Dear Small Business Owner,

The Department of General Services (DGS), Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO) is contacting you with information on becoming self-certified as a Small Business (SB) and verified as a Small Diverse Business (SDB) so you can be considered for contract award opportunities with the Commonwealth of Pennsylvania that are specially tailored for SBs and SDBs.

These programs allow SBs and SDBs to participate as prime contractors, subcontractors, suppliers, and professional service providers on Commonwealth contracts. Opportunities are available for Commonwealth contracts for goods, services, IT, and construction.

In addition, eligible businesses may compete for contracts reserved specifically for small businesses under the Commonwealth’s Small Business Reserve program, a race and gender-neutral program open to all businesses that are SBs or SDBs.

In order to qualify as an **SB**, a business must self-certify that they meet the following requirements:

* The business must be a for-profit, United States business.
* The business must be independently owned.
* The business may not be dominant in its field of operation.
* The business may not employ more than 100 full-time equivalent employees.
* The business, by type, may not exceed the following three-year average gross sales:
	+ *$25 million:* Information Technology Goods and Services
	+ *$20 million:* Procurement Goods and Services and Construction Contractors and Suppliers
	+ *$7 million:* Building Design Services

In order to qualify as an **SDB**, a business must first self-certify as an SB. A business must then submit a current certification from one of the following approved third parties to BDISBO:

* [Unified Certification Program (any state)](http://www.paucp.com/)
* [National Minority Supplier Development Council](http://www.nmsdc.org/)
* [Women’s Business Enterprise National Council](http://www.wbenc.org/)
* [United States Small Business Administration 8(A) Business Development Program](http://www.sba.gov/content/8a-business-development)
* [Vets First Verification Program](http://www.va.gov/osdbu/verification/)
* [US Business Leadership Network](http://www.usbln.org/dsdp_certification.html)
* [National Gay & Lesbian Chamber of Commerce](https://www.nglcc.org/get-certified)

Contact BDISBO to learn more and for help self-certifying as a Small Business and, if eligible, verifying as a Small Diverse Business. You can reach us at 717-783-3119 or gs-bdisbo@pa.gov, or visit [www.dgs.pa.gov](http://www.dgs.pa.gov).