

**METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI (MSD)  
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 which aid a firm's growth and development.
4. Registered SBE subcontractors increase their visibility and potential to join viable MSD project teams.
5. Ability to market their business, form long term relationships and be considered during MSD's procurement planning initiatives.
6. Access to MSD staff that provides guidance and support to the MSD SBE processes.

**HOW DO I QUALIFY?**

MSD is **not** a certifying agency. MSD accepts certifications by other public entities that do not exceed MSD's criteria for their SBE Program.

**Criteria:**

<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?**

MSD is **not** a certifying agency but accepts certifications from agencies whose certification criteria does not exceed MSD's certification 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](http://www.cincinnati-oh.gov/vss). There is an annual fee of \$55.00. 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 SBE Program registration process.

Upon being certified by a recognized certifying public entity:

1. Visit [www.msdbg.org](http://www.msdbg.org) to obtain a copy of the MSD Small Business Registration Form.
2. Complete the registration form.
3. Have the registration form notarized. MSD have Notary Publics on staff by appointment; contact Heide Cooper as listed below.
4. Return the notarized registration form to the MSD Office of Workforce and Small Business Development.
5. Include a copy of all **certifications** and your City of Cincinnati **Vendor Registration confirmation**.

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

**No incomplete applications will be processed. Each question must be answered, attachments included and signatures supplied where indicated.**

If outstanding documents are not submitted within 45 days of MSD's receipt of the original submittal, all documents will be returned to the company. MSD does not maintain files for companies where the data is incomplete.

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](mailto:Heide.cooper@cincinnati-oh.gov)  
Tel: 513-244-1320  
Fax: 513-557-7116

### **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 Manger/Office of Contract Compliance

Two Centennial Plaza

805 Central Avenue, Suite 222

Cincinnati, OH 45202-1947

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

- ***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://www.cityofdayton.org/departments/hrc/>

- ***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](http://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 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, but it is required in order to participate as a SBE in MSD’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 MSD 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 “complete” application package has been received by the Office of Workforce and Business Development—Small Business Enterprise Program. After 45 days, failure to submit all required documentation will result in the package being returned to applicable firm.

**3. What is the cost to apply for registration in the MSD 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](http://www.cincinnati-oh.gov/vss). There is an annual fee of \$55.00.

**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 registered with Hamilton County Small Business Office. Will my registration from that agency be accepted for MSD registration?**

Answer: No. Hamilton County Small Business Office is not a certifying agency. MSD will no longer accept Hamilton County’s Small Business Office registration. (See “How Do I Qualify” for basic certification criteria.)

**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 accept applicants certified by other Public Entities whose criteria do not exceed MSD 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. 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.

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

Answer: No. MSD will no longer accept the CCR and ORCA registration. 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).

**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 areas?**

Answer: No. Your certification is only valid for those areas specified by the certifying agency when counted toward a SBE participation goal. 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 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, MSD may suspend further processing of the application or terminate the applicant's registration, should it already have been granted, as well as take such other action as provided for by contract or law.

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

Answer: Construction Projects are listed at [www.msdbg.org](http://www.msdbg.org);

Click on Construction Contracts.

Click on Projects on Sale.

Request for Proposals (RFP) and Request for Qualifications (RFQ) are posted at [www.msdbg.org](http://www.msdbg.org); on the right under the **News** category box.

**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.

Construction Projects are listed at [www.msdbg.org](http://www.msdbg.org);

Click on Construction Contracts.

Click on either Projects On Sale or Bid Results.

Click on the project of your interest.

Click on Plan Holders List.

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

Answer: Yes. Goods and Services bid through the City Purchasing Process can be checked weekly, beginning on Tuesday at [www.cincinnati-oh.gov/vss](http://www.cincinnati-oh.gov/vss).

Click on Business Opportunities.

Search for solicitations.

**15. Who should I contact to answer additional questions?**

Answer: Heide Cooper, Administrative Technician, Email: [Heide.cooper@cincinnati-oh.gov](mailto:Heide.cooper@cincinnati-oh.gov)

Tel: 513-244-1320 Fax: 513-557-7116