



COMPETITIVE BIDDER'S PREP ACCELERATOR
City of Memphis Certification and Bid Development Program

Program Overview:

The Competitive Bidder's Prep Accelerator is a course designed to identify and groom potential "willing, ready, and able" suppliers for the City of Memphis. Through this program, the City of Memphis is seeking to proactively invest in the community by offering solutions to long-standing barriers that exist for small businesses. This procurement accelerator will begin with covering the basics of procurement and carry on to how to be invited back to the job; share with vendors how they can leverage the City's diversity programs; build relationships with purchasing representatives. In only nine (9) sessions, this accelerator will package a wealth of resources, opportunities and exposure to help grow the pool of small, minority and women-owned businesses that will be able to compete as the ideal vendor for the City of Memphis.

In creating the concept of this accelerator, the Office of Business Diversity and Compliance identified barriers small businesses faced when doing business with the City of Memphis. Access to capital, obtaining bonds, bid preparation and procurement knowledge were just a few barriers identified. The accelerator was created to package possible solutions and incorporating capacity-building components.

Space will be limited; therefore, participants must:

- Have been in business for two (2) or more years
- Commit to nine sessions
- Engage and participate in each class
- Provide a capability statement
- Provide two (2) trade references



COMPETITIVE BIDDER'S PREP ACCELERATOR
City of Memphis Certification and Bid Development Program

APPLICATION AND PARTICIPATION AGREEMENT

Business Owner Name: _____

Personal address: _____ City: _____

State: _____ Zip: _____ County: _____

Contact phone: _____ Contact email: _____

Company name: _____ Company website: _____

Company address: _____ City: _____

State: _____ Zip: _____

Company contact participating in this program if not business owner:

Please list alternate representative/business owner: _____

Which county does the owner of the firm reside in?

Shelby ___ Desoto ___ Marshall___ Tate ___ Crittenden___ Fayette___ Tipton___

Are your property taxes current? Yes___ No___

How many years has your business in operation? _____ Years

NAICS Code(s): _____

What is your business size? _ Less than \$100,000 _ \$100,001 - \$250,000
_ \$250,001 -500,000 _ 500,001 -1,000,000 _ \$1,000,001 +



COMPETITIVE BIDDER'S PREP ACCELERATOR
City of Memphis Certification and Bid Development Program

State (in 200 words or MORE) why you want to participate in the Competitive Bidder's Prep Accelerator: (Attach additional sheets if necessary)



COMPETITIVE BIDDER'S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program

BUSINESS INFORMATION

Gender: Female Male

Is your principal office located in Memphis? Yes No

Ethnicity: African American Caucasian Hispanic Asian Pacific Native American

Legal Structure of Business: Corporation LLC Partnership Sole Proprietorship

Other (please specify): _____

Total number of employees: total full-time total part-time

Do you presently have a basic business plan? Yes No [if yes, please attach]

Is your business currently registered through the City's E-Procurement System?
Yes No

Certification(s) your business currently possesses:
MBE WBE SBE None



COMPETITIVE BIDDER'S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program

Please select the type of services that your business provides:

- Construction
 - Manufacturing
 - Distributorship
 - Professional Services
 - Other (please specify)
 - Goods and Supplies
 - Consulting
-

Please select the type of service(s) that your business needs:

- | | |
|--|--|
| <input type="checkbox"/> Employee Selection/ obtaining | <input type="checkbox"/> Records and Contract |
| <input type="checkbox"/> Subcontractors Accounting Records | <input type="checkbox"/> Management Access to Capital |
| <input type="checkbox"/> Preparation & Maintenance Blueprint | <input type="checkbox"/> Bonding and Insurance |
| <input type="checkbox"/> Reading Construction Equipment and Materials | <input type="checkbox"/> Competitive Marketplace |
| <input type="checkbox"/> Implementation and Action Plans | <input type="checkbox"/> Overhead Cost Accounting |
| <input type="checkbox"/> Marketing/ Business Development/ Structure | <input type="checkbox"/> Estimating, Job Cost and Work in Progress |
| <input type="checkbox"/> Payrolls (Federal/ State Fringe Benefits) | <input type="checkbox"/> Obtaining Permits and Subcontracts |
| <input type="checkbox"/> Post Award Bid Assessment of Unsuccessful | <input type="checkbox"/> Presentation Skills Preparing and Negotiating |
| <input type="checkbox"/> Bid Project Planning and Scheduling | <input type="checkbox"/> Change Orders |
| <input type="checkbox"/> Reading and Interpreting Plans & Specifications | <input type="checkbox"/> Prompt Payment Procedures |
| <input type="checkbox"/> Troubleshooting & Avoidance Delay | |



COMPETITIVE BIDDER'S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program

Disclaimer and Waiver of Liability:

I understand and agree that participation in the City of Memphis Competitive Bidder's Prep Accelerator program is voluntary and in order to receive all program benefits, I must successfully complete all conditions specified in the Agreement and Understanding of Conditions of Program (see page 7). I understand that the Office of Business Diversity and Compliance has the sole discretion to determine whether I have met the conditions of the program.

I understand and agree that parties, including the City of Memphis, its employees and agents, Vendors, and Instructors, associated with this effort shall not be held liable by me or my agents when acting within the capacity and guidelines established by the Competitive Bidder's Prep Accelerator Program. I understand this program is for informational purposes only and is not intended as business advice or as an offer of solicitation or a guarantee.

CONFIDENTIALITY STATEMENT:

The Office of Business Diversity and Compliance or the program Instructors shall not disclose or use any information obtained during the Competitive Bidder's Prep Accelerator program for any purpose other than in the performance of its responsibilities, or as may be required by Tennessee law, including the Tennessee Public Records Act T.C.A. § 10-7-501, et seq.

Signature of Participant Applicant

Date

Title

Company



COMPETITIVE BIDDER'S PREP ACCELERATOR

City of Memphis Certification and Bid Development Program

Agreement and Understanding of Conditions of Program

The objectives for this program are to groom and identify potential "willing, ready and able" suppliers for the City of Memphis. CBPA is three (3) weekends with a total of nine (9) classes and graduation and will require full dedication and participation from each participant. Classes and opportunities are designed to help advance your current position through providing resources, networking sessions, and capacity-building classes.

Key conditions of the program:

- You MUST participate and attend every class; unless otherwise stated.
- Classes will be Saturdays during the time frame identified for the class.
- You should expect to have homework.
- You must timely complete all homework assignments.
- If you are unable to attend a class, then you are expected to send a pre-approved representative on your behalf.

I understand all of the information stated above and agree to abide by the conditions of the program. I cannot opt out of any segment of this program. I understand and agree that if I refuse to comply with these conditions, I can be removed from the program. I understand that some program benefits may be contingent upon completing the program.

I understand that my personal information and business information will be reviewed by the instructors of this program. I understand that completing this program does not guarantee the future success of my business or that I will do business with the City, or its vendors. I am still responsible for my company. By signing this form, I agree to the above information and state I will be honest and truthful about my company's business information.

Participant Signature

Date