

# Minority/Women Business Department EBE Vendor Profile Form



Date Prepared: \_\_\_\_\_

**Notice:** The information submitted on this form will become a part of our online EBE directory, used to establish EBE goals, and shared with internal and external stakeholders seeking to meet goals and diversify their supplier base.

## Part A: Organizational Data

1. Company Name: \_\_\_\_\_

Physical Address (include Zip Code): \_\_\_\_\_

County: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

2. Billing Address and Contact to Which Bids and Payments Should Be Mailed (If Different From Address Above)

\_\_\_\_\_

3. Type of Business: (Please check at least one.)

- Professional Services/Consultant:** Any person/business that uses the specialized intellectual knowledge of its personnel to deliver customized expert services to clients. Usually based on skill, knowledge, reputation, ethics, and creativity upon completing an accredited program of training and examinations. Examples include Information Technology, Architectural & Engineering, Training, Environmental, Financial, Public Relations, Advertising, Legal and other miscellaneous Professional Services.
- Contractor:** A person (or concern) engaged in structure, highway construction and/or related construction trades.
- Business Services:** A person (or concern) engaged in services that do not require specialized intellectual knowledge.
- Manufacturer/Producer:** A person (or concern) owning, operating, or maintaining a factory or establishment that produces on the premises, the materials, supplies, articles, or equipment generally sold to the public in the usual course of business.
- Stocking Distributor:** A person (or concern) who owns, operates, or maintains a warehouse, store, or other establishment in which the materials, supplies, or equipment generally bought, are kept in stock and sold to the public in the usual course of business.
- Non-Stocking Broker:** A person (or concern) who represents manufacturers or producers but does not maintain an establishment other than an office. Does not take possession of and/or deliver goods in the usual course of business.

4. Federal-ID or Social Security #: \_\_\_\_\_

5. Year Business Established: \_\_\_\_\_

6. Aggregate Bonding Capacity: \_\_\_\_\_

## Part B: Certification Classification

7. Check all that apply, if applicable. See definitions on last page- please attach evidence attesting to such certification.

- Minority Business Enterprise (MBE)**
- Disadvantaged Business Enterprise (DBE)**
- Women Business Enterprise (WBE)**
- Small Business Administration (SBA) (8[a] only)**

## Part C: Ownership (List majority owners equating to 51% or more of the ownership of this firm.)

9. Name	Title	Ethnicity/Race	Gender	% of Ownership

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## Part D: Demographic Employment Data (Full Time)

Overall	Male					Female				
Totals Sum of Col B-K	B White (Not Hispanic)	C Black (Not Hispanic)	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native	B White (Not Hispanic)	C Black (Not Hispanic)	D Hispanic	E Asian or Pacific Islander	F American Indian or Alaskan Native

## Part E: Capabilities

11. List the commodities/services for which you are capable of bidding. (attach line card and brochures, if available)

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12. NAICS Code(s): \_\_\_\_\_

If you don't know your NAICS Code(s), go to: <http://www.naics.com/search.htm>

## Part F: Certification

13. I certify that the information supplied herein (including all pages attached) is correct and that neither the application nor any person (or concern) having any connection with the form as a principal or officer, so far as is known, is not declared ineligible by any agency of the Federal or State Government from bidding for furnishing materials, supplies or services to the Pittsburgh Public Schools, the Commonwealth of Pennsylvania or any agency thereof.

Signature of Applicant: \_\_\_\_\_

Print or Type Name & Title of Officer: \_\_\_\_\_

**Note: Section 4107.2 of the Pennsylvania crime code makes it a felony of the third degree for a person to obtain or retain certification fraudulently or to make a willful false statement (oral or written) for the purpose of influencing a certification decision.**

**Please return this completed form and  
include proof of current certification to:**

Minority/Women Business Department  
Pittsburgh Public Schools | 1305 Muriel Street | Pittsburgh, PA 15203  
Fax: (412) 488-4789 | [rsears1@pghboe.net](mailto:rsears1@pghboe.net) | [www.pps.k12.pa.us/mwbe](http://www.pps.k12.pa.us/mwbe)

### For Administrative Purposes Only

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Proof Of Current Certification Attached?: \_\_\_\_\_

Agency: \_\_\_\_\_

# Minority/Women Business Department

## EBE Vendor Profile Form

### Part G: Definitions

**Ethnic Minority:** Persons who are African American, Latino, Asian Indian, Asian Pacific or Native American.

(A) African American, A U.S. citizen having origins in any of the black racial groups of Africa.

(B) Latino, A U.S. citizen born of Hispanic heritage of the Spanish-speaking areas of the following regions: Mexico, Puerto Rico, Cuban, Central or Southern America, Caribbean Island or other Spanish cultures.

(C) Asian-Indian (Sub-Continent) American, a U.S. citizen whose origins are from India, Pakistan and Bangladesh.

(D) Asian-Pacific American, A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

(E) Native American, A U.S. citizen who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. (Must include proof such as a tribal registry card.)

**Minority Business Enterprise (MBE):** A business:

(A) That is a sole proprietorship, partnership, joint venture or corporation which is at least 51% owned and controlled by one or more persons who are Ethnic Minority and,

(B) Whose management and daily operations are controlled by one or more of the Ethnic Minorities who own it.

**Women Business Enterprise (WBE):** A business:

(A) That is a sole proprietorship, partnership, joint venture or corporation which is at least 51% owned and controlled by a woman or women and,

(B) Whose management and daily operations are controlled by one or more of the women who own it.

**Disadvantaged Business Enterprise (DBE):** A for profit small business where:

(A) Socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

(B) African Americans, Hispanics, Native Americans, Asian-Pacific and Asian-Indian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

(C) To be regarded as economically disadvantaged, an individual must have a personal net worth that does not exceed \$750,000. To be seen as a small business, a firm must meet SBA size criteria AND have average annual gross receipts not to exceed \$20.41 million.

**Small Business Administration (8[a])**

(A) is a small business must be owned and controlled by a socially and economically disadvantaged individual and,

(B) Under the Small Business Act, certain presumed groups include African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans, and Subcontinent Asian Americans.

(C) Other individuals can be admitted to the program if they show through a "preponderance of the evidence" that they are disadvantaged because of race, ethnicity, gender, physical handicap, or residence in an environment isolated from the mainstream of American society.

(D) In order to meet the economic disadvantage test, all individuals must have a net worth of less than \$250,000, excluding the value of the business and personnel residence.

