

# Total Business Development

Leveraging Professional Service MBEs to Develop other  
Minority-Owned Businesses

## For More Information

MBE Development Specialist



(713) 271-7805 ext. 108



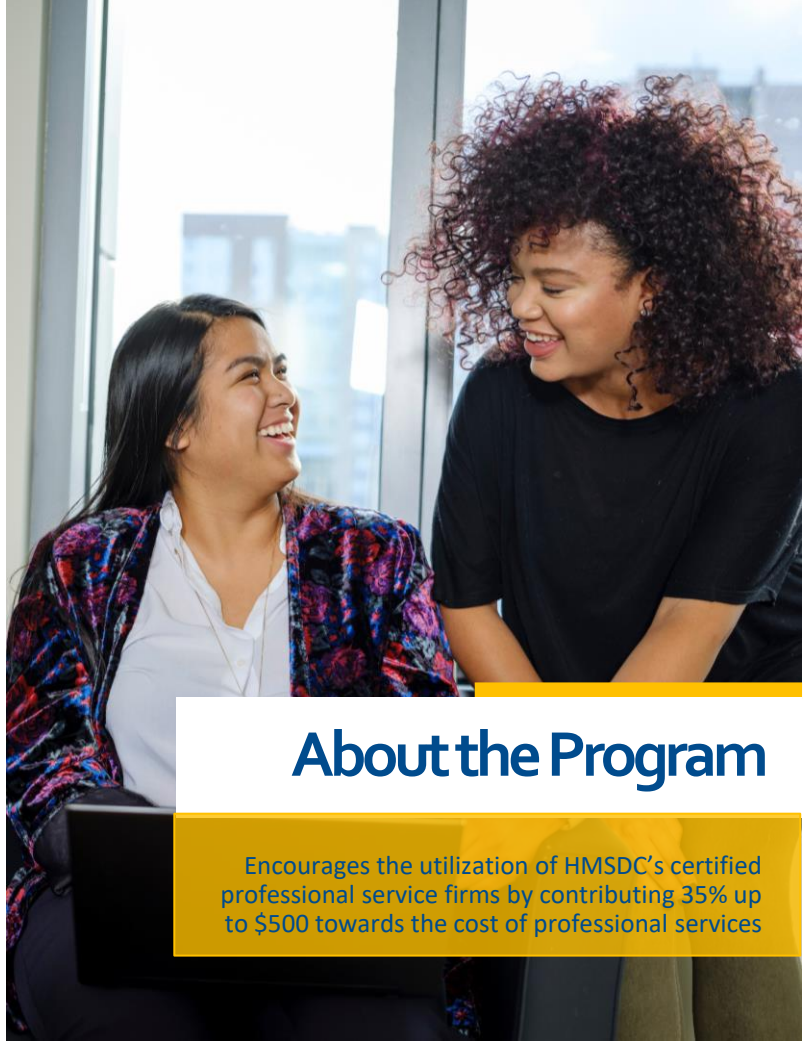
[MBEDevelopment@hmsdc.org](mailto:MBEDevelopment@hmsdc.org)



[form.jotform.com/222145919073153](https://form.jotform.com/222145919073153)



Total Business Development is designed to address business capability gaps, promote business growth, and increase utilization of the professional services of certified Minority Business Enterprises (MBEs). The program allows MBEs to hire an approved MBE professional service firm to provide a solution at half the cost!



## About the Program

Encourages the utilization of HMSDC's certified professional service firms by contributing 35% up to \$500 towards the cost of professional services



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### MBE Service Providers

- Providers must be a current certified MBE of the Houston Minority Supplier Development Council (HMSDC) for at least six months.
- Agree to provide discounted rate at a minimum 15% of current fees to HMSDC certified MBEs approved for participation in the program.
- Agree to submit an invoice showing usual and customary fees incurred, the discount provided, and MBE Applicant's share (50%) and HMSDC's share (35%) of usual and customary fees.
- I understand that HMSDC will not pay more than \$500 per MBE in any 12 month period.

### MBE Applicants

- Applicants must be a current certified MBE of the Houston Minority Supplier Development Council (HMSDC) for at least six months.
- Applicants must be active in Council activities by participating in the following: HMSDC Webinars, Scholarship Fundraiser, or EXPO in the past year.
- Applicants shall write and submit to HMSDC at least a one-page letter of how the service provided benefited their company.

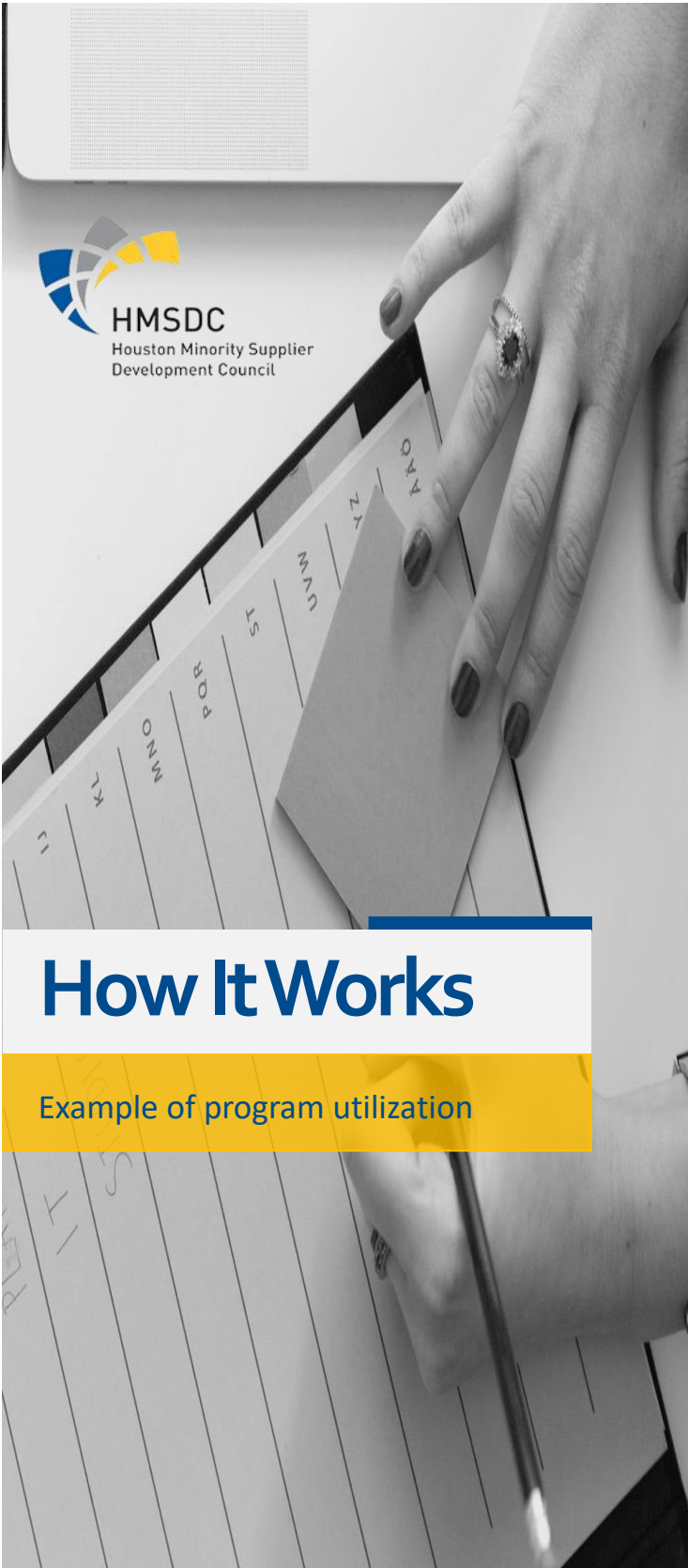
The Business Development Rewards Program is made possible with a grant provided by the HMSDC Scholarship Subcommittee of SDAC.

**For Example:**

You (an MBE Applicant) are an accounting professional service firm or a construction company with a need to meet new cyber-security standards for your customers. You need assistance with establishing cyber-security protocols.

1. Request a list of participating service providers through [MBEdevelopment@hmsdc.org](mailto:MBEdevelopment@hmsdc.org) and select an IT Service provider that could help you establish cyber security protocols.
2. Your company as the (MBE Applicant) would determine which company you would like to work with for development.
3. As a certified MBE of HMSDC, your company could apply to use the Total Business Development (TBD) program once a service provider has been identified and a quote for services has been received.
4. The Information Technology company (MBE Provider) will provide a price quote for services, let's say \$1,000. As a MBE Provider through the program, they are required to discount the cost of the services 15%, which would reduce the price to \$850.
5. In addition, once the agreed upon scope of work is received from your company (MBE Applicant) and approved by HMSDC, an additional 35% up to \$500 of the original quoted price of \$1,000 will be paid by HMSDC upon completion of the services.
6. Leaving your company (MBE Applicant) with the remaining cost of \$500 instead of the original \$1,000.

**NOTE: Only services that are developmental in nature will be approved as part of the program.**



## Covered Services

*In most cases, professional services that contribute to the long term development of a minority business enterprise (MBE) will be covered.*

Accounting  
Advertising  
Analysis  
eCommerce  
Legal  
Marketing and Social Media  
Strategic Planning

Public Relations  
Research  
Technology Assessment and Consulting  
Website Development  
Cyber Security Protocols  
Project Management  
Change Management



## Non-Covered Services

*In most cases, fees from the following will not be covered.*

Architectural  
Engineering  
Insurance  
Medical

Personnel Services  
Real Estate  
Tax Preparation Services  
Travel

**Exception:** Providing a professional service for the development of a legal employment agreement will be covered. Paying an invoice for a filing fee to register a business will not.



## What's Covered

Example of Program Utilization