Small Business, Small Diverse Business & Veteran Business Enterprise

APPLICATION GUIDE

APRIL 2024

pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

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SMALL, SMALL DIVERSE & VETERAN BUSINESS ENTERPRISE APPLICATION

BEFORE YOU CERTIFY

ELIGIBILITY REQUIREMENTS

<table>
<tr><th>Small Business</th><th>Small Diverse Business[1]</th><th>Veteran Business Enterprise[1]</th></tr>
<tr><td rowspan="2">1. For-profit, United States business
2. Independently owned
3. Not dominant in its field of operation
4. No more than 100 Full-Time Equivalent (FTE) Employees
5. May not exceed three-year average gross revenues of $47 Million (effective 1/1/2024)

(See below for expanded definitions)</td><td colspan="2">1. Small Business eligibility requirements
2. Current and valid third-party certification from:</td></tr>
<tr><td>Woman-owned
○ Woman's Business Enterprise National Council (WBENC)
○ Unified Certification Program (UCP) (Any state; this links to the PA UCP)
○ US Small Business Administration (SBA) 8(a) Program

Minority-owned
○ National Minority Supplier Development Council (NMSDC)
○ Unified Certification Program (UCP) (Any state; this links to the PA UCP)
○ US Small Business Administration (SBA) 8(a) Program

LGBTQ+-owned
○ National LGBT Chamber of Commerce (NGLCC)

Disability-owned
○ DisabilityIN

Service-Disabled Veteran-owned
○ Veteran Small Business Certification (VetCert) (Service-Disabled Veteran only)
○ DisabilityIN</td><td>Veteran-owned
○ Veteran Small Business Certification (VetCert)[2]
○ Disability:IN (Service-Disabled Veteran only)</td></tr>
</table>

[1] SBA Woman-Owned Small Business (WOSB) and Economically Disadvantaged Woman-Owned Small Business (EDWOSB), National Association of Women Business Owners (NAWBO), and National Veteran-Owned Business Association (NaVOBA) are not accepted for verification at this time. SDVOSB only

Dominance:
A business dominant in its field of operation is one that exercises control or major influence in its industry.

Independence:
Factors that determine independent ownership include the date the business was established together with its relationship with other firms in terms of operational and managerial control, personnel, facilities, equipment, financial support, exclusive dealings, and the extent to which resources are shared with other firms. A business that is a subsidiary of another business or is owned principally by another business entity or by a trust (including an employee stock ownership plan) does not meet this requirement. However, if a parent or holding company, established for tax, capitalization, or other purposes consistent with industry practice, in turn owns and controls an operating subsidiary, the subsidiary may be considered independently owned if it otherwise meets all small business eligibility requirements. In this situation, the individual owners and controllers of the parent or holding company are deemed to control the subsidiary through the parent or holding company.

FTE Employees:
FTE Employees is calculated over the duration of the **12-MONTH (52-WEEK) TAX YEAR** using the formula below. A tax year that follows the calendar year refers to the 12 consecutive months beginning Jan. 1 and ending Dec. 31. A fiscal year is any period of 12 consecutive months that ends on any day of any month, except for the last day of December.

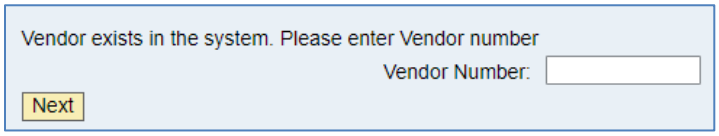
The most recently completed tax year will be used to determine Small Business eligibility. For new businesses established during the current tax year in progress, the FTE Employee value will be calculated from the date the business was established through the date the Small Business application was submitted.

$$\frac{\textit{All Hours Worked by All Employees}}{\textit{Total Hours in a Full Time Schedule}}$$

REGISTER AS A VENDOR WITH THE COMMONWEALTH

Skip this if you've already completed your Commonwealth Vendor Registration and obtained as 6-digit SAP number (Vendor ID) beginning with 1 - 5. See Non-Procurement Vendor IDs in the Troubleshooting section of this guide if you have an SAP number beginning with 6, 7, or 8. Non-Procurement vendors cannot self-certify for Small Business or verify as a Small Diverse Business or Veteran Business Enterprise.

1. Go to the PA Supplier Portal at www.pasupplierportal.state.pa.us.
2. Click on **Supplier Registration** and follow the instructions. View the Vendor Registration Guide for additional instructions.
3. If you get a message "Vendor exists in the system. Please enter Vendor number", visit the Supplier Lookup to find your 6-digit SAP number at https://b2b.ies.pa.gov/apps/vendor_lookup/index.html)



IMPORTANT: An EIN is required to register on the PA Supplier Portal. To acquire an EIN, visit https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein. The PA Supplier Portal registration includes a "real time" validation that includes the IRS website. Please be aware that it can take anywhere from 7 days up to a month before a newly acquired EIN can be validated. Registrants are directed to wait at least one week (7-10 business days) from the date the IRS provided the EIN before attempting to register in the PA Supplier Portal.

If after two (2) complete weeks from the date of the IRS provided EIN, the registration is still not flowing automatically through the process, the registrant should submit an IRS W9 form or a copy of the actual IRS Letter 147C to ra-psc_supplier_requests@pa.gov or 717-214-0140 (fax) along with an explanation that the PA Supplier Portal registration is not allowing them through step 3. Include a screen shot of the IRS error message.

I'M READY TO CERTIFY MY SMALL BUSINESS CHECKLIST

All application types:

- ✓ Company EIN/Tax ID Number
- ✓ 6-Digit Procurement SAP #/Vendor ID
- ✓ Full-Time Equivalent Employees
- ✓ Three most recently filed federal income tax returns

If also applying for Small Diverse Business:

- ✓ Proof of valid third-party certification (if you do not already have a valid third-party certification, apply for one with one of our partners)
- ✓ Proof of gender or race/ethnicity (if minority or woman-owned status not specified on third-party certificate or profile)

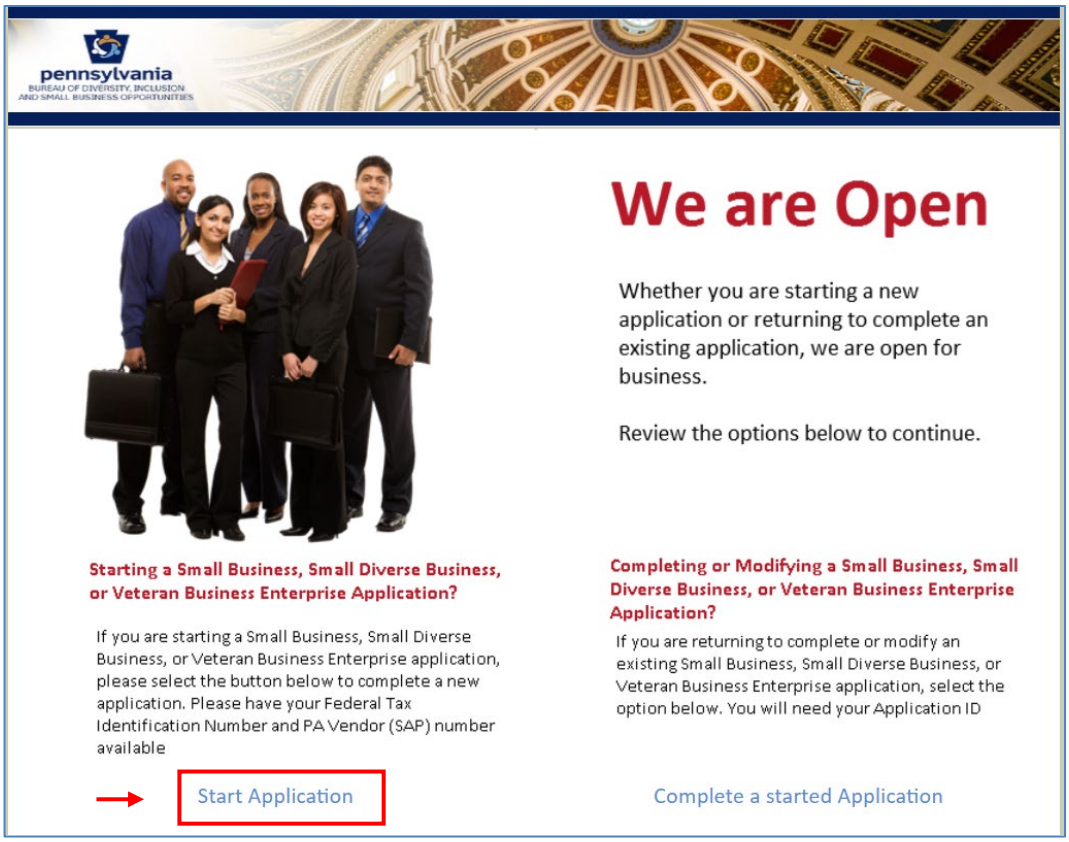
If also applying for Veteran Business Enterprise:

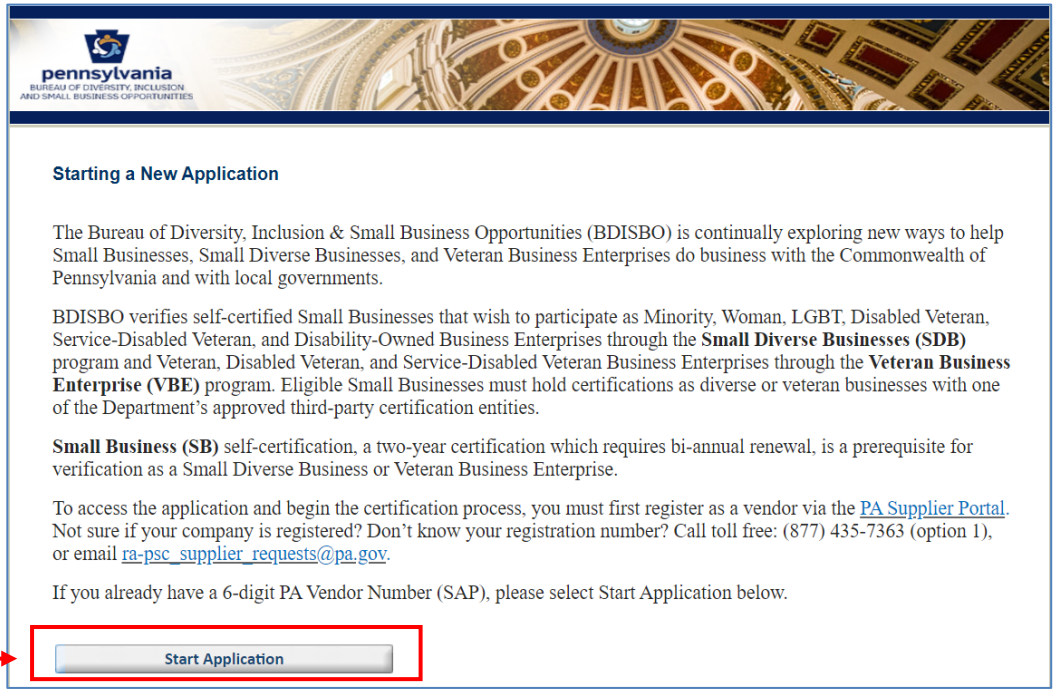
- ✓ Proof of valid third-party certification (if you do not already have a valid third-party certification, apply for one with one of our partners)

COMPLETING THE APPLICATION

1. Go to http://bdisbo.prismcompliance.com
2. Click **Self-Certify or Recertify as a Small and/or Small Diverse Business (DO NOT LOG IN)**

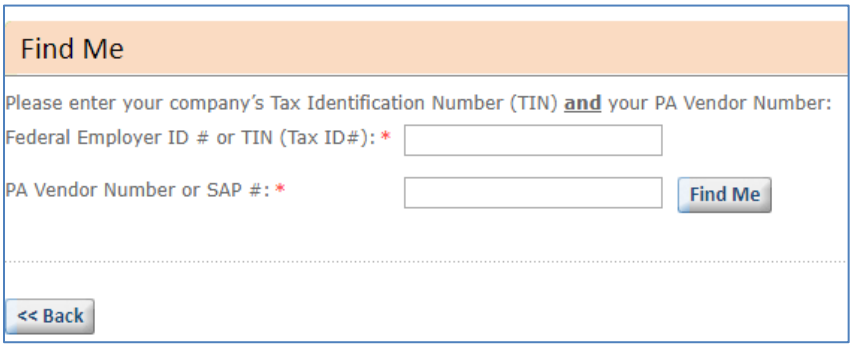
3. Click **Start Application > Start Application**
    a. Who does this?
        i. Companies renewing their Small/Small Diverse/Veteran Business
        ii. Companies self-certifying for the first time as Small Business, Small/Small Diverse Business, and/or Small/Veteran Business
        iii. Companies already self-certified as Small Business wishing to add a Small Diverse Business or Veteran Business Enterprise verification



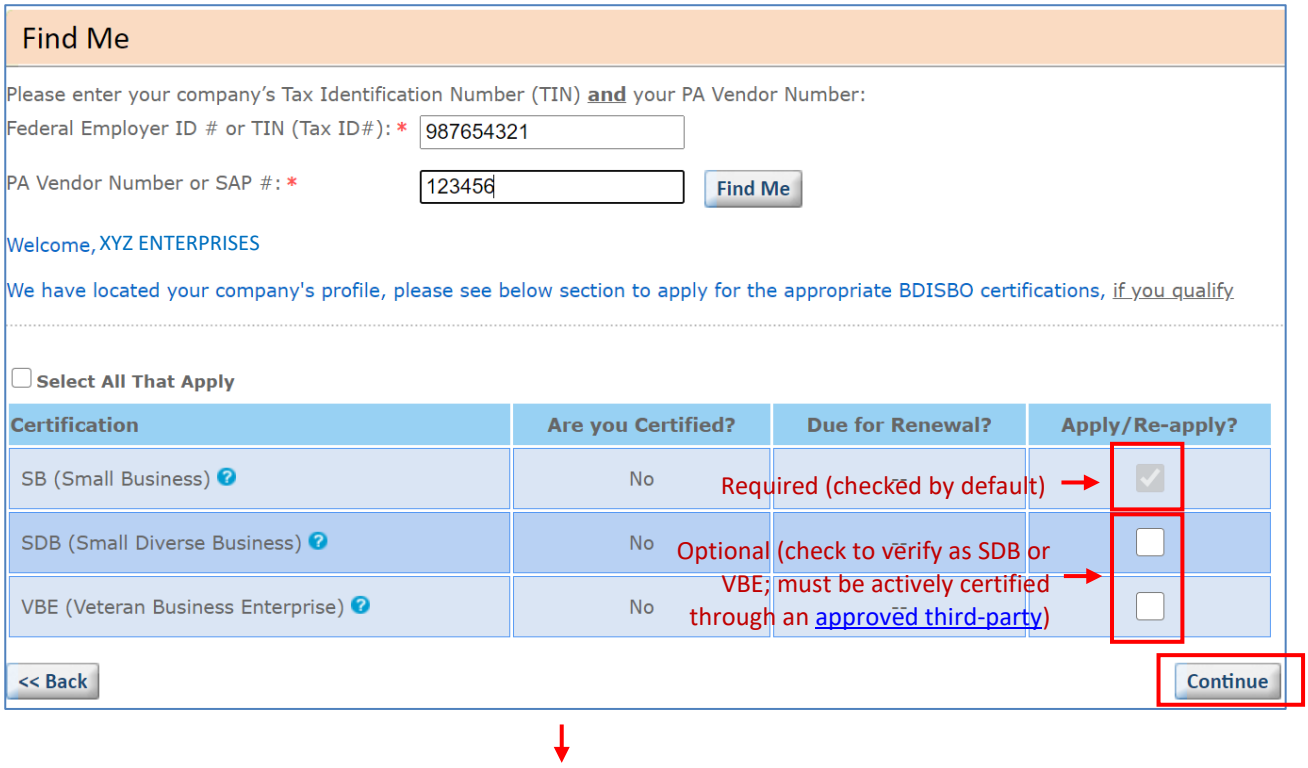


4. See Resuming an Incomplete or In Process Application if returning to continue an incomplete application

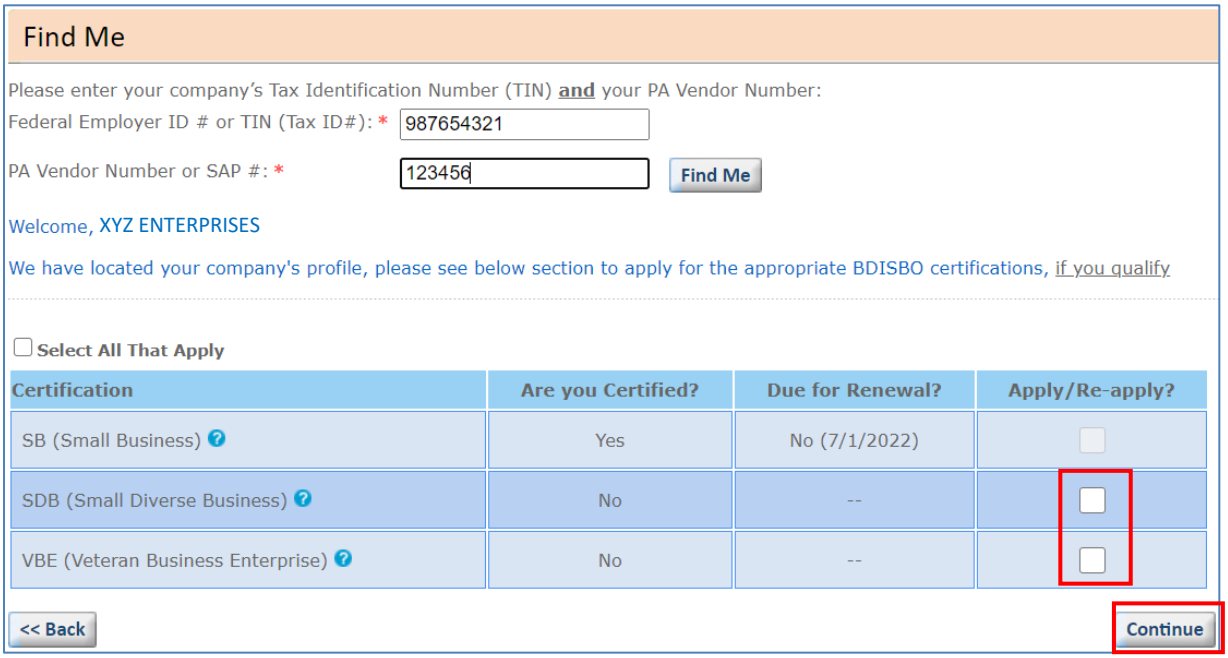
5. Enter the company's Tax ID Number (no spaces or dashes) and 6-digit Vendor ID > **Find Me**
    a. Go to www.supplierportal.state.pa.us > **Supplier Registration** if you do not have a Vendor ID
    b. Go to https://b2b.ies.pa.gov/apps/vendor_lookup/index.html (*Instructions*) if you don't know your vendor ID
        i. ***NOTE:*** Non-Procurement Vendor IDs cannot self-certify as Small Business
            1. Begin with 6, 7, or 8
            2. Go to Non-Procurement Vendor IDs in Troubleshooting section
    c. ***NOTE:*** Access to PRiSM may be unavailable from July 1 – July 2 each year due to the blackout period for the commonwealth's regularly scheduled fiscal year end close process



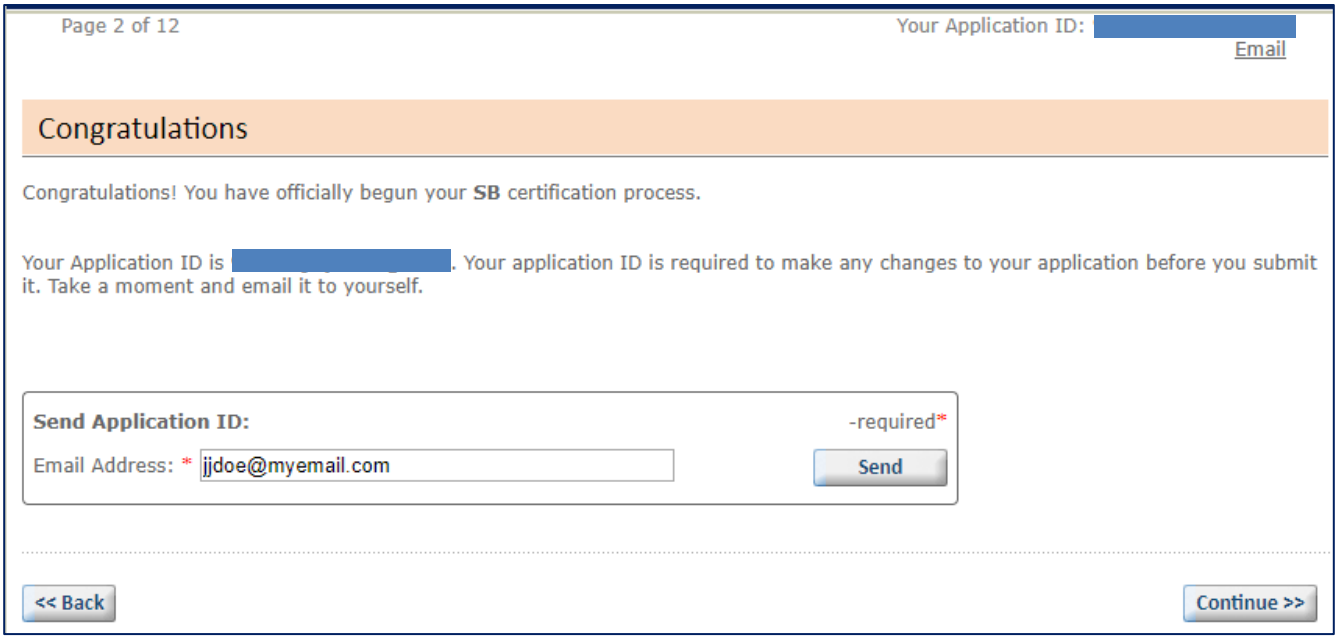
6. Check all the options that apply > **Continue**
    a. **SB** if (checked by default)
        i. Your company wishes to self-certify or recertify as a Small Business
        ii. SB certification required for all certification or verification types
    b. **SDB** if
        i. Your company holds a current certification through one of the approved SDB third parties **AND**
        ii. You wish to self-certify or recertify as Small Business (SB) and verify as a Small Diverse Business (SDB)
    c. **VBE** if
        i. Your company holds a current certification through one of the approved VBE third parties **AND**
        ii. You wish to self-certify or recertify as Small Business (SB) and verify as a Veteran Business Enterprise (VBE)



d. Already certified Small Businesses will be given the option to select applications for SDB and/or VBE if they are not verified as one or the other
    i. Check SDB and/or VBE > **Continue** if you wish to add a verification for Small Diverse Business or Veteran Business Enterprise (*you will skip steps 7 - 12 below*)
e. For applicants renewing during 30-day renewal period, company's current designations will be preselected
    i. EXAMPLE: If currently verified as SDB, the SB and SDB options will be grayed out/preselected
    ii. Please select additional options if they apply
        1. EXAMPLE: If currently SDB but wish to renew as SDB/VBE, check VBE in addition to the preselected/grayed out SB and SDB



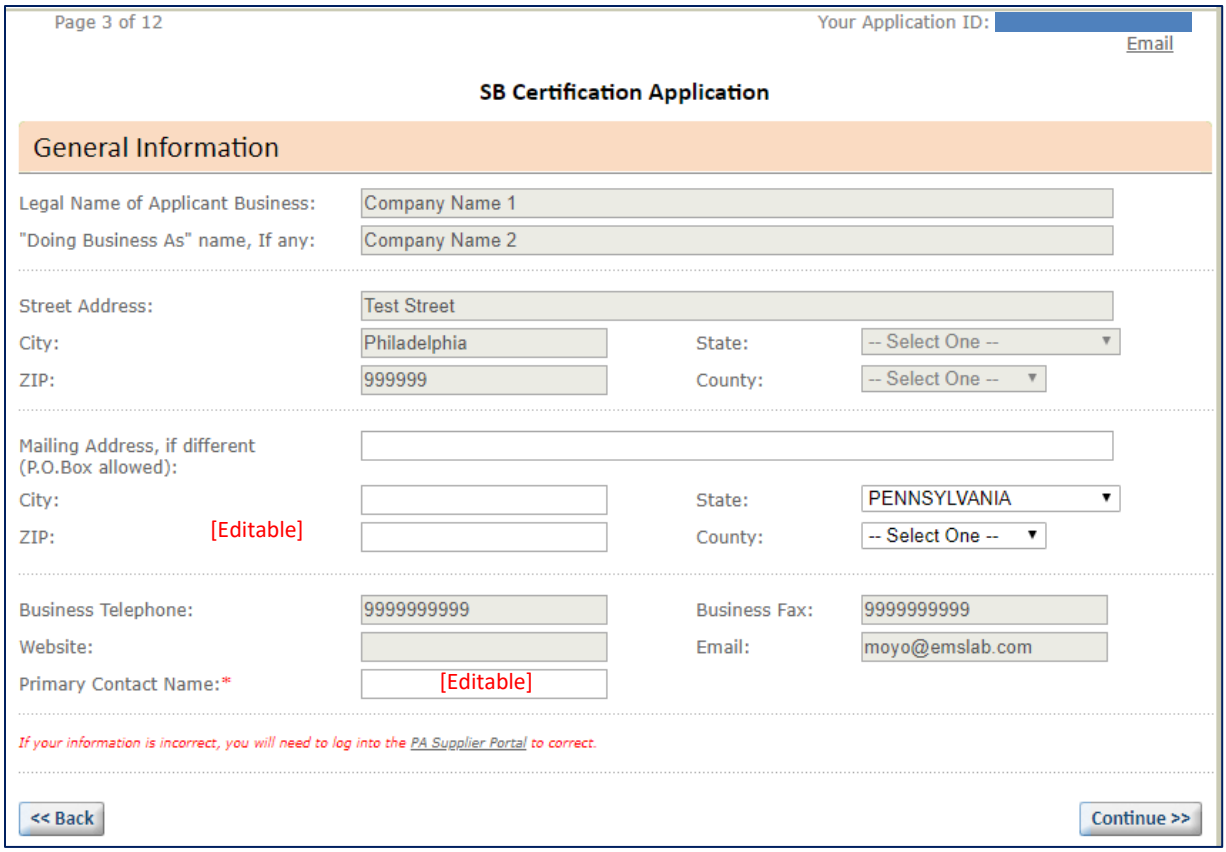
7. Enter a valid email address > **Send** > **Continue**
    a. PRiSM will forward the unique application ID to re-enter an incomplete application from the initial start page at any time by clicking on **Complete a Started Application**
    b. ***SAVE THIS EMAIL***



GENERAL INFORMATION

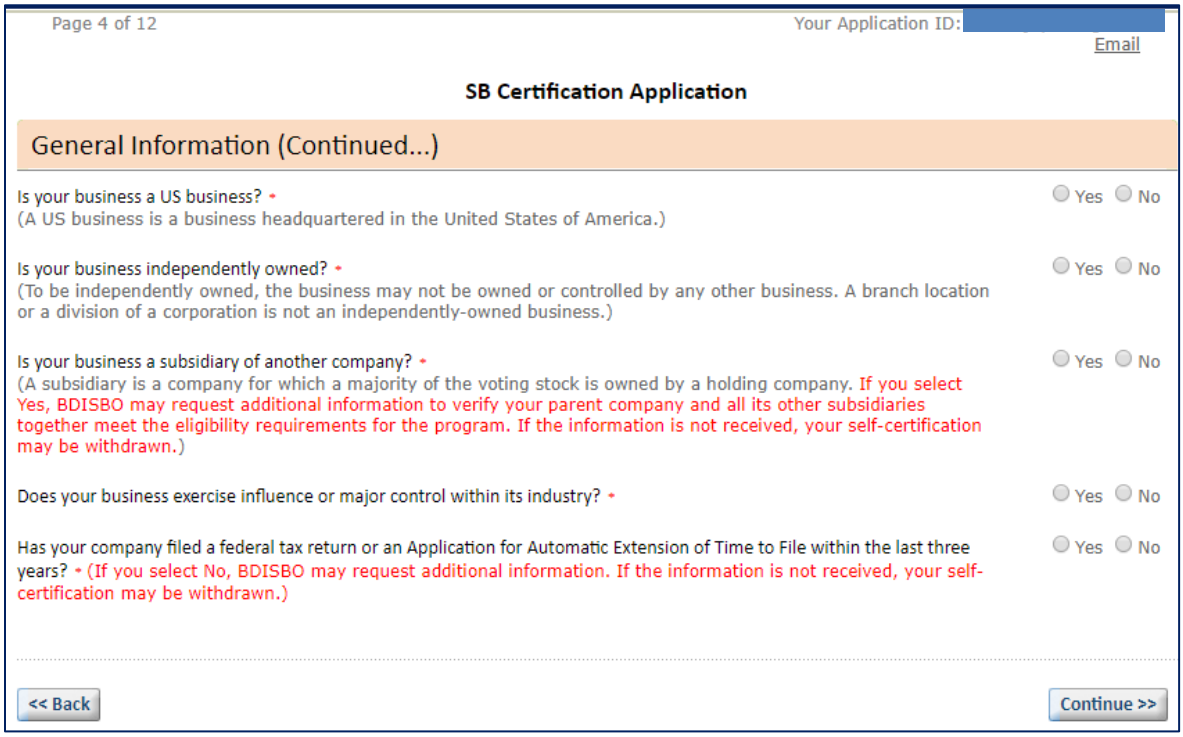
8. Enter your general contact information
    a. The Legal Name, DBA Name, Business Phone, Business Fax, Website, and Email address will be pulled directly from the company's vendor registration and cannot be edited (grayed out)
        i. If any of the information is incorrect, log into your vendor registration at www.pasupplierportal.state.pa.us > **Log On** to update
        ii. For questions or assistance to update your vendor registration
            1. Visit www.dgs.pa.gov > **Businesses** > **Materials & Services Procurement** > **Supplier Service Center** > **PA SUPPLIER Administrative Support**
            2. Contact the PA Supplier Portal service center at ra-pscsrmportal@pa.gov (preferred) or 877-735-7363, option 1

b. Enter Mailing Address (optional) and Primary Contact Name (required) > **Continue**



c. Check *Yes* or *No* for each question > **Continue**

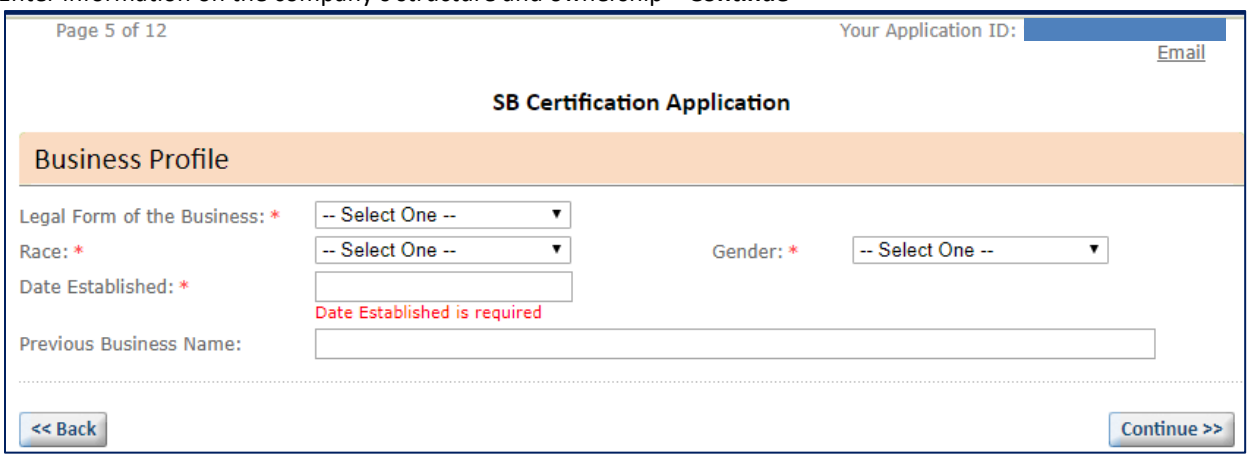
d. For the final question, "Has your company filed a federal income tax return or an Application for Automatic Extension of Time to File within the last three years?", select **Yes** if the company has, *within the last three tax years*, filed a federal income tax return or an extension to file a return, or **No** if the company is newly established,



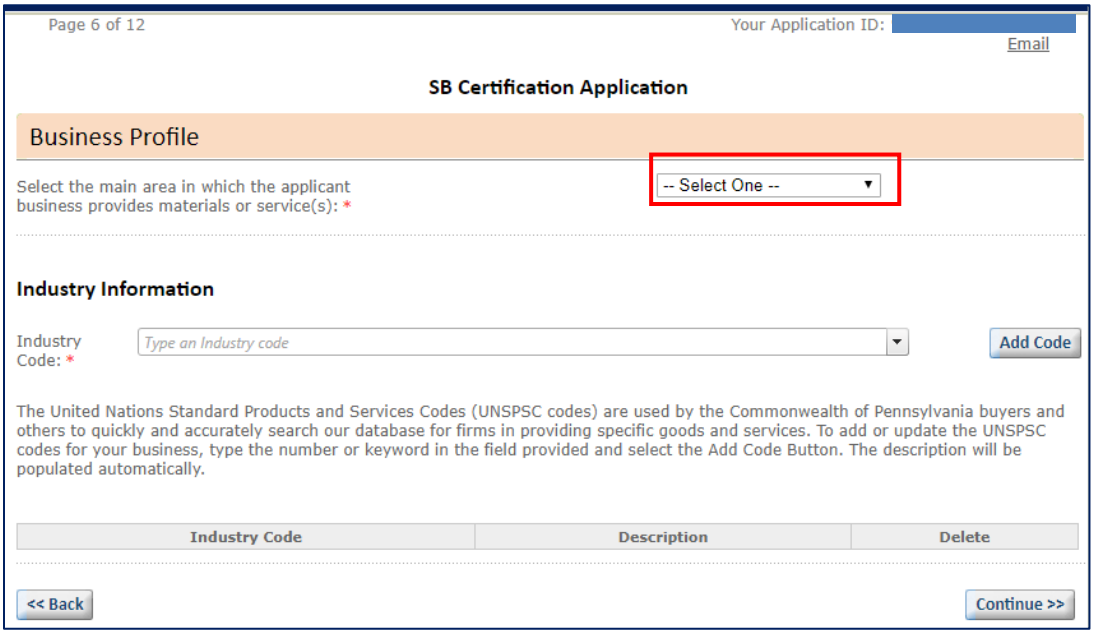
has done no business, or has not and will not file a return or extension to file a return for any of the last three tax years

BUSINESS PROFILE

9. Enter information on the company's structure and ownership > **Continue**

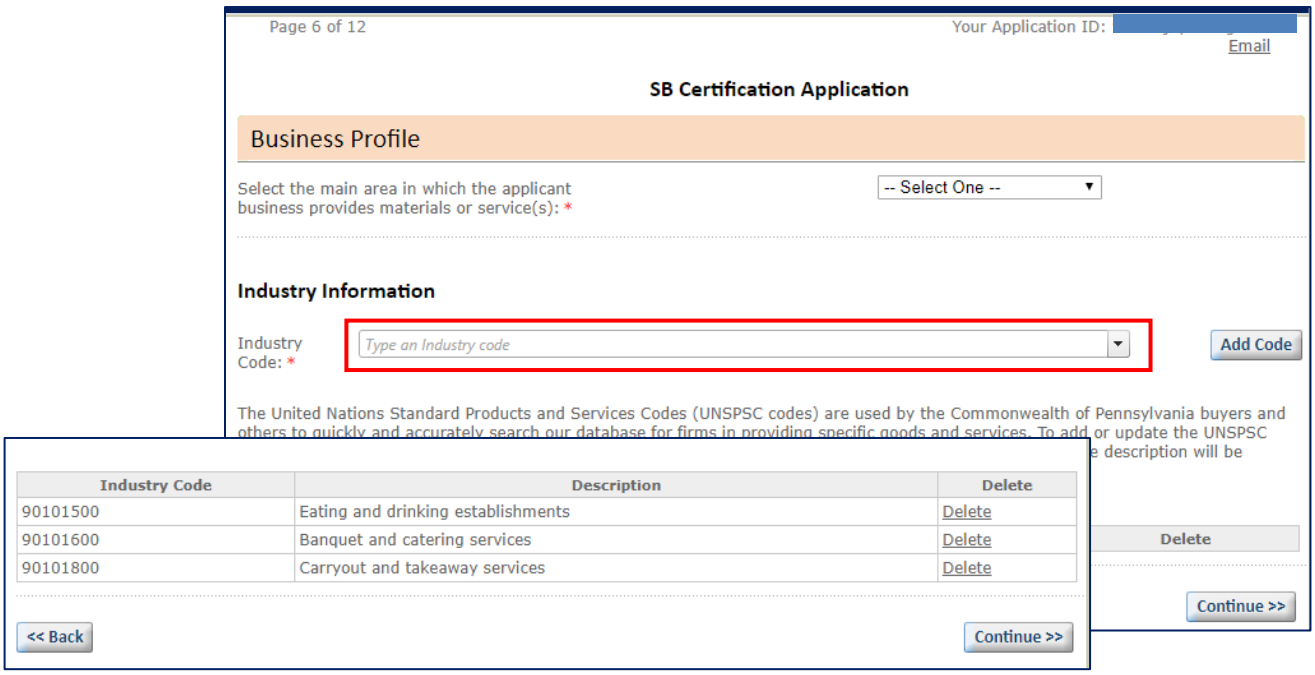


10. Business Activity
    a. Select a business type for the company and codes to identify the company's supplies and services > **Continue**
        i. Select the main area (primary business activity) in which the applicant business provides materials or service(s) (see following page)
            1. The primary business activity must be supported by/relevant to the selected Industry Codes (see next section for Industry Codes)

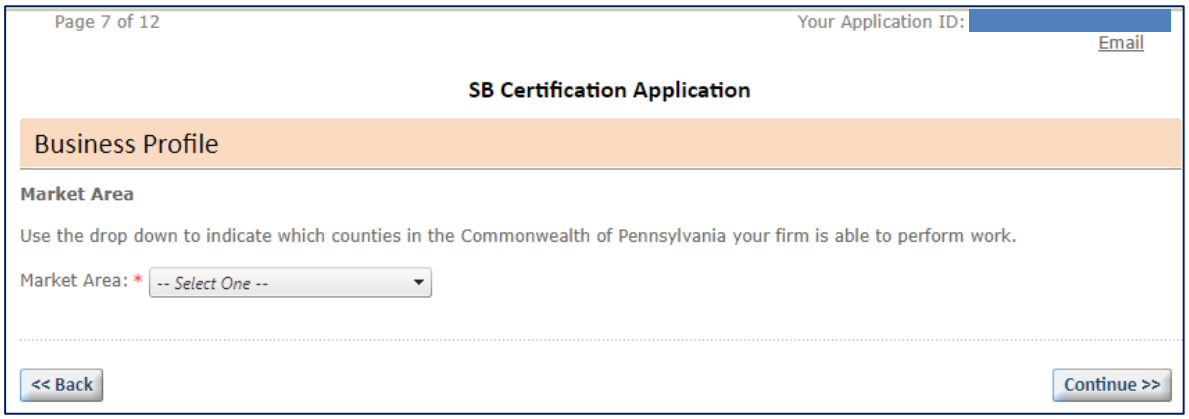


Business Activity	Definition
Procurement Services	Includes all labor and time expended for professional or general services, such as training, healthcare, environmental remediation, and consulting. Excludes all services and labor associated with Construction, Building Design and/or Information Technology.
Procurement Goods	Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT computers, peripherals and hardware.
Information Technology	Includes all goods and services associated with the design, development, installation, and implementation of information systems and applications including computers, peripherals and/or hardware as well as project management and IT consulting.
Building Design Services	Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.
Construction* Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement. **Not available for selection. Select Construction Contractor, Construction Stocking Supplier, or Construction Non-Stocking Supplier, as applicable*	
Construction Contractor	Provides construction labor and/or services and may provide goods or materials associated with that construction labor or service.
Construction Stocking Supplier	Stocking Suppliers own, operate, or maintain a store, warehouse, or other establishment, in which the materials, supplies, articles or equipment are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.
Construction Non-Stocking Supplier	Non-Stocking Suppliers do not carry inventory, but order materials from a manufacturer, manufacturer's representative, or a stocking supplier.

11. Industry Codes
    a. Enter up to 100 a UNSPSC codes or a description of a supply or service > select a code > **Add Code**
        i. Repeat for each supply or service
            1. Supply Codes begin 1 - 6 and 95; Service Codes begin 7 - 94
        ii. To find applicable codes
            1. Visit www.unspsc.org
            2. Download a complete code list in Excel format at www.dgs.pa.gov > **Businesses** > **Small Diverse Business Program** > **Locate Small & Small Diverse Businesses**
            3. Note that this application uses only UNSPSC *class* codes (ending in 00)
    b. If also applying as SDB or VBE, the selected codes will be reviewed and adjusted to correspond with the NAICS and UNSPSC codes assigned through the third-party certifier(s)
        i. SDB and VBE verifications will only include associated codes for supplies and services as represented on or through your third party certification
        ii. Contact your third-party certifier for additional codes if your full line of services or supplies is not represented by the codes provided
        iii. This may impact the selected primary business activity

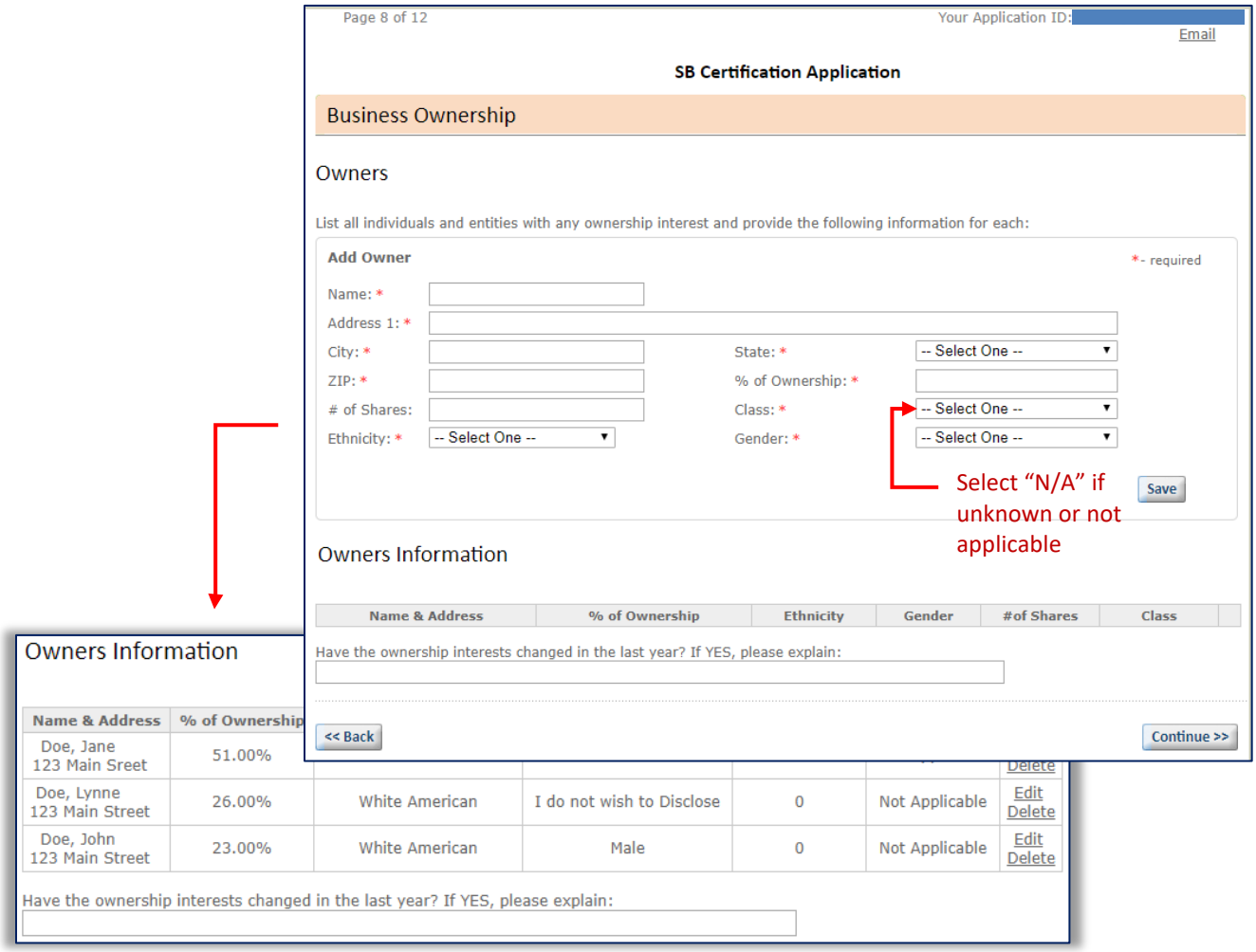


12. Check the county(-ies) in which the company prefers to do business > **Continue**



OWNERSHIP

13. Enter information on the company's ownership > **Continue**
    a. The *% of Ownership* must add up to 100% in total



FINANCIAL INFORMATION

14. For the last <u>three</u> most recently filed tax years:
    a. Enter the company's gross revenues as reported on line 1a (Gross receipts or sales) of the federal income tax return filed for the company > **Save**
        i. If an extension has been filed for the most recent tax year
            1. Enter the estimated gross receipts or sales for the return being filed on extension on the on the bottom half of the form and the date the return is expected to be filed
            2. Submit the gross revenues for the three most recently filed returns
            3. **Example:** If an extension has been filed for the 2022 federal income tax return, submit the *Gross receipts or sales* reported for 2020, 2021, and 2022 and enter the estimated gross receipts and anticipated filing date for 2020 into the appropriate fields toward the bottom of the form
        ii. Copies of Page 1 of the federal income tax returns which report *Gross sales and receipts* on line 1 or 1a and/or, if applicable, *Form 7004 or 4868, Application for Automatic Extension of Time to File* will be required to be submitted on the APPLICATION CHECKLIST page which appears later in the application
    b. Enter the Full-Time Employee Equivalent (FTE) Employee value for the tax year into the *Employee Full Time* field
        i. FTE Employees can be calculated over the span of the 12-month (52-week) tax year using formula below
        ii. A tax year is defined as 12-month span covered by a federal income tax return
            1. A calendar tax year refers to the 12 consecutive months beginning Jan. 1 and ending Dec. 31

2. A fiscal tax year is any period of 12 consecutive months that ends on any day of any month, except for the last day of December
3. The most recently completed tax year will be used to determine Small Business eligibility

iii. Formula

$$\frac{\text{All Hours Worked by All Employees During the Tax Year}}{\text{Total Hours in a Full Time Schedule for the Duration of the Tax Year}}$$

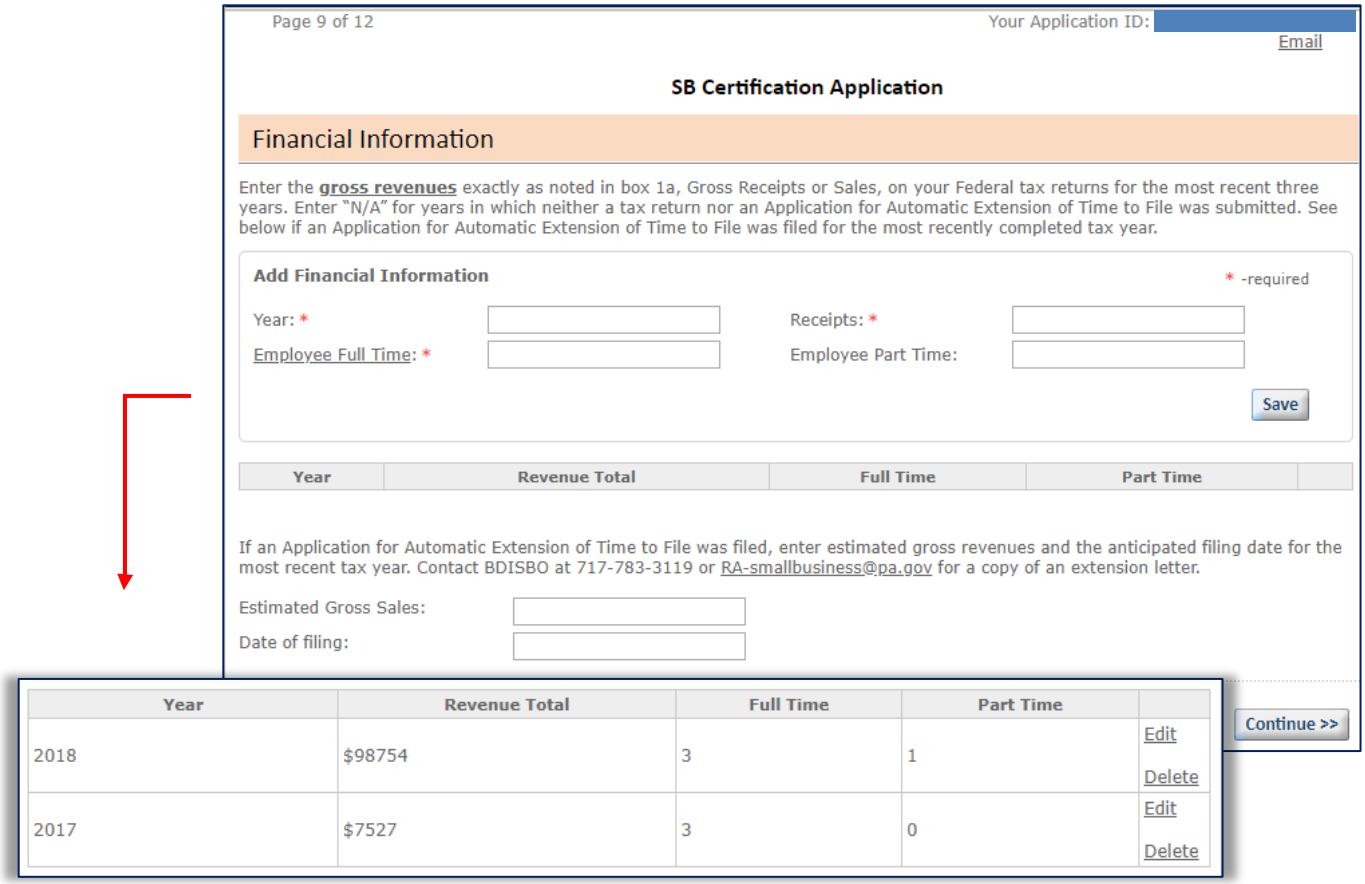
c. For newly established companies:

i. Established during current year

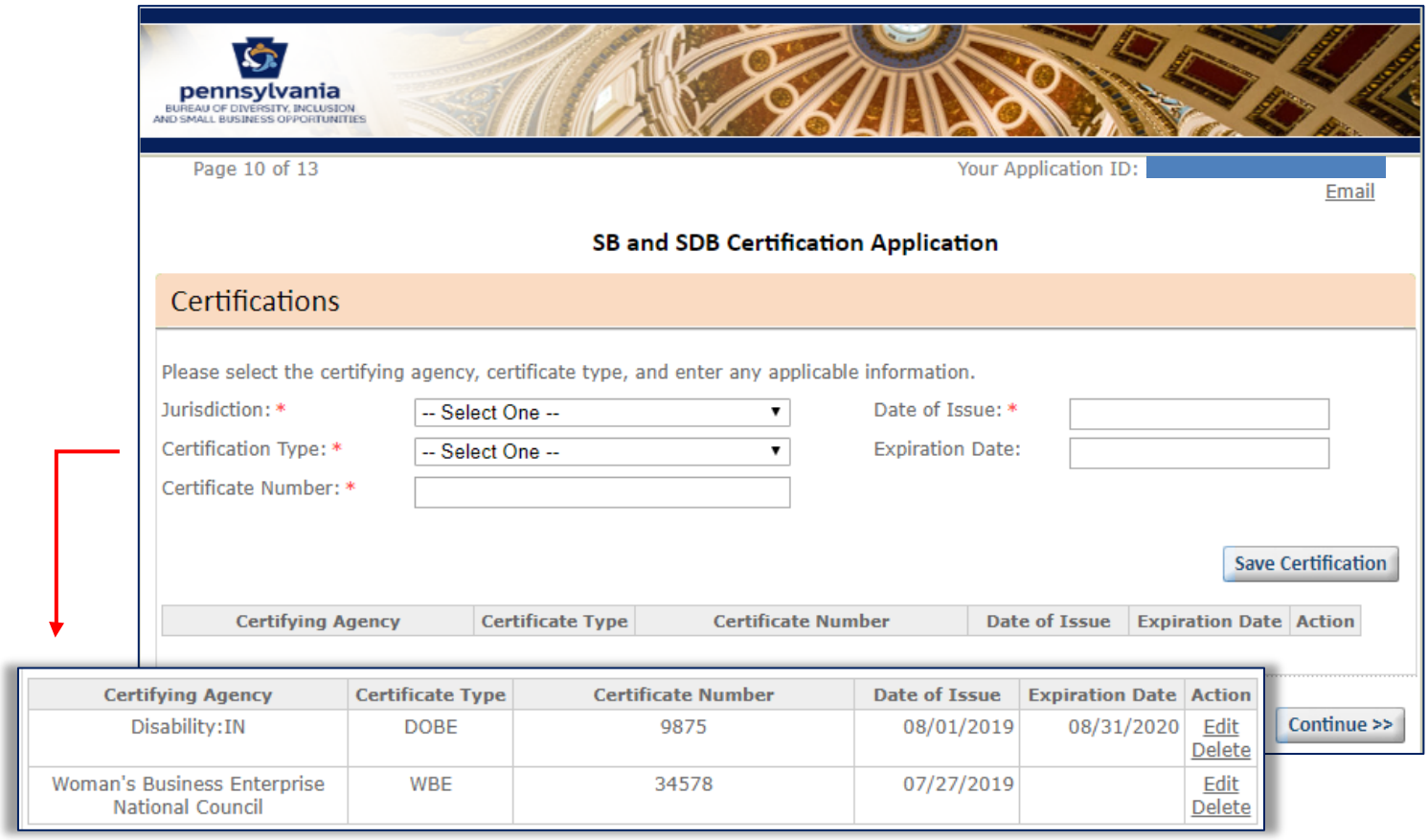
1. Enter anticipated gross receipts into the *Receipts* field for the current in-progress year
2. Enter the FTE Employee value into the *Employee Full Time* field for the current in-progress year spanning from the date the business was established through the date the Small Business application is being submitted

ii. Established during previous tax year but no return or tax extension has been or will be filed

1. Enter gross receipts into the *Receipts* field for the most recently completed tax year (may be $0)
2. Enter the FTE Employee value into the *Employee Full Time* field for the most recently completed tax year beginning the date the business was established through the last date of the tax year
3. Enter anticipated gross receipts and anticipated filing date into the *Estimated Gross Sales* and *Date of Filing* fields for the current in-progress year

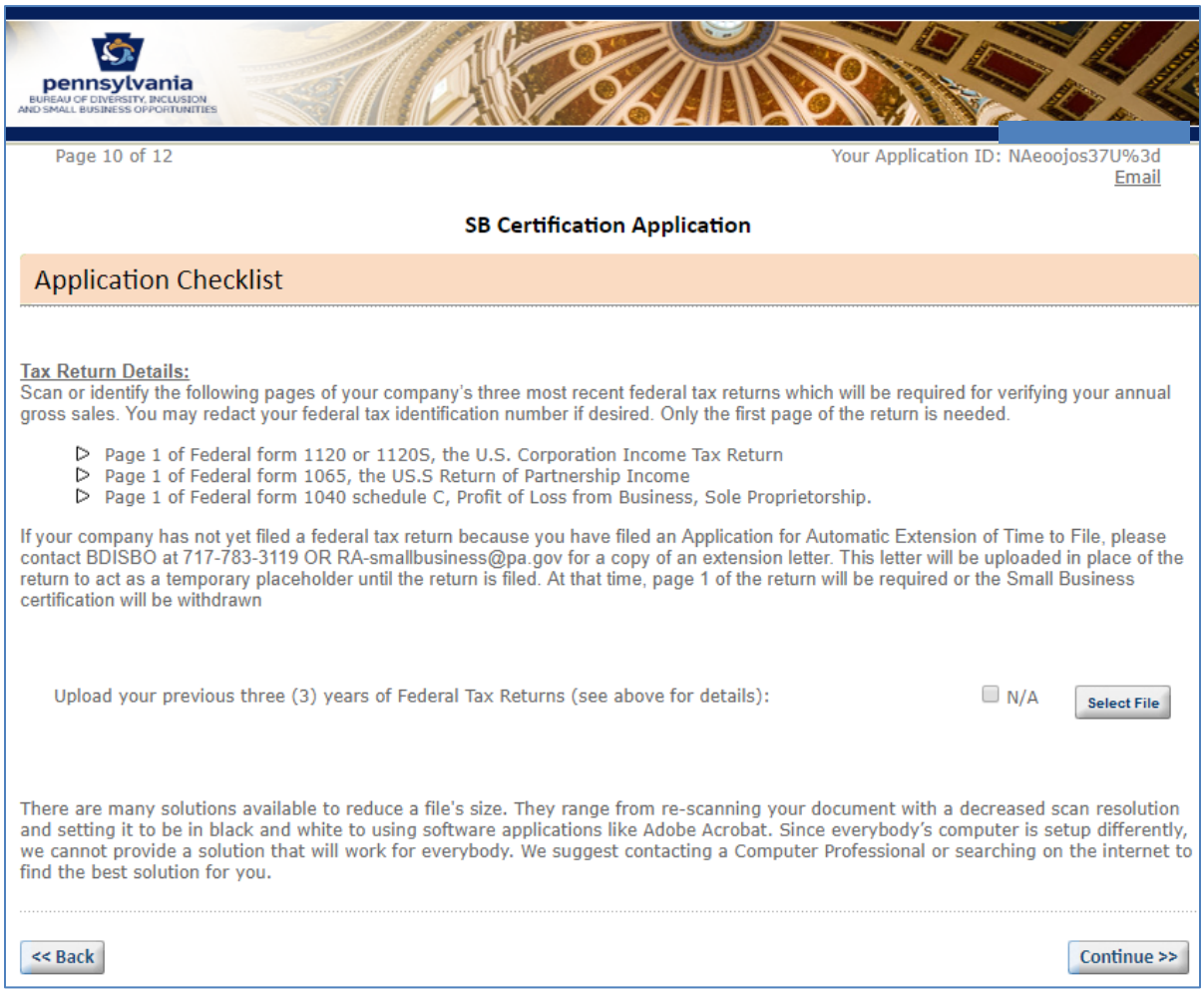


15. If you selected to apply for verification as an SDB and/or VBE, enter information on the third-party certification > **Save Certification**
    a. Repeat for each third-party certification > **Continue**
    b. See Eligibility Requirements of listing of accepted third parties



    c. ***OOPS!*** If you checked SDB and/or VBE to verify as a Small Diverse Business and/or Veteran Business Enterprise in error (see step 5 above)
        i. Option 1
            1. Continue the application, entering anything on the *Certification* page
            2. Upload a note on the *Certification Checklist* page (see next step) informing BDISBO that your company is self-certifying as a Small Business only
            3. BDISBO will decline the Small Diverse Business/Veteran Business Enterprise verification during the review process
                a. You will receive an automatic email at the time of denial
                b. Denial will be for Small Diverse Business or Veteran Business Enterprise portion of the application only and *will not impact* your Small Business self-certification
        ii. Option 2
            1. Contact BDISBO at RA-gsbdisbocert@pa.gov or 717-783-3119 to have the in-process application deleted
            2. Restart the application, check **SB** only (Step 5) to complete the Small Business application

16. Federal income tax returns:
    a. Load company's supporting federal income tax returns for the last three tax years by clicking **Select File**
        i. This includes all federal income tax returns filed for the business regardless of business structure or return type
        ii. Upload Page 1 of the income tax returns filed for the three most recent tax years (page 1 reports *Gross sales and receipts* on line 1 or 1a)
        iii. Upload a copy of *Form 7004* or *4868, Application for Automatic Extension of Time to File* if an extension has been filed for the most recently completed tax year and the return is still in process
        iv. Check **N/A** if
            1. No federal income tax returns or extensions have been filed for the company for any of the three most recent tax years (e.g. newly established business) OR
            2. You company Holds a current SB self-certification and
                a. The SB self-certification is not within 30 days of expiration,
                b. You are adding an SDB or VBE verification to your already existing SB self-certification, and
                c. The three most recently filed returns were already submitted for review during the most recent SB self-certification or renewal



Your Application ID: [redacted]

Email

SDB and VBE Certification Application

Application Checklist

Tax Return Details:
Scan or identify the following pages of your company's three most recent federal tax returns which will be required for verifying your annual gross sales. You may redact your federal tax identification number if desired. Only the first page of the return is needed.

- Page 1 of Federal form 1120 or 1120S, the U.S. Corporation Income Tax Return
- Page 1 of Federal form 1065, the US.S Return of Partnership Income
- Page 1 of Federal form 1040 schedule C, Profit of Loss from Business, Sole Proprietorship.

If your company has not yet filed a federal tax return because you have filed an *Application for Automatic Extension of Time to File*, Form 4868 or Form 7004, please submit a copy of the filed extension form to act as a **temporary** placeholder until the return itself is filed. At that time, page 1 of the return will be required or the Small Business certification will be withdrawn.

If applying for verification as a Small Diverse Business, please provide supporting documentation as shown below:

Current Certificate

3rd Party Certification	Required Documentation
Women's Business Enterprise National Council	Current Certificate
National Minority Supplier Development Council	
National Gay & Lesbian Chamber of Commerce	
Disability:IN	
Unified Certification Program (any state)	1. Most current certification letter 2. Copy of currently dated online DBE profile 3. Proof of race, ethnicity, and/or gender
U.S. Small Business Administration 8(a) Program	1. Most current certification letter 2. Proof of race, ethnicity, and/or gender
Vets First Verification	1. Most current certification letter 2. Copy of currently dated online VOSB or SDVOSB profile
Examples of proof of gender are: Birth Certificate, Passport, Driver's License, Naturalization Papers, Tribal Cards, Military Records. Examples of proof of race or ethnicity are Naturalization Papers and Tribal Cards. Birth Certificates, Passports, and Military Records may also be accepted as proof of race or ethnicity if noted. Other documentation showing how the owners hold themselves out to the community or showing recognition by other government entities may be considered on a case-by-case basis.	

Upload your previous three (3) years of Federal Tax Returns (see above for details): ☐ N/A Select File

2018 88G tax return-page 1.pdf

2017 88G taxes page 1.pdf

2018 page 1.pdf

Upload your Diversity Certificates and Supporting Documentation (see above for details): ☐ N/A Select File

2018 WBENC.pdf

There are many solutions available to reduce a file's size. They range from re-scanning your document with a decreased scan resolution and setting it to be in black and white to using software applications like Adobe Acrobat. Since everybody's computer is setup differently, we cannot provide a solution that will work for everybody. We suggest contacting a Computer Professional or searching on the internet to find the best solution for you.

<< Back Continue >>

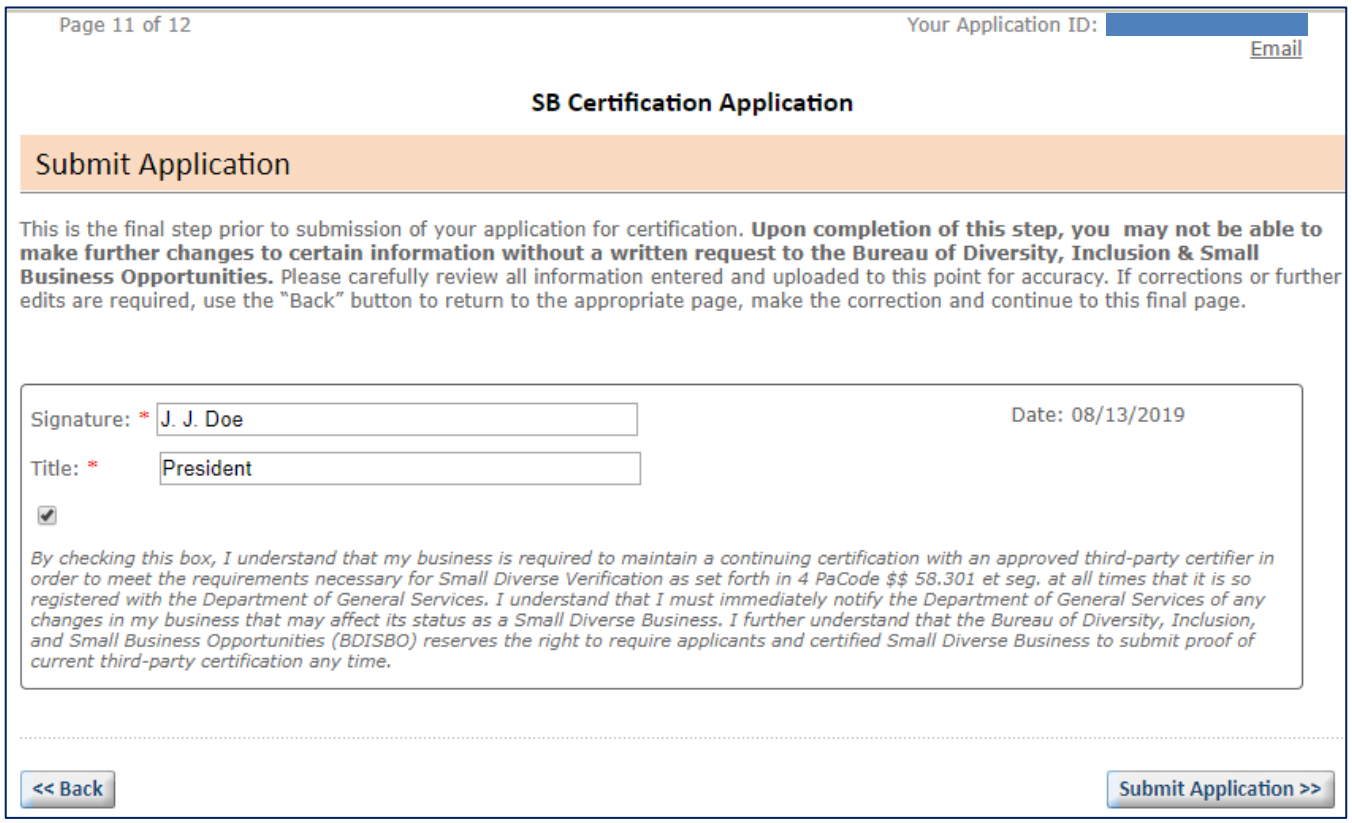
17. Third-party certification (if electing to apply for SDB or VBE verification):
    a. Submit the supporting documentation as proof of certification through one or more of the approved third-party certifiers

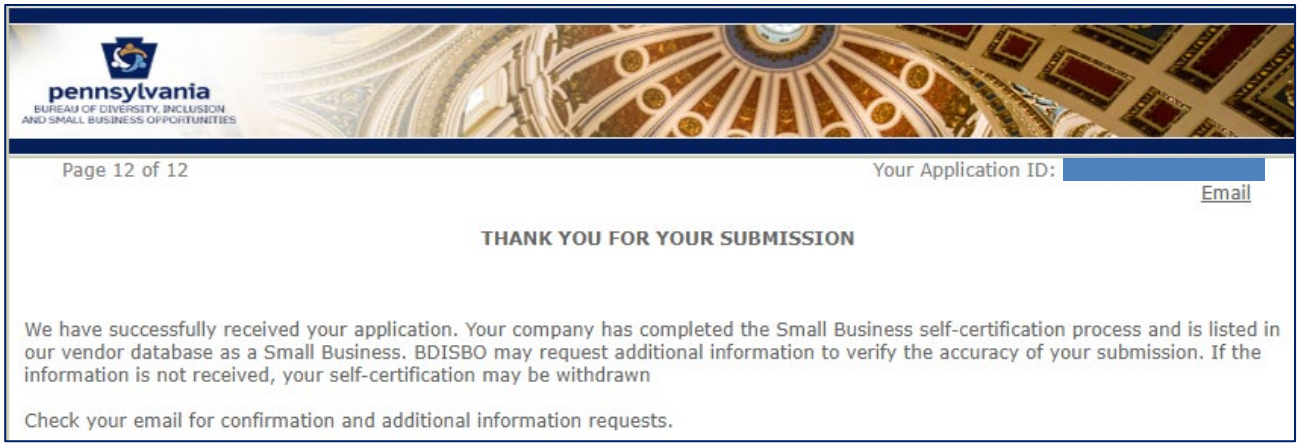
Third-Party Certifier	Verification Program/Type		Required Documentation
	SDB	VBE	
WBENC	• WBE		• Current certificate
NMSDC	• MBE		• Current certificate
UCP	• MBE • WBE • MWBE		• Current certification letter or continuing eligibility letter • Copy of profile from public, online directory • Proof of race, ethnicity, and/or gender (see below)
SBA 8(a)	• MBE • WBE • MWBE		• Current certification letter or continuing eligibility letter • Proof of race, ethnicity, and/or gender (see below)
NGLCC	• LGBTBE		• Current certificate
VetCert (Formerly VetBiz)	• SDVBE	• VBE • SDVBE	• Current certification letter • Copy of profile from public, online directory
Disability:IN	• DOBE • SDVBE	• SDVBE	• Current certificate

Accepted Proof of Race/Ethnicity or Gender

Proof	WBE	MBE[1]	Explanation
Birth Certificate	X	X[2]	[1]To establish origins of a particular ''minority'' group, the applicant must provide a document issued by a Federal, state, or local governmental entity establishing that either the applicant, the applicant's biological parents, or the applicant's biological grandparents are members of the minority group. [2] Constitutes acceptable proof of minority or woman status only if gender, ethnicity/race, or woman or minority-owned status or designation is specified. A picture on a driver's license or passport is not sufficient proof of minority status.
Passport	X	X[2]	
Driver's License	X		
Naturalization Papers	X	X	
Tribal Card	X	X[2]	
Military Records	X	X[2]	
Third-Party Certification Profile	X[2]	X[2]	
Other	Documents showing how vendors hold themselves out to community (i.e. member of minority chamber, etc.) or showing recognition by other government entities as minorities, minority-owned, women, or women-owned businesses may be accepted as proof of MBE or WBE on case-by-case basis.		

18. Enter the name and title of the application preparer and check the box > **Submit Application**





19. Review process
    a. Small Business self-certification is immediate
        i. Additional information may be requested upon further review
    b. Review for SDB and VBE verification may take approximately 10 business days *following receipt of all required information* necessary to complete the review process
        i. Process may take longer for applications missing information or other required documentation or that are otherwise considered incomplete
        ii. Additional information may be requested
        iii. You will receive another email once the verification is approved

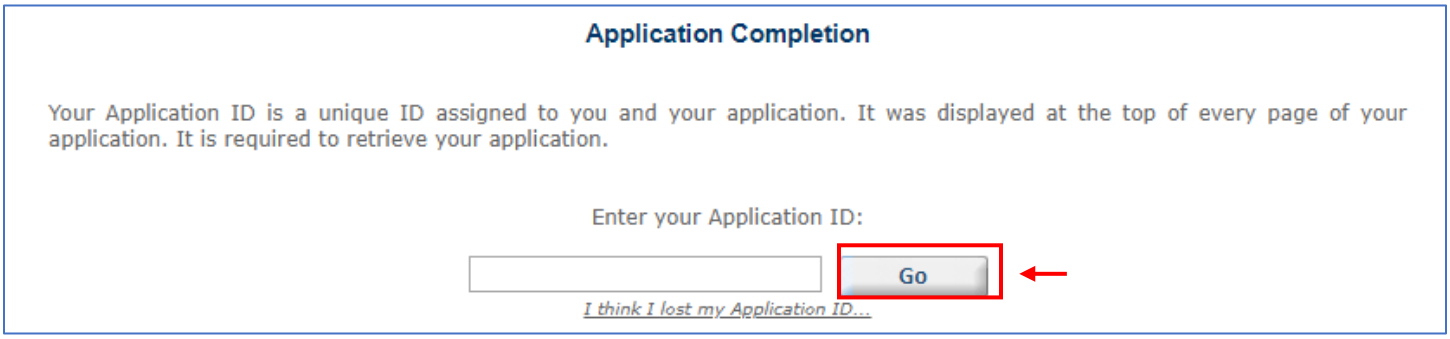
RESUMING AN INCOMPLETE OR IN PROCESS APPLICATION

PRiSM allows user to stop midway during the application process and resume at a later time.

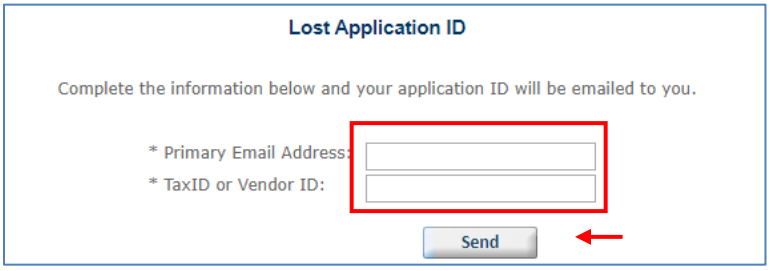
1. Go to http://bdisbo.prismcompliance.com
2. Click **Self-Certify or Recertify as a Small and/or Small Diverse Business** (do **not** log in)

3. Click **Complete a Started Application**

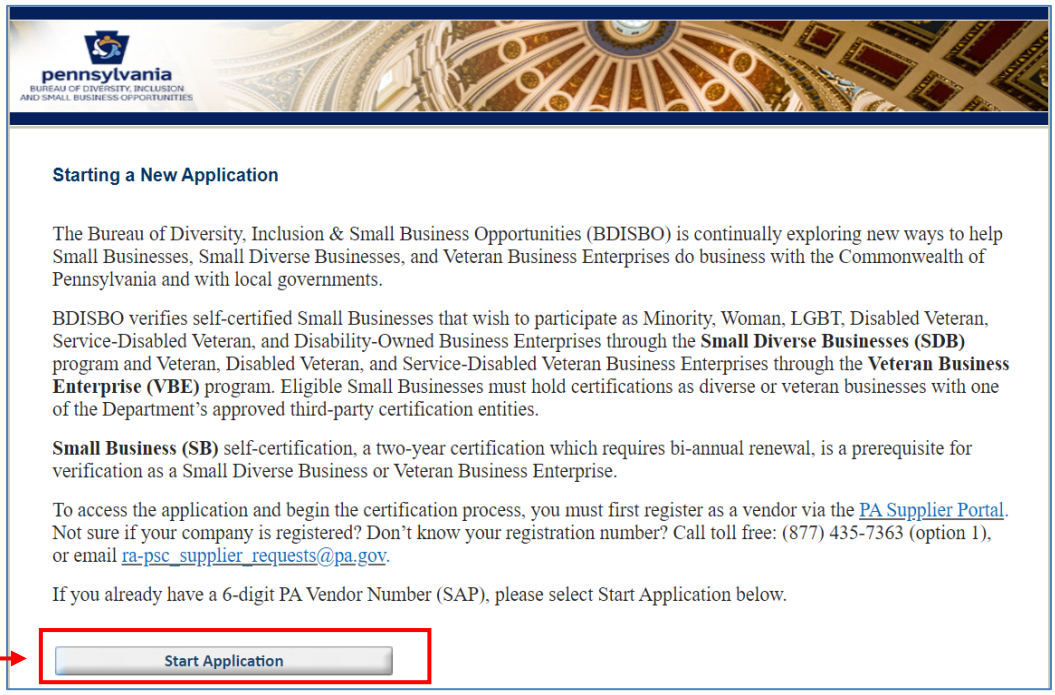
4. Enter your Application ID > **Go**
    a. The Application ID was sent to the email you entered at the beginning the application process
    b. ***NOTE:*** Access to PRiSM may be unavailable from July 1 – July 2 each year due to the blackout period for the commonwealth's regularly scheduled fiscal year end close process



    c. If you started an application but cannot locate or remember the Application ID, to resend
        i. Click **I think I lost my Application ID**
            1. Enter the email address to which you originally sent the Application ID at the beginning of the application process
            2. Enter your company's Tax ID (no spaces or dashes) **OR** 6-digit Vendor ID (SAP ID)



5. Click **Start Application** to resume



MANAGING YOUR PRISM ACCOUNT

Login to your PRiSM account to update passwords, add new users, edit users, print certificates, etc.

LOGGING INTO PRISM

1. Go to http://bdisbo.prismcompliance.com
2. Enter your **Username** and **Password > Login**

USERS AND LOGIN SETUP

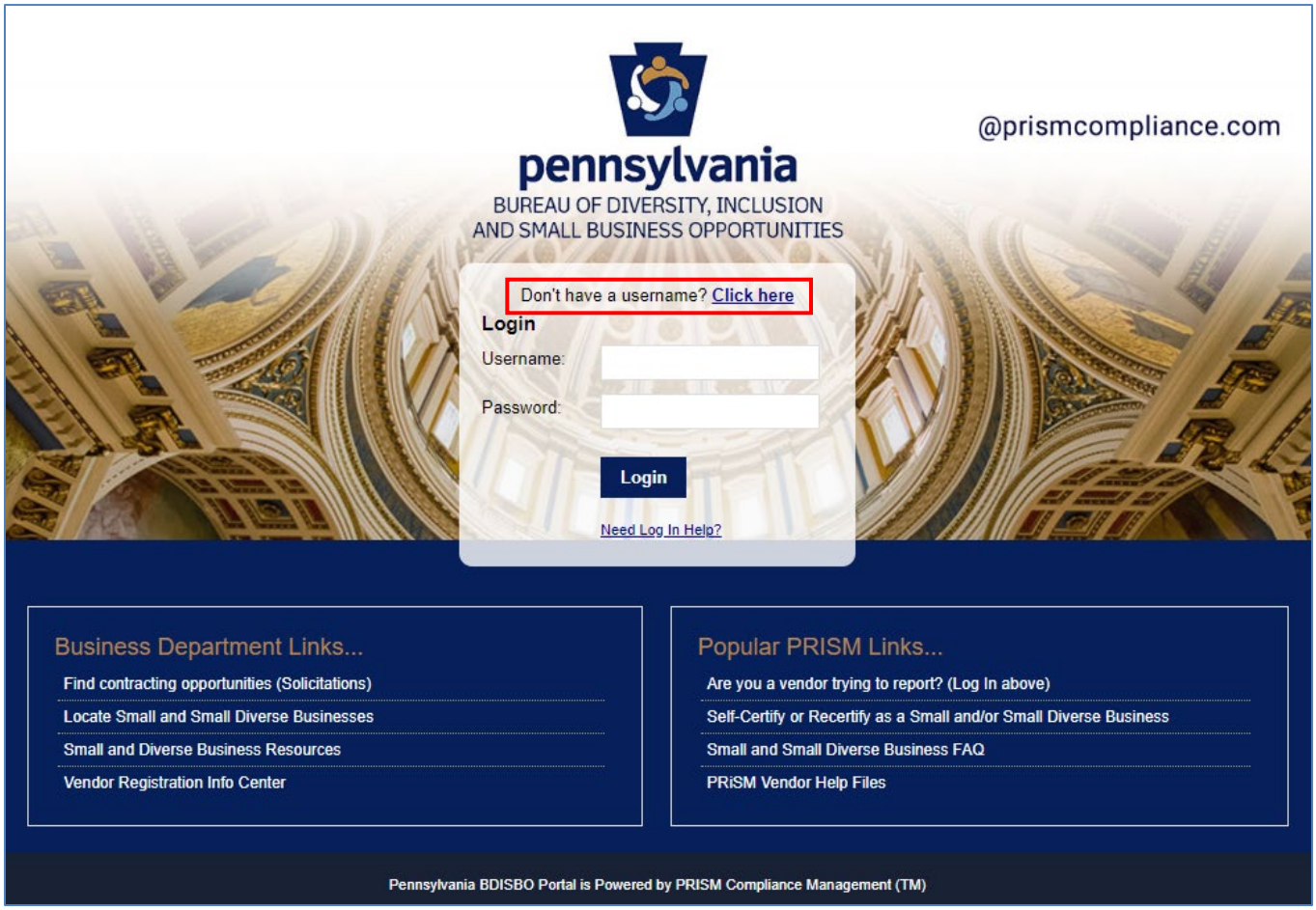
CREATE A PRIMARY PRISM USER

Create a Username and Password with PRiSM to maintain your account information, set up additional users, etc.. A PRISM PROFILE MUST BE ESTABLISHED FOR THE BUSINESS PRIOR TO CREATING USERS. *Contact BDISBO at* RA-gsbdisbocert@pa.gov *or* RA-SmallBusiness@pa.gov *to create a prime contractor business profile, or submit an application for Small Business self-certification or Small Diverse Business or Veteran Business Enterprise verification.*

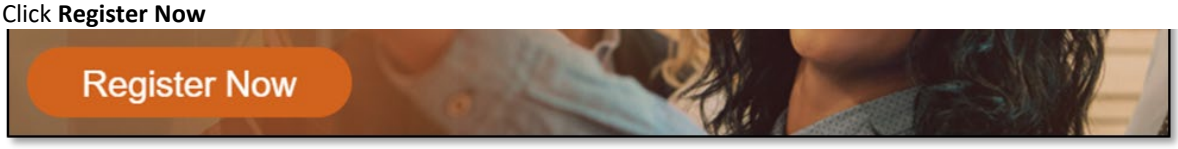
*Go to **Manage Your PRISM** Account and follow instructions to **Create Additional Users and Update Passwords** once a primary user has been created.*

1. Once the self-certification process is complete, you will receive an email informing you of your PIN and directing you to register as a User
    - ***A. KEEP THE PIN***
    - b. If you do not receive the email
        - i. Contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov for your PIN

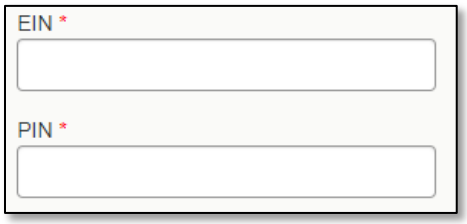
2. Go to http://bdisbo.prismcompliance.com > **Don't have a username? Click here**.



3. Click **Register Now**



4. Enter your **EIN** (no dashes or spaces) and **PIN** numbers

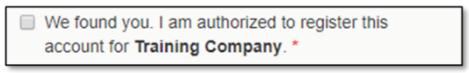


5. Enter the **CAPTCHA** code displayed on the screen

6. Click **Next**

   a. If you receive the **Your PIN and/or EIN does not match our records**… pop-up, please verify your EIN and PIN numbers. If you continue to receive the message, please contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov for assistance.

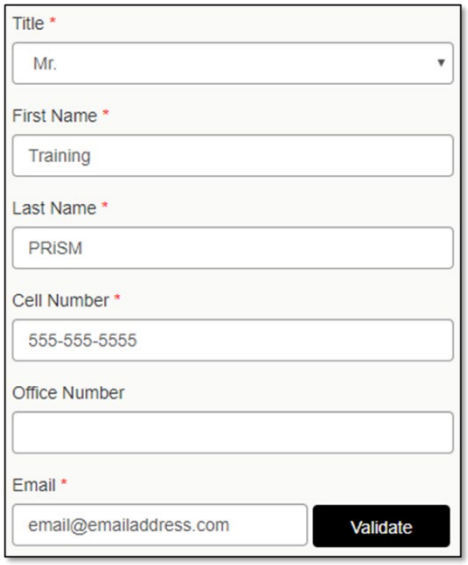
7. Check the **We Found You.** box after reviewing the line to make sure the correct business name is displayed



   a. If incorrect business name displayed, contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov for assistance.

8. Click **Next**

9. Review, correct, and/or enter business information requested on screen



10. After entering/reviewing email address, click **Validate** (must match primary account address on file)

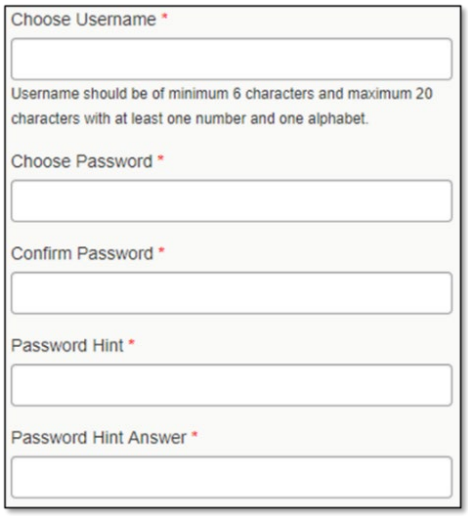
   a. A **Validation Code** will be sent to email address you entered
      i. The subject of the email will be **PRISM verification code.**
   b. Open your email and retrieve the Validation Code
      i. See Troubleshooting if you do not receive the email

11. Click **Ok** on **A validation code has been sent…** pop-up message

12. Enter the Validation Code from email into **Validation Code** field

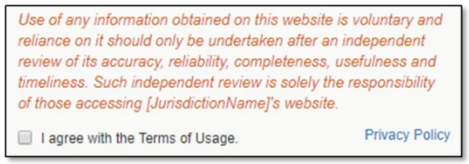
13. Click **Next**

14. Complete the **Username, Password** and **Hint** fields
    a. Username and Password must be 6-20 characters long and contain at least one letter (e.g. Aa Bb Cc), one number (1 2 3 4 5 6 7 8 9 0), and ***NO*** symbols (e.g. ! @ # $ % ^ & * ( ) - = +)



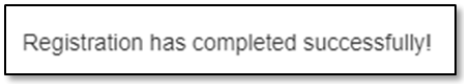
15. Click **Next**

16. Review the **Terms of Usage** and check the box beside **I agree with the Terms of Usage**



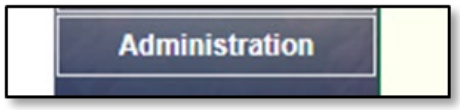
17. Click **Register Me**

18. Once completed, you will receive a **Registration has completed successfully!** message on the screen and an email with the **Username** you entered

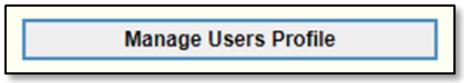


CREATE ADDITIONAL USERS

1. Log in at https://bdisbo.prismcompliance.com
2. Click **Administration**

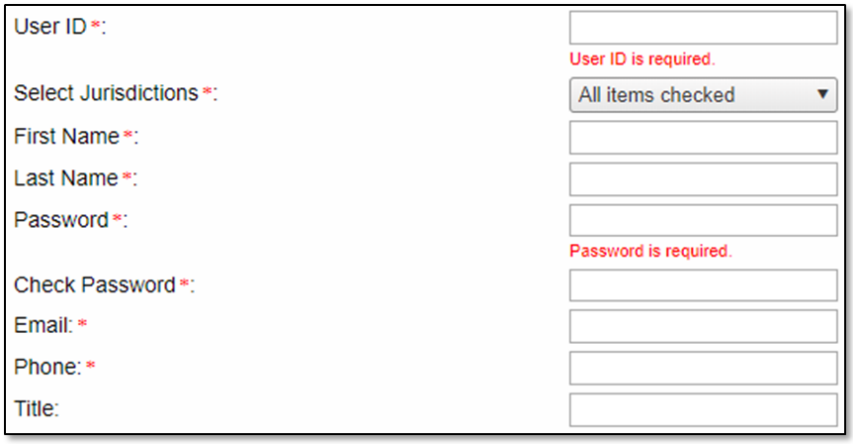


2. Click **Manage Users Profile**



3. Click **Add New User**

4. Complete the required fields
    a. The password you enter is only a temporary password. When the user first logs into PRiSM, they will be prompted to change it.



5. Click **Save**

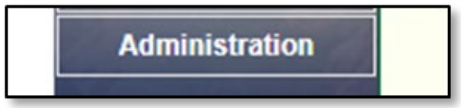
6. Provide the **Username (User ID)** and **Password** you entered to user
    b. User will receive an email with your business's PRiSM PIN number, so if they forget their User ID in the future, they can click **New Log In Help?** on the log in page to retrieve it.

RESET AND UPDATE PASSWORDS

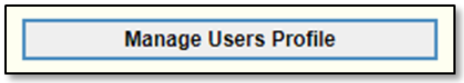
USERNAME AND PASSWORD KNOWN

Username and Password are known but the password needs to be changed.

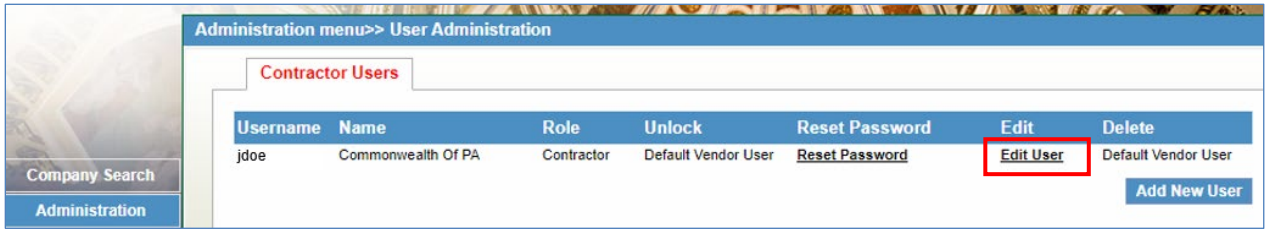
1. Log in at https://bdisbo.prismcompliance.com Click **Administration**



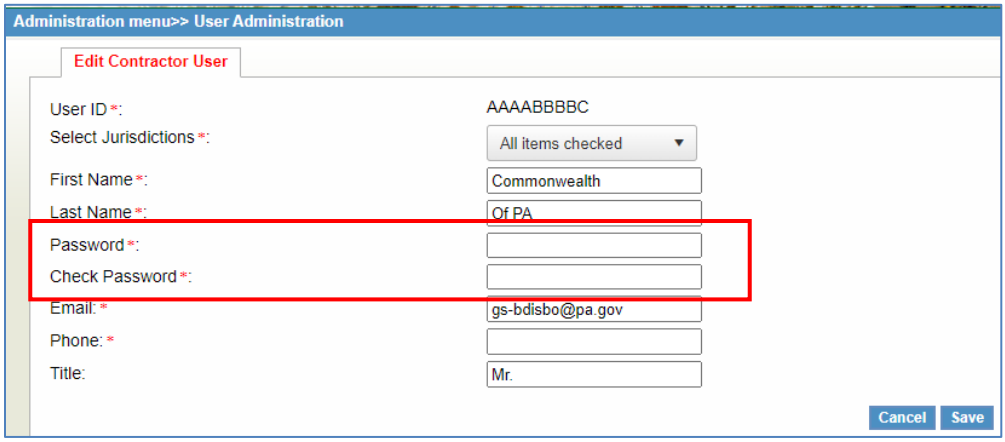
3. Click **Manage Users Profile**



4. Click on **Edit User** on the for the user in question



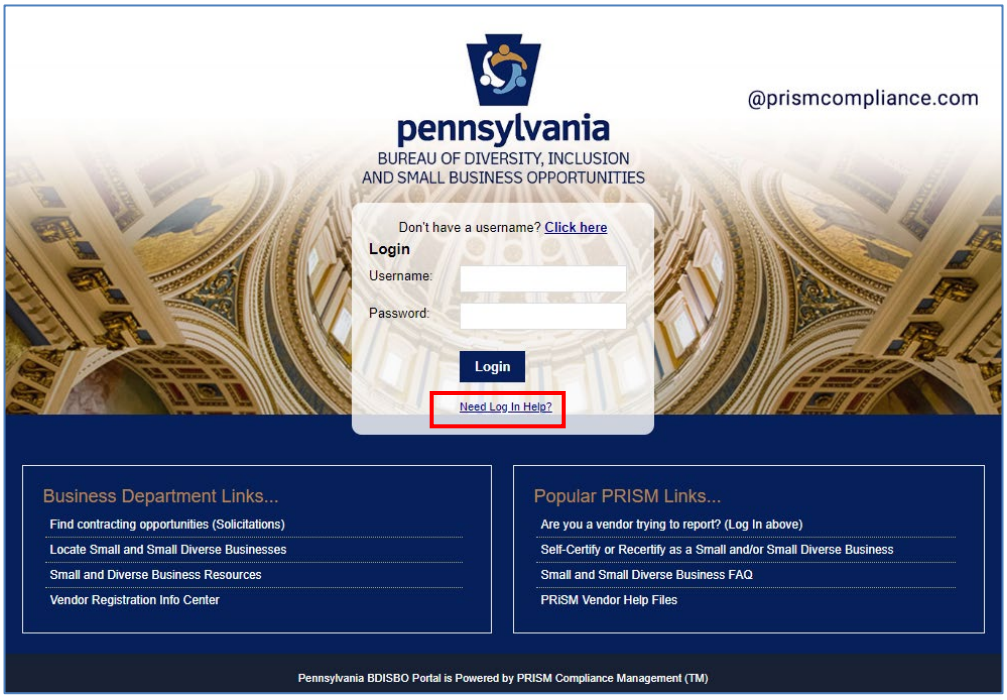
5. Enter a new password > Reenter password > Save



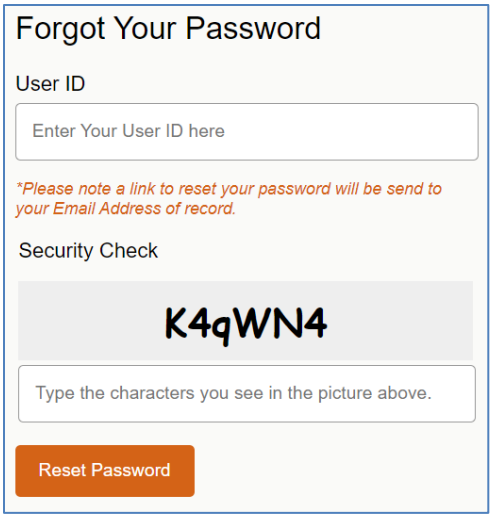
FORGOTTEN USERNAME AND PASSWORD

Reset a forgotten Username and Password if already registered as a PRiSM user.

1. Go to http://bdisbo.prismcompliance.com > **Need Log In Help**.

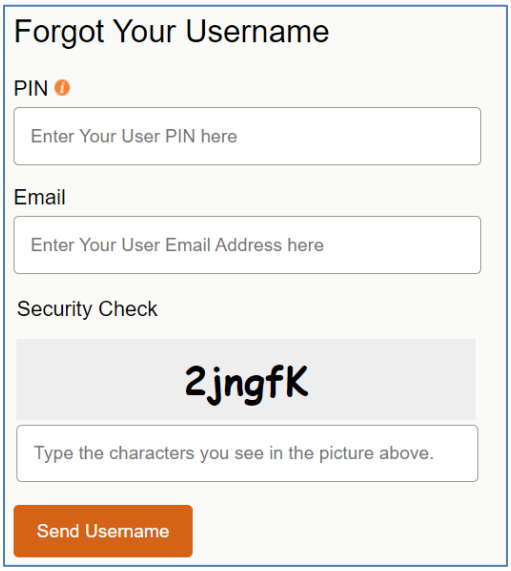


2. Forgotten Password:
    a. Enter the Username you created during the user registration process > Enter Security Check characters (case sensitive) > **Reset Password**



b. Password reset email will be forwarded to the user email address on file
c. See Troubleshooting if you do not receive the email

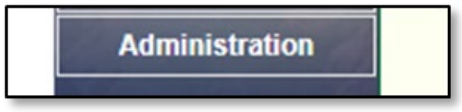
3. Forgotten Username
   a. Enter **PIN** received during the self-certification process
      i. Contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov if you do not know your PIN
   b. Enter email address (must match user email address on file)
   c. Enter Security Check characters (case sensitive)
   d. Click **Send Username**



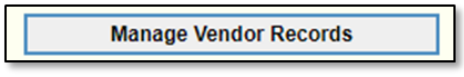
   e. See Troubleshooting if you do not receive the email

PROFILE ADMINISTRATION

1. Log in at https://bdisbo.prismcompliance.com
2. Click **Administration**



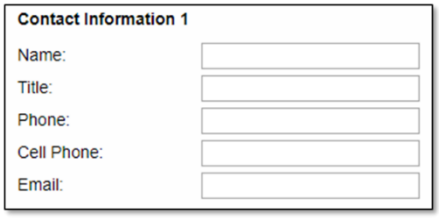
3. Click **Manage Vendor Records**



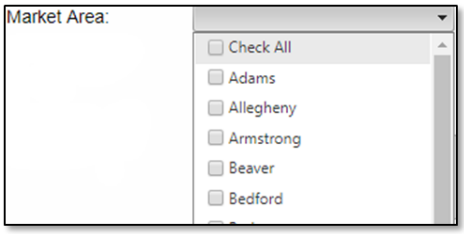
UPDATE PROFILE INFORMATION

1. Click on the **Profile** tab to review, correct, and/or enter the business information requested on the screens

   a. Certain fields read-only
      i. This information populated with data captured from vendor record in Pennsylvania's Supplier Portal
      ii. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct
   b. Complete or update the **Name**, **Phone** and **Email** for **Contact Information 1** as this is the information that will be used in PRiSM to send you future communications.



   c. Under Market Area, select the counties in which your company can do business



UPDATE ADDRESS

1. Click on the **Address** tab to review, correct, and/or enter the business information requested on the screens

   a. Primary Address information is populated with data captured from Pennsylvania's Supplier Portal and is read-only.
      i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct
   b. Second Address information populated with your mailing address and is read-only.
      i. If values incorrect, contact the support at toll free: (877) 435-7363 (option 1), or email ra-psc_supplier_requests@pa.gov to correct

REVIEW CERTIFICATIONS AND DOWNLOAD CERTIFICATES

1. Click on the Certifications tab

2. Review the Certifications (examples shown below)

Certificate Number	Jurisdiction	Certificate Type	Issued Date	Recertification Date	Expiration Date	Status	Download
123456201909-SB	BDISBO	SB	09/20/2019		09/30/2021	Active	
123456201909-SDB-M	BDISBO	SDB	09/20/2019		09/30/2021	Active	
123456789	National Minority Supplier Development Council	MBE	09/20/2019		09/30/2021	Active	

a. Information read-only
b. Current SB, SDB, and VBE certificates can be downloaded at any time
    i. Only BDISBO certificates are available for download
c. If values incorrect, please contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov for assistance.

REVIEW INDUSTRY UNSPSC CODES

1. Click on **Industry** tab

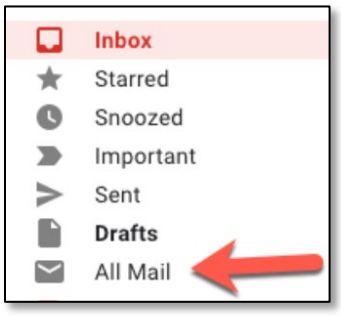
2. Codes can be updated directly at time of initial certification or during recertification
    a. Contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov for code changes at any other time

APPENDIX

TROUBLSHOOTING

EMAIL NOT RECEIVED

1. Check your spam or junk folder for an email from **DoNotReply@prismcompliance.com** or **BDISBO@prismcompliance.com**.
2. *Gmail* users
    a. Select the **All Mail** tab If expected email doesn't appear in either the inbox or junk mail

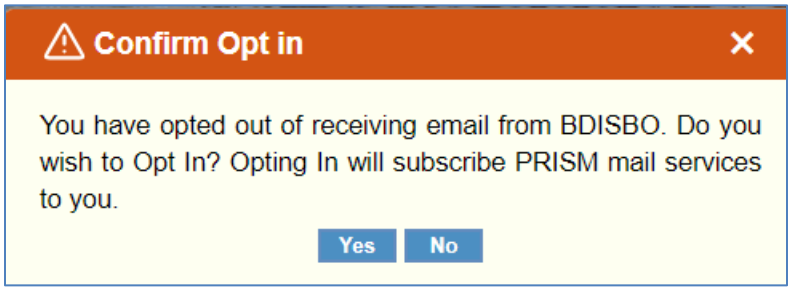


3. Contact BDISBO at RA-SmallBusiness@pa.gov or RA-GSBDISBOCERT@pa.gov if email is not received or is not found in junk mail

EMAIL NOT RECEIVED - SUBSCRIBE (OPT-IN)

Email through the PRISM Compliance Portal is BDISBO's primary means of communicating with its small, small diverse, and veteran businesses. To find out if you may have opted out of receiving these necessary emails and learn how to opt back in:

1. Go to bdisbo.prismcompliance.com
2. Login with your username and password
3. If you have opted out, a ***Confirm Opt In*** box will appear: *You have opted out of receiving email from BDISBO. Do you wish to Opt In? Opting In will subscribe PRISM mail services to you.*
4. Click **Yes** to receive an email with a Subscribe link to complete the opt-in process



5. Contact BDISBO for the Opt-In email if you have not yet set up a PRISM user with username and password

NON-PROCUREMENT VENDOR IDS

WHAT ARE THEY

1. Begin with 6, 7, or 8
2. Cannot place bids or self-certify for Small Business or verify as a Small Diverse Business or Veteran Business Enterprise
3. Generally assigned to specific entities such as
   - Borrowers
   - Boroughs
   - Cities
   - Counties
   - Cyber Schools
   - Daycares
   - Federal Government
   - Fire Companies
   - Grantees or Grant Recipients
   - Lessors
   - Local Governments
   - Loan Recipients
   - Municipalities
   - Other Non-Procurement Vendors
   - School Districts
   - Service Providers to Victims of Crime
   - State Governments
   - Townships
   - Utility Providers
   - Victims of Crime

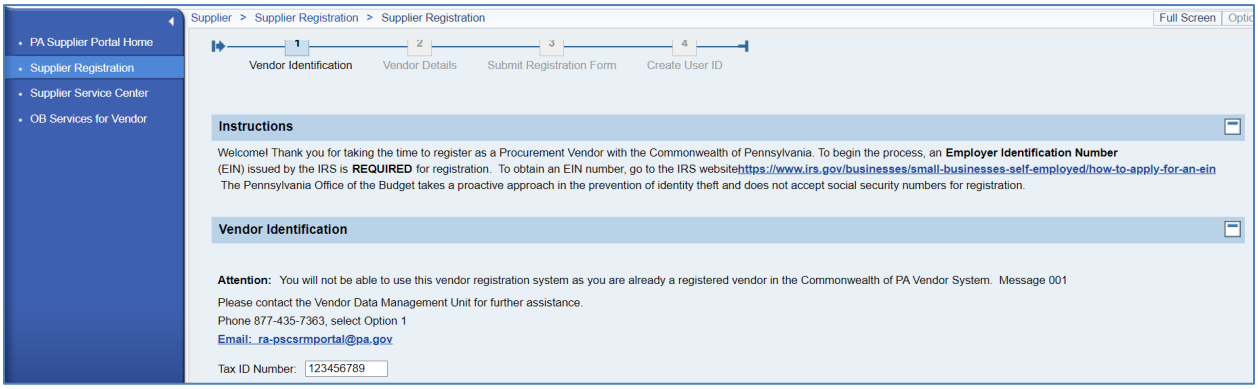
HOW TO UPDATE TO A PROCUREMENT VENDOR ID

For questions or additional help with your supplier registration, please contact the Vendor Data Management Unit (VDMU) at ra-psc_supplier_requests@pa.gov or 877-435-7363, Option 1.

If your Non-Procurement vendor account is set up through your SSN

1. An Employer Identification Number (EIN) is required for a Procurement vendor account and SAP number
   a. Apply for EIN at https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
2. Once you have an EIN, complete the **Supplier Registration** at www.pasupplierportal.state.pa.us

3. Follow instructions in Step 2, *Non-Procurement vendor account set up through EIN*, if receive message already a registered vendor in the Commonwealth of PA Vendor System



If your Non-Procurement vendor account is set up through your EIN

1. Complete *Unblock Vendor Record Request or Change to Procurement Vendor Type* form (see Non-Procurement Vendor Help page)
2. Forward completed form to ra-psc_supplier_requests@pa.gov

DEFINITIONS

Dominance – A business dominant in its field of operation is one that exercises control or major influence in its industry.

Full-Time Equivalent (FTE) Employees – Employees includes full-time, part-time, and temporary employees, including owners and management personnel for all facilities, inside and outside the commonwealth.

FTE Employees includes all personnel noted above employed at any point during the given tax year. The value is calculated over the duration of the 12-MONTH (52-WEEK) TAX YEAR using the formula below.

The most recently completed tax year will be used to determine Small Business eligibility. For new businesses established during the current tax year in progress, the FTE Employee value will be calculated from the date the business was established through the date the Small Business application was submitted.

$$\frac{\textit{All Hours Worked by All Employees}}{\textit{Total Hours in a Full Time Schedule}}$$

Gross Receipts – The *Gross receipts or sales* value reported on Line 1a of Federal Form 1065, *US Return of Partnership Income*, Form 1120, *Corporation Income Tax Return*, Form 1120S, *Income Tax Return for an S Corporation*, or Line 1 of Schedule C (Form 1040), *Profit or Loss from Business (Sole Proprietorship)*. This is the value taken before any deductions or subtractions.

Holding or Parent Company – A holding company is a parent company — usually a corporation or LLC — that is created to buy and control the ownership interests of other companies. The companies that are owned or controlled by a corporation holding company or an LLC holding company are called its subsidiaries.

Independence – Factors that determine independent ownership include the date the business was established together with its relationship with other firms in terms of operational and managerial control, personnel, facilities, equipment, financial support, exclusive dealings, and the extent to which resources are shared with other firms. A business that is a subsidiary of another business or is owned principally by another business entity or by a trust (including an employee stock ownership plan) does not meet this requirement. However, if a parent or holding company, established for tax, capitalization, or other purposes consistent with industry practice, in turn owns and controls an operating subsidiary, the subsidiary may be considered independently owned if it otherwise meets all small business eligibility requirements. In this situation, the individual owners and controllers of the parent or holding company are deemed to control the subsidiary through the parent or holding company.

PA Supplier Portal – The commonwealth's secure site at www.pasupplierportal.state.pa.us that allows commonwealth suppliers and contractors to create an authorized Administrative User providing access to registration and self-management of supplier account data. Vendor registration as a Procurement vendor is required for vendors who wish to do business with the commonwealth and participate in the commonwealth's Small Business self-certification and Small Diverse Business and Veteran Business Enterprise verification programs.

Parent Company – See Holding Company

PRISM – The commonwealth's Small Business, Small Diverse Business, and Veteran Business Enterprise online application portal.

SAP Number or Vendor ID – A 6-digit number assigned to vendors who have registered to do business with the commonwealth as Procurement or Non-Procurement vendors through the PA Supplier Portal.

Small Diverse Business (SDB) – The commonwealth's minority-owned, woman-owned, LGBTQ-owned, disability-owned, and service-disabled veteran-owned business verification program. Eligible businesses must meet the requirements for Small Business self-certification and hold a valid certification from an approved third-party certifier.

Subsidiary – An entity (e.g., a corporation) in which another entity has a controlling share.

Tax Year – A tax year that follows the calendar year refers to the 12 consecutive months beginning Jan. 1 and ending Dec. 31. A fiscal year is any period of 12 consecutive months that ends on any day of any month, except for the last day of December.

Third-Party Certifier – Organization providing certifications accepted by the commonwealth for verification as Small Diverse Business or Veteran Business Enterprise. View a listing of currently accepted third-party certifiers.

Small Business (SB) – A self-certification program for small businesses to participate on commonwealth contracts reserved for small businesses and a prerequisite for Small Diverse Business and Veteran Business Enterprise verification. Eligible businesses must meet the requirements for Small Business self-certification.

Vendor ID – See SAP Number.

Vendor Registration – Vendors wishing to do business with the commonwealth must register and obtain a 6-digit SAP Number (Vendor ID) on the PA Supplier Portal. Procurement vendor registration is for the following descriptions: Procurement, COSTARS, Bids, IFB, ITQ, R3-RFQ, RFGA, RFI, RFP, RFQUAL-P3, SFP, Small Diverse Business, Small Business, Woman-owned Business, Veteran-owned Business, Contracts, Auto ITQ, Construction, eMarketplace. Non-Procurement vendor registration is for the following descriptions: Borrower/Loan Recipient, Day Care, Fire Company, Grantee or Grant Recipient, Government Entities, Other Non-Procurement, Real Estate Leasing or Lessor, School District or Cyber School, Service Provider to Victim of Crime or Victim of Crime, Utility Provider. *Non-Procurement vendors cannot self-certify as a small, diverse business or place bids.*

Veteran Business Enterprise (VBE) – The commonwealth's veteran-owned and service-disabled veteran-owned business verification program. Eligible businesses must meet the requirements for Small Business self-certification and hold a valid certification from an approved third-party certifier.

BDISBO CONTACTS

Questions related to . . .	Contact . . .
Certification application process, small business criteria, or PRISM functions	Certification Unit 717-783-3119 RA-GSBDISBOCert@pa.gov or RA-SmallBusiness@pa.gov
Current 2023 Disparity Study	Disparity Study 717-772-0022 tinmarks@pa.gov
Goal setting (general questions)	Goal Setting 717-783-1301 RA-GSgoalsettingReq@pa.gov
LIVE (open) solicitations	Issuing Officer/Bid Platform See Agency Solicitation Documents
Mentor-Protégé Program	Mentor-Protégé Program 717-346-8106 charliwhit@pa.gov
Pre-bid informational sessions, training, workshops, or request for speaker	Outreach 717-346-8105 AudreSmith@pa.gov
Capital Programs (Public Works) Construction or JOC outreach events ONLY	Outreach 717-346-8105 RA-GSBDISBOConst@pa.gov
Agency Liaison or Small Business Reserve Program or Agency Strategic Plans	Agency Liaison 717-787-8324 pmurphy@pa.gov
Contract Compliance, issues regarding payments by prime contractors to subcontractors or subcontract agreements	Compliance 717-783-5034 RA-GSBDISBOComp@pa.gov
All other questions not addressed above	717-705-5023 rockwright@pa.gov

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717.783-3119 | Fax: 717.787.7052
RA-SmallBusiness@pa.gov | RA-GSBDISBOCERT@pa.gov