Supplier Forum

Business Support Services

Q&A

	Question	Answer
1	I do technical consulting remotely regularly and with frequent site visits. Are you open to entertaining proposals from businesses located outside of PA but readily willing to make frequent visits?	The Department welcomes all proposals that meet the requirements of the RFP.

	Question	Answer
2	What form of proof is required for Minority owned business? I can produce documents but have no formal certification.	Here is the link to the Department of General Services, Bureau of Diversity, Inclusion and Small Business Opportunities website. https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Pages/default.aspx Small Business Self-Certification and Diverse Business verification Companies that wish to be recognized as Minority, Women, Veteran, Service Disabled Veteran, Disability-Owned, or LGBT Business Enterprises through the Commonwealth of Pennsylvania's Small Diverse Businesses must complete three steps: **INSTRUCTIONS:** **STEP 1: Register as a Vendor** 1. Go to the PA Supplier Portal at www.pasupplierportal.state.pa.us. 2. Click on **Supplier Registration** and follow the instructions. TIP: View the Registration Guide for tips and step-by-step instructions. **STEP 2: Self-Certify as a Small Business**

CRITERIA

To self-certify and participate in the Small Business Procurement Initiative, a business must meet each of the following requirements:

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business, by type, may not exceed the following three-year average gross sales:

$7 Million	$20 Million	$25 Million
· Building Design Services	· Procurement Goods & Services · Construction Contractors & Suppliers.	· Information Technology

INSTRUCTIONS TO SELF-CERTIFY

1. Have prepared the 2013, 2014, and 2015 federal tax returns filed for the company. You will need page 1 of Federal form 1120, 1120S, or 1065, OR the Schedule C filed with your Form 1040. This will be uploaded to Step 4 of the online application.
2. Go to the PA Supplier Portal at www.pasupplierportal.state.pa.us.
3. Click the Log on button in the upper right and login. TIP: Contact the Supplier Service Center at (877) 435-7363, option 1, if you do not have your log on information.
4. Click **"Bidder"** > **"Enterprise Applications"** > **"Small & Small Diverse Business Program Application"**. TIP: Contact the Supplier Service Center at (877) 435-7363, option 1, if the Enterprise Applications portal page appears blank. Sign into the application at the bottom of the page.
5. Complete Steps 1 – 4.
6. Review the information in Step 5. Scroll to the bottom of the page, check the boxes and complete the signature, and submit. TIP: There are three check boxes. The first and third boxes are required. Do not forget to check the third box beneath the signature and title boxes.

STEP 3: Obtain a 3rd Party Certification

ACCEPTED 3RD PARTY CERTIFICATIONS

- [Unified Certification Program (UCP)](#) (any state)
- [National Minority Supplier Development Council (NMSDC)](#)
- [Women's Business Enterprise National Council (WBENC)](#)
- [United States Small Business Administration (SBA) 8(A) Business Development Program](#)
- [Vets First Verification Program (Vetbiz.gov)](#)
- [US Business Leadership Network (USBLN)](#)
- [National Gay & Lesbian Chamber of Commerce (NGLCC)](#)

INSTRUCTIONS TO SUBMIT FOR VERIFICATION
1. A congratulations page will appear after you've submitted the small business self-certification. Scroll down to the bottom of the page to continue directly on to the Small Diverse Business verification. TIP: If the congratulations page does not appear, click the Step 5 tab again, and scroll down to the bottom of the screen to click on the "**Verify as an SDB**" button.

    OR

1. Return to the application at a later time > Skip to Step 5 > Click on the "**Verify as an SDB**" button at the bottom of the page.
2. Upload your third party proof of certification in Step 6, click **"Save"**, and then click **"Save and Continue"**. Repeat for all third party certifications if you are submitting more than one. TIP: The UCP, SBA 8(a), and VetBiz verifications have two or more fields for the upload of documentation. All fields must be completed for these verifications before saving.
3. Complete Step 6.
4. Review and submit in Step 7.

Links

- PA Supplier Portal, the Supplier Service Center assists with registration, bidding, and account management. This site provides assistance to companies that want to sell materials or services to state agencies at-- [www.pasupplierportal.state.pa.us.](http://www.pasupplierportal.state.pa.us)

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		• A list of Small and Small Diverse Businesses can be found in the online, searchable database for **Pennsylvania Small & Small Diverse Businesses** at- www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx