



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 in which SMBR reviews an application and supporting documents to ensure that a 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 certification.

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.

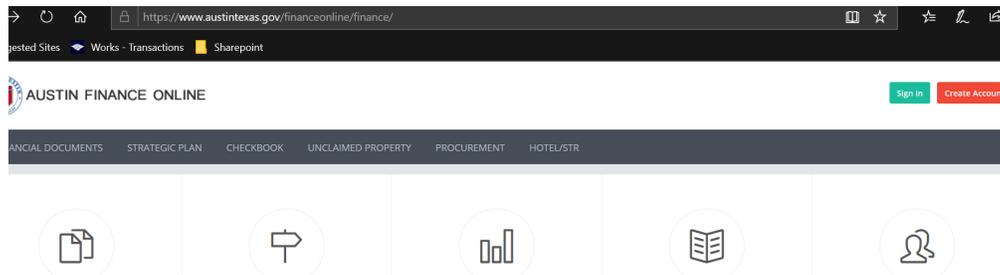
Type of Certification	Projects/Funding Source	Applicants’ Maximum Personal Net Worth (Not to Exceed)	Site Audit
Minority-Owned Business Enterprise (MBE)	City of Austin projects & funding	\$1,565,000	SMBR Discretion
Women-Owned Business Enterprise (WBE)	City of Austin projects & funding	\$1,565,000	SMBR 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.mwdbe.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