

**6. Does the PGCB certify entities as Minority Business Enterprises or Women’s Business Enterprises?**

- No. The PGCB accepts certification from the Department of General Services (DGS). DGS has an expedited certification process in place whereby MBEs/WBEs may obtain certification within six weeks.

**7. Is there a requirement that a minority business interested in providing services to one of the PGCB’s licensees be certified as a MBE or WBE?**

- No. There is no requirement that a vendor interested in doing business with a licensee be certified as a MBE or WBE, but the PGCB’s diversity officer strongly recommends that vendors interested in doing business with a licensee complete the certification process. This allows the vendor to become a more competitive entity and it eliminates the need for the licensed facility to provide the PGCB’s diversity officer with a detailed explanation as to why the non-certified vendor was selected over a certified vendor as well as documentation that the vendor is in fact a MBE or WBE. This is done to minimize the likelihood of fraud.

**8. My business is a small “mom and pop operation.” If I have questions regarding my diversity plan, is there anyone available to assist me at the PGCB?**

- Yes. The PGCB’s diversity officer will assist any vendor with any questions regarding the preparation of a diversity plan that fully satisfies the requirements set forth in Section 1212 of Act 71.

**9. How often are certified vendors required to update their diversity plans?**

- Certified vendors are required to update their diversity plans on an annual basis.



**HAVE OTHER QUESTIONS ON BECOMING A VENDOR?**

Please call a PGCB diversity analyst at 717-703-2563.

They’re available Monday to Friday, 9 a.m. to 5 p.m.



*Compliments of*  
**State Representative**  
**Jake Wheatley, Jr.**

**CAPITOL OFFICE:**  
311 Irvis Office Building  
P.O. Box 202019  
Harrisburg, PA 17120-2019  
(717) 783-3783 • Fax: (717) 780-4753

**“THE PEOPLE’S OFFICE”:**  
2015-2017 Centre Ave., 1st Floor  
Pittsburgh, PA 15219  
(412) 471-7760 • Fax: (412) 471-8056

**E-MAIL:** [jwheatley@pahouse.net](mailto:jwheatley@pahouse.net)  
**WEB SITE:** [www.pahouse.com/wheatley](http://www.pahouse.com/wheatley)

Information  
for Potential  
**Casino**  
**Vendors**

Courtesy of  
State Rep. Jake Wheatley



Dear Friends:

*The construction of The Rivers Casino in the North Shore area represents real opportunity for the citizens of Pittsburgh, including the creation of steady jobs, property tax relief, and an influx of tourists to our great city.*

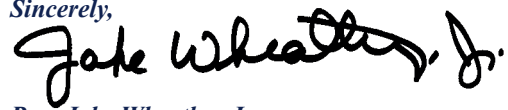
*It also is a prime opportunity for minority-owned businesses to become vendors to the casino. With this in mind, I have created this brochure to provide more information to vendors wishing to do business with The Rivers Casino.*

*I and my fellow members of the Pennsylvania Legislative Black Caucus made it very clear that Act 71 of 2004, which created casino gambling in the Commonwealth, had to contain inclusion language guaranteeing strong minority representation in all areas of the state's casinos. This means that from the workers on the casino floor, to the vendors that provide various services to the casino, the gaming law requires a strong minority presence as a requirement of all gambling establishments doing business in our state.*

*In order to be registered or certified as a vendor with the Pennsylvania Gaming Control Board, you must follow specific steps. The frequently asked questions and answers in this brochure should help you determine the best course of action to become a vendor.*

*If you need assistance with the vendor licensing process, please do not hesitate to call my office at 412-471-7760.*

Sincerely,



Rep. Jake Wheatley, Jr.

## From Act 71 of 2004:

### § 1212. Diversity goals of board.

(a) Intent. – It is the intent and goal of the General Assembly that the board promote and ensure diversity in all aspects of the gaming activities authorized under this part. The board shall work to enhance the representation of diverse groups in the ownership, participation and operation of licensed entities and licensed facilities in this Commonwealth and through the ownership, participation and operation of business enterprises associated with or utilized by licensed entities and licensed facilities and through the provision of goods and services utilized by slot machine licensees under this part.

## Frequently Asked Questions and Answers for Prospective Vendors

### 1. How does a business apply to be a registered or certified vendor?

Visit the Pennsylvania Gaming Control Board Web site: [www.pgcb.state.pa.us](http://www.pgcb.state.pa.us). Select "Licensure" at the top of the page, then "Applications," and then click on "Vendors." You will need to print the application – the Gaming Control Board only accepts them in paper form.

If you don't have Internet access, Rep. Wheatley's office can print an application and mail it to you (call 412-471-7760).

### 2. Should my business mail the completed vendor application directly to the PGCB?

It depends. If your business is a "sponsored vendor," a vendor who has an existing business relationship with a slot machine operator licensee or applicant, then you will need the casino to complete part of the application and mail it to the PGCB.

If your business is an "unsponsored vendor," seeking to do business with a slot machine operator licensee or applicant, you can mail the completed application directly to the PGCB.

### 3. What are the vendor basics for the PGCB?

- A vendor is defined as a person who provides non-gaming related goods or services to a slot machine applicant or licensee.
- Vendors must be either registered or certified by the board.
- Vendor applications may be submitted to the board by a slot machine licensee or applicant.
- Vendors may conduct business with a slot machine licensee or applicant prior to completion of the background investigations provided that completed vendor registration or vendor certification applications have been filed.
- Registered or certified vendors are required to submit diversity plan statements with their applications and must submit an annual diversity compliance report assessing their performance for the previous year.
- The board will maintain on its Web site at [www.pgcb.state.pa.us](http://www.pgcb.state.pa.us) a list of approved vendors from which the state's slot facilities may purchase non-gaming related goods or services as well as a list of prohibited vendors.

### 4. What are the requirements for a registered vendor?

- A person or entity must file a vendor registration application if the total dollar amount of business is or

will be greater than \$15,000 but less than \$200,000 with a single slot machine applicant or licensee within a consecutive 12-month period or the total dollar amount is or will be greater than \$15,000 but not greater than \$500,000 with multiple slot machine applicants or licensees within a consecutive 12-month period.

- ◆ An applicant for vendor registration must reimburse the board for the actual costs incurred by the board in conducting its review of the application up to a maximum of \$2,000.
- ◆ A vendor registration is valid for four years.
- ◆ A registered vendor's employees cannot go into the most restricted areas of the gaming floor. Employees of a certified vendor may do so (see question 3).

### 5. What are the requirements for a certified vendor?

- A certified vendor application is a more in-depth application than the vendor registration application.
- ◆ The application package must include a certification application form for each affiliate, intermediary, subsidiary and holding company of the applicant for certification. The application fee for these applications is waived.
- ◆ The application package must also include applications for each principal (owners, officers and directors) and key employee of the vendor certification applicant. The application fee for principals and key employees is \$500 per application. Principal and key employee certifications are valid for four years.
- ◆ The application package must include applications from the certified vendor applicant's employees who would be working on the gaming floor or in a restricted area. The application fee for gaming employee permittees is \$350 per application for one year permit. The fee for non-gaming employee registrants is \$60 per application and the credential is valid for four years.
- ◆ The application must include a diversity plan.
- The fee for the vendor certification application is \$1,500 and the certification fee is \$4,000. The certified vendor applicant must also reimburse the board for the cost of the background investigation.
- ◆ A vendor certification is valid for four years.