

**Bureau of Diversity, Inclusion and Small  
Business Opportunities  
(BDISBO)**

Gayle Nuppnau  
Procurement Liaison

# Bureau of Diversity, Inclusion and Small Business Opportunities

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than 7\$ million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

## Bureau of Diversity, Inclusion and Small Business Opportunities

To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Photocopy of its DGS issued certificate entitled “Notice of Small Business Self-Certification and Small Diverse Business Verification” indicating its diverse status
- Small Diverse Business(es) must be named including address and phone
- Letter of intent that specifies the type of goods or services the small diverse business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be preformed by the Offeror and not by subcontractors and suppliers
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Diverse business as subcontractors

**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION  
AND SMALL DIVERSE BUSINESS VERIFICATION**



The Department is pleased to announce that  
**AGENCY GUEST ACCOUNT**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

**BUSINESS TYPE(s): Construction Contractor, Construction Supplier, Design, Procurement Services, Procurement Goods, Information Technology**

**CERTIFICATION NUMBER: 336949-2012-07-SB-MWBE**

ISSUE DATE: **07/15/2012** EXPIRATION DATE: **07/16/2015**  
RECERTIFIED DATE: **7/16/2014**

A handwritten signature in black ink, appearing to read "Curtis M. Topper".

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Curtis M. Topper, Acting Secretary  
Department of General Services  
Commonwealth of Pennsylvania

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APPENDIX C  
SMALL DIVERSE BUSINESS  
LETTER OF INTENT

[DATE]

[SDB Contact Name]  
Title  
[SDB Company Name]  
Address  
City, State, Zip

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name	SDB Name
Title	Title
Company	Company
Phone number	Phone number

# Bureau of Small Business Opportunities

## Contact Information

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

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Procurement Liaison

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