

New MBE Welcome Packet



**Eastern
Minority Supplier
Development Council**

Welcome

Greetings!

We are pleased to inform you that your company has been approved for certification as a Minority Business Enterprise. Congratulations!

Your certification is valid for one year as indicated on the enclosed certificate. If there are any changes to the ownership and/or control of your firm, you are required to notify this office in writing immediately. Please keep us informed of any changes in your product or service description, and/or your contact information so that your company profile remains as current as possible.

You are encouraged to attend as many Council events as possible. It is here that you will develop new business leads and strengthen those you already have. Results show that the more a company participates in Council activities, the more their involvement pays off.

Best wishes for success in the coming year and please don't hesitate to contact the Council for assistance.

Thank you again, for your continued support of the Eastern MSDC!



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Paul Douglas
EMSDC MBEIC Chair
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Minority Business Enterprise Input Committee

The Minority Business Enterprise Input Committee (MBEIC) is a committee of the EMSDC Board of Directors. The MBEIC is your voice to the ear of the Board. Participation in the MBEIC adds value to your certification by providing an avenue to become involved in driving the activities of the Council.

Roles and Responsibilities of the MBEIC

- Act as liaisons between the minority business community and council members.
- Assists the Council with outreach efforts to minority businesses.
- Identify minority owned businesses and encourage their participation with EMSDC.
- Advise and make recommendations to the Council on minority business priorities.
- Serve on the Board of Directors as well as EMSDC committees.

Our Vision is to be the driving force in assisting certified MBEs to achieve size, scale, capital, technology and profit.

Our Mission is to be an effective voice and resource for certified MBEs in achieving business success by:

- Increasing procurement and business opportunities for certified MBEs.
- Sharing knowledge, information and connections for substantial growth.
- Supporting MBEs ability to compete in the open market.

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Corporate Plus is a national membership category for Minority Business Enterprises (MBEs) designed to recognize their national capabilities, bring them to the attention of more National Corporate Members, and expand their participation in the NMSDC network. The Corporate Plus program is a direct result of increasing requests from National Corporate Members that the NMSDC assist them in location of more minority businesses with capacity for national contracts.

Corporations drive the Corporate Plus program, Corporate Members are asked to:

- Identify those MBEs with which their company has had successful national agreements.
- Ask those national MBEs to become National Corporate Plus Members.
- Complete the NMSDC Corporate Plus Membership Form with the recommended Corporate Plus candidate(s).

Everyone wins through the Corporate Plus program:

- National Corporate Members will have a proven list of experienced national MBEs that have been recommended by other major corporations.
- National Corporate Plus MBEs will have greater access and opportunities to other National Corporate Members.
- National Corporate Plus Members will provide additional opportunities to other MBEs through continued development of their own internal minority business development programs.
- Minority businesses are one of the fastest growing business segments, and they are well-positioned to contribute both to job growth and to the overall economic health of minority communities and the country as a whole.

Why Should Minority Business Join Corporate Plus?

- Increases opportunities to expand contracts with National Members beyond the traditional networking sessions.
- Provides continuing national exposure of MBEs who have gone to the next level and are capable of meeting National Corporate Members requirements on a national basis.
- Creates more visibility to major corporations because of heightened awareness of National Corporate Plus Members' capabilities through recommendations made by other major corporations.
- Enhances abilities to positively influence growth and expansion of smaller MBEs by providing expertise and additional opportunities through internal minority business development programs.
- Provides access to a full-time NMSDC Director of New Business Development who can provide ongoing linkage to National Corporate Members who are seeking MBEs of Corporate Plus caliber.

Which Minority Businesses are eligible for the Corporate Plus program?

1. MBEs recommended by a National Corporate Member of the NMSDC.
2. MBEs doing business on a national basis, with confirmation provided by the National Corporate Member who recommended participation in the Corporate Plus program.
3. MBEs that are certified by the NMSDC – affiliated council closest to their headquarters.
4. MBEs pay annual national membership dues.
5. MBEs are strongly encouraged to have or develop their own internal minority business development program, and report results to NMSDC.

For More Information Contact:

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Centers of Excellence

Centers of Excellence (COE) is a program of the NMSDC designed to enhance successful business relationships between corporations and MBEs by strengthening corporate minority supplier development processes. NMSDC recognized the need to enhance successful business relationships between corporations and MBEs by strengthening corporate minority supplier development processes, as a result, Centers of Excellence was launched.

Centers of Excellence is a network of regional business modules bringing together expertise in minority business development for continuous improvement of this management practice. Based on forecasted needs, corporate module members have the opportunity to identify MBEs in their region to participate in these modules and be an integral part of their growth. The COE provides a structured environment for fostering minority supplier development. The COE is a forum for defining issues, gathering data on industry best practices, and establishing tools and processes to engage minority businesses.

Each Corporate Business Module participant is expected to offer capacity building activity for one or more MBEs in the group in at least one developmental area. Examples of developmental areas include quality training, executive education, financial assistance, technical assistance, project management, strategic partnerships, etc.

NMSDC Centers of Excellence Benefits

- Enhances corporations' minority business development process by using NMSDC Best Practices.
- Provides opportunity for corporations to benchmark successful minority supplier development strategies; strategies among corporate peers.
- Provides increased business opportunities for both corporate members and MBEs through learning from each other's competitive strengths.
- Has a greater impact on improving the economic environment of the community by reinforcing the concept of buying among and between corporations and MBE companies.
- Aligns more closely the sales methods of MBEs with the procurement processes of corporate module members.
- Improves competitive market position by helping corporations satisfy the expectations of an increasingly diverse customer base.
- Develops a portfolio of capacity building modules/templates for use in enhancing minority business development.

Industry Groups

Industry Sector Groups are industry-led and focused initiatives designed specifically to support the growth of companies within a specific industry sector. Sector Group goals are to collectively seek opportunities for business growth, identify and solve barriers to growth, and identify resources that increase business capacity. An industry sector partnership will:

- Engage Corporate Membership to identify and expand opportunities
- Prepare MBEs for emerging opportunities
- Access business opportunities to promote growth among MBEs
- Create programs that offer greater connections between buyers and suppliers
- Identify and utilize technical assistance and developmental training
- Collaborate with our national network and resource partners

Why Industry Sector Groups?

Due to the current business growth within the Eastern Region, EMSDC is taking on a larger and more active role to connect our MBEs to current and emerging business opportunities, creating mentoring relationships, and assuring our corporate membership easily connects with the type of suppliers they are seeking. By emphasizing specific industry groups, we collectively create greater opportunities for MBEs on multiple tiers, match capabilities with opportunities, and identify areas where collective resources can be best utilized.

Targeted Industry Sectors:

- Construction
- Energy
- Pharma
- Healthcare
- Technology
- Banking/Finance/Insurance

EMSDC Expectations

In order to be successful in any relationship, each of the parties should know what is expected of them. In this spirit, please keep in mind the following:

Certified MBEs are expected to:

- Maintain Certification
- Utilize EMSDC Products & Services
- Set High Standards for Your Business
- Be Patient in the Pursuit of Opportunities with Corporate Members
- Report Spending with other MBEs
- Maintain Realistic Expectations
- Notify Council of Opportunities to Increase the Engagement with Corporate Members
- Provide Feedback to Council Staff

Staff Members are expected to:

- Possess Integrity
- Exhibit Professionalism
- Be Responsive
- Be Timely in All Efforts
- Support our Members
- Advocate for MBEs
- Follow Through

Corporate Members are expected to:

- Support EMSDC
- Work to Build Relationships with MBEs
- Provide Fair Chances for MBEs to Win Your Business
- Report MBE Purchases
- Notify Council of Opportunities for Improvement with MBE Engagement
- Provide Feedback to Council Staff

Frequently Asked Questions

Is this a federal or state program?

We are not governed by or funded by the federal or state government. We are a 501(c)(3) non-profit organization.

How is EMSDC funded?

The Council is funded through the support of our member corporations, MBE fees, and programs and events.

Does EMSDC provide any grants or funding?

EMSDC doesn't offer any grants or funding, per se. Certified MBEs have access to the Business Consortium Fund (BCF). It works similar to an SBA guaranty, but the recipient must be certified by an NMSDC – affiliated council and doing business with a corporate member. More information about the BCF program is available at www.bcfcapital.com.

As a certified MBE, can I search the database for other MBEs?

Yes, NMSDC has created the MBE2MBE Search Tool in the certification management system. You must [click here](#) and login to the system and opt-in to use the tool. You may start searching once you have confirmed your selection.

Where do I find contact information for corporate members?

[Click here](#) for the most recent corporate directory. If you need the password, please [click here](#).

How do I find current bids?

<https://emsd.org/essentials/current-bids>. We will also send email notifications.

I'm having trouble getting a Supplier or Corporate Member to call me back. What can I do?

Contact EMSDC for assistance. We will work with you to determine the best course of action.

What is the best way to network?

The best way to network is to become involved with the programs and events offered by EMSDC. Attendance at events is critical to MBE development and provides an opportunity to meet corporate member representatives and other certified MBEs. [Click here](#) for our calendar of events.

Do I need to be certified by the National MSDC?

The NMSDC itself does not administer certification, however, a uniform process of certification is a service provided through its affiliate councils. Once certified your certification is nationally recognized.

Once I'm certified, how soon will I be able to get contracts?

Neither the NMSDC nor its affiliate councils have access to contracts or opportunities. The Council provides access to the supplier diversity programs, of its member organizations, to enable certified MBEs the opportunity to network and build relationships.

How long does the certification last?

Certification lasts for one year. Certified MBEs will be notified 90, 60, and 30 days prior to their expiration date. A recertification application must be received prior to a MBEs expiration date.

Frequently Asked Questions

How do I change my NAICS Codes, product/service description, or contact information?

Certified MBEs must submit a written request to certification@emsdc.org.

What should I do if I gain/lose owners or key shareholders?

Notify our office within 30 days of the change with written documentation of the change. Failure to do so may result in the decertification of your company.

If I'm already a certified MBE and I start/buy another company, do I have to take that company through the whole certification process?

Yes, each new company must undergo the full certification process.

I cannot access the certification portal/forgot my password. What should I do?

Usernames and passwords are case sensitive. Try entering them exactly as they are given to you. If that does not work, contact certification@emsdc.org.

What are subscription services?

If you wish to receive services from another council over and above those provided with a basic certification, you may apply for a subscription service. Each council has a different set of benefits. Please [click here](#) for contact information for each council.

How do I recertify my NMSDC Certification?

Please login to affiliate.nmsdc.org/emsdc to access the application. Once logged in, click on My Home and you will see a button that says "Recertify Now". Click it to start the application.