



Revision Date:

By:

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Reviewed by:

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Approved by:

1.1 Purpose

The Mid-States Minority Supplier Development Council (Mid-States MSDC) Board of Directors has committed to collecting and communicating the certified minority spend dollars from its corporate members and from its certified Minority Business Enterprises (MBEs) to measure the council’s economic impact to our region. To do so, the following Standard Operating Procedure (SOP) describes the eligibility, procedure and communications plan needed to inform and instruct corporate members and certified MBEs on the process to be followed to report their certified minority spend dollars to Mid-States MSDC.

1.2 Scope

This Standard Operating Procedure (SOP) applies to all Mid-States MSDC corporate members and all certified MBEs. The SOP requests reporting of total spend for 2016 (baseline) and quarterly thereafter.

1.3 Definitions

- **Members or Corporate Members** – Corporate entities paying membership dues to Mid-States MSDC or the National Minority Supplier Development Council (NMSDC) and located in the Mid-States MSDC’s currently defined geographical area (i.e. Central IL, Eastern MO and Indiana).
- **Certified MBEs** – MBE companies with active and current certifications as minority owned businesses with Mid-States MSDC.
- **Certified Minority Businesses** – MBE companies certified by Mid-States MSDC, NMSDC or any other certifying body the member companies accept/define as MBEs in their current systems.
- **Member Minority Spend** – Payments to certified MBEs where each individual transaction is greater than \$500.
- **Tier 1/Prime** – A supplier/contractor providing services to a member company or a Mid-States MSDC certified MBE.
- **Tier 2** – A certified MBE supplier/subcontractor providing services to a Tier I who is providing services to a member company
- **MBE Minority Spend** – All transactions with payables to certified MBEs where each individual transaction is greater than \$500.
- **Reporting Website** (www.midstatesmsdc.org) – website used for uploading or entering minority spend.
- **Baseline – Total year 2016 payments to certified MBEs (including Tier 1 and Tier 2)**

1.4 Responsibilities

Position	Responsibility
Mid-States MSDC Executive VP	Collects CONFIDENTIAL and official certified minority spend reports from members and certified MBEs and reports monthly or quarterly to Mid-States MSDC board
Member or Member Company	Reports Minority Spend per 1.6 Procedure for Reporting Minority Spend. Must report at least every quarter as Q1, Q2, Q3, Q4
Certified MBE	Reports Minority Spend per 1.6 Procedure for Reporting Minority Spend. Must report at least every quarter as Q1, Q2, Q3, Q4

1.5 Eligibility Requirements for Reporting

- Transaction and/or contract payments must be \$500 or greater.
- Transaction occurs between the current calendar year, i.e. January 1 – December 31 of any given year, reported as Q1, Q2, Q3, Q4.
- Spend is reported by a corporate member or a certified MBE as either Tier I and/or Tier II.

1.6 Procedure for Reporting Certified Minority Spend

- Transactions should be uploaded at least Quarterly as Q1, Q2, Q3 and Q4.
- Go to www.midstatesmsdc.org in the upper right hand corner and click on the **Reporting Spend** tab.
- To create the baseline, please upload a spreadsheet showing total lump sum payments to MBEs (to include Tier 1 and Tier 2) for the entire fiscal year 2016. This is a ONE TIME activity only. Subsequent years after 2017 do not require this step.
- Reporting can be done on a **transactional** basis or on a **lump sum** basis.
- For **lump sum** reporting, the spreadsheet must include total amount of certified minority spend, the date range for these payments and a list of certified MBEs receiving these payments. Ideally, a contact name and email should accompany the minority business name.
- For **transactional** reporting, the spreadsheet must include your contact name, company name, email address and phone number. For each transaction please submit *date of payment, dollar amount, goods or services, MBE, MBE contact name and MBE email*.
- Some companies will report a mix of these two types of reporting. For example, Transactional for Tier 1 and lump sum for Tier 2. In either case, the spreadsheet file name should follow this format:
 - a. MBEYearQuarter#Name or
 - b. MemberYearQuarter#Name or
 - c. MemberYearQuarter#NameT2
 - d. Examples: MBE2017Q1CMS, Member2017Q1Citizens, Member2017Q1CitizensT2
- The Transactional Reporting options via **Reporting Spend** tab on www.midstatesmsdc.org are:
 - i. **SYSTEM-GENERATED** - Upload your **system-generated** spreadsheet with your transactions via the website.
 - ii. **SAMPLE** – Download the **sample** spreadsheet available on the website, load your data and upload via the website to submit your transactions.

1.7 Communications and Onboarding Plan

- Transactions should be uploaded at least Quarterly as Q1, Q2, Q3 and Q4.
- Reminders should be sent to all corporate members and certified MBEs
- Webinar's will be conducted at the end of June 2017 to explain this SOP
- These instructions will be included in the:
 - a. New Member Orientation
 - b. 90-days to MBE Engagement instructions to certified MBEs
- Mid-States MSDC President will include reminders in the Wednesday Morning Wake-Up eNewsletter
- Mid-States MSDC Vice President will send reminders to report as determined appropriate
- Recognize companies by name in www.midstatesmsdc.org via recognition list – “BUY THOSE THAT BUY US”

1.8 Roll-out/Launch Plan

- The Minority Spend Reporting plan and purpose should be described for all corporate members and certified MBEs.
 - a. Purpose – To increase focus on MBE spend by corporate members and among MBEs (MBE-to-MBE), and to share achievements in aggregate spend with NMSDC constituents.
- Announce and provide an overview of the spend goal at all council events in verbal commentary and in any printed collateral.
 - a. Business Expo
 - b. Match making events
 - c. Corporate showcases
 - d. Awards events
 - e. All open meetings
- Ongoing promotion and reminders should be delivered to all corporate members and certified MBEs
 - a. Once each month, for the first 3 months, send single-subject emails dedicated to minority spend reporting should be sent
 - b. Remind all corporate members and MBEs to report spend at the end of each quarter

1.9 Confidentiality

- The Spend reporting by companies (corporate members and certified MBEs) is strictly confidential and only viewed by the Mid-States MSDC President and Vice President.
- No spend reporting dollars will be shared by individual company.
- Only aggregate spending will be reported.
- It is the intent to create a momentum of success for corporate members and certified MBEs affiliated with the Mid-States MSDC and never to use this spend reporting to create negative competition.
- The corporate members and certified MBEs reporting spend can receive recognition as contributors to the total spend and its economic impact