

**Metropolitan Sewer District of Greater Cincinnati (MSD)  
Small Business Enterprise (SBE) Program  
Registration Highlights**

**Why Register with MSD?**

1. Registration increases the applicant pool for each of the commodity categories; Professional Services, Construction, and Supplies/Services. Increasing the applicant pool increases the SBE goal percentage assigned to MSD projects.
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 MSD's procurement planning initiatives.
6. Registration offers access to MSD staff who provide guidance and support.

**How Do I Qualify?**

MSD is **not** a certifying agency. MSD accepts certifications from certifying agencies whose SBE criteria meets MSD's criteria.

<b>SBE Criteria</b>	
<b>Size Standards:</b>	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) <a href="http://www.sba.gov/size">www.sba.gov/size</a>
<b>Personal Net Worth :</b>	\$750,000 - excludes owner(s) primary personal residence and business interest(s). This is applicable to each owner.
<b>Ownership:</b>	51% Owned and Controlled by a United States Citizen.

**How Do I Register with MSD?**

1. Become SBE certified with one of MSD's recognized certifying agencies.
2. Register online with the City of Cincinnati Vendor Self Service (VSS) system at [www.cincinnati-oh.gov/vss](http://www.cincinnati-oh.gov/vss). Vendor registration is required for all businesses interested in doing business with the City of Cincinnati.
3. Access the City of Cincinnati's Vendor Compliance and Certification System (VCCS) by visiting <https://cincinnati.diversitycompliance.com/>.
4. Select **Apply for MSDGC Registration** and complete the online registration application as directed.
5. Electronically submit all requested documents, including copies of any certifications and the notarized Affidavit of Certification.

Once the information is received, reviewed, and approved, a confirmation letter will be sent to the representative of the company confirming registration with MSD. The firm's information will be entered and appear in the City of Cincinnati VCCS Certified Vendor Directory as an MSD-SBE.

**Incomplete applications will not be processed. Each question must be answered, attachments included and electronic signatures supplied where indicated.**

If outstanding information is not provided within 45 days of the start of an online application, the application will be marked inactive. MSD does not maintain a record for companies that provide incomplete data.

### **MSD Recognized Certifying Agencies**

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

#### **City of Cincinnati Department of Economic Inclusion**

Phone: 513.352.3144

Email: [DEI@cincinnati-oh.gov](mailto:DEI@cincinnati-oh.gov)

Website: <http://www.cincinnati-oh.gov/inclusion/>

Accepted Certifications: Small Business Enterprise (SBE), Small Local Business Enterprise (SLBE), and Banks Small Business Enterprise (BSBE)

#### **City of Dayton Human Relations Council**

Phone: 937.333.1413

Website: <http://daytonhrc.org/>

Accepted Certification: Procurement Enhancement Program (PEP) Small Business Enterprise (SBE)

#### **U.S. Small Business Administration (SBA), Columbus District Office**

Phone: 614.469.6860 ext. 267

Website: [www.sba.gov/oh/columbus](http://www.sba.gov/oh/columbus)

Accepted Certification: 8(a)

#### **State of Ohio Department of Administrative Services (DAS), Equal Opportunity Division**

Phone: 614.466.8380

Email: [eod@das.ohio.gov](mailto:eod@das.ohio.gov)

Website: <http://das.ohio.gov/Divisions/EqualOpportunity/BusinessCertification.aspx>

Accepted Certification: Encouraging Diversity, Growth & Equity (EDGE)

## FAQs

**1. Do I have to register in MSD’s Small Business Enterprise (SBE) Program?**

Answer: Registration is voluntary for business owners and is not a prerequisite for bid activity or contract awards. Registration is required in order to participate as an SBE in MSD’s SBE Program if a firm does not have one of the above listed City of Cincinnati Department of Economic Inclusion certifications. 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 MSD procurements.

**2. Does MSD accept Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) certifications?**

Answer: MSD administers the SBE Program, which is a race and gender neutral inclusion program. The only goals established for MSD projects are SBE goals. Therefore, MSD does not accept MBE and WBE certifications. However, when registering as an MSD-SBE, please submit all certifications applicable to your firm, including MBE and/or WBE certifications.

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

Answer: The standard for completing the registration process is three weeks from the time a complete application is submitted online.

**4. What is the cost to apply for registration in the MSD SBE Program?**

Answer: There is no cost to apply for registration.

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

Answer: Yes. (See ‘How Do I Register with MSD.’)

**6. 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 at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>. This is a free service offered by the Internal Revenue Service.

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

Answer: MSD Small Business Enterprise Program does not currently certify firms. We register applicants who are certified by an MSD recognized certifying agency whose SBE criteria do not exceed MSD’s SBE criteria. (See “How Do I Qualify” and “Recognized Certifying Public Entities.”)

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

Answer: No. GSA is not a certifying agency. (See “Recognized Public Certifying Entities” or contact the U.S. Small Business Administration Office for additional information on their certification programs.)

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

Answer: No. The Central Contractor Registry (CCR) and Online Registration and Certification Application (ORCA) are not certifying agencies. (See “Recognized Public Certifying Entities.”)

**10. My firm is certified in a few different areas, i.e., engineering, surveying but we provide other services. Will my certification be valid for those other services?**

Answer: To count towards the SBE participation goal, your certification is only valid for those areas specified by the certifying agency. However, nothing prohibits your firm from competing for work in other areas.

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

Answer: Yes. Upon completing 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, MSD may suspend further processing of the application or terminate the applicant's registration. MSD may also take other action as provided for by contract or law.

**12. How do I check for MSD Projects on Sale?**

Answer: To view all City projects on sale, including MSD projects, visit [www.cincinnati-oh.gov](http://www.cincinnati-oh.gov)

Go to: Businesses → City Purchasing and Contracts → Current Business Opportunities → View Data

Or click the following link: <https://data.cincinnati-oh.gov/Fiscal-Sustainability-Strategic-Investment/Procurement-Opportunities-and-Contract-Awards/pid3-z56k/data>

**13. 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. Visit the City's Business Opportunities page (perform the steps in #11 above). Select the project of interest and scroll to the right to the column labeled Plan Holders List. When applicable, a PDF of the Plan Holders List will be available to view.

**14. Does MSD advertise bids through the City of Cincinnati Purchasing process?**

Answer: Yes. All City projects, including MSD projects, are advertised on the Bid Opportunities site (perform the steps in #11 above). New projects are posted on Tuesdays.

**15. What is the contact information for MSD's SBE Program?**

Answer: The SBE Program is located in the MSD Wastewater Administration Building, located at 1081 Woodrow Street, Cincinnati, OH 45204. The office can be reached by phone at 513.244.1300, by fax at 513.557.7193 or by email at [msdsbe@cincinnati-oh.gov](mailto:msdsbe@cincinnati-oh.gov).