



# CITY OF ORLANDO

## MINORITY BUSINESS ENTERPRISE OFFICE

CITY HALL • 400 SOUTH ORANGE AVENUE • ORLANDO, FLORIDA 32801-3302  
PHONE 246-2623 • FAX 246-2878 • <http://www.cityoforlando.net>

## MEMO

DATE: February 1, 2016

TO: Certified M/WBE:

Congratulations! Your firm's M/WBE status has been certified and/or renewed with the City of Orlando M/WBE Department. [In an effort to expand our certified vendors' access to their Certification Award Letter our on line system enables you to view and print your Award Letter when you log in to your account.](#) Please be sure to review your company's information at our on-line Directory of certified MBE/WBE firms to ensure it is correct. <https://cityoforlando.mwdbecom/frontend/vendorsearchpublic.asp>

IF YOU EXPERIENCE DIFFICULTY ACCESSING YOUR AWARD LETTER PLEASE CONTACT OUR OFFICE

In addition, you are invited to attend an M/WBE Program Orientation scheduled for **Thursday, February 11, 2016** from 2:00 p.m. – 3:00 p.m. in the Agenda Conference Room, 2nd Floor, Orlando City Hall, 400 S. Orange Avenue, Orlando, Florida. The meeting is scheduled to last approximately 30 to 45 minutes. Attendance is not mandatory but highly recommended.

The informative meeting will include an overview of the City's Minority/Women Business Enterprise Program; pointers on how to enhance your opportunities for participation on City contracts, and identification of City Departments and other agencies that may be of additional assistance in your company's growth. Your attendance (or a member of your staff) at this very important and informative meeting is strongly encouraged.

If you have any questions and/or to confirm your attendance, please contact our office at [\(407\) 246-2623](tel:4072462623) and speak with Ms. Grace Gyorko or you may e-mail her your RSVP at [grace.gyorko@cityoforlando.net](mailto:grace.gyorko@cityoforlando.net).

Please remember in order to maintain your MWBE status with the City of Orlando you must file a Re-Certification Application not less than sixty (60) days prior to the date of expiration of your certification. Failure to file this application will result in the termination of your certification.

You now have the ability to self-configure Certification Renewal alerts to provide additional reminders to inform you when your Renewal is due. Please log in to your account and set the alerts you deem necessary and to view and print your award letter.

*Gina E. Bernard, Certification Officer, III*