



SMALL AND MINORITY BUSINESS RESOURCES

Getting Started Guide for Minority-Owned, Women-Owned, Disadvantaged & Airport Concession Disadvantaged Business Enterprise (MBE, WBE, DBE and ACDBE) certifications with the City of Austin

What is certification? Certification is a process where SMBR reviews an application and supporting documents to ensure that the socially- and economically- disadvantaged business applicant owns, manages, and controls the day-to-day operations of a business.

Why should I become certified? The City of Austin has an ordinance practice of reviewing eligible bid proposals to determine if the bidders and proposers requested bids from certified Minority- Owned, Women-Owned, Disadvantaged and Airport Concession Disadvantaged Business Enterprise (MBEs/WBEs, DBEs or ACDBEs) as they put together their teams.

A firm must be certified by the City of Austin in order to count their MBE/WBE participation.

Bidders or proposers must either meet the goals for Minority- and/or Women-Owned participation or perform a Good Faith Effort to reach out to certified firms to request proposals. Goals may vary from project to project depending on availability of certified firms.

Certification does not guarantee a contract. However, certification does help increase a firms' visibility and exposure to firms bidding and/or proposing on government funded projects.

What's the cost of certification? Certification is free.

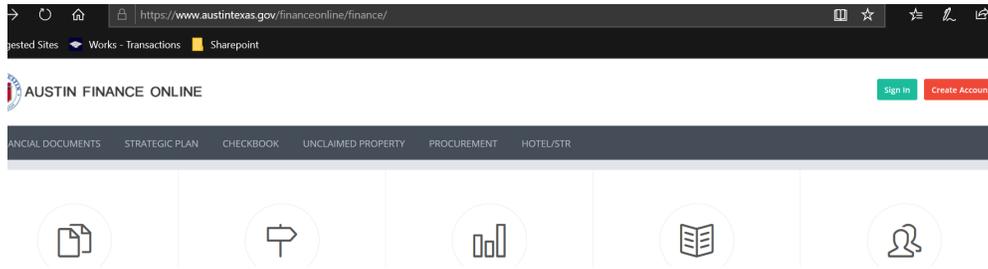
| Type of Certification | Projects/Funding Source | Applicants' Maximum Personal Net Worth (Not to Exceed) | Site Audit |
|--|-----------------------------------|--|---------------------|
| Minority-Owned Business Enterprise (MBE) | City of Austin projects & funding | \$2,218,894 | SMBR Discretion |
| Women-Owned Business Enterprise (WBE) | City of Austin projects & funding | \$2,218,894 | SMBR Discretion |
| Disadvantaged Business Enterprise (DBE) | Federally funded projects | \$1,320,000 | Federal requirement |
| Airport Concession Disadvantaged Business Enterprise (ACDBE) | Federally funded projects | \$1,320,000 | Federal requirement |

The City can also review your application and make a recommendation for Historically Underutilized Business (HUB) certification with the State of Texas.

How do I get started?

1. Let us know that your business is out there by registering as a City of Austin vendor. Visit <https://www.austintexas.gov/financeonline/finance> then click on the **Create Account** button to create an account.

- Remember to add relevant commodity codes, numbers that correspond with the goods your firm sells/or the services that your firm provide to the City. Whenever possible try to choose 5-digit codes.



- If you have any questions or need assistance contact Vendor Registration at 512.974.2018 or vendor@austintexas.gov
- Visit the Certification Overview page at <https://www.austintexas.gov/department/certification-overview>



- Now, you're ready to apply.** Scroll down to the bottom of the page and go to <https://austintexas.mwdb.com/> to submit the requested information.



- If you have any questions or need more information about certification, call 512.974.7645 or email smbrcertification@austintexas.gov