



The City of Philadelphia's

Office of Economic Opportunity (OEO)

The City's Commitment to Diversity

Goals of the City of Philadelphia

- Putting local, minority, women, disabled-owned businesses (M/W/DSBE) and city residents to work
- Assisting with equitable distribution (at least 35 percent) of City contracts awarded to M/W/DSBE owned businesses
- Developing Economic Opportunity Plans (EOPs) to focus on supplier diversity and workforce inclusion for city projects more than \$100,000

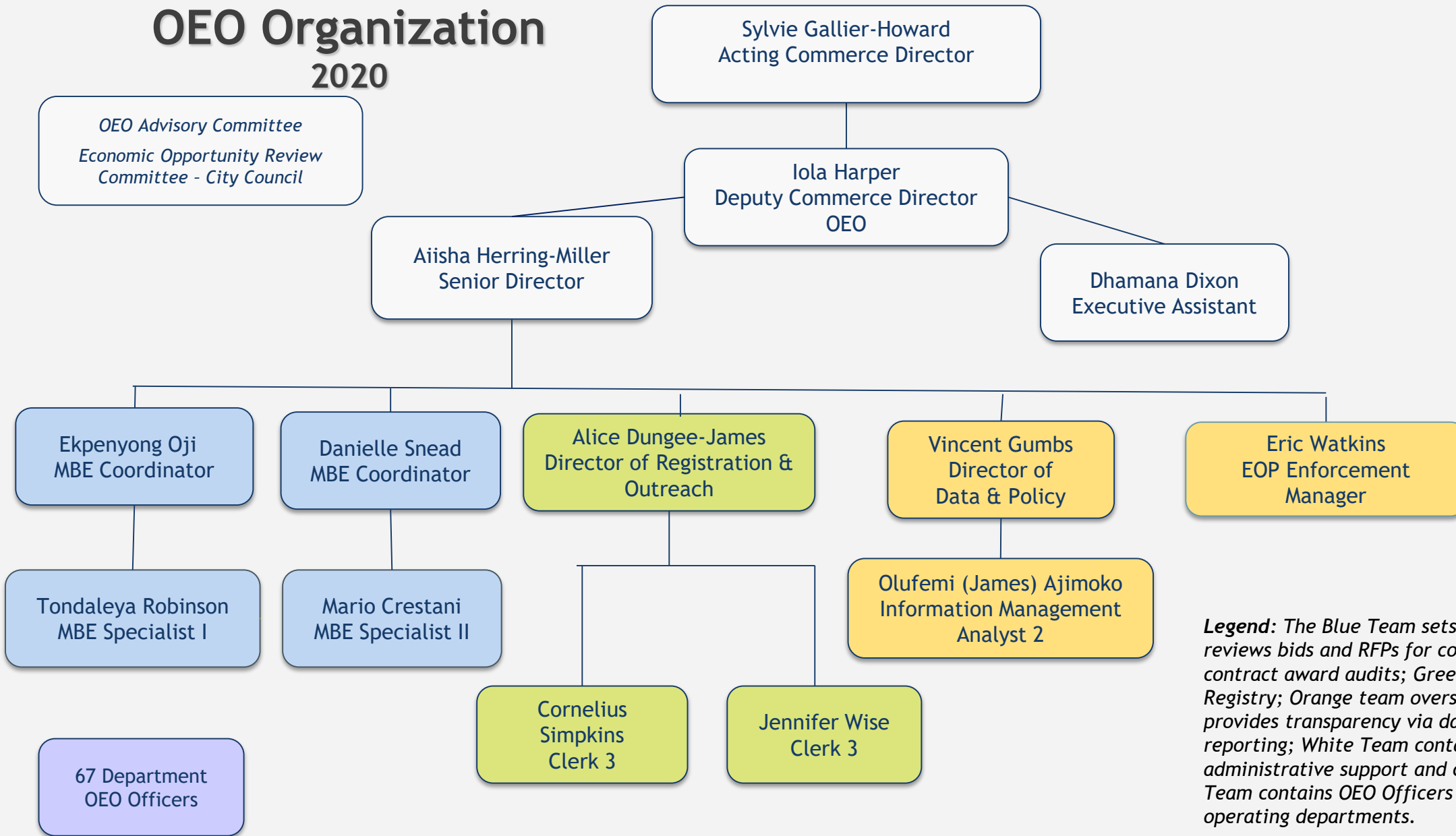
OEO's Mission

The Office of Economic Opportunity (OEO) promotes the economic development of Minority, Women and Disabled-Owned Business Enterprises (M/W/DSBE) through its registration program, contract review and monitoring activities; as well as ongoing interaction with other City Departments, quasi-public agencies and the local marketplace.

- Registered M/W/DSBEs benefit in the City's contracting process, as well as with the City's for-profit and non-profit partners (*Philadelphia Industrial Development Corporation (PIDC), Community Development Corporations (CDCs), and Certifying Agencies*).

FY 2017 Goal: 35% Participation

OEO Organization 2020



Legend: The Blue Team sets participation ranges, reviews bids and RFPs for compliance, conducts post contract award audits; Green Team manages the OEO Registry; Orange team oversees EOP portfolios and provides transparency via data analysis and reporting; White Team contains executive administrative support and central services; Purple Team contains OEO Officers who represent City operating departments.

What is Certification?

Clarifies ownership and control of a business

- Minority, Women, the Disabled and Disadvantaged business owners have to own **51%** of the enterprise

Certifying organizations:

- Private (M/WBEs cost: \$100 to \$1,000 w/\$10M gross annual receipts)
 - National Minority Supplier Diversity Council (NMSDC)
 - Women Business Enterprise National Council (WBENC)
- Municipalities (M/W/DSBE and DBE cost: Free)
 - Federal - Disadvantaged Business Enterprises (DBEs)
 - State/City - PA-UCP (Airport, SEPTA, PennDOT & Allegheny County)

How to Get Certified

1. Recognized certifying agencies are listed on the OEO website www.phila.mwdsbe.com
2. “Click” on link to select an Agency
3. Complete application form
4. Submit documents to certifying agency i.e.
 - Organization structure
 - Financials
 - Legal documents (i.e. article of incorporation, LLC, etc.)
5. Allow 60 to 90 days for processing

What is the OEO Registry?

The City of Philadelphia has a list of certified Minority, Women and Disabled businesses. This list is called the **OEO Registry**.

The Registry consists of businesses that are:

- Public Works
(Contractors)
- Service, Supply & Equipment (SS&E)
(Distributors, Janitorial/Maintenance, Medical etc.)
- Professional, Personal Services (PPS)
(Lawyers, Doctors, Engineers, Consultants, Accountants, etc.)

The Advantages/Benefits of being Certified and Registered

- Certification will provide you a direct link between corporate America and minority owned businesses.
- Certification will increase your network with targeted trainings, fairs, meetings and networking events. (Create partnerships, joint ventures, etc.)
- Registering will provide your business 365 days of FREE advertisement via business profile. (Listed will be Name of business, Telephone and Fax Numbers, E-mail, Address, Business Hours, Types of Payments accepted, etc.)
- Registering will give you access to technical and financial services to aid your business capacity and sustainability.
- Registering will allow your business to be viewed by City of Philadelphia operating departments (55+), for-profit, and non-profits for procurement opportunities.
- Registering grants your business inclusion in the City of Philadelphia's Minority, Women and Disabled (M/W/DSBE) participation goals.

Registering with the Office of Economic Opportunity (OEO)

1. Obtain certification from an OEO Recognized Certification Agency (view partial list in PDF format at www.phila.mwdsbe.com).
2. Submit online application at www.phila.mwdsbe.com (make sure codes with descriptions (**i.e. North American Industry Classification (NAICS) Codes**) from your certifying agency are included on your application). We suggest submitting the certification with the longest expiration date.
3. If you have any questions or need assistance while completing the application, contact Alice Dungee by email at Alice.Dungee@phila.gov or call 215-683-2052.

The City's Commitment to Diversity

*Online Registration with
the Office of Economic
Opportunity*

www.phila.mwdsbe.com

The screenshot shows the homepage of the MWDSBE Inclusion Works Compliance Reporting System. On the left is a navigation menu with links for System Home, Login, Contact Us & Support, Account Lookup, Forgot Password, First Time User/Help, Registry, PA UCP DBE Directory, and Office of Economic Opportunity. The main content area features a header with the system name, a section for Online Registration, and detailed information about the certification process, including a 'Simple Registration Process' section with numbered steps and a 'Create Account' button highlighted with a red box.

MWDSBE Inclusion Works Compliance Reporting System

Online Registration

As of March 2010, the City of Philadelphia no longer offers a M/W/DSBE Certification Program. Minority, Women, and Disabled-Owned businesses that wish to participate in the City's program must be certified by another certifying agency. The City's registration program promotes and fosters the growth of Minority, Women, and Disabled-Owned businesses (M/W/DSBEs). Companies that register with OEO can benefit from the City's economic inclusion efforts.

All firms applying for the Office of Economic Opportunity Registry of Certified Firms under Executive Order 3-12 as a Minority, Woman and/or Disabled Business Enterprise (M/W/DS-BE) must complete the M/W/DS-BE Registry Application and submit it to the Office of Economic Opportunity (OEO) for the determination of eligibility.

Registration is free. There is no fee to apply to the registry as a Minority Business Enterprise (MBE), Woman Business Enterprise (WBE) or Disabled Business Enterprise (DSBE).

Simple Registration Process

First, obtain certification from an OEO Recognized Certification Agency ([view list in PDF format](#)).

Secondly, submit an application for registration with OEO. To begin, select one option below. If you have more than one certification, use the certification that certifies you for the longest period of time. (Example: Certificate that expires on August 12 next year and one that expires on December 31 next year, use the December 31 certification).

All firms accessing this registration system must use a distinct and secure user account.

If you have any questions or need help while completing the application please contact Alice Dungee by e-mail at alice.dungee@phila.gov or call 215-683-2071.

To continue, please select an option below:

Renew Your Certification		New Certification
I Know My Username & Password	I Forgot My Username & Password	Your firm is not currently registered with OEO.
Login	Lookup Account	Create Account

Searching the OEO Registry

www.phila.mwdsbe.com



- System Home
- Registry
- Search the Registry
- Apply for the Registry
- PA UCP DBE Directory
- Office of Economic Opportunity

MWDSBE Inclusion Works Compliance Reporting System

Online Registration

As of March 2010, the City of Philadelphia no longer offers a M/W/DSBE Certification Program. Minority, Women, and Disabled-Owned businesses that wish to participate in the City's program must be certified by another certifying agency. The City's registration program promotes and fosters the growth of Minority, Women, and Disabled-Owned businesses (M/W/DSBEs). Companies that register with OEO can benefit from the City's economic inclusion efforts.

All firms applying for the Office of Economic Opportunity Registry of Certified Firms under Executive Order 3-12 as a Minority, Woman and/or Disabled Business Enterprise (M/W/DS-BE) must complete the M/W/DS-BE Registry Application and submit it to the Office of Economic Opportunity (OEO) for the determination of eligibility.

Registration is free. There is no fee to apply to the registry as a Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Disabled Business Enterprise (DSBE).

Simple Registration Process

First, obtain certification from an OEO Recognized Certification Agency ([view list in PDF format](#)).

Secondly, submit an application for registration with OEO. To begin, select one option below. If you have more than one certification, use the certification that certifies you for the longest period of time. (Example: Certificate that expires on August 12 next year and one that expires on December 31 next year, use the December 31 certification).

All firms accessing this registration system must use a distinct and secure user account.

If you have any questions or need help while completing the application please contact Alice Dungee by e-mail at alice.dungee@phila.gov or call 215-683-2071.

To continue, please select an option below:

Renew Your Certification	New Certification
I Know My Username & Password	I Forgot My Username & Password
Login	Lookup Account
	Your firm is not currently registered with OEO.
	Create Account

After logging in to your account, click the **Apply for Registration** link on the right side of the page. If you have questions about this process or need more information, please contact [Customer Service](#).

The OEO Registry

The OEO has compiled a database of all firms that are registered as MBE's, WBE's, or DSBE's with the City of Philadelphia. Please enter information for at least one category below and then search for all companies that correspond to your chosen criteria. You must select at least one certification type.

If searching for businesses that provide specific capabilities, enter keywords into the "Business Description" field. Examples: Use "electric" instead of "electrician", "carpentry" instead of "carpenter", etc. Be more general in your search to ensure complete search results. Instead of "Real Estate Property Manager" enter "Real Estate" or "Property".

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

contractor

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Code

[Click to Lookup Commodity Code](#)

(Language words will appear in the search results available Commodity Codes.)

Search by Contact Person

Contact / Network Partner

First name

Last name

Tip: Use the first letter.

Tip: Try just the first few letters.

Search by Location

City

State

Zip Code

Phone Area Code

Search by Certification Type

Certifications

- Disabled Owned Business (DSBE)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Minority/Woman Business Enterprise (MWBE)
- Women Business Enterprise (WBE)

Search

Download Entire Directory:

to Excel

to CSV

Include Commodity Codes in download

Contact Us



Procurement Department	Chief Administrative Office Contracts Unit	Office of Economic Opportunity
<p>Municipal Services Bldg 1401 JFK Blvd. Room 170 Philadelphia, PA 19102 Phone: 215-686-4720 Fax: 215-686-4716</p>	<p>Municipal Services Bldg 1401 JFK Blvd. 14th Floor Philadelphia, PA 19102 Phone: 215-686-4914</p>	<p>One Parkway Building 1515 Arch Street 12th Floor Philadelphia, PA 19102 Phone: 215-683-2000</p>
Procurement Commissioner	Deputy Chief Administrative Officer	OEO Director of Registration & Outreach
<p>Monique Nesmith-Joyner Municipal Services Bldg 1401 JFK Blvd. 1st Floor Philadelphia, PA 19102 Phone: 215-686-4750 monique.nesmith-joyner@phila.gov</p>	<p>T. David Williams Municipal Services Bldg 1401 JFK Blvd. Suite 100 Philadelphia, PA 19102 Phone: 215-686-3499 t.david.williams@phila.gov</p>	<p>Alice Dungee-James One Parkway Bldg 1515 Arch Street 12th Floor Philadelphia, PA 19102 Phone: 215-683-2052 alice.dungee@phila.gov</p>

THANK YOU

FIND US | FOLLOW US | LIKE US

WWW.PHILA.GOV/BUSINESS

WWW.PHILA.GOV/COMMERCE

WWW.STARTUPPHL.COM

[@PHLCOMMERCE](https://twitter.com/PHLCOMMERCE)

[@STARTUPPHL](https://twitter.com/STARTUPPHL)

