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SEP 08 2020

TN PUBLIC UTILITY COMMISSION
DOCKET OFFICE

September 3, 2020

VIA FEDEX

Tennessee Public Utility Commission
c/o Ms. Tory Lawless, Docket Manager
502 Deaderick Street, 4th Floor
Nashville, TN 37243

RE: Renewal Application for State-Issued Certificate of Franchise Authority (Docket Number 10-00044)

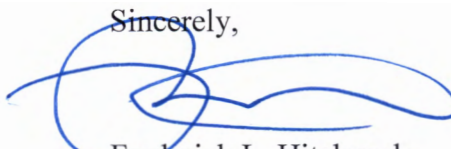
Dear Ms. Lawless,

Enclosed please find the original renewal application (affidavit) with an additional thirteen (13) copies for State-Issued Certificate of Franchise Authority on behalf of the Electric Power Board of Chattanooga.

Also enclosed is the required application fee of \$2,000.

If you have any questions or concerns or require any additional information, please feel free to contact me at (423) 757-0222.

Sincerely,



Frederick L. Hitchcock

FLH/ard
Enclosures

BEFORE THE TENNESSEE PUBLIC UTILITY COMMISSION
Nashville, Tennessee

In Re: *Application of Electric Power Board of Chattanooga for Renewal of a State-Issued Certificate of Franchise Authority*

Docket No. 10-00044

AFFIDAVIT OF GREGORY S. EAVES

STATE OF TENNESSEE
COUNTY OF HAMILTON

I, Gregory S. Eaves, having been duly sworn in accordance with the law, state as follows:

A. Identification of Affiant and Application Fee

1. Affidavit is Made by Officer of Applicant Consistent with Tenn. Code Ann. §7-59-305(c).

My name is Gregory S. Eaves. I am the Executive Vice President and Chief Financial Officer of the applicant, the Electric Power Board of Chattanooga, an independent board of the City of Chattanooga, Tennessee, which has its principal office at 10 West M. L. King Blvd., Chattanooga, Tennessee 37422 (EPB). I am authorized to make this affidavit on behalf of applicant EPB.

2. Application Fee for Service Area as Set Forth in Tenn. Code Ann. §7-59-305 (b)(1).

EPB submits the application fee of \$2,000 with this application on the basis of a service area population of 100,000 to 500,000, as reflected by the most recent decennial census, of its entire service area, including the areas contained within Exhibit A as to which EPB seeks a State-issued certificate of franchise authority.

B. Required Information and Affirmations

1. Compliance with Laws Consistent with Tenn. Code Ann. §7-59-305(c)(1).

EPB agrees to comply with all applicable federal and state laws and regulations to the extent that such state laws and regulations are not in conflict with or superseded by the provisions of the Competitive Cable and Video Services Act (the "Act") or other applicable law and will timely file with the FCC all forms required by the FCC in advance of offering video service or cable services.

2. Description of Municipalities and Unincorporated Areas Within Counties to be Served in Whole or in Part, Consistent with Tenn. Code Ann. §7-59-305(c)(2).

EPB has obtained individual franchises from Hamilton County and the municipalities of Chattanooga, Red Bank, East Ridge, Lookout Mountain, Signal Mountain, Collegedale, Soddy-Daisy, Lakesite, Ridgeside, and Walden. EPB seeks a State certificate of franchise authority to serve the remaining areas of its service area, including Graysville and portions of Bledsoe County, Bradley County, Marion County, Rhea County, and Sequatchie County. EPB currently offers or cable or video services in the municipalities and counties from which it has received individual franchise authority as well as in the municipality and the portions of the counties covered under the State-issued certificate of franchise authority. The geographic boundaries of EPB's electric distribution service area in which EPB will offer cable or video services outside of Hamilton County are set forth in the maps attached as Exhibit A, which are hereby incorporated by reference.

3. Intent to Serve Consistent with Tenn. Code Ann. §7-59-305(c)(3).

EPB currently offers pursuant to its existing certificates of authority video service for purchase in each of the areas identified in Exhibit A.

4. Indemnity Consistent with Tenn. Code Ann. §7-59-305(c)(4).

EPB agrees to indemnify and hold harmless, in accordance with Tenn. Code Ann. §7-59-318, the state, municipality, county, and any employee or representative of the state, municipality

or county as well as any political subdivision, individually and collectively referred to in Tenn. Code Ann. §7-59-318 as "indemnatee".

5. Contact Information Consistent with Tenn. Code Ann. §7-59-305(c)(5).

EPB's principal place of business is 10 West Martin Luther King Drive, Chattanooga, Tennessee 37402, 423-648-1372. The principal executive officers are as follows:

David Wade	President & Chief Executive Officer
Gregory S. Eaves	Executive VP & Chief Financial Officer
Kathy Burns	Sr. VP, Customer Relations
Sandra Tilley	Sr. VP, Brand Strategies
Kade Abed	VP, Field Operations
Katie Espeseth	VP, New Products
Ryan Keel	VP, Technical Operations
Jim Ingraham	VP, Strategic Research
J.Ed. Marston	VP, Marketing
Marie Webb	VP, Human Resources

EPB may be represented before the Tennessee Public Utility Commission by EPB's legal counsel L. David DiBiase or Frederick L. Hitchcock.

6. EPB has the Managerial, Financial and Technical Qualifications to Provide Video Service Consistent with Tenn. Code Ann. §7-59-305(c)(6) and (d)(2).

EPB has the managerial, financial and technical qualifications to provide cable or video service as required by Tenn. Code Ann. §7-59-305(c)(6) and (d)(2). EPB currently has cable or video service available to every household in its entire service area, including the areas to be covered by the State-issued certificate of franchise authority.

7. Description of EPB's Customer Service Complaint Process Consistent with Tenn. Code Ann. §7-59-305(c)(7).

Customers who have questions or complaints regarding their cable or video service or questions or disputes concerning their bills may contact EPB's Customer Service at 423-648-1372. Customer Service representatives are available by phone or email 24 hours a day, seven (7) days a week at EPB's Chattanooga Customer Service Center. Customers also may request to

live chat, email EPB Customer Service at support@epbfi.com and may access customer support information at www.epb.com. Finally, customers may visit EPB's main office at 10 M. L. King Blvd or its branch offices at 830 Eastgate Loop and 2124 North Point Blvd to request assistance with any problem or dispute. It is EPB's policy to take prompt action to address any customer question or complaint.

8. Notice has been Provided to Affected Local Governments Consistent with Tenn. Code Ann. §7-59-305(c)(8).

EPB has provided notice and a copy of this Affidavit to each local government that would be affected by the State-issued certificate of franchise authority at the addresses set forth in the list attached as Exhibit B. EPB will comply with any applicable local ordinance or resolution requiring notice to other entities with facilities in the rights of way.

9. Compliance With Legal Requirements Consistent with Tenn. Code Ann. §7-59-305(c)(9).

EPB agrees to comply with the requirements set forth in the Act, expressly including the non-discrimination and service deployment requirements of Tenn. Code Ann. §7-59-311. EPB hereby acknowledges the provisions of Tenn. Code Ann. §7-59-311 relevant to enforcement of non-discrimination and deployment requirements.

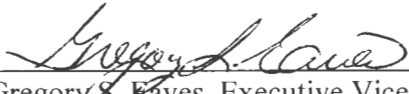
10. Notice to Local Governing Authority Ten (10) Days Prior to Providing Service Consistent with Tenn. Code Ann. §7-59-305(c)(10).

Should EPB in the future seek to amend its State issued certificate of franchise authority to add additional municipalities or counties, EPB will provide notice to an affected local governing authority ten (10) days prior to providing service in that jurisdiction.

11. Compliance with Minority-Owned Business Plan Consistent with Tenn. Code Ann. §7-59-305(c)(11).

EPB agrees to comply with its Minority-Owned Business Plan attached as Exhibit
C.

FURTHER AFFIANT SAYETH NOT.

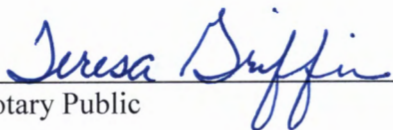


Gregory S. Eaves, Executive Vice President
and Chief Financial Officer

STATE OF TENNESSEE
COUNTY OF HAMILTON

Sworn to and subscribed before me, this 3rd day of September, 2020.





Notary Public

My Commission Expires: _____

EXHIBIT A

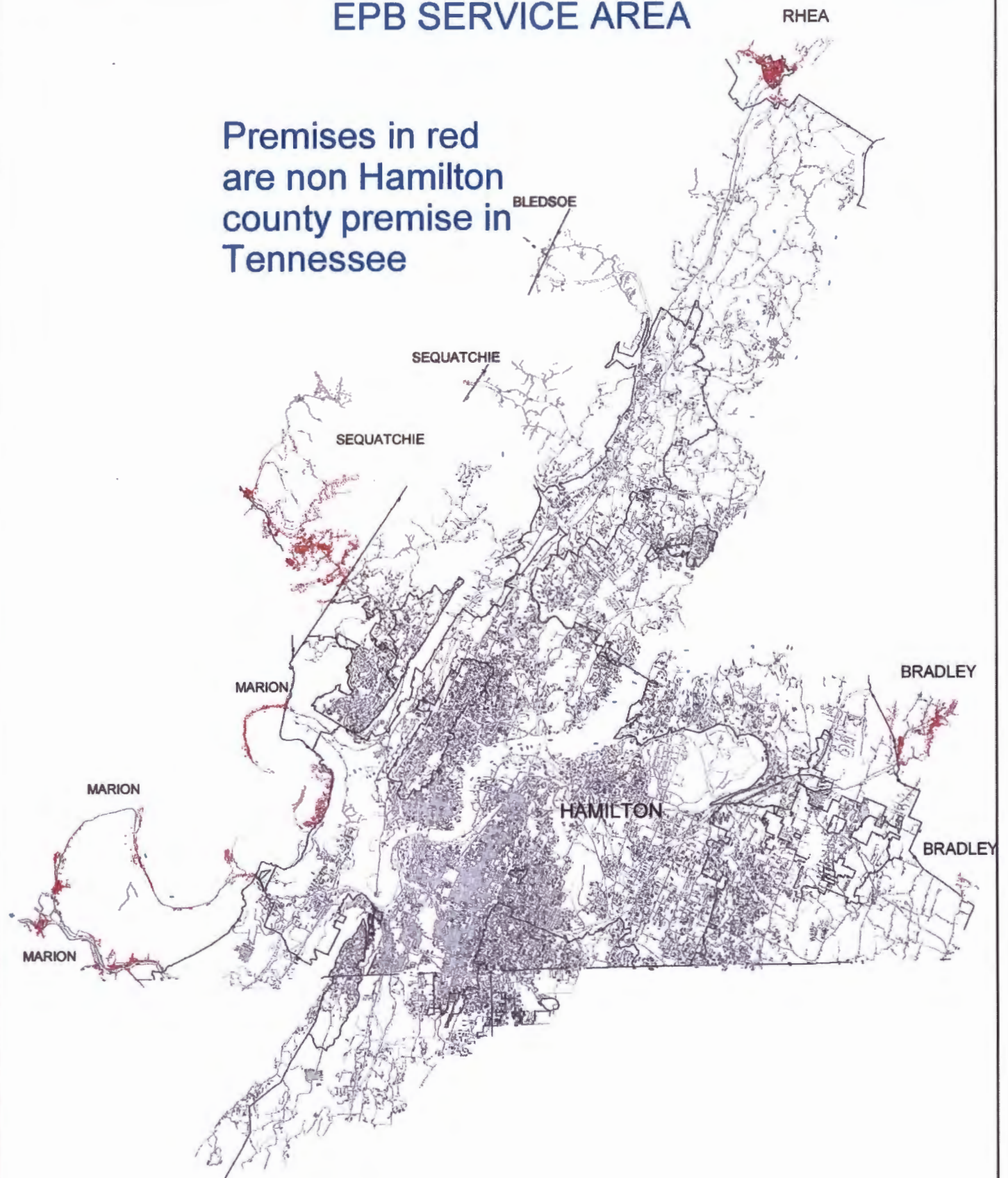
To

**APPLICATION OF ELECTRIC POWER BOARD OF CHATTANOOGA
FOR A STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**Maps of Areas to be Served
Outside of Hamilton County, Tennessee**

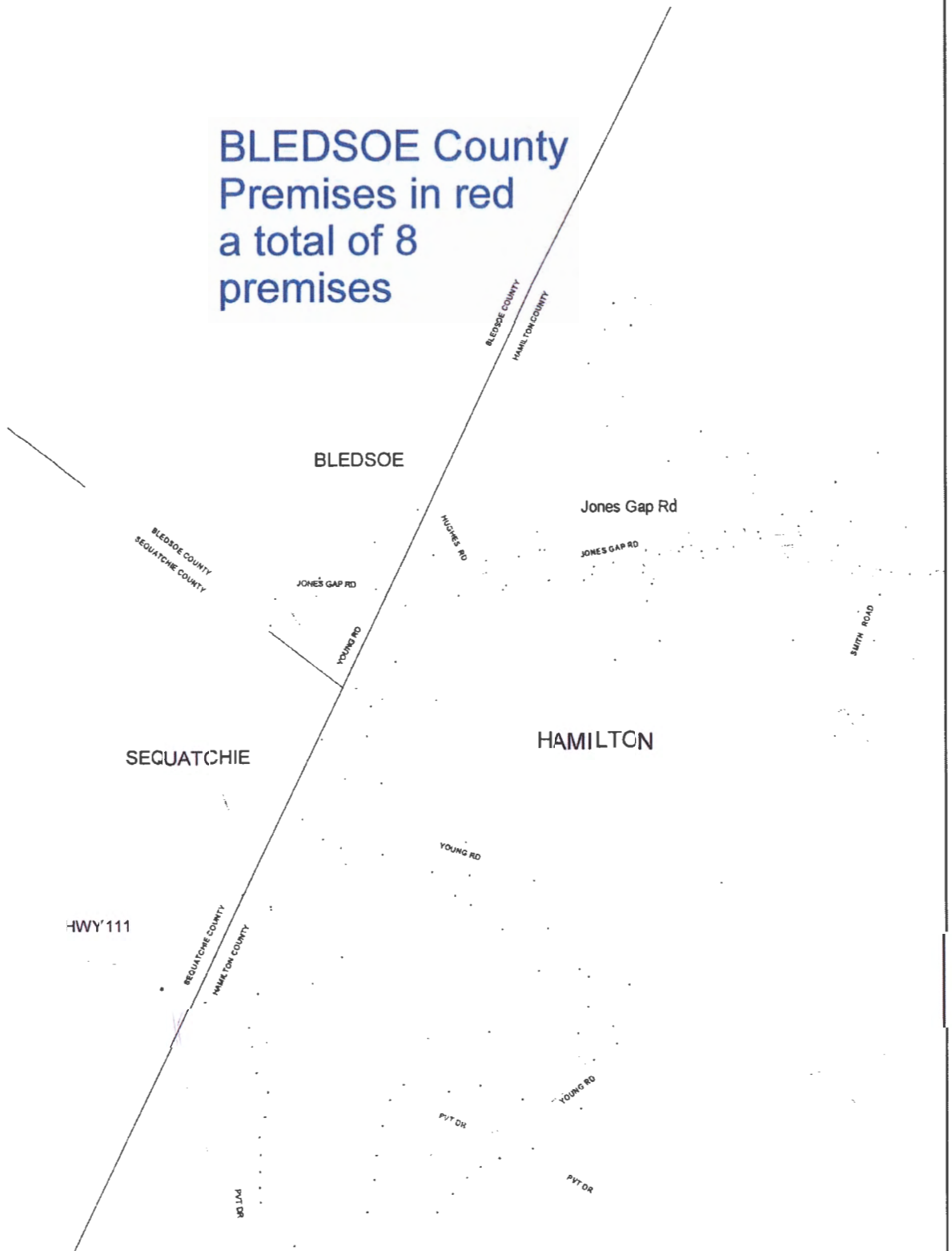
EPB SERVICE AREA

Premises in red
are non Hamilton
county premise in
Tennessee



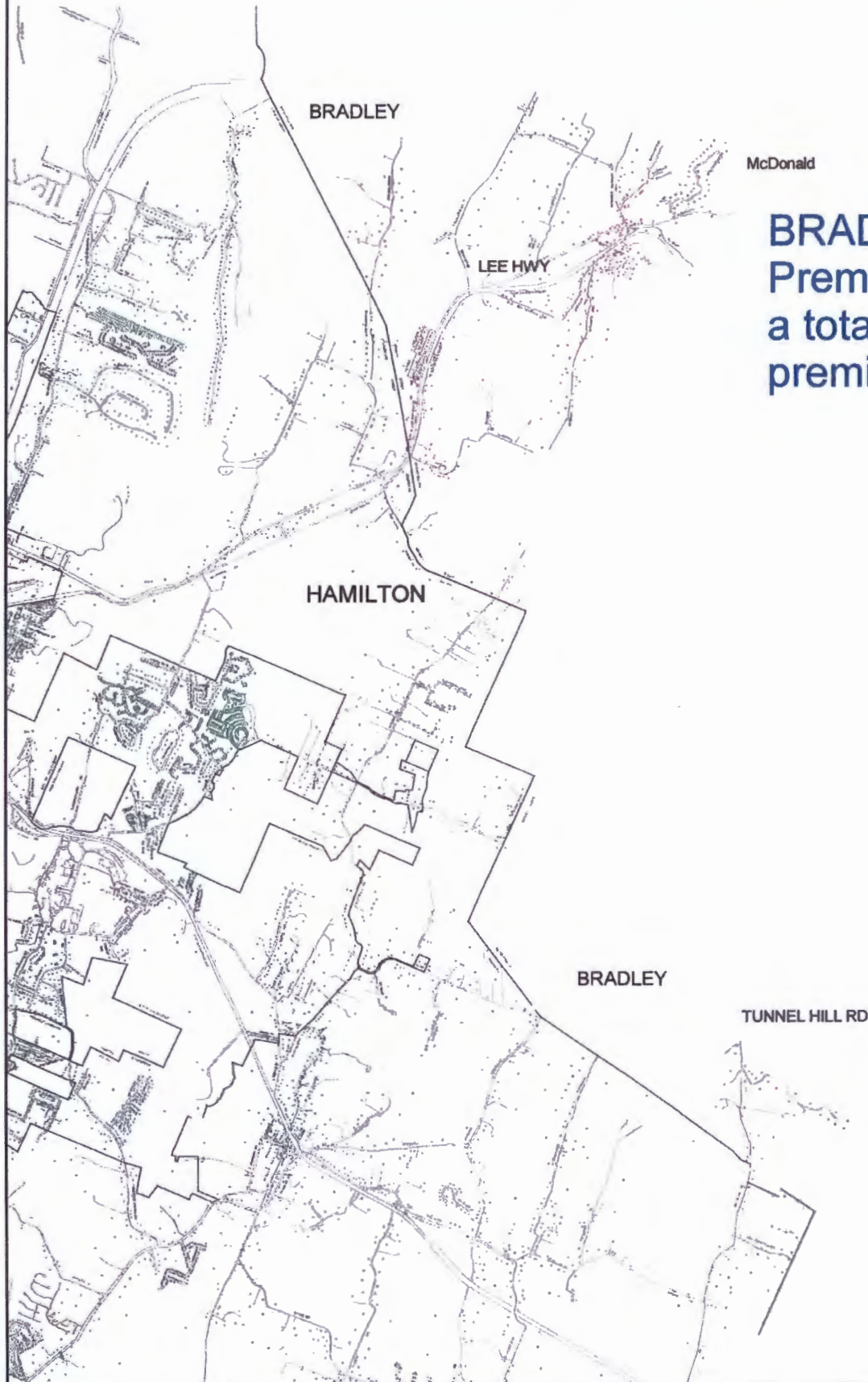
BLED SOE COUNTY

BLED SOE County
Premises in red
a total of 8
premises



BRADLEY COUNTY

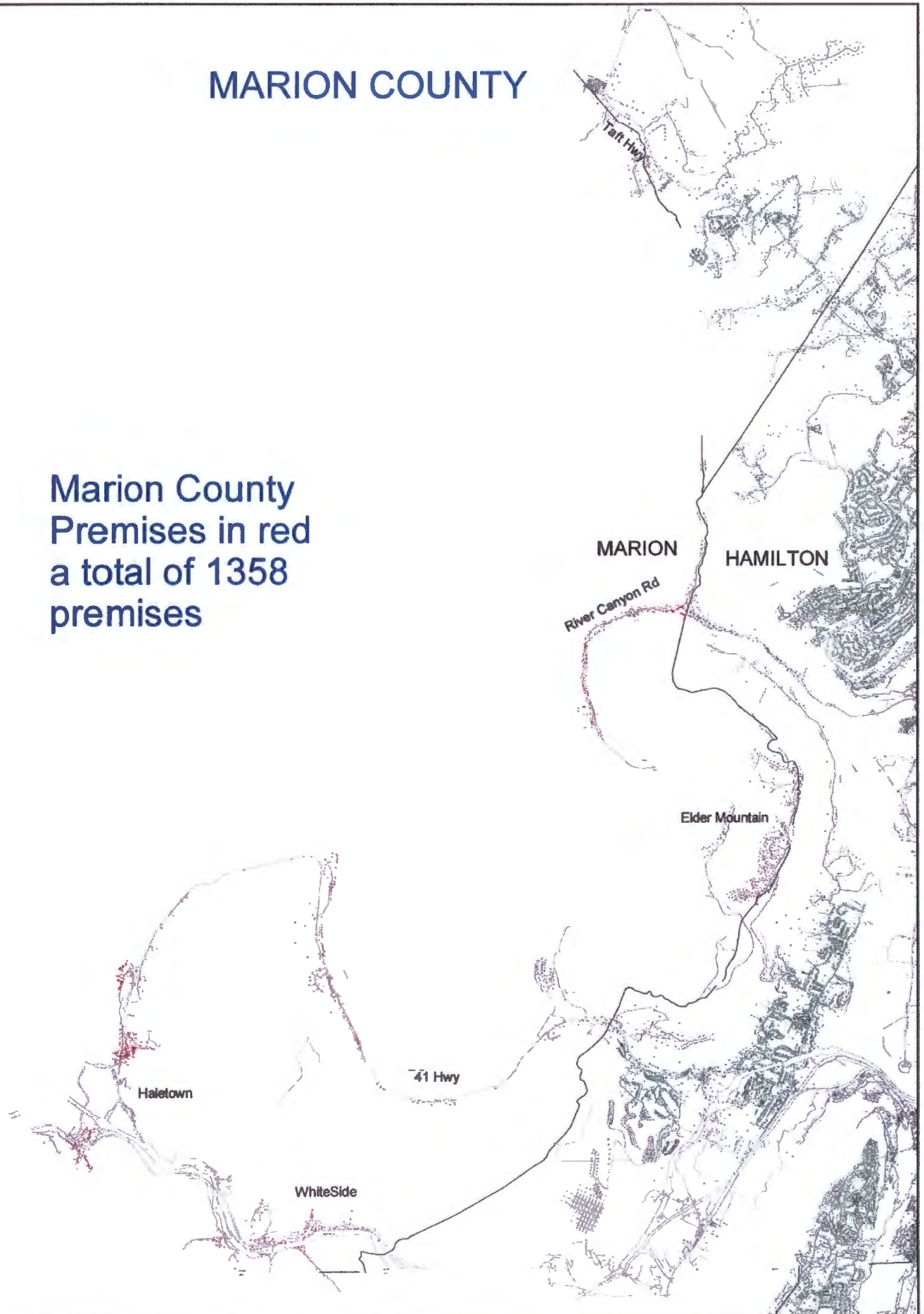
CLEVELAND



BRADLEY County
Premises in red
a total of 414
premises

MARION COUNTY

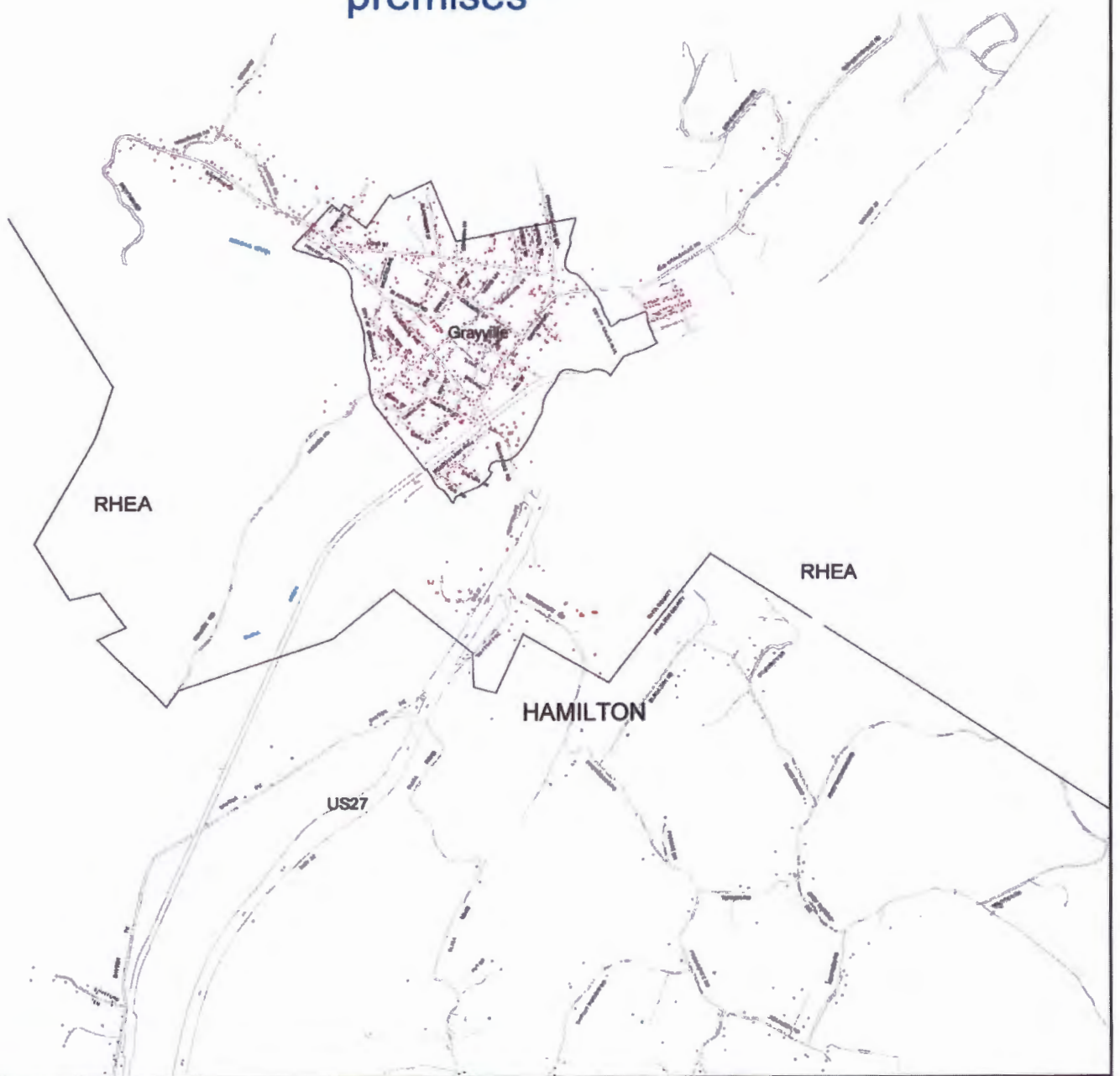
Marion County
Premises in red
a total of 1358
premises



RHEA COUNTY

DAYTON

RHEA County
Premises in red
a total of 962
premises



SEQUATCHIE COUNTY

HWY 111

SEQUATCHIE

Sequatchie County
Premises in red
a total of 903
premises

SEQUATCHIE

Montlake Mountain

Poe Rd

HAMILTON

Taft Hwy

Signal Mountain

MARION

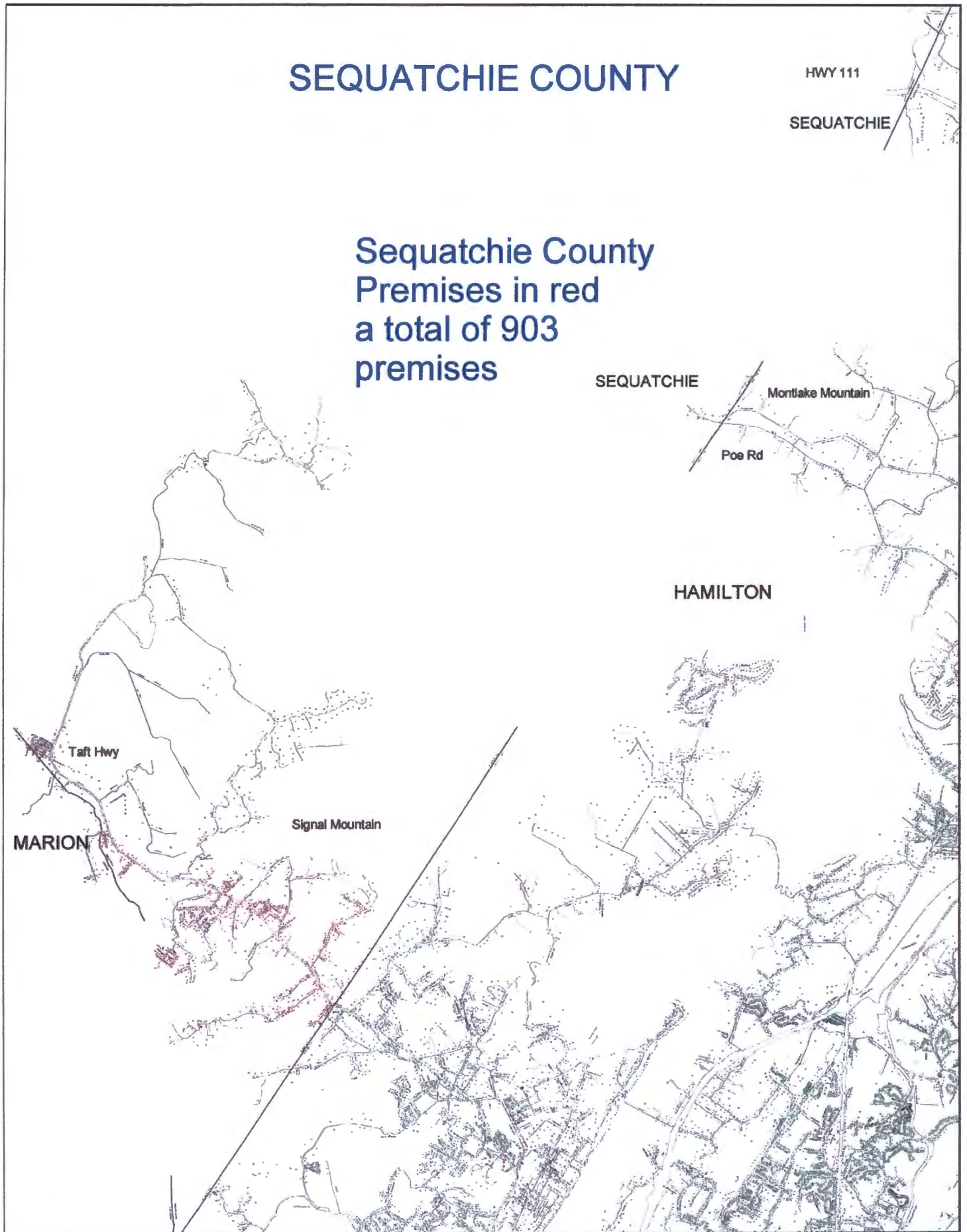


EXHIBIT B

To

**APPLICATION OF ELECTRIC POWER BOARD OF CHATTANOOGA
FOR A STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

Local Governments Provided Notice

Rhea County

County Executive:
George Thacker
375 Church Street, Suite 215
Dayton, TN 37321
(423) 775-7801

Marion County

County Mayor:
David Jackson
1 Courthouse Square, Suite 105
Jasper, TN 37347
(423) 942-2552

Bledsoe County

County Mayor:
Greggory J. Ridley
P.O. Box 149
Pikeville, TN 37367
(423) 447-6855

Sequatchie County

County Executive:
Keith Cartwright
22 Cherry Street
Dunlap, TN 37327
(423) 949-3479

Graysville

Mayor Jimmy Massengill
136 Harrison Ave
Graysville, TN 37338
(423) 775-9242

Bradley County

County Mayor:
D. Gary Davis
155 Broad Street
Courthouse Annex Building, 2nd Floor
P.O. Box 1167
Cleveland, TN 37364
(423) 728-7141

EXHIBIT C

To

**APPLICATION OF ELECTRIC POWER BOARD OF CHATTANOOGA
FOR A STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

Minority and Women-Owned Business Program

Electric Power Board of Chattanooga Minority and Women-Owned Business Program

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1. POLICIES

Mission Statement

The Electric Power Board of Chattanooga's ("EPB") mission is to enhance the quality of life in our community through the excellence of all our activities. Our customers have grown to expect this level of dedication from us. We will use these same principles in our Minority and Women-Owned Business Development Program. Our mission is to support minority and women-owned businesses by assuring them fair and courteous treatment, and equal access to EPB business opportunities.

We will provide assistance, equal access and equal opportunity to all of those who supply EPB with goods and services. EPB will proactively find ways to increase business opportunities for minority and women-owned businesses. EPB is committed to this and all efforts that will enhance the standard of living and the quality of life within the community we serve.

Policy Statement

It is the policy of the Electric Power Board of Chattanooga to provide opportunities to minority and women-owned businesses. EPB's mission is to enhance the quality of life in our community by providing energy, communications and related services reliably, efficiently and courteously at competitive prices. In establishing this policy, EPB recognizes its responsibility to the community we serve and in which we conduct our business. We understand that small businesses contribute greatly to the overall economic strength of this country. Understanding this, we feel it is our responsibility to afford every opportunity to minority and women-owned businesses to assist in our procurement process.

In adopting this policy, EPB demonstrates a commitment to its core values of reliability, efficiency, credibility and innovation while dedicating itself to the value of diversity. We expect our vendors to reflect these same values so that we may continue to provide the type of service our customers expect.

Through a strong proactive effort, EPB will seek minority and women-owned businesses that are qualified and able to meet our needs. We will provide assistance wherever possible for these businesses. Each department within EPB will contribute to the success of this program. The responsibility for this initiative will be coordinated and directed by our Chief Financial Officer and the Manager of the Minority & Women-Owned Business Development department. The Purchasing Department will actively support the Manager in this initiative.



David Wade
President and CEO

Objectives

The basic objective of the Minority and Women-Owned Business Development Program is to provide opportunities for Minority and Women-Owned Businesses to establish a mutually successful business relationship with EPB. To accomplish this, our objectives are:

- A. Identify those goods and services for which minority and women-owned businesses have the capability of becoming a source of supply;
- B. Actively and diligently seek out minority and women-owned businesses having the capability of supplying those goods and services necessary for EPB's operations;
- C. Maintaining EPB's standard requirements for goods and services and use the identified minority and women-owned businesses whenever possible, thereby increasing the volume of expenditures into the minority business community; and
- D. Participate in the support of minority and women-owned businesses by aiding those businesses in becoming competitive, viable and self-sustaining enterprises, and foster relationships with the minority and women-owned business community.

2. FACTS ABOUT THE PROGRAM

The Rationale Behind a Minority and Women-Owned Business Development Program

Developing a minority and women-owned business development initiative for EPB has always been a part of our mission. Understanding that it is our duty to include all segments of our community into our procurement efforts has always been our objective.

In order to serve those businesses that have been traditionally and historically challenged, we at EPB have elected to formalize and increase our efforts to ensure that all parts of our community have equal opportunity to do business with us.

It is essential that each employee put forth a concerted effort to assist EPB in fulfilling this mission. It is imperative that each employee recognize that this is a decision made by executive management and the Board of EPB. We expect each employee to recognize that when procuring goods and services they have a responsibility to provide equal opportunities to minority and women-owned businesses and to exhaust every resource to locate and provide effective and fair consideration.

We carry a commitment to all of our customers to provide a high quality product and good service at the best possible cost. If minority and women-owned businesses can assist EPB in providing this commitment, then it is the responsibility of our company and of each EPB employee to provide equal access and opportunities to these businesses.

EPB's Approach to The Minority and Women-Owned Business Development Initiative

The key to EPB's success in this initiative is our commitment to this program and our setting goals to achieve them. But having the ability to meet these commitments is not enough, we must be able to change our attitudes and clearly provide a defined program where everyone participates to drive success.

Merely developing a program is not enough. We must understand what is required and put this into action. This effort is not just for the assistance of minority and women-owned businesses, but it is beneficial to EPB and the whole community.

Some may consider the implementation of this program unnecessary or controversial but the essence of our company has always been to be a leader in this community. We will address such issues by proactively pursuing them for the advancement of our company and the community in which we serve.

The subject of race and gender must be addressed. The term "minority" can sometimes evoke a negative connotation. Webster defines minority as the "smaller of two groups forming a whole; a racial, gender or other group different from the larger group of which it is part." It must be understood that minority and women-owned businesses are disadvantaged by not having the same opportunities and access to capital and other resources as a company that is not owned by a minority or a woman.

We will approach minority and women-owned business development by fostering an inclusive process in procurement that invites the broadest possible participation of vendors who are able to meet the needs of EPB.

Implementation

EPB has implemented processes to aid minority and women-owned business in their development. Some of these areas are:

- Established EPB corporate policies, procedures, and goals;
- Management Teams to continue discussions on opportunities and problem-solving efforts among buyers, user groups and buying entities;
- Assigned a Manager of Minority and Women-Owned Business Development with responsibility for this effort, acting as ombudsman and advocate of the program;
- Monitoring the success of the program through accountability and reporting;
- Created a process to register, certify, and qualify minority and women-owned businesses;
- Support advocacy groups and organization involvement; and
- Project management.

Role of Purchasing Department and the Manager, Minority and Women-Owned Business Development

The Purchasing Department, including the Purchasing Manager and Buyers, will work closely with the Minority and Women-Owned Business Manager to determine the company's procurement level and to a large extent, the company's performance level of minority and women-owned business participation. The Purchasing Department will work closely with the Manager of Minority and Women-Owned Business Development to monitor performance throughout the company.

The Manager, Minority and Women-Owned Business Development reports to the President and CEO of EPB. The day-to-day duties are the responsibilities of the Manager, Minority and Women-Owned Business Development. The duties include:

1. implementing policy;
2. compliance with budgetary restraints;
3. ensuring employee awareness;
4. conflict resolution;
5. adhering to employee needs;
6. working closely with the Purchasing Department to ensure that opportunities are found and given to minority and women-owned businesses;
7. advocating for minority and women-owned business opportunities throughout EPB;
8. seeking new vendor resources;
9. training of minority and women-owned business resources; and
10. community and organizational involvement.

The Manager, Minority and Women-Owned Business is required periodically to report to Executive Management of EPB and the Board of Directors as to the achievement of goals and milestones associated with the program. This Manager has the responsibility of generating reports throughout the company, keeping each department informed on the progress of the program and to keep each employee informed of new resources and opportunities.

The Purchasing Manager and Minority and Women-Owned Business Development Manager together will ensure that all minority and women-owned businesses receive fair treatment, information and feedback to ensure equal opportunity to compete for EPB's business.

3. PROCEDURES

Minority and Women-Owned Business Program

The purpose of our Minority and Women-Owned Business Program is to proactively seek and develop business relationships with minority and women-owned businesses. This will offer competitively priced, high quality products and services and excellent customer service.

How to Get Started

- You must be a business that is Majority Owned by an individual who is an ethnic or racial minority, a woman, or a disabled person, including disabled veterans.
- “Majority Owned” means you must own at least 51% of the business and be involved in personally managing and controlling the daily operations.

How to Register and Qualify for The Program

- For purposes of determining whether a business is a Minority Business Enterprise or Women-Owned Business Enterprise, the minority or the women-owner(s) shall:
 1. Possess and exercise the legal authority and power to manage business assets, goodwill and daily operations of the business, and
 2. Actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.
- Please register your business by completing the EPB Supplier Registration link located on EPB’s website at: www.epb.com/about-epb/doing-business
- You may contact the Minority and Women-Owned Business Development Department at 423-648-1434 or EPB’s Purchasing Department at purchasing@epb.net.
- For more information about how to sell goods and services to EPB please go to the EPB website at: www.epb.com/about-epb/doing-business

Who Is a Minority?

- Individuals of a socially or economically disadvantaged group, which includes African-Americans, Hispanics, American Indians, Asian-Americans, Alaska Natives, Pacific Islanders, Eskimos and Aleuts.

What You Can Expect from EPB

- An equal chance to compete for EPB's business,
- A clear assessment of your potential as an EPB vendor, and
- A reciprocally fair, honest, and beneficial relationship.

What EPB Expects of You

- Quality products and services at a competitive price,
- Timely delivery of products and services,
- Prompt responses to information requested,
- Input on EPB's procurement process, and
- Excellent customer service.

Support for the Minority and Women-Owned Business Program

In order to create a strong and effective Minority and Women-Owned Business Program, EPB continues to establish business programs that are supported and implemented at the Executive Management level. Consistent leadership at the Executive Management level is particularly important. The business rationale for establishing this program includes:

1. Awareness of corporate social and economic responsibilities,
2. State and Federal requirements, and
3. Customer and relationship building.

As mentioned previously, support from Executive Management is key to this program's success. The proper utilization of time, people, and resources will assist in achieving the desired results. Additionally, it is beneficial to involve employees in the following support systems:

1. Minority Business Development Agency (MBDA)
2. The National Minority Supplier Development Council (a.k.a, NMSSDC)
3. The Southern Region Minority Supplier Development Council (a.k.a., SRMSDC)
4. Minority and Women-Owned Trade Fairs, Expositions, Local and National Conferences
5. Minority and women-owned business relationship building.

Purchasing Department Role

The role of the Buyers in the Purchasing Department is to negotiate and contract on behalf of EPB.

1. The Buyer's highest priorities are to secure contracts benefiting EPB and to carry out the procedures of the Minority and Women-Owned Business Program.
2. The Buyer will fully recognize, understand, and be sensitive to the minority and women-owned business efforts.
3. The Buyer will be open to innovative means to utilize minority and women-owned businesses.
4. The Buyer will carry out his or her duties in a courteous, timely, and professional manner.
5. The Purchasing Buyer oversees all agreements to assure the vendor meets requirements in the areas of quality, timeliness and competitive pricing.
6. The Purchasing Buyer will work with User Departments on qualifying minority and women-owned businesses.

Assessing a Business's Capabilities for Competitive Bidding

An assessment of how minority or women-owned businesses performed during a bidding process is a good method to help prepare these businesses to be competitive in the market. While guarding the confidentiality of other businesses, it is important to make these businesses aware of why their bid was not selected. This constructive assistance will increase their future competitiveness. Although minority and women-owned businesses may not seem totally receptive to constructive assistance at first, the value of our efforts will be recognized as we continue to work with them.

Management's willingness to invest time and effort into assessing a minority or a women-owned business's capabilities is crucial to successfully implementing EPB's Minority and Women-Owned Business Program. The assessment of all potential minority or women-owned businesses will fall into one of three categories: Qualified, Qualifiable, and Unqualified.

Qualified Category

A "qualified" business is one that is fully capable of performing all business functions necessary and in a manner consistent with normal EPB business requirements. A qualified vendor will be able to perform without any additional assistance.

Qualifiable Category

A "qualifiable" business is one that possesses strong capabilities and significant potential to perform all business functions. However, to be successful, these businesses may need limited assistance, generally in the area of understanding EPB requirements. By providing this assistance, both the minority or women-owned business and EPB will benefit and a valuable business relationship will be developed.

Unqualified Category

An "Unqualified" business is one that is unable to perform the necessary functions and does not currently have the potential to do so. Providing guidance as to why these businesses are not qualified and suggesting ways for the business to improve to become qualified is often the best course of action.

Qualification for EPB Purchases

Qualification is the process by which an initial assessment of potential vendors is performed to determine a business's qualifications in anticipation of a purchase. The areas of the business to assess for qualification are category of the products/services, products/services offered by the business, availability of products/services from the business, experience of the business, and competitive pricing offered by the business. Proactively seeking to qualify minority and women-owned businesses should be considered before every EPB purchase.

Qualification information submitted by the minority and women-owned business should be evaluated by the Purchasing Department and the EPB department that has requested purchase. Upon completion of the review, the minority and women-owned business will be designated in one of three categories: Qualified, Qualifiable, or Unqualified as described in the Assessing a Business's Capabilities for Competitive Bidding Section.

It is important to notify the potential vendor of not only how they ranked, but also the basis for the ranking. False expectations hurt both EPB and the vendor. Minority and women-owned businesses should be fairly assessed and provided constructive feedback through the qualification process.

Registration

In order to assure accurate information and program compliance, minority and women-owned vendors who desire an opportunity to be added to EPB's vendor database will be required to submit a completed registration form. This registration form can be found by clicking the EPB Supplier Registration link on EPB's website at: www.epb.com/about-epb/doing-business

It should be understood that not registering will not preclude a vendor from participating in the procurement process. Registering with EPB will only be used to determine if a vendor is qualified to be included in EPB's database. Other forms of registration may be accepted such as registration from a trade association or a state or federal agency.

The Manager of Purchasing will be responsible for managing the registration forms for EPB.

Training

For a Minority and Women-Owned Business Development Program to succeed, adequate training is required. Because of the level of expertise and objectivity required, it is inadvisable to utilize employees to perform this critical function. A professional minority and women-owned business consultant is generally the most effective resource.

The consultant's major responsibility is to identify and cultivate the specific skills necessary to ensure the program's success. The Consultant's objective is to create company-wide support for the Minority and Women-Owned Business Program by effectively communicating the purpose of the program and its goals and objectives. The EPB employees who should participate in the training sessions should include:

- Executives
- Managers
- Supervisors
- Purchasing Department Personnel
- Employees that purchase products/services for their department
- Employees that support the purchasing process

The Manager responsible for the Minority and Women-Owned Business Vendor Program will preside over all aspects of the training process such as:

- Assembling preplanning meetings with key Purchasing department personnel and other departments that purchase products/services
- Identifying training needs and aspirations and providing feedback as to how the training program should proceed
- Reviewing the trainer and assessing the suitability of his/her proposed format, training materials and presentation style
- Attending the training sessions to answer questions and provide guidance

4. GLOSSARY

Glossary of Terms

Bid - A quotation, proposal or offer by a vendor or contractor to perform or provide labor, materials, supplies, or services for a price.

Bidder - Any person who submits a quotation, bid, offer or proposal to provide labor, materials, supplies or services for a price.

Certification - To attest as being capable of meeting a standard set by EPB.

Commitment - An agreement or pledge to do something in the future; being obligated either through contract or policy.

Compliance - The act or process of complying to a desire, a demand, proposal, bid, contract or a requirement.

Consignment - To set apart; something consigned with the provision that payment is expected only on completion of the sale.

Consortium - A cooperative arrangement among an association of businesses.

Contractor - A person or business that contracts to perform work or provide goods, supplies, or services.

Disadvantaged Business - A business which is at least 51% owned (or, in the case of publicly owned businesses, at least 51% of the stock) by minority or other disadvantaged individuals, as established by the Small Business Administration, where the management and daily operations of the business are controlled by such individuals.

Disparity - The condition that has prevented disadvantaged and small businesses from having equal access to business opportunities.

Diversity - The quality of being diverse; having variety or multiformity.

Goods - Tangible or movable personal property other than money; especially articles of trade or items of merchandise.

Joint Venture - An association of two or more persons, partnerships, corporations or any combination of them, established to carry on a single business activity which is limited in scope and duration.

Large Business - A major corporation with more than 500 employees.

Mentor - A trusted counselor or guide.

Minority Business Enterprise (MBE) - A minority business that is at least 51% owned, controlled and operated by one or more racial or ethnic minority persons.

Minority - Individuals of a socially or economically disadvantaged group, which includes African-Americans, Hispanics, American Indians, Asian-Americans, Alaska Natives, Pacific Islanders, Eskimos and Aleuts.

Procurement - EPB's purchase of goods and services from Vendors for EPB's operations.

Sealed Bid - A bid submitted through a competitive process responding to a request from EPB for the purchase of goods and services which is sealed and the contents of such bid is not revealed until opened during a process established by EPB.

Small Business (SB) - A business independently owned and operated which is not dominant in its field and which meets Small Business Administration standards as to the number of its employees, generally under 500, and/or a dollar volume of its business.

Small Business Administration (SBA) - A Federal Agency dedicated to the concerns of small business. This agency administers and advocates public policy.

Small Business Enterprise (SBE) - A business that is not dominant in its field and meets the specific size requirements under gross dollar volume and employee level as set for each industry by the SBA.

Subcontract - A contract, purchase order, amendment or other legal obligation executed by the prime contractor requesting goods or services from another contractor required for the performance of the original request.

Vendor - Any person or business that makes available for use, quantities of goods or services offered for sale. Vendor includes any person or business that submits a quotation, Bid, offer or proposal to provide labor, materials, supplies or services for a price.

Women-Owned Business (WOB) - A business that is at least 51% owned, controlled and operated by a nonminority woman who controls.

Legislation and Resources for Minority Purchasing

Since 1968 when the Small Business Administration's 8(a) program was first established to channel federal purchases to socially or economically disadvantaged owners of small businesses, legislation affecting minority purchasing has appeared regularly. The following is a brief summary of the legislation and their major points.

Executive Order 11625 (1971)

Expanded Executive Order 11485 and gave the Secretary of Commerce the authority to implement federal policy in support of Minority Business Enterprise programs, provide technical and management assistance to Disadvantaged Businesses and coordinate activities between all federal departments to aid in increasing minority business development.

5 U.S.C.A. § 1691c-2

The purpose of this section is to facilitate enforcement of fair lending laws and enable communities, governmental entities, and creditors to identify business and community development needs and opportunities of women-owned, minority-owned, and small businesses.

15 U.S.C.A. § 645

Established criminal penalties for front companies stating that any false statement knowingly made to any party for the purpose of obtaining an 8(a) contract, a small business set aside, a subcontract award under Section 8(d) subcontracting plan, or a contract awarded under the ten-percent set aside of the Surface Transportation Act of 1982, would be a crime punishable by a fine and/or a jail term of five (5) years.

Minority Business Development Agency (MBDA) - is an agency of the U.S. Department of Commerce that promotes the growth of minority-owned businesses through the mobilization and advancement of public and private sector programs, policy, and research.

5. EXHIBITS

Manager for Minority and Women-Owned Business Development

The Manager of Minority and Women-Owned Business Development will report directly to the Executive Vice President and Chief Financial Officer and have a dotted line reporting relationship to the President and Chief Executive Officer.

To better serve the minority and women-owned businesses interested in supplying EPB with products and services this position will serve in a leadership position for EPB. This will require the manager to work with the Chief Financial Officer, Manager of Purchasing, and with the department vice presidents whose areas have and offer opportunities for the success of the program when purchasing goods and services for EPB. The Manager will work regularly with the Purchasing department to ensure equal access and opportunities are provided to these businesses. This person will provide guidance and leadership to those areas of the company needing training and assistance with minority and women-owned businesses. The Manager will assist in areas of economic development government relations related to minority and women-owned business. The Manager will lead a team of officers, managers and subordinates in a team building effort. This team will meet on a regular basis to discuss issues, define opportunities, resolve problems and to develop new approaches to developing and utilizing minority and women-owned businesses. The Manager will have the responsibility for reporting internally and externally on the achievements of the program. This person will be responsible for reporting goals and objectives for compliance reasons. The Manager will make regular reports to the officers of the company and will report achievements to the Board of Directors of EPB.

The Manager, Minority and Women-Owned Business Development will work closely with the community, organizations and governmental entities advocating for the success of minority and women-owned businesses. The Manager will proactively seek new business resources. The Manager will coordinate activities and advise minority and women-owned businesses on what is expected as a vendor of EPB and mentor those businesses needing assistance. This person will provide the community with information on this initiative. Through local and regional business organizations, the Manager will attend awareness programs, trade-fairs, training sessions and symposiums on minority and women-owned business issues.

The Manager of Minority and Women-Owned Business Development will act as the advocate and Ombudsman for the program. This person will provide proper leadership and guidance in correcting problems and conflicts associated with the program.

Electric Power Board of Chattanooga Vendor Information Form

Please type the following information

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

E-MAIL ADDRESS:

CONTACT PERSON:

TITLE:

PHONE:

FORM PREPARED BY:

TITLE:

PHONE:

GOODS/SERVICES OFFERED:

CURRENT VENDOR TO EPB: ☐ Yes

☐ No

TAX I.D. NUMBER:

Business Certifications: (check all that apply)

- ☐ LARGE BUSINESS – A major corporation with more than 500 employees.
- ☐ SMALL BUSINESS – A business which is not dominant in its field and which meets small business administration standards as to the number of its employees and/or dollar volume of its business. (generally, under 500 employees).
- ☐ MINORITY BUSINESS ENTERPRISE – A business at least 51% of which is owned (or in the case of publicly owned businesses. At least 51% of the stock of which is owned) by one or more minority individuals or individuals found to be disadvantaged as established by the Small Business Administration and whose management and daily operations are controlled by such individuals. (check below)
 - ☐ Male ☐ Female
 - ☐ African-American ☐ Hispanic-American ☐ Asian-Pacific ☐ Native American
- ☐ WOMEN-OWNED BUSINESS – A business that is at least 51% owned by a non-minority woman who controls daily management.

- ☐ BUSINESS OWNED BY DISABLED PERSON (INCLUDING DISABLED VETERAN) A business that is at least 51% owned by a disabled person (including a disabled veteran) who controls daily management.
-

Certification Status

- ☐ My company is certified by an authorized agency (attach copy).
☐ I herewith self-certify my status as a minority or woman-owned company.

Signature of Preparer

Date

Form Letter



Dear Valued Vendor:

We at EPB appreciate the contribution our vendors make toward our success. Therefore, in an effort to better match your services and products with our needs, we are redefining and updating our vendor information.

To ensure that your company will be considered as an EPB vendor, please complete the enclosed form. Be aware that failure to complete this form could result in your company being deleted from our current procurement system.

Upon completion of the enclosed form, please mail it in the enclosed self-addressed envelope so that the information may be properly processed.

Again, we at EPB thank you for your cooperation and the products and service you provide.

Sincerely,