Office of Economic Opportunity (OEO)

FAQs

**Frequently Asked Questions**

**Certification and Registration Questions**

1. What is M/W/DSBE Certification and how long is the process?

**Answer:** M/W/DSBE Certification verifies that at least 51% of a business is controlled, operated, and owned by a minority, woman, or disabled person.

Visit the OEO’s website at phila.mwdsbe.com for a listing of Recognized Certifying Agencies. Click on the agency’s link, read their instructions, and complete their application. Certification takes approximately 60 to 90 days depending on the certifying agency and the completeness of your application.

1. What is OEO Registration and how long is the process?

**Answer:** OEO Registration is the process of going online (phila.mwdsbe.com) to complete the Office of Economic Opportunity’s (OEO) Registration Application. This application takes approximately 30 minutes to complete with questions pertaining to a firm’s profile (i.e.: name, address, city, state, zip code, EIN, number of employees, etc.).

After you complete the application, it will take 5-10 business days to process, and if it has been approved, you will receive a Registration Letter via email. The Registration letter will include your registration number, North American Industry Classification System (NAICS) codes, date issued and expiration date.

A vendor’s registration with OEO is tied directly to the certification expiration/annual renewal date. When you renew your certification, you are required to renew your registration with OEO. At this time, your business may be found online in the OEO Registry. **A firm must be M/W/DSBE certified before they can be OEO registered.**

1. What are the benefits of being M/W/DSBE Certified and OEO Registered?

* **Answer:** Free advertisement 365 days a year, your company’s information is listed in OEOs Registry, which is utilized by all City departments, public, private, and non-profit industries.
* Your firm’s participation on City of Philadelphia contracts will be counted towards M/W/DSBE participation goals.
* The Office of Business Services (OBS) is the City’s one-stop-shop for all business-related services. OBS can assist you with a wide range of issues, from navigating the permit process to identifying loan programs for which you may qualify. Please call 215-683-2100 for more information on how OBS may be of service.
* Contractors and professionals seeking vibrant M/W/DSBEs as joint venture partners and subcontractors on major projects in the region view the OEO Registry.

1. I never received a registration letter from the Office of Economic Opportunity (OEO), why?

**Answer:** Your registration letter may have gone into your Spam Folder.

The online registration application has not been completed.

Registration Letters are emailed immediately after approval. OEO does not issue certificates. If you have completed a Registration Application, but have not received your letter, contact OEO (see page 3).

1. Where can I find the OEO Registry of M/W/DSBE vendors?

**Answer:** You can find a list of registered M/W/DSBE’s on OEO’s Registry at phila.mwdsbe.com.

Under Registry, click Search the Registry

Navigate/search the Registry by:

• Business Name

• Business Description

• Commodity Codes

• Contract Person

• Location

• Certification Type

1. Does OEO accept Veteran, Small Business and/or Self Certifications?

**Answer:** No.

1. What is the difference between your Certification Number and your Registration Number?

**Answer:** You receive your certification number from the Recognized Certifying Agency that certified your business. Your certification number is listed on your certificate. You receive a registration letter with your registration number from OEO.

1. How do I get my username and password for the Registry?

**Answer:** Please visit phila.mwdsbe.com

Under System Home, click Contact Us and Support

Under System Support, click on Customer Service: Contact Us

Complete Sections 1 and 2 (Message Subject: Need Username and Password)

1. I cannot find my company’s name on the Registry, why?

**Answer:** If you are registered with OEO, your company’s name will be in OEO’s registry. Type in the company’s name; make sure you have the correct spelling, spaces, capitals, and abbreviations.

1. When you are registered with OEO, are you also registered with the state?

**Answer:** No.

1. I created an account in your system. Why am I not registered with OEO?

**Answer:** You may have an account with the B2Gnow system because you are certified, registered, a subcontractor and/or prime with another municipality using the shared database.

You may have created an account and have not completed the OEO registration application.

To be OEO registered, visit phila.mwdsbe.com to complete an online registration application.

1. Can I get another company’s registration number?

**Answer:** No.

Please direct all OEO questions to Jennifer Wise at 215-683-2071 or by email at Jennifer.Wise@phila.gov.

For additional information and questions regarding bids, visit the Procurement Department, [www.phila.gov/bidsonline/](http://www.phila.gov/bidsonline/) or call Procurement’s Public Information Unit at 215-686-4720.

For additional information and questions concerning Request for Proposals (RFP), visit <https://secure.phila.gov/eContract/>.