

## Small Business Enterprise Program (Sheltered Market Program)

In accordance with Board Policy 2010, Administrative Procedures Manual, Definition 1.6, a Small Business Enterprise is a business that meets the federal small business size standards and is independently owned and operated, is organized for profit, and is not dominant in its field. Size standards based on an industry-by-industry basis. (See 13 CFR 121). Small business size standards matched to industry NAICS codes are published by the Small Business Administration and are available at <http://www.sba.gov/content/table-small-business-size-standards>. The Small Business Enterprise Program (SBE) is a race and gender-neutral program. For purposes of this program the small business enterprise principal owner must reside within Shelby County, possess a Tennessee Driver's License, and Shelby County, Tennessee business license.

The Department of Minority, Women-Owned and Small Business Enterprises in consultation with the Procurement Director will designate certain procurements as sheltered market procurement opportunities, which will only be open for competition by and between SBEs. The MWSBE Manager and the Procurement Director may agree to exclude any procurement in this category from the sheltered market at their joint discretion. The sheltered market procurement requirement will only apply when there is a reasonable expectation that offers will be obtained from three or more SBEs that are competitive in terms of market prices, quality, and delivery. Notwithstanding the fact that a solicitation is made under the auspices of our Sheltered Market Program, the District reserves its right to reject any bid or response to request for proposal when it does not meet the budgetary needs of the District.

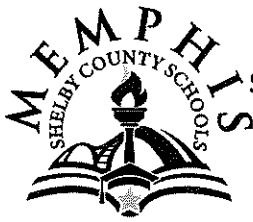
### ELIGIBLE SBE FIRMS

**IT IS THE RESPONSIBILITY OF THE BIDDER AND THE BIDDER MUST VERIFY WITH MEMPHIS-SHELBY COUNTY SCHOOLS (CONTACT INFO BELOW) THAT THE SBE MEETS THE ELIGIBILITY REQUIREMENTS OF THE SBE PROGRAM BEFORE SUBMITTING SBE BID DOCUMENTS.** A listing of current SBE certified firms can be found on Memphis-Shelby County Schools Department of Minority, Women-Owned and Small Business Enterprises webpage <http://www.scsk12.org/mwbe/>. To find the best results from the **Certified Vendor Directory**, it is recommended to download the entire directory including commodity codes. For purposes of this program the SBE must reside within Shelby County, possess a Tennessee Driver's License, and Shelby County, Tennessee business license.

**Approved Certification Agencies for the Memphis-Shelby County Schools SBE Program include** City of Memphis Equal Business Small Business Enterprise (SBE), Mid-South Minority Business Council Continuum's Uniform Certification Agency (SBE), and Memphis Shelby County Airport Authority (SBE).

Request for verification must be submitted to the Memphis-Shelby County Schools, Department of Minority, Women-Owned and Small Business Enterprises listed below:

Joyce Douglas, MWSBE Manager  
Memphis- Shelby County Schools  
Department of Minority & Women-Owned Business Enterprises  
3030 Jackson Ave., 5<sup>th</sup> Floor  
Memphis, TN 38112  
Phone: (901) 416-4737  
Email: [douglasja@scsk12.org](mailto:douglasja@scsk12.org)



**SMALL BUSINESS ENTERPRISE PARTICIPATION FORM -1**

**INSTRUCTIONS TO BIDDERS**

In accordance with Memphis-Shelby County Schools Board Policy 2010, Administrative Procedures, a Small Business Enterprise (SBE) is a business that meets the federal small business size standards and is independently owned and operated, organized for profit, and not dominant in its field. For purpose of this program a small business enterprise is a business enterprise with its headquarters and/or physical principal office located in Shelby County, Tennessee; Proof of Shelby County Personal Property Taxes and all other necessary local business operational taxes inherent to businesses in Shelby County are appropriately paid; Size threshold designated by SBA standards based on an industry-by-industry basis. (See 13 CFR 121). Small business size standards matched to industry NAICS codes are published by the Small Business Administration and are available at <http://www.sba.gov/content/table-small-business-size-standards>.

**Project Name:** \_\_\_\_\_ **Project/Bid #** \_\_\_\_\_

**Name of Prime Bidder/Proposer:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
**Street City State Zip Code**

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

By signing this document, I understand that my business must be at least 51% owned, operated, and controlled by a Shelby County resident and located within the boundaries of Shelby County, Tennessee. I further understand that to participate as an SBE, an SBE must submit a COPY of valid **Tennessee Driver's License** and a COPY of a valid **SBE certificate** from one of the listed certifying agencies at the time of bid submittal:

**Approved Certification Agencies for the Memphis Shelby County Schools SBE Program include** City of Memphis Equal Business Small Business Enterprise (SBE), Mid-South Minority Business Council Continuum's Uniform Certification Agency (SBE), and Memphis Shelby County Airport Authority (SBE).

\_\_\_\_\_  
**Title of Authorized Officer Phone Number Email Address**

\_\_\_\_\_  
**(Signature) Date**

For questions and assistance, please contact the MSCS – MWSBE Office at [mwbe@scsk12.org](mailto:mwbe@scsk12.org).

**THIS FORM, SBE CERTIFICATE, COPY OF TENNESSEE DRIVER'S LICENSE AND ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH THE BID OR THE BID WILL BE CONSIDERED NON-CONFORMING.**