



August 1, 2017

Dear Small Business or Small Diverse Business Owner,

The Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) remains dedicated to employing a certification and verification process that effectively responds to the concerns raised by the Small Business (SB) and Small Diverse Business (SDB) community. Effective July 25, 2017, BDISBO is

- 1) Extending the eligibility period for firms certified in the Small Business Contracting Program from one (1) to two (2) years, and
- 2) Changing the eligibility period for firms certified in the Small Business Contracting Program to the end of the month of expiration.

The purpose of this change is to reduce the administrative burden on SBs and SDBs.

All firms recertifying on or after July 25, 2017, will be granted an expiration date of two (2) years following the previous expiration date upon successful submittal of the Small Business application.

All firms certifying for the first time on or after July 25, 2017, will be granted an expiration date two of (2) years upon the successful submittal of the Small Business application.

All previously-certified firms that expired beyond the 15-day grace period prior to July 25, 2017, will be treated as new certifications and will be granted an expiration date of two (2) years upon submittal of the Small Business application.

All certifications will expire on the last day of the month of expiration.

SBs that are verified as SDB will be required to maintain a continuing certification with an approved third-party certifier in order to meet the requirements necessary for Small Diverse Business Verification as set forth in 4 Pa.Code §§ 58.301 et seq. at all times that it is so registered with the Department of General Services. The Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) reserves the right to require applicants and verified Small Diverse Businesses to submit proof of current third-party certification any time.

Contact Bureau of Diversity, Inclusion & Small Business Opportunities at (717) 783-3119 or [GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov) if you have any questions.