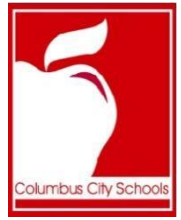


# Columbus City Schools LEDE Vendor Affidavit

Local Economically Disadvantaged Enterprise



Please return all applications to:  
889 E 17<sup>th</sup> Ave • Columbus, Ohio 43211  
Phone: 614.365.8732 • Facsimile: 614.365.8484

## BUSINESS STRUCTURE/OWNERSHIP

Company Name: \_\_\_\_\_

Sole Proprietorship    Partnership    Corporation    Limited Liability Company (LLC)

**\*If your company is based outside of Franklin County, but more than 50% of your employees reside within the school district boundaries, please indicate below and submit proof of payroll records to validate.**

**50% of employees reside within the boundaries of the school district\***

Federal ID \_\_\_\_\_ OR Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Ohio Revised Code (3121.89) now requires each independent contractor who is an individual, the sole shareholder of a corporation, sole member of a limited liability company, or sole proprietor of a company, to provide their social security number and date of birth for reporting purposes.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please supply a copy of one of the following:

- Articles of Organization    Operational Agreement or By-Laws  
 Copy of a bank signature card or letter from your bank    One year of business tax forms

**\*Also please attach a copy of your most recent Personal Net Worth Statement**

## SOCIALLY & ECONOMICALLY DISADVANTAGED/LOCAL BUSINESS INFORMATION

Please check one of the following AND attach a copy of any and all certificate(s):

- US Small Business 8a    Disadvantaged Business (DBE)    EDGE    FBE/WBE  
 City of Columbus    SCOMSDC    Unified Certification Program (UCP)    None/Non-Applicable

Please also check one of the following boxes:

Male    Female    Not Applicable   If not applicable, please explain: \_\_\_\_\_

Please also check one of the following boxes:

- African-American    Hispanic-Latino    Asian Pacific    Indian Subcontinent    Native American    Caucasian

Columbus City Schools does not award business on the basis of minority status, gender, or location or have a "set aside program."

Acceptance of this Vendor Affidavit is not intended to imply any assurances that the company will be awarded any contract from Columbus City Schools. Additionally, Columbus City Schools reserves the right to request additional information or documentation

## COLUMBUS CITY SCHOOL USE ONLY

\_\_\_\_\_  
Outreach Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person notified after Affidavit is approved

\_\_\_\_\_  
Phone Number

Notes/Comments: \_\_\_\_\_

# COLUMBUS CITY SCHOOLS

## LOCAL ECONOMICALLY DISADVANTAGED ENTERPRISE



The Board of Education seeks to include Local Economically Disadvantaged Enterprises (LEDEs) in all aspects of its contracting for construction, professional and non-professional services as well as the procurement of all goods. The Columbus City Schools ("CCS") seeks to achieve the goal of awarding contracts and procurements to LEDEs which represent at least twenty percent (20%) of all dollars spent on an annual basis. CCS is committed to ensuring that all citizens and/or lawfully admitted permanent residents in the school district community who are qualified contractors, subcontractors, professionals, suppliers and other service providers have a fair and equitable opportunity to participate in contracting and procurement activities. As such, qualified contractors, subcontractors, professionals, suppliers, and other service providers that satisfy the requirements of the LEDE program are encouraged to complete this certification.

### DEFINITIONS:

1. "Local" means with respect to an enterprise, that the enterprise has (A) its principal place of business within Franklin County, Ohio as determined by the payment of real or personal property taxes on property located in such county for not less than one taxable year immediately prior to the date of determination or (B) more than 50% of its full-time employees residing within the boundaries of the school district.
2. "Economically Disadvantaged" means with respect to an enterprise that the enterprise is at least 51% owned and controlled directly or indirectly by one or more individuals, each with a personal net worth equal to or less than \$750,000. Personal Net Worth of an individual includes the net worth of the individual's spouse, if any, but does not include (1) the individual's ownership interest in the enterprise being considered in connection with the school district's contracting and procurement activities or (2) the individual's equity in his or her primary residence. Additionally, a contingent liability does not reduce an individual's personal net worth.
3. "Enterprise" means a sole proprietorship, partnership, company, corporation or joint venture that has been in business for at least one year prior to the date of determination in connection with the school district's contracting or procurement activities and that meet certain size limitations based on the federal Small Business Administration regulations set forth in 13 C.F.R. 121.201 and revisions thereto.

By completing this application, you are certifying that the undersigned, having first been duly cautioned and sworn, certifies and acknowledges that:

1. The enterprise seeking certification is a Local Economically Disadvantaged Enterprise as defined above;
2. The questions on the CCS Vendor Application and attachments thereto pertaining to the LEDE program have been answered truthfully.
3. The records and documents submitted with the CCS Vendor Application are true and accurate records.
4. If certified as a LEDE, the enterprise will provide CCS with additional information or documentation as CCS may request and will submit to site visits or desk audits if requested.
5. If certified as an LEDE, the enterprise will report changes in its location, ownership, structure or operations to the Community Inclusion Coordinator of CCS within ten (10) business days of the change.
6. If certified as an LEDE, the enterprise will cooperate with the Community Inclusion Coordinator by submitting information or documentation in a timely fashion that may be requested by CCS concerning participation in the LEDE program
7. False statements or material misrepresentations or omissions made on behalf of the enterprise may be grounds for immediate disqualification from the LEDE program.

Enterprise Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Enterprise Name: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

Sworn to and signed before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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

Columbus City Schools  
Local Economically Disadvantaged Enterprise Certification Affidavit

## **INSTRUCTIONS**

This Affidavit is used by the Columbus City Schools, Outreach Services department to assist in certifying companies as Local Economically Disadvantaged Enterprises or (LEDEs), as defined by the [Community Inclusion Policy 6400](#).

## **GENERAL INFORMATION**

You must first be a registered vendor with Columbus City Schools. To register, go to [www.ccsch.us](http://www.ccsch.us) and click on the Vendors link in the center of the bottom of the page. From there, click on Vendor Self Service Web Page. Next, on the left hand side of that page, in the gray, click on Registration and follow the instructions. Include what commodities (products & services) you will provide, and upload a copy of your certificate of liability insurance and a current copy of your W-9 (or fax them to 614-365-8484).

The LEDE Affidavit must be complete, notarized and include all required documentation. If an incomplete affidavit is received, the form and all supporting documents will be returned to the applicant.

Outreach Services shall make a prompt determination of the certification of all companies interested in obtaining LEDE Certification. Applicants shall be notified within sixty (60) days after receipt of a complete affidavit and all required documentation.

If you are currently certified as a Local EDGE, DBE or 8(a) vendor, a reciprocal certification may be granted.

If you are not currently certified by a certifying entity an on-site visit is required to complete the certification process and shall be scheduled during the sixty day period at a mutually agreed time.

During the site visit, the applicant will be required to substantiate all information contained in this Affidavit through submittal of supporting documentation as required by Outreach Services. All information divulged or submitted with this affidavit shall be considered CONFIDENTIAL.

Please forward all requested information to:

Outreach Services Department  
Terri L. Wise  
Columbus City Schools  
889 E 17<sup>th</sup> Ave  
Columbus, OH 43211  
Phone: (614) 365-8732 Fax: (614) 365-8484

[twise@columbus.k12.oh.us](mailto:twise@columbus.k12.oh.us)