



PEDRO E. SEGARRA
Mayor

CITY OF HARTFORD

OFFICE OF THE COO
Procurement Services Unit
550 Main Street
Hartford, Connecticut 06103
Telephone: (860) 757-9785
Fax: (860) 722-6607
www.hartford.gov

DAVID B. PANAGORE
Chief Operating
Officer/Development
Director

CITY OF HARTFORD PROCUREMENT SERVICES UNIT OFFERS TRAINING

---NEWS AND COMMUNITY ADVISORY---

WHAT: Small Contactor/Minority Women Business Enterprises Certification

WHEN: March 27th from 5:30 p.m. to 6:30 p.m.

WHERE: City Hall Function Room (2nd Floor), 550 Main Street in Downtown Hartford

As part of its *"How to do Business with the City of Hartford"* series, the City's Procurement Services Unit has scheduled a session called the *"1, 2, 3's of Becoming Certified as a Small Contractor/Minority Women Business Enterprise."* This certification provides small contractors and minority and women businesses opportunities to work with the City.

The City of Hartford Procurement Services Unit works closely with both construction and procurement of non-construction goods and services in an effort to bring about full participation of small contractors, minority and women business enterprises. At times there are some set-aside contracts that these firms may benefit from by participating in the City's program. For recognition, firms must be certified and placed on the City's registry. Each general contractor (bidder) is encouraged to provide reasonable opportunities for Minority and Women Business Enterprise participation

The Mayor strongly urges all local small contractors and MWBE's to attend. The administration's goal is to maximize the local impact of our purchasing dollars.

This workshop will walk you through the process of compiling the required documents to complete the certification process and answer questions as to the importance and the need for submitting the required documents.

Interested firms must have been in business for one year to be eligible and registered with the Secretary of the State's Office, in order to become certified with the City of Hartford.

For more details on the event, please contact Eloy Toppin, at (860) 757-9788 or at etoppin@hartford.gov.