



BUSINESS DEVELOPMENT DIVISION

400 East South Street □ Reply To: Post Office Box 1393 □ Orlando, Florida 32802-1393
(407) 836-7317 □ (407) 836-5477
<http://www.onetgov.net>

Dear Potential Bidder:

Re: **Minority Business Enterprise and Women Business Enterprise Classification**

Please be advised that the status of minority business enterprise (MBE) or women-owned business enterprise (WBE) is not a self-registration process in Orange County. If you feel that your firm is an MBE or WBE, you should attempt to become certified by the Orange County Business Development Division.

Certification is accomplished by completing a certification application and fulfilling certain criteria regarding day-to-day operation management and control of the firm by a woman or minority who owns at least 51% of the company. If you mark MBE or WBE status on the Bidders mailing list application, the Purchasing and Contracts Division will verify through the Business Development Division whether your firm is Orange County certified. If your firm is not certified, your firm will not be accorded the MBE or WBE status.

Should you desire MBE or WBE status, please contact the Business Development Division at (407) 836-7317, or visit our website, onetgov.net for an application. **Each application must have a completed Bidders mailing list application, Request for Taxpayer Identification Number and Certification (W-9 form), and Tax status questionnaire. These forms must be returned with your application.**

Please be advised that not having M/WBE certification status does not prevent your company from bidding with Orange County as a vendor.

Please contact the Business Development office if you have any questions or concerns.

Sincerely,

Fitzhugh Long, Manager
FL: cw