

**METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI (MSDGC)
REGISTRATION HIGHLIGHTS
Small Business Enterprise (SBE) Program**

WHY REGISTER WITH MSD?

1. Registration increases the applicant pool for each of the commodity categories; Professional Services, Construction, and Supplies/Services.
2. Registration allows a firm to receive notices for upcoming bid opportunities.
3. Registered firms have access to industry specific training that aid a firm's growth and development.
4. Registered SBE subcontractors increase their visibility and potential to join viable MSD project teams.
5. Registration provides SBEs an avenue to market their businesses, form long term relationships and be considered during the procurement planning initiatives.
6. Registration provides access to MSDGC staff who provides guidance and support through the MSDGC SBE processes.
7. Registration increases the SBE goal percentage assigned to MSDGC projects

HOW DO I QUALIFY?

MSDGC is **not** a certifying agency. MSDGC accepts certifications from certifying agencies whose SBE criteria do not exceed MSDGC's criteria.

Criteria:

Size Standards:	A firm for which the gross revenues or number of employees averaged over the past three years, inclusive of any affiliates as defined by 13 C.F.R. Sec. 121.201, does not exceed the size standards as defined pursuant to Section 3 of the Small Business Act (PL85-536) www.sba.gov/size
Personal Net Worth :	\$750,000 - excludes owner(s) primary personal residence and business interest(s). This is applicable to each owner.
Ownership:	51% Owned and Controlled by a United States Citizen.

HOW DO I REGISTER WITH MSDGC?

MSDGC is **not** a certifying agency. MSDGC accepts certifications from certifying agencies whose SBE criteria does not exceed MSDGC's SBE criteria.

All program participants are required to register online with the City of Cincinnati Vendor Self-Service (VSS) system. To access this system go to www.cincinnati-oh.gov/vss . Vendor registration is required for any business large or small interested in doing business with the City of Cincinnati. The VSS process is separate from the MSDGC SBE Program registration process.

Upon being certified by a recognized certifying public entity:

1. Visit www.msdbg.org <go to> [Small Business Enterprise Program](#)
2. <click> Vendor Registration
3. <click> Register My Business
4. <Click> Complete the registration form.

Once this information is received, reviewed, and approved, a confirmation letter will be sent to the representative of the company confirming the registration with MSDGC. The firm's information will be entered into the Small Business Database and appear in the MSDGC Supplier Diversity Directory.

Incomplete applications will not be processed. The registering firm will be notified of the incomplete information and provided a deadline for completion. Each question must be answered, attachments included and signatures supplied where indicated.

For additional information contact:

Heide Cooper, Administrative Technician
MSD/WWA/Office of Workforce and Business Development (SBE)
1600 Gest Street
Cincinnati, OH 45204
Email: Heide.cooper@cincinnati-oh.gov
Tel: 513-244-1320
Fax: 513-244-1384

Recognized Certifying Public Entities

The list is not exclusive. Public entities that certify are reviewed on a case by case basis and when applicable are added to the list.

City of Cincinnati Small Business Enterprise Program

513-352-3144

Division of City Manager/Office of Contract Compliance

Two Centennial Plaza

805 Central Avenue, Suite 222

Cincinnati, OH 45202-1947

Website: <http://www.cincinnati-oh.gov/purchasing/registration/small-business-enterprise-certification>

- ***Small Business Enterprise (SBE) Certification***
- ***Self-Certification Small Business Enterprise (SBE) ONLINE (for procurements less than \$50,000)***
- ***The Banks Small Business Enterprise Program Certification***
- ***Self-Certification The Banks Small Business Enterprise Program ONLINE (for procurements less than \$50,000)***

City of Dayton Procurement Enhancement Program (PEP)

937-333-1403

Human Relations Council

130 W. Second Street, Suite 730

Dayton, OH 45402

Website: <http://daytonhrc.org/business-technical-assistance/certification/procurement-enhancement-program>

- ***Small Business Enterprise (SBE) Certification Program***
- ***Minority Business Enterprise Certification Program***
- ***Female Business Enterprise Certification Program***
- ***Dayton Small and Local Business Certification Program***

U.S. Small Business Administration (SBA)

614-469-6860 Ext. 267

Section 8(a) Business Development Program

Columbus, OH 43215-2240

Website: www.sba.gov/oh/columbus

Disadvantages Business Enterprise (DBE) Certification

State of Ohio, Department of Administrative Services (DAS)

614-466-8380

Equal Opportunity Division

Encouraging Diversity, Growth & Equity (EDGE) Program

30 East Broad Street, Suite 1840

Columbus, OH 43215-3414

Website: <http://www.das.ohio.gov/eod>

Encouraging Diversity, Growth & Equity (EDGE) Certification

FREQUENTLY ASKED QUESTIONS:

1. Do I have to register in MSDGC's Small Business Enterprise (SBE) Program?

Answer: Registration is voluntary for business owners and is not a prerequisite for bid activity or contract awards. If a firm does not have the City of Cincinnati certification, registration with the MSDGC SBE Program is required in order to participate as an SBE in MSDGC's SBE Program. Registration verifies ownership, control and management responsibilities to assure that the benefits of the SBE Program are available to legitimate small business owners interested in participating in MSDGC procurements.

2. If I apply for registration today, how long will it take for you to process my application package?

Answer: The standard for completing the registration process is three weeks from the time the the Office of Workforce and Business Development /Small Business Enterprise Program receives the "complete" application package.

3. What is the cost to apply for registration in the MSDGC SBE Program?

Answer: Free. There is no application fee.

4. Do I have to register in the City of Cincinnati's Vendor Self Service system (VSS) to do business with MSD?

Answer: Yes. All program participants are required to register online with the City of Cincinnati Vendor Self-Service (VSS) system. To access this system go to www.cincinnati-oh.gov/vss.

5. Is the Federal Tax Identification Number and the Employer Identification Number (EIN) the same?

Answer: An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may [apply online](#). This is a free service offered by the Internal Revenue Service.

6. My firm is certified by another agency. Will my certification from that agency be accepted for MSD registration?

Answer: MSDGC Small Business Enterprise Program is not a certifying agency. MSDGC accepts certificates from approved certifying agencies whose SBE criteria do not exceed MSDGC's SBE criteria. (See "How Do I Qualify" and "Recognized Certifying Public Entities.")

7. The U.S. General Services Administration (GSA) is a federal public agency. Will my affiliation with GSA be acceptable to MSDGC?

Answer: No. GSA is not a certifying agency. The mission of GSA is to promote increased access to GSA's nationwide procurement/contracting opportunities. The GSA Office of Small Business utilization (OSBU) seeks to increase access to GSA's nationwide procurement opportunities. It advocates for small businesses, monitors and implements small-business policies, manages programs, and provides outreach activities. Businesses should see MSD's list of "Recognized Public Certifying Entities" or contact the U.S. Small Business Administration Office for additional information on their certification programs.

8. My firm is certified by CCR and ORCA. Will my certification from those agencies be accepted for MSDGC registration?

Answer: No. MSDGC does not accept the CCR and ORCA registrations. The Central Contractor Registry (CCR) and Online Registration and Certification Application (ORCA) are **not** certifying agencies. In October 1, 2003, it was federally mandated that any organization wishing to do business with the Federal Government under a Federal Acquisition Regulation (FAR)-based contract must be registered in CCR before being awarded a contract. The CCR functions similarly to the City of Cincinnati Vendor Self Service system (VSS).

9. My firm is certified in a few different areas, e.g. Engineering, and surveying, but we provide other services. Will my certification be valid for those other services?

Answer: No. Your certification is valid for only those areas specified by the certifying agency when counted towards an SBE participation goal. However, nothing prohibits your firm from competing for work in other areas.

10. Is there a penalty for submission of false or misleading information?

Answer: Yes. Upon signing the application, applicant affirms that all information supplied herein is true and accurate, and that the application contains no false and/or misleading information.

Should any of the information provided in the application be false, MSDGC may suspend further processing of the application or terminate the applicant's registration, should it already have been granted. Further, MSDGC may take such other action as provided for by contract or law.

11. How do I check for MSDGC Projects on Sale?

Answer: To view all City projects on sale

<Go to> www.cincinnati-oh.gov

<Click> Businesses

<Click> City Purchasing and Contracts

<Click> Current Business Opportunities

12. How can I obtain a Plan Holders List for a Project on Sale?

Answer: Plan Holders List can be obtained during the bidding process and after the bid results.

<Go to> Current Business Opportunities Page (Perform the steps in No. 11 above) then

< Select> the project of interest

<scroll> to the right for Plan Holder's List link

13. Does MSDGC advertise bids through the City of Cincinnati Purchasing process?

Answer: Yes. All City projects are advertised on the Business Opportunities site. New projects are posted on Tuesdays.

14. Who should I contact to answer additional questions?

Answer: Heide Cooper, Administrative Technician, Email: Heide.cooper@cincinnati-oh.gov

Tel: 513-244-1320 Fax: 513-244-1384