whether the DVB is continuing to comply with Comm. 103. Unless the DVB certified business is notified by the department, the certification shall renew for the following year.

6. What is required of a DVB certified business if they receive a department's notification of the intent to deny certification, renewal of a certification, to deny recertification or to decertify?

The DVB certified business shall have 30 calendar days from the date of the department's notification to submit a written request for an informal hearing. If no request is made for an informal hearing, the determination to deny certification, renewal of certification, deny recertification or decertification shall become final and the department will send a final notice of denial to the DVB. The DVB's name will be removed from the database of certified disabled-owned businesses. If the denial is upheld following an informal hearing, the DVB may appeal the decision by submitting a written request for a formal hearing to the department within 30 calendar days of the mailing of the notification of denial.

7. What is meant by "relevant licenses"?

Relevant licenses include any incorporated company or limited liability partnership that needs to be currently registered with the Wisconsin Department of Financial Institutions. Any sole proprietor or general partnership trading under a trade name or assumed name needs a trade name issued by the Secretary of State's Office. In addition, relevant licenses can also include any locality's business licenses or trade licenses such as architects, CDL licenses, tax registration permits, etc.

8. Why does the form have to be notarized and mailed?

When a form is notarized, you are swearing and affirming that the information you have entered on the form is true, under penalty of perjury. Original signatures and the notary seal on a notarized document have to be mailed to the department or delivered by hand.

9. What does "supporting documentation" mean?

Supporting documentation means evidence that shows that what you have said in the application is true. The list of supporting documentation should be submitted with the application to prevent the delay in processing the DVB application. Most delays are caused by incomplete applications or missing documentation.

10. Why do I have to provide the supporting documents and what is the department's policy regarding the confidentiality of the supporting documents?

The department has to ascertain not only who owns the company, but also who controls and actively manages the company on a daily basis. Except as otherwise required by court order, legal process or other applicable Federal or Wisconsin law, including, without limitation, the [Wisconsin Public Open Records Law](#) (Wis. Stats. 19.31-19.39), the Department shall not reveal or disclose any financial or personally identifiable information without the written consent of the applicant.

11. What is the bank authorization and signature card?

The bank signature card is the application to open the account in the business name. It shows the authorized signatures of the person/people who own and control the bank

account. This proves who actually controls the company on a day-to-day basis. If your bank will not give you a copy of that application form with signatures, ask them to write a letter of confirmation on their bank letterhead, stating who is the owner and signatory on the business account.

12. Do I have to send the original documents?

No. Please do not send us original documents, except the application form and affidavit. Send us copies only.

13. I'm already a certified DBE, MBE or WBE but I want to be certified as a DVB, what is the process?

Submit the application form.

14. When / why does my certification expire?

The certification expires in three years. The business may recertify their businesses for another three years. The reason for the recertification is to ensure that our database of certified firms is always current, with actual firms doing business and with correct contact information.

15. Does certification guarantee that I will get state or other contracts?

No. It is not a guarantee of contracts. You will still need to do marketing and networking. The certification is established in order to facilitate contracting capabilities for disabled veteran-owned businesses with public and private sector entities. Certification doesn't give you anything in and of itself. Like any marketing tool, it's your strategy and plan that gets you the business. As a disabled veteran-certified company, you pitch your value with the vendor's awareness that you're a "diversity supplier" as a certified DVB. By registering in VendorNet, at least 5 percent of state purchasing and contracting is targeted to certified disabled veteran-owned businesses. Certified disabled veteran-owned firms are also eligible for a low-bid waiver as long as their bid is no higher than 5 percent of the lowest qualified responsible bidder.

16. What is the purpose of an on-site visit?

The main purpose is to confirm what was written in the application and the supporting documentation. It gives the department a chance to see the business facilities, understand the daily management process and answer any remaining questions we have about a company's eligibility. The on-site visit is at the discretion of the department.

17. How long does the DVB certification process take?

Certifications generally take four to six weeks. Any deficiency in receipt of required information and documents may delay the certification process.

18. What do I need to do to stay in the Program when my certification expires?

The department shall send a recertification application form to each DVB at least 60 calendar days prior to the certification expiration date.

19. Does the business need to be in operation at least a year in order to be eligible for DVB certification?

The DVB rule states that a business operating less than one year may create the presumption that an applicant does not or cannot satisfy the eligibility standards for certification as a DVB. In such cases, the applicant has the burden of establishing to the department's satisfaction that the business meets the eligibility standards despite being formed within one year prior to an application for certification. Stock transferred from a non disabled veteran-owned business to a disabled veteran owned within preceding year also creates the presumption of ineligibility.

For additional information on the certification program contact an Area Development Consultant at 608-267-9550.