



MSD SBE Program Vendor Registration Notification

October 8, 2021

Dear *Small Local Business Enterprise Vendor*:

Effective, July 1, 2021, MSD proudly launched our new Small Local Business Enterprise Program Manual (SBE Program), which establishes race- and gender-neutral initiatives, that encourages small, local businesses (SBEs) in Jefferson County and/or Oldham County, Kentucky to actively and competitively bid and participate on MSD contracts. Further, the program is designed to develop, promote and foster inclusiveness, diversification, increase competition, and economic development, as well as ongoing evaluation to assure all small local businesses in MSD service areas are provided equal opportunities in MSD's procurement process to initially compete.

MSD continues to strategically partner with B2Gnow, a diversity management software company, to help support, develop vendor registration, increase operational efficiencies, and essentially further advance our technological data-gathering and tracking, reporting and analytics, compliance management and administrative process automation needs at MSD. B2Gnow also services over 200 cities, counties and other public agencies throughout the nation. Among its many capabilities, the B2Gnow system also includes the following features that benefit the SBE program:

- Automates small business tracking and reporting
- Monitors spending and reduces disparity study costs
- Offers integrated data exchange capabilities
- Tracks outreach program effectiveness

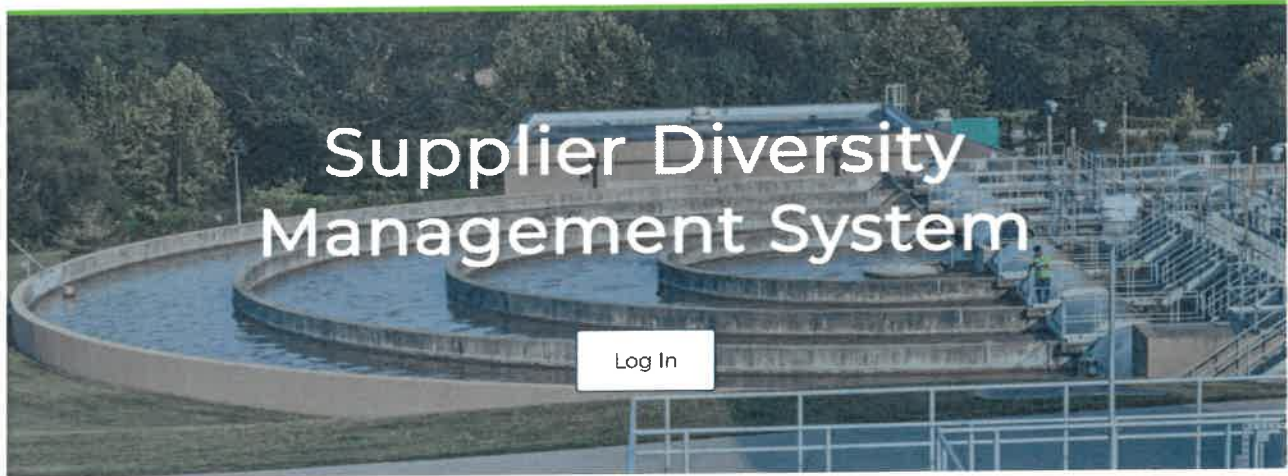
That said, MSD is proud to announce that on **Monday, October 4th, 2021**, our SBE Program registration process was implemented. This affords SBE Program applicants an opportunity to register with MSD, via our electronic portal system, with the support of B2Gnow. The system is accessible to SBEs looking to do business with and become registered in the MSD SBE Program. It provides simplified, cloud-based vendor registration, streamlines online reporting, and is used exclusively for the purpose of registering with MSD as an SBE Program vendor. All new vendor registration applications must be submitted electronically in order to be registered with MSD.

SBE Portal System

You can access the portal by going to the **Supplier Diversity Management System** home page at <https://louisvillemsd.diversitysoftware.com/> by clicking "Apply For Registration" under SBE Program Registration for additional information. From there, there are **two main options** to access the system:

New Registration: If your firm is not currently registered with MSD, select "Create Account", and the system will open an registration form to complete.

Renew or Update Registration: If your business is already registered and you know your login credentials for our system and the system will navigate you directly to the System Access login page.



SBE Program Registration

Join our database of registered SBE firms

[Apply for SBE Registration](#)

To continue, please select one option below:

New Registration

Your firm currently does not have an account in the system.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

Renew or Update Registration

Your firm is currently registered and you know your username and password to access this system.

[Login](#)

Your firm is currently registered but you do **not** know your username or password to access the system.

[Lookup Account](#)



Once you have your temporary password, you can go directly into the system. First, change your temporary password for security purposes, then follow the instruction guide to complete your application. After you have finished navigating the system, and if you have further questions, you can register to attend one of our training classes.

Training

MSD and B2Gnow are offering comprehensive and robust training courses to help users master the B2Gnow platform and take full advantage of all its offerings. Start by visiting the Supplier Diversity Management System home page at <https://louisvillemsd.diversitysoftware.com/> and clicking "Training" under System Training to access a list of upcoming training sessions. The website will open a page listing upcoming training classes, class dates, and number of spaces open per class. You can learn more about each class before registering or simply register by clicking "View" next to course status.

There is no cost for this training, and there is no cost for registering with Louisville MSD.

To learn more about the MSD SBE Program, you can visit the website by clicking on the following link - <https://louisvillemsd.org/SmallBusiness>. If have you any questions and/or like to become registered with the MSD Supplier Diversity Office, please contact Ms. Joy L. Walker, MSD Supplier Diversity and SBE Programs Manager, via at supplierdiversity@louisvillemsd.org.

NOTE: Please include SBE Program in the subject line. Thank you in advance for your participation.

Warmest Regards,

Joy L. Walker, MBA, MCA, PSCM
Supplier Diversity and SBE Programs Manager