



STEPHANIE SPEAKING, LLC
INSPIRE • IMPACT • INFORM



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Appointment Scheduling: www.meetme.so/StephanieDBurroughs

CERTIFICATION AND REGISTRATION SERVICES

Application assistance and guidance for the diversity certifications with various public and private certifying organizations that are relevant to the target markets identified by the firm.

Initial Discovery Session: (20 minutes)

Preliminary company assessment to determine goals, target market, issues, needs, registrations and certifications that best fit the firm.

Federal Registration Navigation:

Dunn & Bradstreet (iUpdate)
System for Award Management (SAM)
DSBS (SBA Profile)
Federal Business Opportunities (FBO)

NJ SBE Registration:

- ✓ NJ Small Business Enterprise (SBE)

M/W/ED/WOSB State or City Certification Applications:

- ✓ Minority Business Enterprise (MBE)
- ✓ Women Business Enterprise (WBE) certification

Private Certification Applications:

- ✓ Minority Supplier Development Council (NMSDC)
- ✓ Women Business Enterprise National Council (WBENC)
- ✓ National Women's Business Owner Corporation (NWBOC)

(Ask about other private certifications)

Federal Certification Applications:

- ✓ Disadvantaged Business Enterprise (DBE)
- ✓ 8A,
- ✓ HubZone
- ✓ Economic Disadvantaged Woman Owned Small Business (EDWOSB)
- ✓ Woman Owned Small Business (WOSB)

Scope of Work:

1. State Certifications:

- A. Identify the various certification programs and certifying agencies.
- B. Determine which programs are best suited to meet the firm's marketing objectives.
- C. Review the requirements for the various certifications.
- D. Provide step by step application and documentation completion instructions.
- E. Provide continuous consulting services throughout the application completion process including consultation regarding the required documentation and additional documentation requested from the certifying agency.
- F. Pre-submission review of the completed application(s) and backup documentation.
- G. Act as your representative throughout the certification application completion and submission process by interacting with the certification agent for the certifying department.

Federal Certifications: EDWOSB | WOSB | 8A | DBE | HUBZONE

- H. Provide step by step guidance with application completion.
- I. Provide continuous consulting services throughout the application completion process including consultation regarding the required documentation and additional documentation requested from the certifying agency.
- J. Provide pre-submission review of the completed application(s) and documentation
- K. Consult with client on preparation for the certification on-site visit.

Private Certifications:

We will provide the above referenced services for certifications from private certifying organizations, e.g. National Minority Supplier Diversity Council (NMSDC), Women Business Enterprise National Council (WBENC), National Women's Business Owner Corporation (NWBOC).

CERTIFICATION CLIENT RESPONSIBILITIES:

This project demands significant involvement by the client. Based upon the accounting systems used in your firm it may or may not be necessary to acquire financial documents from your accountant; the decision is yours. Ultimate success is highly dependent on your effort and whether or not your firm meets the certification program (s) determination requirements. To help achieve a smooth and successful implementation, it will be your responsibility to:

1. Print out the certification applications from the pre-determined websites.
2. Gather and ensure completion of the required documents as outlined on the application.
3. Input information onto the application and sign application.
4. Make copies of the application and required documentation for use with other certification applications and for your files.
5. Submit the application and documentation to the designated receiver at each certifying entity.
6. Implement as you see fit the consultant recommendations.

BENEFITS

When the project is complete you will have the tools and knowledge to:

1. Successfully integrate your certifications with your marketing toolkit and business promotion strategies
2. Expand your business network through various networking opportunities provided by the certifying agencies and those organizations with supplier diversity programs; and
3. Be positioned to partner, team or subcontract with large cap firms or primes seeking diverse company participation.
4. Get access to set-aside or sole source contract opportunities.