

# Small Diverse Businesses (“SDB”) and Small Businesses (“SB”) – Pennsylvania

Small Diverse Businesses (SDB) and Small Businesses (SB) are regulated by the Pennsylvania Department of General Services’ (DGS), Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO).

## Small Business Self-Certification Registration

DGS provides information for participation as a small business in the Commonwealth’s Small Business Contracting Program. The business must first register to do business with the Commonwealth and self-certify as a “small business.” Small business self-certification is a prerequisite for verification as a Small Diverse Business.

In order to self-certify, the SB must meet these requirements:

- be a for-profit, United States business
- be independently owned
- may not be dominant in its field of operations
- may not employ more than 100 full-time equivalent employees
- may not exceed, by business type, the following three-year average gross sales:

<b>\$7 Million</b>	<b>\$20 Million</b>	<b>\$25 Million</b>
Building Design Services	Procurement Goods Procurement Services Construction Goods & Services	Information Technology Goods & Services

## Small Diverse Business (SDB) Verification

Once successfully registered as a Small Business, the applicant may opt to be verified as a Small Diverse Business (SDB). Through its Verification Program, BDISBO verifies the self-certified small business as a SDB, when they hold certifications from an approved third-party certifier (listed further below).

First, to qualify as an SDB, the Small Business must be one of the following:

- verified minority-owned
- woman-owned
- veteran-owned
- service-disabled veteran owned
- disability-owned
- LGBT Business Enterprise

In the verification process, DGS accepts approved third-party certifications of the SB from any of the following entities:

- **Unified Certification Program (UCP)\***  
(Every state has its own Unified Certification Program. The above link is to the Pennsylvania Unified Certification Program.)
- **Woman’s Business Enterprise National Council (WBENC)**
- **National Minority Supplier Development Council (NMSDC)**
- **United States Small Business Administration (SBA) 8(a) Program\***
- **Vets First Verification Program at vetbiz.gov**
- **US Business Leadership Network (USBLN)**
- **National Gay & Lesbian Chamber of Commerce (NGLCC)**

## Online Database of Small and Small Diverse Businesses

The online small business and small diverse business database maintained by the Commonwealth, is located at [www.dgs.internet.state.pa.us/SupplierSearch](http://www.dgs.internet.state.pa.us/SupplierSearch). BDISBO is responsible for uploading the correct small business or SDB information to the database once it receives and verifies all information from the applicant-business. Note: Use the “Advanced Search” feature when using the online database to search for a small or small diverse business.

## More Information

Further information and step-by-step instructions for the small business self-certifying process is available at: [smallbusiness.pa.gov](http://smallbusiness.pa.gov). In addition, information about the Small Diverse Business verification process can be found at 4 Pa. Code § 58.301 and on the DGS web page at: <https://www.dgs.pa.gov/Businesses/Small%20Diverse%20Business%20Program/Small-Diverse-Business-Verification/Pages/default.aspx>.