MINORITY BUSINESS ENTERPRISE
PRE-CERTIFICATION WORKSHOP

PROUDLY SERVING COLORADO, KANSAS, NEBRASKA AND WESTERN MISSOURI
The mission of the Mountain Plains MSDC is to provide Corporate America and Government entities with greater access to the goods and services of Minority-owned businesses in order to develop lasting and mutually beneficial business relationships.
ABOUT THE COUNCIL

- Mountain Plains MSDC is one of 23 Affiliates of the National Minority Supplier Development Council
- We have offices in Denver, Lenexa, and Omaha
- Operator of the Denver MBDA Business Center

Corporate Members & Certified MBEs
- 190 Certified MBEs Regionally
- 70 Corporate Members Regionally
- 12,000 Certified MBE’s Nationally
- 1,450 Corporate Members Nationally
GOALS OF THE COUNCIL

CERTIFY
MINORITY OWNED BUSINESSES AND PROMOTE THE VALUE OF CERTIFICATION.

DEVELOP
STAKEHOLDERS AND BUILD CAPACITY AND CAPABILITIES.

CONNECT
CERTIFIED MINORITY BUSINESS ENTERPRISES WITH NMSDC CORPORATE MEMBERS.

ADVOCATE
FOR MINORITY BUSINESSES AND PROMOTE THE VALUE PROPOSITION OF MINORITY SUPPLIER DEVELOPMENT.
BENEFITS OF CERTIFICATION

- Nationally recognized and respected Certification designation
- Inclusion in a National Membership Database – NMSDC Central
- MBE to MBE Business procurement and teaming Opportunities
- Access Opportunity Sessions hosted by Corporate Members
- Weekly Bid Notifications
- Access to local, regional, and national education, procurement, training and networking opportunities
- Access to the Minority Business Development Agency Business Center
CERTIFICATION CRITERIA

**Company:**
- For profit business
- Physically headquartered in the USA or territories

**Owner:**
- 51% minority-owned - 1 or more owners
- US Citizen
- Control, Ownership, Management

**NMSDC Definition of Ethnic Minorities**
- African American
- Hispanic American
- Native American
- Asian Pacific American
- Asian Indian American

For a list of specific countries, please visit NMSDC [here](#).
NMSDC Definitions

Qualified MBEs meet these 5 key requirements:

- Company is for-profit
- Company is headquartered in USA or USA territory
- Ethnic minority owner(s) are USA citizens
- Ethnic minority owner(s) hold majority ownership (51% or more)

Ethnic Minority

- African American
- Hispanic American
- Native American
- Asian and Pacific Islander American
- Asian Indian American

Minority Business Enterprise
- A for-profit company that is controlled, majority owned, and managed by an ethnic minority.
REQUIRED DOCUMENTS

• **PROOF OF ETHNICITY**
  – Birth certificate (must show ethnicity) or tribal card/registry for Native Americans
  – Birth certificate of one or both parents (must show ethnicity)

• **PROOF OF CITIZENSHIP**
  – US Birth certificate
  – US passport
  – US Certificates of Citizenship or Naturalization
REQUIRED DOCUMENTS

- Assumed Name Certificate (doing business as) for sole proprietors
- Articles of Organization/Incorporation
- Operating Agreement/By Laws/ Regulations
- Meeting Minutes- first and last
- Partnership Agreement
- Buy-Out Agreement
- Management Agreement
- Stock certificates (front and back) and Stock Ledger
- Proof of purchase/investment (cancelled checks)
REQUIRED DOCUMENTS

- Applicable Operating Business License and/or Permit
- Lease agreements – for property and equipment
- Resume(s) for owner(s)
- Drivers License (colored copy, all owners)
- Roles and Responsibilities of the owners
- Contract or Work History
- Company profile/capability statement
- Equipment list (if applicable)
- Proof of Bonding (if applicable)
REQUIRED DOCUMENTS

FINANCIAL MATTERS
- Two (2) years tax returns for business or Two years (2) personal tax returns if business is less than 1 year
- Balance Sheet
- Profit & Loss Statement
- Statement of Cash Flow
- Copy of Bank signature card for Business Account
- Notes Payable (if any)
CERTIFICATION PROCESS

Complete Application submitted with processing fee

Review of Application and Documents

Submit to Certification Committee

Submit Recommendation to the BOD

Certification Committee Reviews

Site Visit

BOD makes Determination

Applicant is Certified/Denied Certification

MBE attends Post Certification Session

45-60 Days to Process
### Fee Schedule

<table>
<thead>
<tr>
<th>Fee category by annual revenue (millions)</th>
<th>Class 1 &lt;$1m</th>
<th>Class 2 $1m-$10m</th>
<th>Class 3 $10m-$50m</th>
<th>Class 4 $50m+</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Certification</td>
<td>$525</td>
<td>$750</td>
<td>$1,050</td>
<td>$1,150</td>
</tr>
<tr>
<td>Recertification</td>
<td>$450</td>
<td>$700</td>
<td>$1,000</td>
<td>$1,100</td>
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</tbody>
</table>

***Expedited certification fee is $800***

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Mountain Plains Minority Supplier Development Council
PORTFOLIO HIGHLIGHTS

- 204 Certified MBEs
- $3.17 B Aggregate Revenue Reported
- 156 National and International MBEs
- 14324 Employed by MPMSDC Certified Suppliers
- 7862 Minority Employees
### PORTFOLIO HIGHLIGHTS - REVENUE CLASSIFICATION

<table>
<thead>
<tr>
<th>Class</th>
<th>Count</th>
<th>Minority Business Enterprises</th>
<th>Average Revenue</th>
<th>Average Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 ($0 - $1M)</td>
<td>85</td>
<td>41.67%</td>
<td>$300205</td>
<td>6</td>
</tr>
<tr>
<td>Class 2 ($1M - $10M)</td>
<td>76</td>
<td>37.25%</td>
<td>$4.18M</td>
<td>32</td>
</tr>
<tr>
<td>Class 3 ($10M - $50M)</td>
<td>32</td>
<td>15.69%</td>
<td>$23.39M</td>
<td>167</td>
</tr>
<tr>
<td>Class 4 ($50M+)</td>
<td>11</td>
<td>5.39%</td>
<td>$188.59M</td>
<td>524</td>
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</tbody>
</table>
• Gather all Required Documents
• All applications are processed through our online MBE portal
  Click on the “Request a Login” link
• Answer all questions and upload all required documents
• If an item can not be submitted, provide a brief explanation in the space provided in your application
• Call or email for any questions or clarifications
QUESTIONS?
certification@mpmsdc.org
303-623-3037

Sol Ybarra
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