

ASTERISM · PARTNER PATH · PREPARED FOR EBONI WYATT

Your path, *Eboni*.

Every step from where you are today to certified, contracted, and paid.

This is your personal companion to the GlowStrm subcontracting how-to. It covers only what applies to you: a North Carolina-based firm bringing ASL, accessibility strategy, and equitable-access expertise onto GlowStrm contracts — and priming your own North Carolina work that GlowStrm can join. Prepared July 21, 2026.

HOME STATE

North Carolina

YOUR LANE

**Access &
Accessibility**

CAN SUB TODAY

**Yes — No Cert
Needed**

CERT PATH

**NC HUB → VA
W/M**

01 · WHERE YOU STAND

The good news *first*.

You can work on a GlowStrm contract right now. Virginia set-asides ride on the prime's certification — GlowStrm's — so as a subcontractor you need no certification of your own, ever, for that lane. Everything in Step 2 below is ordinary business paperwork, not a government gate.

Your certifications add a second lane, not a prerequisite. With NC HUB certification you become a certified prime in North Carolina's HUB program — work GlowStrm can sub under — and you unlock Virginia's women-/minority-owned certification through reciprocity. One credential, two doors.

One honest ceiling: because North Carolina's small-business program is in-state only, Virginia will not grant NC firms its small-business (SBE) status. That means you won't prime Virginia small-business set-asides in your own name — and that's fine, because the model has you priming at home and subbing in Virginia anyway.

In order, *at your pace.*

1 Confirm your business foundation

A North Carolina–registered entity (LLC recommended) with its own EIN. If you're currently operating as a sole proprietor under your SSN, form the LLC first — it protects you personally and is expected on teaming paper.

2 Build your intake file with GlowStrm

Mutual NDA · W-9 · certificate of insurance (general liability + professional liability) · your capability statement · your résumé (the executive resume is ready) · written rate agreement. When this file is complete, GlowStrm can price you into Virginia bids immediately.

3 Apply for NC HUB certification

North Carolina's Statewide Uniform Certification (SWUC) through the NC Department of Administration HUB Office — free of charge. You'll document 51%+ ownership and control, and submit business formation and tax records. This makes you a certified prime for NC HUB participation goals.

4 Unlock Virginia reciprocity

With HUB in hand: register with the Virginia SCC as a foreign LLC, confirm 1+ year in business, then apply to Virginia SBSD for women-/minority-owned certification. This lets large Virginia primes count you toward SWaM participation goals — which makes you more valuable on big teams.

5 Work the contracts

Per pursuit: Teaming Agreement at bid → Subcontractor Agreement at award → deliver → invoice GlowStrm. Virginia public contracts carry a prompt-payment clause: the prime pays subs within seven days of being paid, or explains in writing what's withheld and why (Va. Code § 2.2-4354). Year end: 1099-NEC.

YOUR INDEPENDENCE, PROTECTED

Every engagement is per contract, against deliverables. You set your own hours, use your own methods, keep your own clients (including Language Network), and carry your own insurance. This isn't just respect for your practice — it's what keeps the arrangement legally clean for both firms under Virginia's worker-classification rules.

Why this collective needs *your seat*.

GlowStrm's government file already claims document accessibility (508) past performance. Your lane — live communication access, ASL program leadership, interpreter management, ADA/EEOC/FMLA compliance strategy — extends that claim into a full accessibility offer no competitor of GlowStrm's size carries. In the other direction, your North Carolina relationships and HUB status open a market GlowStrm can't reach alone. The service-line language that describes this publicly gets written together before anything changes on either capability statement.

Prepared as planning material, not legal advice. Certification requirements are confirmed with NC DOA HUB Office and Virginia SBSD (804-786-6585) before filing; agreements are attorney-reviewed before signing.

Take it *with you.*

The same checklist that lives on your Asterism page (asterism.glowstrm.com/eboni), on paper. Print it, pin it, check it off — and when items move, tap them Done on your page so we both see the progress.

Step 1 — Business Foundation

- ☐ Confirm my NC-registered entity (form the LLC if needed)
- ☐ Locate my EIN letter (IRS CP-575)
- ☐ Get insurance quotes — general liability + professional liability (E&O)
- ☐ Certificate of insurance (COI) issued

Step 2 — My GlowStrm Intake File

- ☐ Sign the mutual NDA with GlowStrm
- ☐ Send my W-9
- ☐ Capability statement for my firm
- ☐ Rate agreement — signed

Step 3 — NC HUB Certification (SWUC)

- ☐ Gather ownership & control documents
- ☐ Complete the SWUC application (NC DOA — free)
- ☐ Submit & track to approval

Step 4 — Virginia Reciprocity (W/M)

- ☐ Register with the Virginia SCC (foreign LLC)
- ☐ Confirm 1+ year in business
- ☐ Apply to Virginia SBSD — women-/minority-owned categories

Step 5 — First Contract Flow

- ☐ Teaming Agreement signed at bid time
- ☐ Subcontractor Agreement signed at award
- ☐ Invoicing set up (7-day prompt-pay clause, Va. Code § 2.2-4354)
- ☐ Year end — 1099-NEC received