

# MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE REGISTRATION APPLICATION INSTRUCTIONS

The City of St. Petersburg welcomes minority and women owned businesses from Pinellas county to apply to the Minority and Women Business Enterprise (MWBE) Program. The MWBE program fosters growth in the economy and provides opportunities for minorities and women participation in city construction projects and the procurement of goods & services, while ensuring a fair and level playing field.

The three-year certification is free and covers Pinellas County.

Follow the instructions below to apply for certification.

For questions or assistance in completing the application, please contact:

## Office of Supplier Diversity

727-892-5351

[stpete.org/OSD](http://stpete.org/OSD)

### MWBE Application Required Documents

**Application**

**Business Tax Receipt**

**Occupational License (if applicable)**

**Proof of female status (for WBE certification)**

**Proof of minority status**

Must provide birth certificate(s) or other legal document (e.g., Passport, certificate of naturalization, etc.) that identifies ethnicity and place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documents.

**Proof of Florida Residency**

**Annual Report**

**Business Federal Tax Returns (3 years)**

**Quarterly Wage Report (Last 4 quarters)**

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## New Application

1. Go to: [stpete.gob2g.com](http://stpete.gob2g.com)
2. Under vendor certification click "Apply for/ Renew Certification"
3. Under New Certification click "Create Account"
4. Complete and submit application

## Renewal Application

1. Go to: [stpete.gob2g.com](http://stpete.gob2g.com)
2. Under vendor certification click "Apply for/ Renew Certification"
3. If you already have an account, use your current login. If you are a new user under New Certification click "Create Account"
4. Complete and submit application

## ADVANTAGES OF BECOMING CERTIFIED

- Enhanced contracting opportunities
- Solicitation of certified MWBEs for all sheltered market
- Technical assistance and financial assistance referral
- Specialty workshops, seminars and training opportunities

Certified MWBEs will have enhanced opportunities to do business with the City of St. Petersburg. There are two ways to participate:

1. **Goods and Services** - For purchases of certain goods and services, the City of St. Petersburg will directly consult the MWBE registry.
2. **Construction** - Certified MWBEs compete for City of St. Petersburg contract opportunities in a sheltered market, in which contracts are selected and specifically set aside for MWBE businesses on a competitive bid or negotiated basis. Certified companies will also be listed on the City's MWBE directory for preferred subcontracting opportunities.

## ALREADY CERTIFIED?

Find solicitation opportunities by visiting [stpete.org/purchasing](http://stpete.org/purchasing).

## LOOKING TO USE A MWBE?

Have an upcoming construction-related project? Looking to procure goods or services? Want to work with a local minority owned business based in Tampa Bay? We encourage you to visit the certified MWBE registry at [stpete.gob2g.com](http://stpete.gob2g.com) site.