Small Business, Small Diverse Business & Veteran Business Enterprise

APPLICATION GUIDE
DECEMBER 2023
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# Small, Small Diverse & Veteran Business Enterprise Application

## Before You Certify

### Eligibility Requirements

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<th>Small Business</th>
<th>Small Diverse Business¹</th>
<th>Veteran Business Enterprise²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For-profit, United States business</td>
<td>1. Small Business eligibility requirements</td>
<td>o Veteran Small Business Certification (VetCert)²</td>
</tr>
<tr>
<td>2. Independently owned</td>
<td>2. Current and valid third-party certification from:</td>
<td>o Disability:IN (Service-Disabled Veteran only)</td>
</tr>
<tr>
<td>3. Not dominant in its field of operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. No more than 100 Full-Time Equivalent (FTE) Employees</td>
<td>o Unified Certification Program (UCP)</td>
<td></td>
</tr>
<tr>
<td>(Any state; this links to the PA UCP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. May not exceed three-year average gross revenues of $47 Million (effective 1/1/2024)</td>
<td>o Woman’s Business Enterprise National Council (WBENC)</td>
<td></td>
</tr>
<tr>
<td>(See below for expanded definitions)</td>
<td>o National Minority Supplier Development Council (NMSDC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o United States Small Business Administration (SBA) 8(a) Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o National LGBT Chamber of Commerce (NGLCC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Disability:IN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Veteran Small Business Certification (VetCert)²</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Service-Disabled Veteran only)</td>
<td></td>
</tr>
</tbody>
</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.

² Formerly Vets First Verification Program (VetBiz) through the Department of Veterans Affairs

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**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.

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**All Hours Worked by All Employees**

**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 a 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.

HAVE PREPARED

All application types:

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

If also applying for Small Diverse Business:

- Proof of valid third-party certification
- 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
COMPLETING THE APPLICATION

1. Go to [http://bdisbo.prismcompliance.com](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](http://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](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

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-pscsrportal@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 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 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
9. Enter information on the company’s structure and ownership > **Continue**

<table>
<thead>
<tr>
<th>Business Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Form of the Business:</strong> *</td>
</tr>
<tr>
<td><strong>Race:</strong> *</td>
</tr>
<tr>
<td><strong>Date Established:</strong> *</td>
</tr>
<tr>
<td><strong>Previous Business Name:</strong></td>
</tr>
</tbody>
</table>

10. Select a business type for the company and codes to identify the company’s supplies and services > **Continue**

   a. Select the main area in which the applicant business provides materials or service(s): Select the company’s primary business activity (see the definitions of each business activity on the following page)

   b. **Industry Code:** Enter a UNSPSC code 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. Select up to 100 codes

      iii. To find applicable codes

         1. Visit [www.unspsc.org](http://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](http://www.dgs.pa.gov)

         3. Note that this application uses only UNSPSC class codes (ending in 00)
### Business Activity Definitions

<table>
<thead>
<tr>
<th>Business Activity</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Services</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Procurement Goods</strong></td>
<td>Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT computers, peripherals and hardware.</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Building Design Services</strong></td>
<td>Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement.</td>
</tr>
<tr>
<td><strong>Construction Contractor</strong></td>
<td>Provides construction labor and/or services and may provide goods or materials associated with that construction labor or service.</td>
</tr>
<tr>
<td><strong>Construction Stocking Supplier</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Construction Non-Stocking Supplier</strong></td>
<td>Non-Stocking Suppliers do not carry inventory, but order materials from a manufacturer, manufacturer’s representative, or a stocking supplier.</td>
</tr>
</tbody>
</table>

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

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

FINANCIAL INFORMATION

13. For the last three most recently filed tax years:
    a. Enter the company’s gross revenues as reported on line 1a (Gross receipts or sales) of the federal 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 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 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 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 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

   All Hours Worked by All Employees During the Tax Year
   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
14. 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 gs-bdisbo@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
15. Federal tax returns:
   a. Load company’s supporting federal tax returns for the last three tax years by clicking Select File
      i. Upload Page 1 of the tax returns filed for the three most recent tax years (page 1 reports Gross sales and receipts on line 1 or 1a)
      ii. 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
      iii. Check N/A if
            1. No federal 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. Your 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
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 U.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

<table>
<thead>
<tr>
<th>Certification</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Business Enterprise National Council</td>
<td>Current Certificate</td>
</tr>
<tr>
<td>National Minority Supplier Development Council</td>
<td></td>
</tr>
<tr>
<td>National Gay &amp; Lesbian Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td>Disability: IN</td>
<td>1. Most current certification letter</td>
</tr>
<tr>
<td>Unified Certification Program (any state)</td>
<td>2. Copy of currently dated online DBE profile</td>
</tr>
<tr>
<td></td>
<td>3. Proof of race, ethnicity, and/or gender</td>
</tr>
</tbody>
</table>

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):
- 2018 880 tax return-page 1.pdf
- 2017 880 taxes page 1.pdf
- 2016 page 1.pdf

Upload your Diversity Certificates and Supporting Documentation (see above for details):
- 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 >>
16. 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

<table>
<thead>
<tr>
<th>Third-Party Certifier</th>
<th>Verification Program/Type</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SDB</td>
<td>VBE</td>
</tr>
<tr>
<td>WBENC</td>
<td>• WBE</td>
<td></td>
</tr>
<tr>
<td>NMSDC</td>
<td>• MBE</td>
<td></td>
</tr>
<tr>
<td>UCP</td>
<td>• MBE</td>
<td>• WBE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MWBE</td>
</tr>
<tr>
<td>SBA 8(a)</td>
<td>• MBE</td>
<td>• WBE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MWBE</td>
</tr>
<tr>
<td>NGLCC</td>
<td>• LGBTBE</td>
<td></td>
</tr>
<tr>
<td>VetCert (Formerly VetBiz)</td>
<td>• SDVBE</td>
<td>• VBE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SDVBE</td>
</tr>
<tr>
<td>Disability:IN</td>
<td>• DOBE</td>
<td>• SDVBE</td>
</tr>
</tbody>
</table>

### Accepted Proof of Race/Ethnicity or Gender

<table>
<thead>
<tr>
<th>Proof</th>
<th>WBE</th>
<th>MBE</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate</td>
<td>X</td>
<td>X²</td>
<td>¹To establish origins of a particular &quot;minority&quot; 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.</td>
</tr>
<tr>
<td>Passport</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver’s License</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Naturalization Papers</td>
<td>X</td>
<td>X²</td>
<td></td>
</tr>
<tr>
<td>Tribal Card</td>
<td>X²</td>
<td></td>
<td>²Constitutes 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.</td>
</tr>
<tr>
<td>Military Records</td>
<td>X²</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Third-Party Certification Profile

<table>
<thead>
<tr>
<th>Proof</th>
<th>WBE</th>
<th>MBE</th>
<th>Explanation</th>
</tr>
</thead>
</table>

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

```
SUBMIT APPLICATION

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

SB Certification Application

Submit Application

This is the final step prior to submission of your application for certification. Upon completion of this step, you may not be able to make further changes to certain information without a written request to the Bureau of Diversity, Inclusion & Small Business Opportunities. Please carefully review all information entered and uploaded to this point for accuracy. If corrections or further edits are required, use the "Back" button to return to the appropriate page, make the correction and continue to this final page.

Signature: * J. J. Doe
Title: * President

By checking this box, I understand that my business is required to maintain a continuing certification with an approved third-party certifier in order to meet the requirements necessary for Small Diverse Verification as set forth in 4 PaCode §§ 55.301 et seq. at all times that it is so registered with the Department of General Services. I understand that I must immediately notify the Department of General Services of any changes in my business that may affect its status as a Small Diverse Business. I further understand that the Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) reserves the right to require applicants and certified Small Diverse Business to submit proof of current third-party certification any time.
```

18. 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](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 gs-bdisbo@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 GS-BDJSBO@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 GS-BDISBO@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 GS-BDISBO@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](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](https://bdisbo.prismcompliance.com) Click **Administration**

2. **Click Manage Users Profile**

3. **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.


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 GS-BDISBO@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

   ![Profile tab image]

   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.

   ![Contact Information 1 image]

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

   ![Market Area selection image]

UPDATE ADDRESS

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

   ![Address tab image]

   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

   ![Certifications tab image]

2. Review the Certifications (examples shown below)
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 GS-BDISBO@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 GS-BDISBO@pa.gov for code changes at any other time
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 GS-BDISBO@pa.gov if email is not received or is not found in junk mail
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
   - Lessor
   - 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
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.

\[
\text{All Hours Worked by All Employees} \\
\text{Total Hours in a Full Time Schedule}
\]

**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](http://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.
APPLICATION CHECKLIST

I’m Ready to Certify My Small Business
CHECKLIST

Have Prepared
For all application types:
✓ Company EIN/Tax ID Number
✓ 6-Digit SAP #/Vendor ID
✓ Full-Time Equivalent Employees
✓ Three most recently filed federal 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 listed below.
✓ 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 listed below.

OUR THIRD-PARTY PARTNERS*

- Women-owned
  - Woman’s Business Enterprise National Council (WBENC)
  - Unified Certification Program (UCP)
  - United States Small Business Administration (SBA) 8(a) Program
- Minority-owned
  - National Minority Supplier Development Council (NMSDC)
  - Unified Certification Program (UCP)
  - United States Small Business Administration (SBA) 8(a) Program
- LGBTQ+-owned
  - National LGBT Chamber of Commerce (NGLCC)
- Disability owned
  - Disability:IN
- Service-Disabled Veteran owned
  - Service-Disabled Veteran only Veteran Small Business Certification (VetCert)
  - Disability:IN
- Veteran-owned
  - Veteran Small Business Certification (VetCert)
  - Service-Disabled Veteran only Disability:IN

*Depending upon workload Third-Party Certifications may take between 90 -365 days for processing and review completion. Third-Party certifiers may have an application fee and or renewal fees, please check individual certifier’s requirements and fees as outlined on their respective websites as referenced above.
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