



***Looking for state-certified MBEs and WBEs? Go to [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and enter the keyword "BMWBO."***

***Make your search even easier by using the tips on the back of this handout.***

## **Finding PA State Certified Minority-Owned and Women-Owned Businesses (MBEs and WBEs)**

You can create lists of certified Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) on the Bureau of Minority and Women Business Opportunities (BMWBO) website by going to [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and typing *MBE/WBE* in the PA Keyword Search field.

### **Basic Instructions**

1. To see a list of **all** certified firms (over 1,400) leave all fields blank and click on "Search." This will produce a list of each commodity code with information on the companies certified to provide those particular goods or services.

To limit your search (and make it much easier) enter the commodity code number for the particular supply or service you are seeking.

2. For a list of companies certified under a specific commodity code, type the code number in the "Business Classification Code" field, leaving other fields blank, then click on "Search". This produces a list of all firms certified to provide that supply or service.
3. If you don't know the code number for the supplies or services you are seeking, click on the button labeled "Code Look Up" to the right of the "Business Classification Code" field (leave all fields blank). At the Business Classification Code Search page, you can generate a list of all codes by leaving the field blank and clicking on "Search", but the list will be very long and hard to use. To limit the search, enter a word (or partial word) describing the supply or service in the Classification Codes Description field (see above). This will generate a list of all codes that have that word anywhere in their descriptions.

If you generate too many pages to search, you have used too general a word (i.e. it appears in the descriptions of too many codes). Try again, using a less common word to describe what you are seeking.

If you cannot find any codes for the description you've entered, try another word or part of a word. (For example, entering "surveyor" will not produce any results because the descriptive word is "surveying." By just entering "survey" you will cover all possibilities.)

When you find the code description(s) you are seeking, simply click on the code number preceding the description. You will automatically return to the vendor search screen and the code number will be entered in the appropriate field. Click on "Search" and a list of all MBE/WBE vendors certified under that code will be generated.

**Make your search even easier by using the tips on the back of this handout. (over).**

## Verifying That a Business Is Certified

The same database can be used to verify whether a particular business is certified. Enter the legal name of the company in the field labeled "Vendor Name", leaving all other fields blank. Take care when entering the company name because it must appear the same as it does in BMWBO's records. Do not enter a company's dba name. (A dba name is an alternative name under which the company does business).

When entering a company name, do not use the entire name. For example, entering "Acme Construction Company" as a business name will not work if the company's real name is "Acme Construction, Inc." Enter "Acme" and you will get information on any company with that name. Then simply click on the name of the company you are seeking.

## More Information on Codes

Codes beginning with the number "9" are for services. Codes beginning with any number below "9" are for supplies.

### FINDING STATE CONTRACTS FOR BID ON THE INTERNET

Potential contractors can find current bidding opportunities on the Bureau of Purchases Bid Opportunities page. Just go to [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and type in Procurement Bid Opportunities. Updated weekly, the website lets you search for contracts by content, number, issuing department, type, or county. The information includes a summary or description of contract requirements, contact information, the duration of the contract, and the project location.

To access bid information, scroll down and enter a description at the *Bid Content* field, then click *Submit*. For example, if you sell plumbing supplies, enter "plumbing" to see all plumbing-related bids. For more specific information, enter data in the appropriate fields before clicking on *Submit*. Leaving all fields blank will bring up all state contracts for bid.

At the page titled "Bid Search Results," scroll down and browse through the list of contracts (10 per page). Click on the contract number to see the requirements of each contract. If "Yes" appears in the "Download Docs?" column, you can view and print the ITB by clicking on "Yes." Use the buttons at the bottom of the page to turn forward to the next page or go back to a previous page. When you finish browsing a selected category, click on "Back to Search Page" to start another search.

This publication is provided by the  
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