



North Central
Minority Supplier
Development Council

***SERVING:** Iowa, Minnesota, North Dakota,
South Dakota, Wisconsin*

MINORITY BUSINESS ENTERPRISED (MBEs) CERTIFICATION PROCESS



An Affiliate Of The

NMSDC
National Minority Supplier
Development Council



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North Central MSDC

OUR TEAM



Duane Ramseur
President & CEO



Heather Noel Olson
Director,
Corporate Relations &
Certifications



Tōnya R. Hébert-Dickson
Certification Manager



McKay Munoz
Operations Manager



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Who Are We?

- ❖ Established in **1975** as the Minnesota Minority Supplier Development Council. It was created by corporations who saw a need to work with an emerging small business segment of the U.S. population that would enhance customer relationships with one of the largest consumer buying groups in the U.S. by providing business opportunities for and to its customer or its customer's.
- ❖ January 2014 the National Minority Supplier Development Council restructured the 36 councils into 24. This restructuring included the Wisconsin and Iowa regions with the Minnesota, North Dakota and South Dakota regions. With the restructuring MMSDC was renamed to **North Central Minority Supplier Development Council (North Central MSDC)** which now includes Iowa, Minnesota, North Dakota, South Dakota and Wisconsin.
- ❖ Private, **non-profit** organization
- ❖ An affiliate of **the National Minority Supplier Development Council (NMSDC)**
- ❖ Certifying entity for **MBEs** who want to do business with **Corporate America**



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Core Competencies!



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Why Be MBE Certified

- ❖ As a NMSDC certified MBE, you are in the unique position to promote and market your services to prospective corporate buyers who are looking to build relationships with trusted minority-owned businesses. If your company wants to connect with private-sector buyers, **NMSDC Certification is considered the Platinum Standard** in supplier diversity and can improve financial performance.
- ❖ Provides assurance that the businesses chosen through a corporations supplier diversity efforts are legitimate minority owned and operated companies.



NMSDC AFFILIATE COUNCILS NETWORK

The NMSDC Network Includes A National Office In New York And 24 Regional Affiliates Across The Country.

Capital Region MSDC

Serving the District of Columbia, Maryland and Northern Virginia

Carolinas-Virginia MSDC

Serving North Carolina, South Carolina and Southern Virginia

Central & North Florida MSDC

Serving Central and Northern Florida

Chicago MSDC

Serving Metro Chicago and NW Indiana

Dallas/Fort Worth MSDC

Serving Metro Dallas - Fort Worth

Eastern MSDC

Serving Pennsylvania, Southern New Jersey and Delaware

Georgia MSDC

Serving Georgia

Greater New England MSDC

Serving Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont

Houston MSDC

Serving Metro Houston

Michigan MSDC

Serving Michigan

Mid-States MSDC

Serving Indiana (except NW IN), Central Illinois and Eastern Missouri

Mountain Plains MSDC

Serving Colorado, Kansas, Nebraska and Western Missouri

New York & New Jersey MSDC

Serving New York and Northern New Jersey

North Central MSDC

Serving Iowa, Minnesota, North Dakota, South Dakota and Wisconsin

Northwest Mountain MSDC

Serving Washington, Alaska, Oregon, Montana, Wyoming, Idaho and Utah

Ohio MSDC

Serving Ohio

Pacific Southwest MSDC

Serving Arizona and Metro San Diego

Puerto Rico MSDC

Serving Puerto Rico and U.S. Virgin Islands)

Southern California MSDC

Serving Metro Los Angeles and Southern California (except Metro San Diego)

Southern Florida MSDC

Serving Southern Florida

Southern Region MSDC

Serving Alabama, Arkansas, Louisiana and Mississippi

Southwest MSDC

Serving New Mexico, Oklahoma And Southwestern Texas

TriState MDFV

Serving Kentucky, Tennessee and West Virginia

Western Regional MSDC

Serving Hawaii, Nevada and Northern California



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The Power Of The Network

**National MSDC Connects
1,738 Corporations**

- ❖ 460 National
- ❖ 1,278 Local

To

Over 12,000 Certified MBEs





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North Central Network



We Connect. . .

❖ **65 Local**

❖ **23 National**

Total 88 Corporate Members

To

Over 420 Certified MBEs



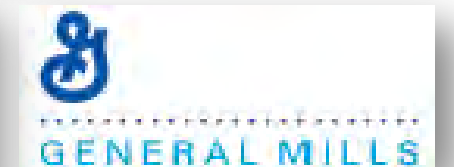
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A Few Of Our Corporate Members

National & Local



MBE Standard Services

Certification Benefits

NMSDC Standard MBE Services *(no additional charge)*

- ❖ National Certification
- ❖ Certification process
- ❖ Post-certification briefing
- ❖ Discount fees for registration at NMSDC national events
- ❖ Inclusion in and access to the NMSDC supplier database
- ❖ Eligibility for participation in NMSDC development programs
- ❖ Invitations to Networking Events
- ❖ Advocacy



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MBE Enhanced Services

Certification Benefits

An affiliate regional council provides certain service, subject to availability to certified MBEs *(no additional charge)*

These services vary throughout the network and may include but are not limited to the following:

- ❖ Industry Groups and Committees
- ❖ Business leads, alerts for procurement opportunities from corporate members
- ❖ eNewsletter
- ❖ Training webinars
- ❖ Access to educational programs
- ❖ VIP access to networking events
- ❖ Calendar of events



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MBE Certification Criteria

- ❖ For-profit Enterprise
- ❖ Physically Located Within North Central MSDC Region
(Iowa, Minnesota, North Dakota, South Dakota, Wisconsin)
- ❖ At Least 51% Ethnic Minority Owned
- ❖ Ethnic Owner(s) Must Be U.S. Citizens
- ❖ Ethnic Owner(s) Must Operate, Manage And Control Firm
The ethnic minority owner(s) with majority ownership in the business, hold the highest executive titled position within the company: (i.e. CEO, President, Chairman, etc.)
- ❖ The Company **Is Not** A Holding Company

Ethnic Minority Defined

U.S. Citizens who can validate 25 percent ethnic origin in one of the following categories:

- ❖ Asian Pacific American
- ❖ African American
- ❖ Hispanic/Latino American
- ❖ Native American
- ❖ Asian Indian American

Groups Not Certifiable

- ❖ Asia Minor Region
- ❖ Europe
- ❖ Iberian Peninsula
- ❖ Northern Africa
- ❖ Persian Gulf

**Green Card Holders/Resident Aliens
Are Not Eligible For MBE Certification**



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MBE Certification Process

Step 1: Complete Online Application Which Includes Uploading Of Required Documents, Credit Card Payment Of Non-refundable Processing Fee And Submission Of Application (*once application has been submitted it can take 30-90 days to process*)

Submission Of Application, Documents And Processing Fee Are Completed Through The PRISM Database Only. Mailing These Items To The Regional Affiliate Council Will Not Be Accepted.

Fee Category by Annual Revenue (Millions)	Class 1 < \$1.0 M	Class 2 \$1.0 – \$9.9 M	Class 3 \$10.0 - \$49.9 M	Class 4 \$50.0 M
Initial Certification Fees	\$300	\$400	\$500	\$750
Recertification Fees	\$250	\$250	\$350	\$500



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MBE Certification Process *(cont.)*

REQUIRED DOCUMENTS:

All Businesses Are Required To Submit:

- ✓ Completed Application
- ✓ Fictitious Business Statement
- ✓ Proof of US Citizenship
- ✓ Proof of Ethnicity
- ✓ Two years of Federal Tax Returns
- ✓ Financial Statements
- ✓ Notes Payable
- ✓ Applicable Operating Business License or Permits
- ✓ Facility Lease Agreements
- ✓ Resume(s) of all owner(s), partners or shareholders
- ✓ Equipment Rental and Purchase Agreements
- ✓ Contract or Work History for the past three years
- ✓ Equipment owned or available
- ✓ Proof of Bonding Capability
- ✓ Bank Signature Card or letter from bank
- ✓ Proof of Capital Investment
- ✓ Indian/Native Americans Blood Degree Certificate
- ✓ Non-refundable processing fee based on gross sales



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MBE Certification Process *(cont.)*

REQUIRED DOCUMENTS:

Additional Documents Must Also Be Submitted For Your Business Type:

LLC Submit:

- ✓ Income Statement
- ✓ Balance Sheet
- ✓ Notes Payable
- ✓ Copy of Bank Signature Card
- ✓ Operating License
- ✓ Facility Lease Agreement
- ✓ Articles of Organization
- ✓ Operational Agreement
- ✓ All Member/Unit Certificates
- ✓ Minutes of First and Most Recent

Corporations Submit:

- ✓ Articles of Incorporation
- ✓ Certificate of Corporation from SOS
- ✓ Minutes of the First & Most Recent Board Meeting
- ✓ Copies of all Stock Certificates
- ✓ Current Stock Ledger
- ✓ Corporate Bylaws
- ✓ Proof of Stock Purchase

Partnerships Submit:

- ✓ Partnership Agreements
- ✓ Buy out Rights
- ✓ Profit Sharing
- ✓ Current Partnership
- ✓ Financial Statement
- ✓ Third Party Agreements: management service agreements

Franchises Submit:

- ✓ Franchise Agreements



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MBE Certification Process *(cont.)*

Step 2: Initial Application/Documents Review, Desk Audit Completed By Certification Manager/Certification Staffer

(MBE will be contacted if there are any questions regarding information on the application, missing documents or questions regarding documents)

Step 3: Certification Manager/Certification Staffer Will Schedule Your **On-Site Visit**

Step 4: Certification Review Committee Reviews MBEs Application And Documents For Certification *(committee meets every 2nd week of the month)*

Committee Will Determine The Following:

- Hold – Request additional information and/or documents
- Deny – Send a denial letter with reason for the denial, MBE is given the opportunity either to appeal or re-apply after a year of denial date
- Approve – Certification Review Committee Chair sends new MBEs certification report to Board of Directors for approval

Step 5: Board of Directors Approval *(this can take up to 10 business days)*

Step 6: MBE Notification



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MBE Certification Process *(cont.)*

Once MBE Is Approved, The Following Steps Will Occur:

- ❖ MBE Application Processed In PRISM Certification Database
- ❖ MBE Profile Uploaded In National Database
- ❖ Email Added To Communication Listings
- ❖ MBE Receives Email Letter And PDF Of Certification Certificate (*hard copy of certificate mailed to MBE for initial certification only, annual renewal MBE PDF certification certificate will be emailed only*)
- ❖ Once Certified MBEs Can Complete Online Training Through The National Minority Supplier Development Council (NMSDC) Website (nmsdc.org) To Gain Access To PRISM Database Of Their Regional Affiliate Council



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OUR WEBSITE

WWW.NORTHCENTRALMSDC.NET

HOME ABOUT ▾ CORPORATE MEMBERSHIP ▾ **MBE CERTIFICATION ▾** NEWS EVENTS RESOURCES E-NEWSLETTER



Expanding the landscape of possibilities



Welcome to North Central Minority Supplier Development Council

Welcome to North Central Minority Supplier Development Council new website. North Central MSDC is an Affiliate of the National Minority Supplier Development Council. Our new website address is www.northcentralmsdc.net

North Central MSDC services Iowa, Minnesota, North Dakota, South Dakota and Wisconsin.

Active Minority Business Enterprises (AMBEs) please follow the link below for AMBE Certification Database "PRISM"

<https://pro.prismcompliance.com/CustomCertApp/ApplicationStart.aspx?j=AM2FpsBIX3c=>

PRISM Link
To Certification
Database



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We are Open

Whether you are starting a new certification application or returning to complete an existing application, we are open for business.

Review the options below to continue.

Starting a Certification Application?

If you are starting a certification or recertification application, you should click the button below. You will be given a new application to complete.

Start Application

Completing or Modifying an Application?

If you are returning to complete or modify an existing application you should click the button below.

Complete a started Application



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NEW MBE CERTIFICATION APPLICATION PROCESS

APPLICATION SECTIONS:

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- Section I: General Information

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- Section II: Business Profile
- Section III: Primary Business Activity

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- Section IV: Business Ownership

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- Section V: Company Officers
- Section VI: Additional Facilities

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- Section VII: Personnel and Management

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- Section VIII: Business Size
- Section IX: Business References

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- Section X: Accounts
- Section XI: Existing Certificates

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- Section XII: Certification Denials and Lawsuits

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- Section XIII: Bonding
- Section XIV: Assets

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- Section XV: Business Relationships

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- Declaration Of Certification Of Minority Status

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- Schedule Checklist
(Required Documents Upload)

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- Application Processing Fee

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- Submit Application



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NEW MBE CERTIFICATION APPLICATION PROCESS

Completing Your MBE Certification Application

- **When Completing Your Certification Application It Is Your Responsibility To Ensure All Company Information Is Correct And Current**



For MBE Certification Questions & Information Contact:

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