



**JIM STRICKLAND  
MAYOR**

**JOANN MASSEY, DIRECTOR  
BUSINESS DIVERSITY AND COMPLIANCE**

From: Joann Massey, Director – OBDC

To: All Certified and Potential Certified SMWBE

Date: January 1, 2020

Subject: Re-Certification Reminder

Companies certified by the **City of Memphis' Office of Business Diversity and Compliance**, or that have registered their **third-party certification** via the reciprocal process, are required to renew their certification each year. It is the company's responsibility to contact the Office before its certification expires and request re-certification.

The certification expiration date is listed on the certification certificate and/or the company's B2GNow profile. While registered contacts for the companies may receive a courtesy warning that their certification is due to expire, the Office of Business Diversity and Compliance is not responsible for ensuring that a business gets re-certified. Re-certification remains the sole responsibility of each business.

If the certified business fails to renew their certification by the expiration date, their certification will expire and the business will be automatically removed from the certified registry. In order to perform or continue to perform work counted toward an EBO goal, an SMWBE vendor must be certified as such and registered with the OBDC. See Memphis City Code, Sec. 6-92-2(H); Sec. 6-92-3(B). The same is true for projects which fall under the City's SBE program. See Memphis City Code, Sec. 6-94-7(B)(1). Any business which is to be counted toward an EBO goal or is a vendor on a project designated "SBE" **must** maintain their registration and certification for the life of the contract.