



Metropolitan Nashville Government  
Equal Business Opportunity Program

FAQs

**Q. What is the Equal Business Opportunity Program (EBO)?**

**A.** A race- and gender-conscious inclusion tool that has annual goals which express race and gender targets based on the availability of statistics identified in the 2017 Metro-commissioned Disparity Study conducted by consultants Griffin and Strong.

**Q. Who is responsible for administering and monitoring program?**

**A.** The program is administered by the Office of Minority and Women Business Assistance (“Business Assistance Officer” or “BA”)

**Q. Where can I get a copy of the EBO Ordinance?**

**A.** <https://www.nashville.gov/metroclerk/files/1901/BL2018-1419.pdf>

**Q. Must I be certified to do business with Metro Nashville Davidson County?**

**A.** MWBEs must be registered to do business with the City of Nashville and must be certified as an MWBE by either the Governor’s Office of Diversity Business Enterprise (GoDBE), an affiliate of the National Supplier Development Council (NMSDC) which includes the TMSDC, the Women’s Business Enterprise National Council (WBENC), the National Association of Women Business Owners (NWBOC), have graduated from the SBA 8(a) program, or have a Federal Disadvantaged Business Enterprise (DBE) certification granted under 49 CFR 26. Metro does not have its own separate certification program.

**Q. How do I become a registered vendor?**

**A.** Visit Metro’s iSupplier Registration site, by clicking on the link [iSupplier Registration Link](#) or entering <https://www.nashville.gov/Finance/Procurement/Purchasing-and-Contracts-Office/How-To-Do-Business-With-Metro/Registration.aspx> in the web url search bar.

**Q. What kinds of purchases made by the City does this program apply?**

**A.** The EBO program covers Metro contracts within the categories of construction, non-professional services, and professional services, and goods.

**Q. What are the eligibility criteria for Metro’s small business certification**

**A. Answer:**

1. The business must be registered as a vendor with the city’s Purchasing Department (iProcurement) - which includes the input of the correct commodity codes representing the service(s) the business performs;
2. The business must be domiciled with a significant business presence in Nashville, Davidson County (virtual offices that only provide mail and meeting services are not defined as a domicile);
3. The business must be independently owned and operated; not share a jointly use office space, production, marketing and sales, business support systems, personnel, or equipment with any business not classified by Metro as a small business (i.e., a large business);
4. The company must provide a commercially useful business function for Nashville Davidson County procurement purposes
5. Has existed as a legal business entity for a minimum of one year (twelve months of continuous business enterprise), performing independently and satisfactorily and achieving a minimum of \$35,000.00 sales income during the previous tax year and supported by tax documentation;
6. Gross receipts (found on the business’ tax returns), annual sales volume doesn’t exceed the number below or number of employees doesn’t exceed number below

<b>Industry</b>	<b>Annual Sales Volume</b>	<b>No. of Employees</b>
Agriculture, Forestry, Fishing	\$500,000	9 or less
Architectural/Design/Engineering	\$2,000,000	30 or less
Construction	\$2,000,000	30 or less
Educational	\$1,000,000	9 or less
Finance, Insurance and Real Estate	\$1,000,000	9 or less
Information Systems/Technology	\$2,000,000	30 or less
Manufacturing	\$2,000,000	99 or less
Marketing/Communications/PR	\$2,000,000	30 or less

Medical/Healthcare	\$2,000,000	30 or less
Mining	\$1,000,000	49 or less
Retail Trade	\$750,000	9 or less
Service Industry	\$500,000	9 or less
Transportation, Commerce, and Utilities	\$1,000,000	9 or less
Wholesale Trade	\$1,000,000	19 or less

\*The figures listed are State of Tennessee standard.