

## MBE/EDGE Certification Workshops

*Let's Do Business Together*

Wednesday, April 21, 2010, 10 a.m. to 4 p.m.

### **Agenda – Tentative:**

- 10 a.m. – 11 a.m.      What is MBE/EDGE?  
Overview of the Certification Process
- Turnaround time for application
- Post Certification: What happens now?
- 11 a.m. – 1 p.m.      Certification Application
- Walk through application and assistance to complete it.
- 1 p.m. – 2 p.m.      Lunch/Break
- 2 p.m. – 4 p.m.      **Set Aside Workshop – Room A**
- Type of state contracts
  - What are set asides?
  - How do you go about being awarded a set aside contract?
- Contracting Workshop – Room B**
- How to develop a successful RFP/RFQ.
  - Timeline for bidding on state contracts.
  - How soon should I prepare to bid?
  - How to prepare a bid and receive capital for large projects.

*Note: Space is limited to 30 people to provide an optimum experience for those participating. For that reason, only one person per business will be allowed to attend.*