

Diverse Supplier 101

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Energy
Efficiency
Program

Diversity and Inclusion

- Nicor Gas is committed to Diversity and Inclusion
 - Moving to Equity framework which includes many components
 - Southern Company, parent company, diverse spend goal of 30% by 2025
 - Nicor Gas has goal of 41% diverse spend currently
- We recognizes the following diverse categories:
 - Women Business Enterprise (WBE)
 - Minority Business Enterprise (MBE)
 - Veteran Business Enterprise (VBE)
 - LGBTQ (Energy Efficiency Programs only)

Goal

- Share information about
 - What is a diverse supplier?
 - What are the requirements for becoming a diverse supplier?
 - How do I get certificated?
 - What organizations can help me get certified
 - National vs state organizations
 - Benefits of certification?
 - Cost for certification?

Presenters



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A woman with long brown hair, wearing an orange long-sleeved shirt, is sitting at a desk in a bright office. She is smiling and looking towards the left, holding a pen in her right hand. A laptop is open in front of her, and a coffee cup is visible on the desk to the right. The background shows a window with natural light and some office equipment.

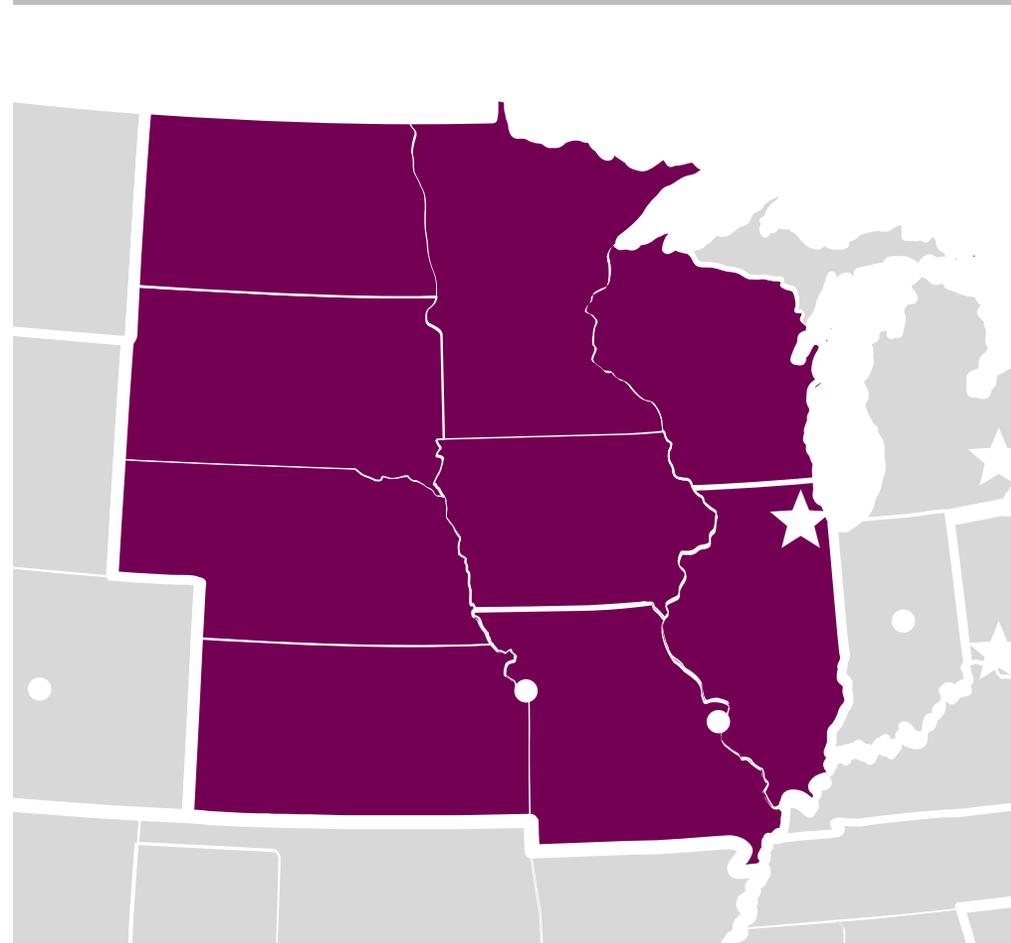
WBE CERTIFICATION

WHAT TO KNOW BEFORE YOU APPLY



ABOUT THE WOMEN'S BUSINESS DEVELOPMENT CENTER

The **Women's Business Development Center** (WBDC) is a 501(c)(3) nationally recognized leader in the field of women's economic development. The mission of the WBDC is to support and accelerate business development and growth, targeting women and serving all diverse business owners, in order to strengthen their participation in, and impact on, the economy.



Headquartered in Chicago. Satellite offices in St. Louis, Kansas City, the Twin Cities, and Milwaukee.



SUPPLIER DIVERSITY



WHO?



WHY?



HOW?





TYPES OF CERTIFICATION

Local/Municipal

City of Chicago
MBE, WBE

Cook County Government
MBE, WBE, VBE, SDVBE, PDBE

City of Kansas City, MO
MWDBE, ACDBE

St. Louis Lambert International Airport
MBE, WBE, DBE, ACDBE

City of Minneapolis & City of St. Paul
MBE, WBE, ESBE

Milwaukee County
DBE, SBE, TBE, ACDBE

State

Illinois BEP

Kansas MBE, WBE, DBE, ACDBE

Missouri MBE, WBE

Minnesota MBE, WBE, SBE, DBE, VBE

Wisconsin MBE, WBE, DVB

National

WBENC: WBE, WOSB

NMSDC: MBE

NaVOBA: VBE



SHOULD I CERTIFY MY BUSINESS?



Is my product/service targeted at corporations, mass retail and/or government agencies?

Does my business have the capacity to deliver quality products/services on large contracts?

Am I willing to share the details of my business?

Am I clear that certification does **not** guarantee or entitle my company to receive any contracts or business?

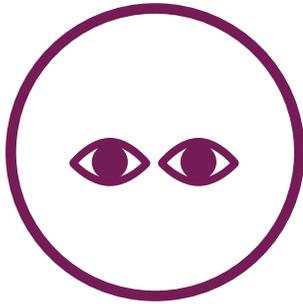


BENEFITS OF CERTIFICATION

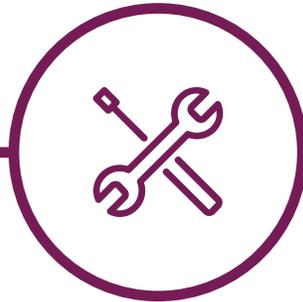




THIRD-PARTY CERTIFICATION BENEFITS



Access & Visibility



Resources & Capacity Building



Advocacy



WOMEN IMPACTING
PUBLIC POLICY



FEDERAL CONTRACTING

- The federal government has small business set-asides, prime contracts, and prime subcontracts for small, women-owned, and WOSB-certified businesses.
- The **Women-Owned Small Business Federal Contracting Program (WOSB)** is administered by the SBA. The WBDC is a third-party certifier for the program.
- To apply through the WBDC, applicants must apply in conjunction with the WBE application. WBE must be approved first. There is no extra cost to apply.
- Eligibility is essentially based on direct ownership, NAICS code, average revenue, and/or number of employees.



HOW TO GET WBENC CERTIFIED



WBE ELIGIBILITY

- Business must be fully formed and operational. Structure can be sole proprietorship, LLC, Partnership, or Corporation. Not-for-profits are ineligible.
- Minimum criteria to determine eligibility:
 1. **Unrestricted Ownership:** 51% owned by a women or women, aged 18 years or older.
 - A. **Citizenship/Permanent Legal Resident**
 - B. **Contribution:** Proof of capital and/or expertise women invested in company.
 2. **Legal Control:** By-laws/Operating Agreement, decisionmaking, shareholder agreements
 3. **Operational Control & Independence:**
 - A. **Woman holds highest title**
 - B. **Women owners do not require reliance on finances and/or resources of non-female owned firm.**
 - C. **Firm operates without undue dependence on non-female owned company.**



APPLICATION MATERIALS

GENERAL INFORMATION

OWNER ELIGIBILITY

HISTORY

PERSONNEL



FINANCIAL STRUCTURE

MANAGEMENT

GOVERNANCE DOCUMENTS

WOSB DOCUMENTS
if applicable



All applications require a sworn and notarized affidavit, and a signed and dated WBENCLink User Agreement.



If a **mandatory** document is not available, an explanation on company letterhead must be uploaded. If a **required** document is not available, you do NOT need to upload an explanation.

W O S B E L I G I B I L I T Y

- Must be **“small”** in primary industry per SBA size standards.
- 51% directly owned and controlled by one or more women who are **U.S. Citizens**.
- Women owners must control management, daily operations, and long-term decisions, and **work full time in the business**.
- For corporations, woman must make up **majority of Board of Directors** or have majority of votes. They must be able to overcome any supermajority requirements.

R E Q U I R E D D O C U M E N T S

- ACTIVE registration on **System for Award Management (SAM.gov)**
- One of the following to confirm revenue and number of employees: IRS form 941 for four previous quarters **OR** W-3 from previous year **OR** current employee list (ONLY if previous two items do not apply)
- For Corporations, stock ledger or stock transfer ledger.



RECERTIFICATION PROCESS

- Recertification is required annually for WBE and WOSB certification.
You can apply up to 120 days before the renewal deadline. You will receive multiple reminders from WBENCLink. Applications cannot be expedited.
- Site visits are conducted every three years.
- Be mindful of WBENC guidelines when changing ownership, company structure, bylaws, or operating agreements.
Be sure to provide updated or amended organizational documents when you submit the recertification application.



TIPS & NEXT STEPS



Ensure your company is eligible for WBE certification. Remember it is about more than ownership! Contact your local WBDC office if you have questions.



Read and review your organizational documents. Ineligible operating agreements, by-laws, and trusts are often the cause for denials.



Know your NAICS code. This six-digit code lets corporations know what your business does.



Gather and label all your documents electronically first, then sit down to complete the online application.



Save the WBENCLink application as you go along. Pay your application fee and make sure to hit **submit!**



It can take **30 to 120 days** from the time you submit the application to time a final decision is made. Respond to WBENCLink messages and requests to schedule your site visit in a **timely manner.**

THANK YOU

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ChicagoMSDC CERTIFICATION



ChicagoMSDC CERTIFICATION TEAM



Lenora Harris
Certification Specialist



Robert Young
Special Programs Sr. Coordinator

SO YOU'RE THINKING ABOUT CERTIFICATION...

Being certified by NMSDC means that you've been recognized as one of the more than 15,000 high-performing companies across the United States that have completed what's widely considered to be the most rigorous MBE qualifying process. That matters because more than 1,500 local and national corporate members depend on certified MBEs and the integrity of NMSDC's certification.

Corporate members count on the national organization and affiliate regional councils to be their trusted partners in helping to develop and connect MBEs with them to advance their companies' commitment to economic equity, strengthen communities, and create employment opportunities for people of color while also furthering corporate diversity and inclusion initiatives and optimizing supply chain resilience.





WHY BECOME A CERTIFIED MINORITY SUPPLIER WITH ChicagoMSDC...

Certification with the ChicagoMSDC provides you with valuable resources to help your business grow and succeed. The ChicagoMSDC can offer your business an excellent opportunity to meet with corporate buyers who are interested in working with qualified MBEs. We offer many formal and informal venues to meet with corporate buyers, learn about state and local opportunities and expand your professional network. MBEs greatly benefit from being certified with the largest national organization, whose certification is recognized uniformly by corporate America. Becoming certified also opens up opportunities and speeds up the sales process in a very competitive global marketplace.

The ChicagoMSDC conducts an extensive business review of new and existing MBEs. This review, the Certification Process, is designed to ensure compliance with the NMSDC member standards for certified minority business status. Certification by the ChicagoMSDC is a nationally recognized NMSDC Certification and is honored nationwide.



WHY BECOME A CERTIFIED MINORITY SUPPLIER WITH ChicagoMSDC...

THE URGENT NEED: WHY MINORITY SUPPLIER DEVELOPMENT STILL MATTERS

As demographics in the U.S. continue to evolve, minorities will constitute more than 50% of the population by the year 2045. The cause of MBEs endures: their presence in American business represents a common interest in its future.

MBES GENERATED MORE THAN

\$400 BILLION in economic output that resulted in the creation and/or preservation of

2.2 MILLION JOBS

and also contributed

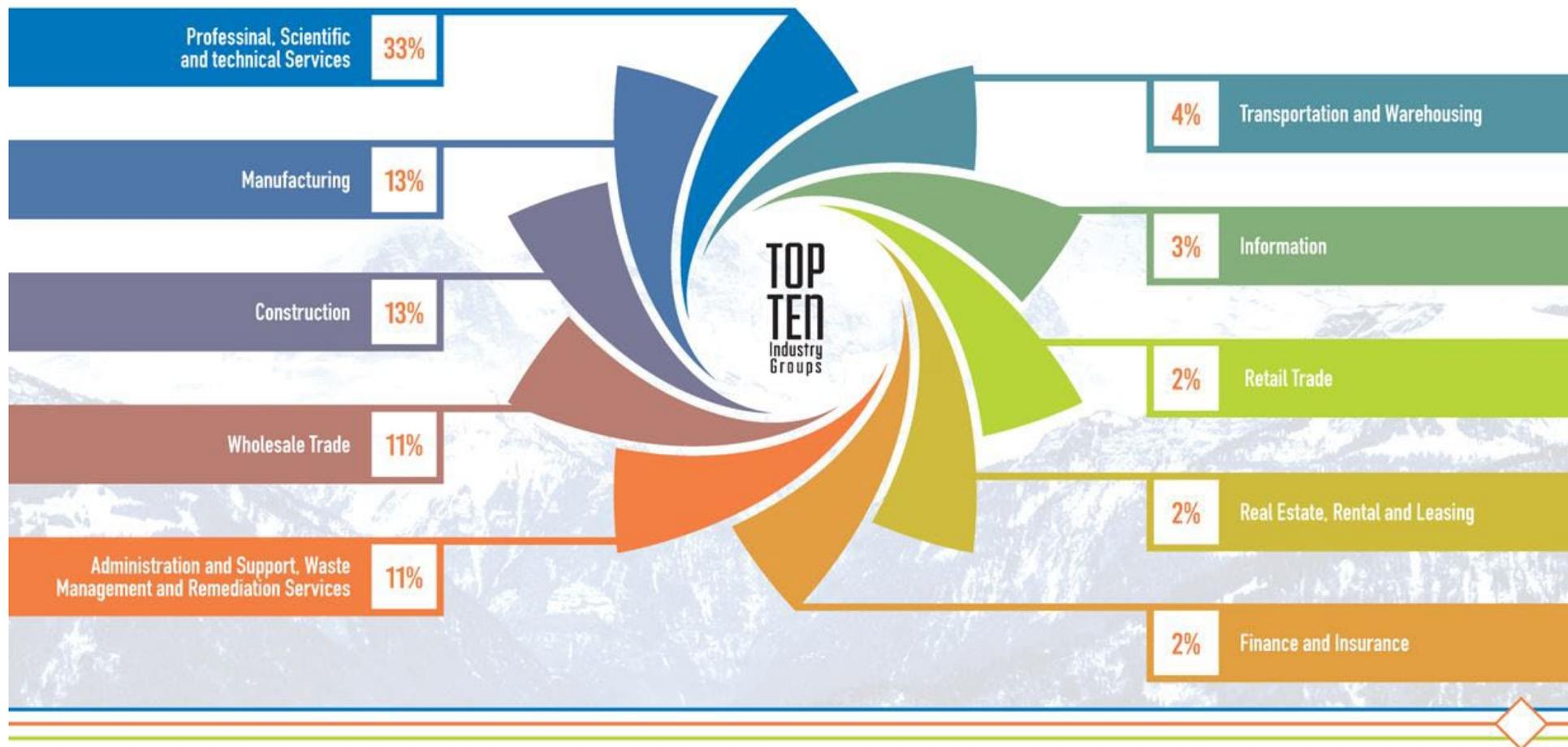
\$49 BILLION in revenue to local, state and federal tax authorities

NMSDC is unwavering in its commitment to advancing the cause Asian, Black, Hispanic and Native American suppliers as critical partners in a globalized corporate supply chain.



CERTIFIED SUPPLIER CATEGORIES...

Of the 12,000 NMSDC-certified MBEs, 94% (11,198) represent the Top Ten Industry groups listed below.





Benefits

ANNUAL CERTIFICATION INCLUDES SEVERAL BENEFITS...

NATIONAL DATABASE INCLUSION

Minority-owned suppliers are listed in the national MSDC database of suppliers accessible by all corporate members.

NETWORKING EVENTS

Several Buyer-Seller sponsored networking events each year.

CHICAGO BUSINESS OPPORTUNITY FAIR (CBOF)

Reduced fees to attend CBOF, the first and largest, local procurement conference promoting minority suppliers and public and private-sector buying organizations.

MBE-TO-MBE EXCHANGE

Certified MBEs receive FREE access to a full day of insights, discussion and opportunities to collaborate, buy, and/or sell with fellow MBEs in greater Chicagoland area

CORPORATE MATCH MAKING

Qualified, certified MBEs are invited to various corporate 1-on-1 matching events and exclusive corporate matching programs each year.

CAPACITY BUILDING PROGRAMS

Centers of Excellence
PIPE Program
10K Small Businesses

WHAT ARE THE CRITERIA TO APPLY FOR MBE CERTIFICATION...

- ✔ Majority ownership (51%) by one or more qualifying ethnic minorities
- ✔ Day-to-day operations and control of the business by ethnic minority owners*
- ✔ Owners must be US citizens
- ✔ Ethnic minority owner holds the highest executive position in the company (CEO, President, Chairman, Principal, etc.)
- ✔ Headquartered in ChicagoMSDC's territory
- ✔ The company is a for-profit business.
- ✔ Non-profit organizations and holding companies are not eligible for certification.

* ETHNIC MINORITIES ARE DEFINED AS:

- ✔ Asian Pacific – Origin in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the US Trust Territory of the Pacific Islands, the Northern Marianas Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia.
- ✔ African American
- ✔ Hispanic – Citizens with origin in Spain or Portugal are NOT eligible
- ✔ Native American – American Indians, Eskimos, Aleuts and Native Hawaiians
- ✔ Asian Indian – Origins in India, Pakistan and Bangladesh

DOCUMENT REQUIREMENTS FOR ALL APPLICANTS...

- ✔ Fictitious Business Statement (if applicable)
- ✔ Driver's License (colored copy, required for all owners/Shareholders)
- ✔ Proof of U.S. Citizenship
- ✔ Proof of Ethnicity
- ✔ Current resume(s)
- ✔ Two Years of Business Tax Returns
- ✔ Financial Statements
- ✔ Notes Payable (if any)
- ✔ Applicable Operating Business License and/or permits
- ✔ Business Lease Agreements(s)
- ✔ Occupational License and/or Business Tax Receipt
- ✔ Equipment Rental and Purchase Agreements (if applicable)
- ✔ Contract or work history for the past three years
- ✔ Equipment owned or available
- ✔ Proof of Bonding Capacity (if applicable)
- ✔ Bank Signature Card
- ✔ Indian/Americans Blood Degree Certificate Native

THINGS TO KNOW ABOUT THE CERTIFICATION PROCESS...





THINGS TO KNOW ABOUT THE RECERTIFICATION PROCESS...

- ✔ You will receive reminder notifications 90, 60 and 30 days before your renewal is due
- ✔ There are only 2 documents required for recertification:
 - Current Taxes
 - Declaration of Minority Certification Affidavit
- ✔ The recertification process can take up to 30 days

SUBSCRIPTION SERVICES...

A Subscription is an agreement to receive or be given access to affiliate products or services, such as:

- ✓ Access to top corporate purchasing agents
- ✓ Premium business connection outings and networking events
- ✓ Regional or industry-specific newsletters
- ✓ Vital introductions to national corporate members
- ✓ Specialized procurement conferences and trade fairs
- ✓ Supplier Diversity summits and roundtable discussions
- ✓ Professional development fellowships
- ✓ Mentor-Protégé pairings and other educational or development programs
- ✓ Technical and/or financial assistance and support

ANNUAL FEES...

CERTIFICATION	RECERTIFICATION	SUBSCRIPTION SERVICES
<p>\$500.00 (Gross Annual Sales Under \$1 million)</p>	<p>\$300.00 (Gross Annual Sales Under \$1 million)</p>	<p>\$300.00 (Gross Annual Sales Under \$1 million)</p>
<p>\$750.00 (Gross Annual Sales Between \$1 million and \$10 million)</p>	<p>\$675.00 (Gross Annual Sales Between \$1 Million to \$10 Million)</p>	<p>\$550.00 (Gross Annual Sales Between \$1 million and \$10 million)</p>
<p>\$950.00 (Gross Annual Sales Between \$10 million and \$50 million)</p>	<p>\$750.00 (Gross Annual Sales Between \$10 million and \$50 million)</p>	<p>\$675.00 (Gross Annual Sales Between \$10 million and \$50 million)</p>
<p>\$1,150.00 (Gross Annual Sales over \$50 million)</p>	<p>\$950.00 (Gross Annual Sales Over \$50 million)</p>	<p>\$875.00 (Gross Annual Sales over \$50 million)</p>



FOR MORE INFORMATION...

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Q&A



THANK YOU!!!

Q and A

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