



To: All Small and Diverse Business Vendors who would like to do business with the Philadelphia Parking Authority

From: The Philadelphia Parking Authority Procurement Department

The Philadelphia Parking Authority continually seeks to enhance its vendor pool in all respects. Increased diversity amongst our vendors is a key component and goal of this effort.

The Authority is a state agency and is required to follow the Pennsylvania Procurement Code, as well as our own internal Procurement Policy. Both the law and our policy use the Commonwealth's Bureau of Diversity, Inclusion & Small Business Opportunities certification for consideration purposes.

The Commonwealth's Small Diverse Business certification will qualify your business for applicable diversity goals and considerations, including those applicable to bid and Request for Proposal scoring and our standard small purchase quote process.

You may obtain the Small Diverse Business certification by logging on to <https://www.dgs.pa.gov/>, scrolling down to Small Diverse Business Contracting and following the directions to register. You can also contact the Bureau of Procurement at 717.783-3119 or by email at GS-BDISBO@pa.gov.

Upon securing this certification, or if you already have it, please contact the undersigned in order to complete the application process to become an approved small/diverse vendor with the Philadelphia Parking Authority. You can reach me at 215-683-9564 or jschuck@philapark.org.

If you have any questions, please do not hesitate to contact me.

Thank you,
Jean Schuck
Philadelphia Parking Authority
Procurement Coordinator