

How to Perform a Disadvantaged Business Enterprise (DBE) Search for PENNVEST Funded Projects

DBE supplier searches are performed through the Pennsylvania Department of General Services (DGS) website.

1. Go to the DGS Website:

<http://www.dgs.internet.state.pa.us/suppliersearch>

2. Click on the words “**Advanced Search**” in the blue bar (highlighted in yellow)



Supplier Search

[Home](#) [PA eMarketplace -](#) [Search Contracts -](#)

Note: The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

[Quick Search](#)

[Advanced Search](#)

3. Leave the following fields blank:

The screenshot shows a search form with the following elements:

- Supplier Name or SAP Number:** A text input field.
- Supplier Keywords:** A text input field with a note below it: "Keyword search searches any keywords the vendor entered in the Jaggaer system."
- COSTARS Participating:** A checkbox that is currently unchecked.
- ITQs:** A list of categories with checkboxes, including:
 - Reentry Services
 - Residential and Treatment Services
 - Security Guard
 - Security/Surveillance/Fire Maintenance
 - Snow Groomer Units & Associated Equipment
 - Soap Products and Accessories
 - State Historic Preservation Office (SHPO) Preservation Services – PHMC only
 - Sterilization and Disinfecting Services
 - Temporary Rented Power & HVAC Equipment
 - Training Services
 - Trimming and Stump Removal
 - Vocational Rehabilitation
 - Water Treatment Services
- Radio buttons:** Two options at the bottom:
 - Find only vendors that have all selected ITQs
 - Find only vendors that have at least one selected ITQ

4. DBE searches should be performed to find prime contractors, construction subcontractors, services subcontractors, equipment vendors (purchase or rental), and supply vendors. If the service/purchase/rental is estimated to be less than \$750,000, scroll through and select the project county and surrounding counties. If the service/purchase/rental is estimated to be greater than \$750,000, click on "Select all Counties." In either case toggle the radio button to "Find only vendors that service at least one selected County":

PA Counties

- Adams County
- Allegheny County
- Armstrong County
- Beaver County
- Bedford County
- Berks County
- Blair County
- Bradford County
- Bucks County

Select all Counties

Find only vendors that service all selected Counties

Find only vendors that service at least one selected County

5. Under “Supplier Classifications” select **only** “**Minority Business Enterprise**” and “**Woman Business Enterprise.**” Toggle the radio button to “Find only vendors that have at least one selected classification”:

Supplier Classifications

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier

Select all Classifications

Select all Small Diverse Business Classifications

Find only vendors that have all selected classifications

Find only vendors that have at least one selected classification

Searches should be performed by using the UNSPSC codes, so leave the “UNSPSC Description” field blank:

UNSPSC Description

Type in any part of a UNSPSC code description to find vendors who have selected that UNSPSC code. ex: Landscaping will find vendors who have selected any UNSPSC code that has landscaping anywhere in the description. [Click here to download the entire list in Excel format.](#)

The UNSPSC code is an eight-digit number with the following hierarchy:

XX 00 00 00 – Segment X

XX YY 00 00 – Family Y

XX YY ZZ 00 – Class Z

XX YY XX QQ – Commodity Q

Let's work through an example. Let's say you need to find a supplier for thermal insulation. A quick scan of the results from a google search for "UNSPSC insulation code" shows two codes related to "insulation", namely 30140000 and 30141500. Each search engine may provide different results but will provide similar clues to the UNSPSC Codes that should be used. Within the UNSPSC Code Box expand Segment 30000000 and Family 30140000 by clicking on the expansion triangles and select the box(s) of applicable codes:

UNSPSC Codes

- 27000000 - Tools and General Machinery
- 30000000 - Structures and Building and Construction and Manufacturing Components and Supplies
 - 30100000 - Structural components and basic shapes
 - 30110000 - Concrete and cement and plaster
 - 30120000 - Roads and landscape
 - 30130000 - Structural building products
 - 30140000 - Insulation
 - 30141500 - Thermal insulation
 - 30141600 - Specialty insulation
 - 30141700 - Insulation sealing layers
 - 30150000 - Exterior finishing materials
 - 30160000 - Interior finishing materials
 - 30170000 - Doors and windows and glass

Find only vendors that have all selected UNSPSC codes
 Find only vendors that have at least one selected UNSPSC code

Run the Search with the more general, Family Code before getting specific with Class and Commodity codes. The number of hits in the search results will define how specific your final search will be:

1. *If you get a reasonable number of hits*, then the search is complete. **You must solicit all DBE firms identified through your search.**
2. *If you get a huge number of hits*, try unchecking 30140000 and get more specific by checking the box for “thermal insulation” instead. **You must solicit all DBE firms identified through your search.**
3. *If you get no results*, try expanding your search to a state-wide search. If your state-wide search yields a reasonable number of hits, then the search is complete. *If you get a huge number of hits*, try unchecking 30140000 and get more specific by checking the box for “thermal insulation” instead. **You must solicit all DBE firms identified through your search.**

However, there is a more methodical approach than doing a google search. If you are savvy with Excel, an alternative is to download the entire UNSPSC Excel table by clicking on the highlighted text and searching within Excel:

UNSPSC Description

Type in any part of a UNSPSC code description to find vendors who have selected that UNSPSC code. ex: Landscaping will find vendors who have selected any UNSPSC code that has landscaping anywhere in the description. [Click here to download the entire list in Excel format](#)

Let’s download the Excel file and perform the search for codes related to thermal insulation as in the previous example. Here we created Column D in the downloaded table and searched for the word “insulation” in the description. The programming code in Column D beginning with cell D2 is:

=IF(ISNUMBER(SEARCH("insulation",\$B2)),"Yes","") [Note: you can replace the word insulation with any search word or phrase]

The function’s programming was copied all the way down to the bottom of Column D (hint: using <Ctrl> <Shift> <End> will take you to the bottom while <Ctrl> <Home> will return you to the top). Column D was then sorted in descending order to identify all the hits:

	A	B	C	D
1	CommodityCode	Description	Hierarchy	Description Contains "insulation"
2	20143702	Subsea pipe coating and insulation and cathodic protection	Commodity	Yes
3	24121514	Insulation pack	Commodity	Yes
4	30140000	Insulation	Family	Yes
5	30141500	Thermal insulation	Class	Yes
6	30141503	Foam insulation	Commodity	Yes
7	30141505	Thermal insulation sleeving	Commodity	Yes
8	30141508	Fiber insulation	Commodity	Yes
9	30141512	Thermal insulation kits	Commodity	Yes
10	30141514	Expanded polystyrene EPS insulation	Commodity	Yes
11	30141515	Extruded polystyrene XPS insulation	Commodity	Yes
12	30141516	Mineral wool insulation	Commodity	Yes
13	30141600	Specialty insulation	Class	Yes
14	30141601	Acoustical insulation	Commodity	Yes
15	30141604	Spray coating insulation	Commodity	Yes
16	30141700	Insulation sealing layers	Class	Yes
17	31371001	Insulation boards	Commodity	Yes
18	41104611	Laboratory furnace replacement insulation	Commodity	Yes
19	41113623	Insulation resistance meters	Commodity	Yes
20	41113624	Insulation testers	Commodity	Yes
21	42295304	Surgical phrenic insulation nerve pads	Commodity	Yes
22	72152100	Acoustical and insulation services	Class	Yes
23	72152102	Exterior insulation and finishing service	Commodity	Yes
24	72152103	Building insulation service	Commodity	Yes
25	72152104	Solar reflecting insulation film service	Commodity	Yes
26	72153208	Insulation of pipes and boilers service	Commodity	Yes

With this list you can be sure you've identified all Codes containing the word "insulation" and use it to further refine your search.