FAIRFAX COUNTY'S VENDOR CLASSIFICATION SCHEDULE

INSTRUCTIONS: Step 1 - please classify business size or organization type (required). Step 2 - please classify ownership (if applicable). Upon completion, return to the requesting staff member. Staff should reference DOF's vendor setup/modification procedures.

These designations are requested of all vendors including publicly traded corporations, non-profits, employment services organizations, government organizations, partnerships, sole proprietorships, etc. Fairfax County's definitions mirror the State of Virginia's (see below and VA's SBSD for more info). Certification is not required and Fairfax does not establish preferences or set-asides for specific classifications. Fairfax County's One Fairfax Policy on racial and social equity commits the County to intentionally consider equity in program and service delivery. Information provided on this form is aggregated and used to report spending patterns. Please send any questions to supplierdiversity@fairfaxcounty.gov.

Examples:

- A small, Asian women-owned business would mark "Small" in Step 1, then "Women-Owned" and "Minority-Owned" in Step 2
- A small, service-disabled veteran and women-owned business would mark "Small" in Step 1, then "Women-Owned" and "Service-Disabled Veteran-Owned" in Step 2
- A government agency/public body would ONLY mark "Government/Public Body" in Step 1

VENDOR NAME: _____ **DATE:** _____

Step 1: Indicate the classification of your business/organization. Select ONLY one (1) option.

☐ **Micro** ☐ **Small** ☐ **Large** ☐ **Non-Profit** ☐ **Gov't/Public Body** ☐ **Employment Services Organization (ESO)**

Step 2 (OPTIONAL): Indicate what type of ownership your business/organization consists of. You may choose MORE than one (1) option.

☐ **Women-Owned** ☐ **Minority-Owned** ☐ **Service-Disabled Veteran-Owned**

DEFINITIONS

Micro Business - "Micro business" means a business that has no more than twenty-five (25) employees AND no more than $3 million in average annual revenue over the prior three-year period.

Small Business - "Small business" means a business that together with affiliates has 250 or fewer employees OR average annual gross receipts of $10 million or less averaged over the previous three years. It must also be at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens. One or more of these individual owners shall control both the management and daily business operations of the small business.

Employment Services Organization (ESO) - a private non-profit, state, or local government institution that provides employment opportunities for individuals who are developmentally, physically, or mentally impaired, to prepare for gainful work in the general economy. These services may include physical rehabilitation, training in basic work and life skills (e.g., how to apply for a job, attendance, personal grooming, and handling money), training on specific job skills, and providing work experience.

Women-Owned Business - a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

Minority-Owned Business - is a business that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least 51% of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native American, Eskimo, or Aleut.

Service-Disabled Veteran-Owned Business - is a business that is at least 51 percent owned by one or more service -disabled veterans or, in the case of a corporation, partnership, or LLC or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or LLC or other entity is owned by one or more individuals who are service-disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service-disabled veterans.

Service-Disabled Veteran - means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service - connected disability rating fixed by the United States Department of Veterans Affairs.