

## Commonwealth of MA Supplier Diversity Office

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### Summary

About the Company	<ul style="list-style-type: none"><li>• Serves as a gateway for businesses searching for diverse and small business programs</li><li>• Coordinates the Commonwealth's diverse and small business programs</li><li>• Reports results on behalf of the Commonwealth</li><li>• Certifies diverse and small businesses and provides business resources</li></ul>
Certification Procedure	<ul style="list-style-type: none"><li>• Apply for the online webinar</li><li>• Upload necessary documents and submit application</li><li>• The documents are reviewed and if approved the business is audited</li><li>• Virtual Site visit and summary report created</li><li>• Certification Committee reviews and decision made</li></ul>
Process	<ul style="list-style-type: none"><li>• Agencies appoint SDO liaisons to support planning</li><li>• Budget/Procurement Plan is approved</li><li>• Communicates opportunities to diverse and small businesses</li><li>• Connects with prime subcontractor and diverse subcontractors</li><li>• SDO regularly tracks, analyzes, and reports spend with diverse suppliers</li></ul>
Best Practices	<ul style="list-style-type: none"><li>• Take advantage of certification services, vendor trainings, and networking opportunities for cross certification</li></ul>
Links	<a href="#">Learn More</a>