



GENESIS PREFERRED SOLUTIONS

Certification Experts

Toll: 800-718-2425 ext. 701

www.GenesisPreferred.com

Dear Client:

From my understanding, you're, interested in becoming a Minority/HUB certified business. The opportunities are endless and remember: the GOVERNMENT BUYS EVERYTHING. This is 1-5 years guaranteed money for your business products, goods or services.

Please allow me to introduce ourselves more professionally: *Genesis Preferred Solutions* understands the variables and obstacles that could stand in your way of pursuing your passion and your vision: **STARTING YOUR OWN BUSINESS**. That's why we have created a solution-based service program that will allow you to do what you do best, and allow us to complete and file all of your business paperwork for you. Don't worry—stay focused on your business. Let us do the paperwork!

We specialize in business structure (i.e., assumed name, Corporations (for profit/non profit 501C3), setting up subsidiaries, business plans, certifications processing for Minority, Woman-Owned and HUB businesses, procuring contracts), agreements and contracts.

Becoming CERTIFIED as a Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), and/or Historically Underutilized Business (HUB) can be rewarding and beneficial for your business. These "set-asides" have been known to grow your business exponentially. And, as a CERTIFIED MBE/HUB ourselves, we have taken full advantages of the opportunities afforded under this program for business growth, expansion and personalize goal performances within our own organization.

Being CERTIFIED as an MBE/WBE/HUB, the opportunities are endless! It's not only governmental entities that are seeking out small companies like yours, but publicly and privately traded companies too, such as Walmart, Omni Hotel, American Airlines, and so many more. For further information about this program, please review the Federal Acquisition Regulations (FAR) as well as the Texas State Comptroller's websites for further information.

With us, Genesis Preferred Solutions, we prepare you and your company to receive RFP's or contracts under this program which is nationwide. Allow us to complete your documentation and paperwork to the appropriate agencies in order for you to see for yourself the benefits associated with being CERTIFIED.

I've attached a checklist of the items you will need in order to become certified. **NOT EVERYTHING IS NEEDED**; however, it is dependent upon how your business is structured.

We charge \$520.00 to become certified And, we will also research a contract/bid free of charge as part of the initial consultation.

We look forward to opening your eyes to opportunities afforded under this program (if applicable).

P.O. Box 201272, Arlington, TX 76010

(800) 718-2425 (office)

Email: Info@GenesisPreferred.com



GENESIS PREFERRED SOLUTIONS

Certification Experts

Toll: 800-718-2425 ext. 701

www.GenesisPreferred.com

DBE CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST

In order to complete your application for DBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

ALL APPLICANTS MUST PROVIDE THE FOLLOWING ITEMS:

- Proof of U.S. Citizenship/Permanent Resident Status & Ethnicity (Birth Certificate, U.S. Passport,)
- Work experience resumes, for all owners and officers of your firm
- Personal Financial Statement (form available with this application)
- Personal tax returns for the past three years, for each owner ****SIGNED****
- Firm's tax returns (gross receipts) and all related schedules for the past three years ****SIGNED****
- Documented proof of contributions used to acquire ownership for each owner
- Firm's signed loan agreements, security agreements, and bonding forms
- Descriptions of all real estate (including office/storage space) owned/leased by your firm owners
- List of equipment leased and signed lease agreements. **Include ****Vehicle Registrations******
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Assumed name certificate with stamp approval date
- Documented proof of any transfers of assets to/from your its owners over the past two year's
- Year-end balance sheets and income statements for the past three years
- All relevant licenses, license renewal forms, permits, and haul authority forms
- DBE and SBA 8(a) or SDB certifications, denials, and/or de-certifications, if applicable
- Bank authorization and signatory cards
- Schedule of salaries (or other compensation) paid to all officers, managers, owners, of the firm
- Trust agreements held by any owner claiming disadvantaged status, if any
- Driver's License (enlarged to 125%)
- Three (3) References (name, telephone, How much \$\$ in business with them)

PARTNERSHIP OR JOINT VENTURE

- Original and any amended Partnership or Joint Venture Agreements

CORPORATION OR LLC

- Official Articles of Incorporation - signed and sealed by a state official
- Stock transfer ledger and both sides-of all corporate stock certificates
- Shareholders' Agreement
- Minutes of all stockholders and board of directors meetings
- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature card (s)
- LLC - Official Certificate of Formation and Operating Agreement with amendments

TRUCKING COMPANIES

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm

P.O. Box 201272, Arlington, TX 76010
(800) 718-2425 (office)
Email: Info@GenesisPreferred.com