



## **MWSBE/PDBE THREE YEAR CERTIFICATION REVIEW UPDATE ANNOUNCEMENT**

Attention all Certified MWSBE/PDBE Firms:

As you know, the City of Houston has historically required that firms certified as Minority, Women and/or Small Business Enterprises (MWSBE), as well as firms certified as Persons with Disabilities Business Enterprises (PDBE) undergo an annual certification review. We are pleased to announce that effective November 2, 2015, as a benefit to our certified firms; we will begin implementing a three (3) year certification review process. With this new benefit, your company's certification review date will now be the same as its three year certification approval expiration date. As always, MWSBE/PDBE certification approval is contingent upon the firm maintaining certification eligibility throughout the three year period.

Prior to your new certification review date, we will provide you with notification to submit the *Three Year Cycle Review Form* and the required supporting documentation. As with the old annual update process, your firm will be required to complete the three year cycle certification review process in order to be eligible for certification beyond the three year period. Three year cycle reviews that result in confirmation that an MWSBE/PDBE firm continues to meet all certification eligibility requirements will receive approval for an additional three year certification term.

It is important to note that although the certification update review period will occur on a three year basis, the City of Houston has a right to decertify firms at any time if it is found that the company has not maintained its certification eligibility.

The three year certification review process is only applicable to MWSBE/PDBE certifications. If your company is an MWSBE/PDBE firm and it is also certified as an ACDBE or DBE firm, an annual update review form submission is required to maintain your ACDBE or DBE certification.

If you have any questions or would like additional information regarding the City's conversion to the MWSBE/PDBE three year certification review process, please contact the Office of Business Opportunity at (832) 393-0600 or via email at [houstonmwdspdberenewal@houstontx.gov](mailto:houstonmwdspdberenewal@houstontx.gov).