DSHS WASHINGTON STATE Department of Social and Health Services

Central Contracts and Legal Services (CCLS)

Washington Small Business Self-Certification

Chapter 39.26.010 RCW, Definitions states:

(22) "Small business" means an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that:

(a) Certifies, under penalty of perjury, that it is owned and operated independently from all businesses and has either:

(i) Fifty or fewer employees; or

(ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the Department of Revenue over the previous three consecutive years.

Pursuant to this definition, a vendor is considered a Washington Small Business if the following three (3) requirements are met:

1. **Location**: Vendor's principal office / place of business must be located in, and identified, as being in the State of Washington. A principal office or principal place of business is a firm's headquarters where business decisions are made and the location for the firm's books and records as well as the firm's senior management personnel.

2. **Size**: Vendor must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees or (b) gross revenue or less than seven million dollars ($7,000,000) annually as reported on Vendor's federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years.

3. **WEBS Certification**: Vendor must have certified its Washington Small Business status in Washington's Electronic Business Solution (WEBS).

I hereby certify, under penalty of perjury, that
meets the above definition and requirements of a Washington Small Business.

Business Name
Signature of person authorized to sign on behalf of legal entity Date
Written name of person authorized to sign on behalf of legal entity Title: