

**Minority Business Development Agency Program Services**  
**MBDA Internal/External Client Engagement Form**

The U.S. Department of Commerce Minority Business Development Agency's (MBDA) mission is to foster the growth and global competitiveness of U.S. businesses that are minority-owned. MBDA accomplishes its mission by facilitating transactions through referrals; business consulting; contract bid/proposal preparation; loan packaging; and/or matching to contract opportunities and capital sources (i.e., loans, equity, bonding, etc.). In addition, MBDA assists clients to achieve their growth objectives by connecting them with prospective strategic partners through business-to-business matching, teaming arrangements, joint ventures, or other strategic advisory services.

**Acknowledgement of Client Relationship**

\_\_\_\_\_ ("client") has engaged with MBDA for business consulting or other services. The services provided by MBDA and/or MBDA Business Centers to the client are subsidized through Federal appropriations. MBDA agrees to provide one or more of the following services: \_\_business consulting; \_\_business match-making; \_\_contract opportunity sourcing; \_\_capital sourcing; \_\_ and/or other services  
\_\_\_\_\_.

**Acceptance of Client Relationship**

The client agrees to: (a) acknowledge the relationship with MBDA (as demonstrated in this agreement), (b) provide firm contact and profile information, (c) disclose outcomes(s) based on the services provided to the client by MBDA and/or MBDA Business Centers, (d) provide documentary verification to MBDA and/or MBDA Business Centers for transactions resulting from services provided pursuant to this engagement.

Under this agreement, the client certifies that it is a minority-owned business enterprise (MBE). An MBE is defined as a business that is owned or controlled (greater than 50 percent) by the following persons or groups of persons that are also U.S. citizens or resident aliens admitted for lawful admission to the United States: African Americans, Hispanics, Asian and Pacific Islander Americans, Native Americans (including Alaska Natives, Alaska Native Corporations and Tribal entities), Asian Indians and Hasidic Jews. See 15 CFR § 1400.1. Information provided by the client to MBDA and MBDA Business Centers will remain confidential. MBDA and MBDA Business Centers will take reasonable action to restrict access to such information by non-government entities. All information will remain confidential to the fullest extent of the law. In providing services to clients, MBDA does not guarantee any particular outcome or business decision on behalf of third parties and is not liable for any outcomes or business decisions made by third parties.

Print Name: \_\_\_\_\_  
Authorized Client Representative

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_  
MBDA and/or MBDA Business Center Representative

Signature: \_\_\_\_\_ Date \_\_\_\_\_

COMPANY CONTACT INFORMATION:

Company \_\_\_\_\_  
Contact, Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

FOR INTERNAL USE ONLY:

Processing MBDA Business Center Location: \_\_\_\_\_  
MBDA and/or MBDA Business Center Staff Member: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by OGC: 04/08/2011