



The New Face of the Small Business Program in Metro How it affects you-the Supplier



Metro's Small Business Program/Your Small Business Program

- Incentive Based Program
 - Small Business Points in RFP's
 - Discounts for Goods
 - Evaluated Bid Price in ITB's
- Designed to enhance Small Business Participation
 - Procurement Code sets a 15% aspirational Small Business Goal
- Seeks to help Small Business Grow



Metro's Small Business Program/Your Small Business Program

- The Small Business Requirements
 - Be a US Company, independently owned and operated
 - Not exceed the industry specific sales volume and # of employees standard
 - Be in business for at least two years and have done at least an average of \$100,000 of work in those two years

TEAMWORK



Metro's Small Business Program/Your Small Business Program

- The Program Has Changed!!!
 - For the better and is still growing
- A Better, more solid program with enforcement and accountability;
- More consistent with municipal Small Business trends across the country;
- Will better serve ALL of our vendors, small and large.
- So what's new?



Metro's Small Business Program/Your Small Business Program

- Where we were: To confirm small business status
 - For Every Procurement, Submit a signed affidavit
 - Indicate industry of work
 - Indicate gross annual sales/#of employees
- **Procurement Standards Board approved changes to the Procurement Regulations**
- Where we are: To confirm small business status
 - Once a year, submit tax documents to confirm small business status
 - Annual Tax Return;
 - Confirms Annual Sales
 - Form 941 Employer's Quarterly Tax Return
 - Confirms # of Employees



Metro's Small Business Program/Your Small Business Program

- Status is approved or denied for the one year
 - Supplier receives a notification letter via mail
 - Tax documents are returned to supplier to protect privacy
- Status is registered in Metro's new Supplier Management System
 - Available to all of Metro procurement personnel
- Approval Status is for Metro procurements only; not MDHA, NES, MTA, MNAA, or MNPS



Metro's Small Business Program/Your Small Business Program

- What else is new?
 - Industry list expanded
 - Some Dollar Volumes and Numbers of Employees requirements changed
 - Consistent with State Standards
 - Also requires performance of an average of \$100k in work over the last two years instead \$100k for each of the last two years.
- A more small business friendly standard

TEAMWORK



Metro's Small Business Program/Your Small Business Program

- **What it means to YOU?**
- Requirement Goes LIVE on August 1st.
- Small Businesses Status must be approved by the date of bid or RFP submission effective 8/1/2007
 - Not when procurement hits the street, but when bids/proposals are submitted.
- **All Subcontractors MUST be registered in Metro's Supplier Management System.**

TEAMWORK



Metro's Supplier Management System

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Vendor Profile

Business Name:	<input type="text"/>	SMARTrac Number:	<input type="text" value="15786"/>
Legal Name:	<input type="text"/>		
Tax Type:	<input type="text"/>	Tax ID:	<input type="text" value="061711402"/>
Do you require a 1099?:	<input type="text"/>	Ariba Network ID:	<input type="text"/> What is ASN ID?
Web Site:	<input type="text"/>	DUNS #:	<input type="text"/>

[Click here to show contact information.](#)

Indicate small business information such as gross annual sales and number of employees, date established and industry of work here

Business Ownership

If you desire to claim small business status, please attach a copy of your most recent submitted business tax return as well as IRS form 941-Employer's Quarterly federal tax return at the attachments tab. This information will be reviewed and used to confirm your small business status.

Industry Class:	<input type="text"/>	Is your Business Disabled Owned?	<input type="text"/>
Number of Employees:	<input type="text"/>	Is your business at least 51% minority owned or women owned and operated:	<input type="text"/>
Date Established:	<input type="text"/> MM/DD/YYYY		

Revenue for past two completed fiscal years

Year 1:	<input type="text"/>
Year 2:	<input type="text"/>

Metro Determined Small and Disadvantaged Business Status

Small Business Status:	<input type="text"/>
Disadvantaged Business?:	<input type="text"/>



Metro's Supplier Management System

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Number of Employees:

Is your business at least 51% minority owned
or women owned and operated:

Date Established: MM/DD/YYYY

Revenue for past two completed fiscal years

Year 1:

Year 2:

Metro Determined Small and Disadvantaged Business Status

Small Business Status:

Disadvantaged Business?:

Click on the "Attachments" tab
to upload your tax documents
in your supplier profile.

Note: Please click the "Submit Changes" button to save your changes before continuing

[Ordering Locations](#) [Commodity Codes](#) [MWBE Certificates](#) **[Attachments](#)** [Notes](#) [Audit Trail](#)

<input type="checkbox"/>	Attachment Name	File Name	Date	Created By

Record Count: 0



Metro's Small Business Program/Your Small Business Program

■ What's in it for YOU?

■ Makes life EASIER

- No more submission of Affidavits on every procurement
- Submit tax documents once a year and that approves your small business status for any procurement for the entire year

■ You can submit documents on line conveniently from your office

■ Centralized location of small business status information

- All Metro Departments can easily confirm your small business status for delegated purchases



Metro's Small Business Program/Your Small Business Program

■ **We're here to help**

- We're available to answer any questions and help you trouble shoot
- We commit to addressing pending approvals within two business days
- We monitor projects to ensure committed small business participation is achieved
- We'll provide lists of approved small business to suppliers bidding/proposing on projects
- Check our Business Development Calendar for upcoming quarterly trainings



QUESTIONS

Q and A

TEAMWORK



Contact Us

- **Michelle A. Lane**, Program Director
- **Roxianne Bethune**, Small Business Coordinator
- **Davita Brown-Miller**, Lead Contract Compliance Specialist
- **Joe Ann Carr**, Contract Compliance Specialist
- **Stacey Murdic**, Contract Compliance Specialist
- **Judy Cantlon**, Administrative Services Officer

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