



**Minority Business Assistance Center
RFP Definitions
Attachment #4**

Minority Business Enterprises (MBE) are defined in [Ohio Revised Code \(ORC\) Section 122.71 \(E\)\(1\)](#) as an individual, partnership, corporation, or joint venture of any kind that is 51 percent owned and controlled by United States citizens, which citizens are residents of Ohio and who are members of one of the following groups: African American, Native American, Hispanic or Latino and Asian American.

Encouraging Diversity, Growth and Equity (EDGE) are defined as disadvantaged businesses in the [Ohio Administrative Code \(OAC\) Chapter 123:2-16-01](#), which is authorized by [ORC Section 123.152](#) and creates the Encouraging Diversity, Growth and Equity (EDGE) Program. EDGE business enterprises are defined as businesses that are socially and economically disadvantaged or whose owner(s) are socially and economically disadvantaged.

Conflict of Interest

A situation in which a private interest or gain, leads or has the potential to lead to a disregard for the needs of the Minority Business Assistance Center, the needs of clients or prospective clients of the Minority Business Assistance Center or the priorities and performance outcomes established by Minority Business Development Division of the Ohio Development Services Agency.

Counseling/Consulting Session

A documented session (telephone call, correspondence, or personal discussion) held with a business firm/client, where professional guidance is provided to assist the business firm/client. A session should assess a client's need, determine business development plan and ensure that clients are connected with center resources according to the plan.

Consulting

An ongoing process of two-way communication between client and consultant(s). This process includes identifying and analyzing the client's needs and problems. To accomplish this, the consultant may need to gather information and conduct research in order to implement the appropriate strategy. The goal of Minority Business Assistance Center consulting is to increase the procurement capability of the business.

Initial Client In-Take

A session where the client should receive information about the center's programs. Each center can add additional information to the client packet as determined by the center director, host and associated programs. The counselor should provide an overview of the center's available services and counseling process.

Jobs Created

The number of new full time and/or part time positions reported on the client's payroll during the funding period. (Note: Persons on paid sick leave, paid holiday and paid vacations are included as employees, as are salaried officers and



executives of corporations. However, proprietors and partners of unincorporated businesses are not considered employees under this definition.)*

Jobs Retained

The number of existing full time and/or part time employee positions retained and reported on the client's payroll during the funding period. (Job retention refers to maintaining the status quo of persons employed by the client in lieu of subjective and objective decisions made by the client to reduce its work force due to economic conditions, lack of capital, failure to secure necessary contracts and/or sales.)*

Trade Secret

Information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:

- It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
- It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

Travel Guidelines

- Travel Guidelines: <http://obm.ohio.gov/MiscPages/TravelRule/>
- Per Diem Rates: www.gsa.gov

***Language and definitions taken from federal MBDA guidelines which apply to measuring performance of their business centers.**