

WORKING WITH GRADUATE FIRMS

Firms will graduate from the program when their annual revenues reach more than \$1 million. Graduate firms will continue to receive bid information from the program. They will be encouraged to use MACDP firms as subcontractors, and may continue to use one-on-one assistance from the TSBDC and project management services.

ACCESS TO OPPORTUNITIES

Various public and private entities in the Memphis region have teamed together to offer small firms participation in the program, and are eligible for education and training designed to foster business acumen, local contracting opportunities and success in government contracting. While the program does not guarantee contracts, primary sponsors have agreed to provide forecasts of upcoming projects and, in many cases, specific contracts will be made available to "bid ready" participants.

CONTRACTOR RESOURCE CENTER/ INCUBATOR – ASSISTANCE FOR CONTRACTORS

PARTNERS

- State of Tennessee, BERO
- PTAC, University of Tennessee
- Memphis Area Minority Contractors Association (MAMCA)
- Black Business Association
- Small Business Chamber
- alt. Consulting
- Tennessee Valley Authority (TVA)

ASSISTANCE FOR SMALL BUSINESSES

- Training
- One-on-one counseling
- Government contract procurement
- Business planning
- Strategic planning
- Networking

CORE TRAINING PROGRAM

List of Courses

- Professional invoicing
- Prevailing wage and certified payroll
- Bidding software
- Web site development
- QuickBooks
- Change orders/negotiations
- Access to capital
- Cost estimating
- Employment law
- Bonding
- Managing employees
- Contracting with public/private entities
- Risk and safety (OSHA)
- How to bid
- Project management
- Introduction to GSA schedules

CERTIFICATION AS "Bid Ready"

- Must have current, complete application on file
- Must have copies of licenses, tax information, business certifications and other applicable documents on file
- Must have a history of successful performance on contracts with public-private agencies or have completed core training requirements of the Bid Ready program
- Must have assessment of Bid Readiness completed.

**For more information, contact
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The TSBDC is partially funded by the U.S. Small Business Administration, Middle Tennessee State University, and the state of Tennessee.



SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

TSBDC

Tennessee Small Business Development Center

Memphis Area Contractor Development Program

Renaissance Business Center
www.tsbdc.org

PURPOSE

The purpose of the Memphis Area Contractor Development Program (MACDP) is to help small business contractors overcome barriers that prevent them from growing.

By tying business education to contracting opportunities, businesses will become “bid ready” – viable, reliable and successful contractors. Companies that sell products or services the government procures are encouraged to participate.

CRITERIA FOR JOINING PROGRAM

- Must be in business one year or more with annual revenues under \$250,000
- Must be engaged in the sale of products or services to the government

TRAINING

Training is free for businesses registered in the program. Training areas include:

- Contracting
- Marketing
- Management
- Finance
- Human Resources

The cost is \$50 per workshop for companies not registered and active in the program.

ACTIVE COMPANIES

Companies achieve active status by complying with the following requirements:

- Complete the MACDP “Bid Ready” Program application and assessment form
- Agree to third party reviews of its business
- Preregister for classes
- Actively participate in training classes
- Make good faith effort to attend classes
- Attend classes or provide sufficient notification of cancellation
- Actively seek opportunities and bid on appropriate work

BUSINESS OPPORTUNITIES

The Tennessee Small Business Development Center (TSBDC) and affiliate organizations will keep businesses informed of contracting opportunities in Memphis and nationally, as appropriate.

TRACKING

TSBDC’s data base will be used to track and monitor client’s compliance and progress in the program. Economic impact data will be collected on program participants and reported separately to the City of Memphis, RBC, TVA and the SBA.

RETAINING ACTIVE STATUS

To retain active status (and eligibility for free training), firms must:

- Update application annually
- Be responsive to program communications (i.e., return phone calls and e-mails)
- Attend at least one class per quarter
- Preregister for classes
- Cancel in advance when a conflict arises

REASONS FOR PLACING A FIRM ON INACTIVE STATUS

Firms are put on inactive status for the following reasons, and will be so advised by a TSBDC counselor, via phone or e-mail:

- The firm’s application is no longer current (not renewed on an annual basis).
- The firm did not respond to a business opportunity or other correspondence requesting a response (not including an FYI communication).
- No member of the firm attended a class registered for, or a member of the firm attempted to attend a class not registered for.

The TSBDC counselor will clearly communicate concerns and will acknowledge all needs and concerns of the business owners. After clear communication has settled all questions, the firm will be reinstated as active.

If there is recurrence of the above concerns over a frequent time frame – next opportunity, next class, next request, or another class missed within eight weeks – the firm will be contacted again. Unless special circumstances exist, the firm will become inactive, and that information noted in their profile and class registration.

REINSTATEMENT OF ACTIVE STATUS

- Be responsive to communications.
- Follow through with requests.
- Stay current with annual update of application.
- If registration policy was the area of concern, preregister and pay \$50 on arrival at the class (one time). If failure to preregister continues, the \$50 on arrival policy will remain, on a space available basis.
- If preregistration policy is followed as required, the firm is reinstated as active.