



COMMONWEALTH of VIRGINIA

Department of Small Business and Supplier Diversity

VIA Electronic Mail

October 29, 2025

Certification Number: 838633

Padmalatha Aita
AITA Consulting Services Inc
825 Georges Rd
North Brunswick Township, NJ 08902

Dear Padmalatha Aita:

The Department of Small Business and Supplier Diversity (“DSBSD”) is in receipt of your application for certification in the Commonwealth’s Small, Women-owned, and Minority-owned Business (“SWaM”) Program. **We are pleased to inform you that AITA Consulting Services Inc has been certified as a Women-owned, Minority-owned business in the SWaM program.** However, after careful review, DSBSD has determined that AITA Consulting Services Inc does not meet the requirements for certification as a Small Business under the SWaM program.

7VAC13-20-80 of the Virginia Administrative Code states that the department may certify a non-Virginia based business if:

1. It meets the applicable eligibility standards for certification as a small, women-owned or minority-owned business; and
2. The state in which the business has its principal place of business does not deny a like certification to a Virginia-based small, women-owned or minority-owned business or provide a preference to small, women-owned or minority-owned firms that is not available to Virginia-based businesses.

Your home state of New Jersey prohibits Virginia-based businesses from participating in its Small Business Set-Aside program. As a result, businesses from New Jersey are prohibited from participating as a small business in the Commonwealth of Virginia’s SWaM program. Therefore, your request for certification as a small business in Virginia’s SWaM program is being denied. This action does not preclude you from conducting business with the Commonwealth of Virginia in the SWaM program and in general.

If you wish to appeal the denial of the Small Business designation, you must go to the DSBSD website (www.sbsd.virginia.gov) and download the SWaM Appeal Request Form. The form is to

be completed and signed by the owner(s) of the firm and submitted within ten (10) business days of receipt of this letter.

Your written notice of appeal should be emailed to appeals@sbsd.virginia.gov. *All* relevant supporting documentation to support your appeal should be submitted with the appeal form, as a final determination, or the need for you to appear for an informal hearing, is based upon your submitted documentation.

A change that was seemingly made based on, and/or as a result of, being denied certification is not an acceptable reason for an appeal, and in such a case, the appeal may be denied and the decision upheld. New information not previously known at the time of denial, but that is pertinent to the denial, may support your appeal.

Otherwise, if you do not appeal, you may reapply for the Small Business status six (6) months from the initial date of denial. SWaM regulations state:

7VAC13-20-220. Reapplication.

- A. A business whose application for certification has been denied may reapply for the same category of certification six months after the date on which the business receives the notice of denial. An applicant denied certification may apply for certification in any other category without delay if otherwise eligible.
- B. The applicant may request a waiver of the six-month reapplication period from the department director by submitting a written request for reconsideration and providing a reasonable basis for the waiver. The director or his designee, in his discretion, shall render a final decision regarding the request for reconsideration and waiver within 30 days, which determination shall not constitute a case decision subject to appeal.

If you wish to request a waiver of the six-month reapplication period, please visit our website at www.sbsd.virginia.gov to complete and submit the SWaM Waiver Request Form. If you have any questions regarding your status, please contact us at (804) 786-6585.

Sincerely,

Virginia Department of Small Business and Supplier Diversity
Certification Team