

Services: Certification Assistance – City, State, Federal

CLIENT: – Client Location

SERVICES PROVIDER: DMMI Associates LLC

### Scope of Work - Abstract

DMMI Associates LLC provides assistance with the public and/or private certification processes for historically underutilized businesses.

Assistance includes the discrete-submission applications for:

- Minority Business Enterprise (MBE) City of Indianapolis
- Woman-owned Business Enterprise (WBE) City of Indianapolis
- Minority Business Enterprise (MBE) State of Indiana
- Woman-owned Business Enterprise (WBE) State of Indiana
- Disadvantaged Business Enterprise (DBE) State of Indiana
- 8(a) Business Development/Mentoring Program U.S. Federal
- Small Disadvantaged Business (SDB) designation U.S. Federal
- Minority Business Enterprise (MBE) Indiana Business Diversity Council
- Other municipality or state certifications UPON REQUEST

### Services may include, but are not limited to:

- Providing and completing the necessary application forms and submitting them to the requisite certifying agencies
- Contacting external parties – accountants, advisors, attorneys, and board members, on client's behalf as required and directed
- Creating requisite supporting credentials or written statements
- Photocopying supporting documents
- Ensuring the inclusion of supporting documentation, according to agency checklists and additional known requirements
  - o Documents
  - o Reports
  - o Schedules
  - o Addenda
  - o Affidavits
  - o Unlisted requirements
  - o Inform client of any inconsistencies and recommend remedial actions
- Completing DMMI feasibility and tracking checklist(s)
- Referring client to attorney(s) or other external resources, as required
- Ensuring that all required signatures and validations are affixed
- Reviewing the application package(s) for completeness and alert client to potential challenges from the certifying bodies
- Confirming information and data consistency

