

**BUREAU OF MINORITY AND
WOMEN BUSINESS OPPORTUNITIES
AT WORK FOR YOU**

Do you own a small business?

Are you interested in learning how to do
business with the Commonwealth?

Have you wondered what Minority or Women
Business Enterprise Certification can do for
you?

The Bureau of Minority and Women Business
Opportunities (BMWBO) works for minority,
women, and socially disadvantaged businesses to
provide them with information and resources
on how to obtain Commonwealth contracting
opportunities in the fields of construction,
procurement, real estate, and Energy Savings.

DIVISIONS OF BMWBO

- Certification
- Supplier Diversity
- Business Development
- Contract Compliance

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- ↳ Doing Business With The
Commonwealth
- ↳ Bureau of Minority & Women
Opportunities

To promote and facilitate the
involvement of minority,
woman-owned, and
disadvantaged businesses,
including small businesses in
state contracting



pennsylvania
DEPARTMENT OF GENERAL SERVICES

Helping your small
business grow.

**Bureau of
Minority and
Women Business
Opportunities**



**Tom Corbett
Governor**

**Sheri Phillips
Secretary**

**Kenneth A. Rapp
Deputy Secretary for Procurement**

OUR PROGRAMS

Certification Division

The Bureau of Minority and Women Business Opportunity's (BMWBO) Certification Division assists Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in obtaining certification. Certification of MBEs and WBEs is at the heart of the Bureau's mission. MBEs and WBEs can more readily be identified, used, and become a part of state contracting opportunities available to businesses by becoming certified.

Certification

The Minority and Women Business Enterprise certification program acts as a tool to help eligible businesses find their edge in state contracting by becoming certified by DGS. The comprehensive review process assures only qualified businesses are approved. Qualification criteria include:

- At least 51% minority and/or woman ownership by U.S. Citizens
- 100 or fewer employees
- At least one year in business or a two-year business plan
- For-profit
- The woman or minority owner must hold the highest position in the company.

Supplier Diversity Division

- Monitors fulfillment of contractual obligations of prime contractors to disadvantaged subcontractors/suppliers.

- Ensures bidders' compliance with the Commonwealth's anti-discrimination requirements as they relate to building construction, and service purchase contracts.

Business Development Division

BMWBO's Business Development Division uses education and information to promote MBE and WBE involvement in state contracting.

Whether a certified company, non-certified small business, or an organization assisting small businesses, the Business Development Division helps those interested in learning how to increase their opportunities to successfully compete and navigate through the Commonwealth contracting system. This division provides workshops and events.

Contract Compliance

The contract compliance program ensures nondiscrimination after state contracts are awarded.

- Full document audits
- Onsite audits

Workshops

Workshops offer unique opportunities to those wanting first-hand knowledge of BMWBO's programs.

Doing Business With The Commonwealth, takes business owners on a tour through the state procurement process.

Certification Made Simple, guides minority and woman business owners step-by-step through the MBE/WBE certification application.

How To Effectively Respond To Commonwealth Solicitations assists MBEs and WBEs in learning how to write more effective responses to technical portions of Commonwealth solicitations.

These and our other workshops create an ideal occasion to ask questions and learn.

Events

BMWBO conducts networking events to promote new business prospects for minority, women, and disadvantaged business owners to come in direct contact with potential partners and prime contractors.

Disadvantaged Business Program

The Disadvantaged Business Program, part of the procurement process, promotes MBE/WBE and disadvantaged business participation in state contracting. Two types of companies may qualify:

Small Disadvantaged Business

- Certified as an MBE or WBE through BMWBO

OR

Certified as an 8(a) business concern through the U.S. Small Business Administration

Socially Disadvantaged Businesses

- Prime contractor
- Experienced chronic and substantial prejudice due to the business owner's color, ethnic origin, or gender
- Suffered in establishment and growth due to prejudice

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