



**Minority Business Development Agency  
Client Transaction Verification Form**

Pursuant to the mutually agreed upon terms of the Minority Business Development Agency (MBDA) Internal/External Client Engagement Form, your firm contracted with MBDA to provide one or more of the following services:

Contract Assistance    Financing Assistance       Business Consulting    Other

For transactions in which the services provided by MBDA, either directly or indirectly, by providing business consulting, referrals or other services, resulted in either a contract or capital award, please answer the following questions:

**Contract Award**

Did you receive a contract award? Yes  No

What type of contract?  Standard    Multiple/Multi-Year    IDIQ

If yes, what was/were the Dollar Amount(s) of the award(s)?

Date: \_\_\_\_\_ \$ \_\_\_\_\_ From Whom:

\_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_ From Whom:

\_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_ From Whom:

**Capital Award (loan, bonding, equity, or other)**

Did you receive a capital award? Yes  No

If yes, what was/were the Dollar Amount(s) of the capital obtained?

Date: \_\_\_\_\_ \$ \_\_\_\_\_ From Whom:

\_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_ From Whom:

\_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_ From Whom:

**Job Opportunities Created**

New Jobs Created: \_\_\_\_\_

b. Jobs Retained: \_\_\_\_\_

Pursuant to the client responsibilities outlined in Section (d) of the MBDA Internal/External Client Engagement Form, please provide any and all documentary evidence (contract award documents, agreements, etc.) to your servicing MBDA Business Center Program or MBDA Business Development Specialist as evidence of the above transaction(s). All documentation will be kept on file and confidential within the MBDA Business Center. MBDA and MBDA Business Center Programs will take reasonable action to restrict access to such information by non-governmental entities. All information will remain confidential to the fullest extent of the law.

Please provide a brief narrative description of the MBDA services provided to your firm:



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I hereby certify that the information and statements provided in this document are truthful and accurate representations of the transaction(s) that occurred as a result of MBDA's services. I also certify that all verifying documents are authentic and accurately represent the transaction(s) referenced above.

Client Firm Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Client Representative \_\_\_\_\_ Title \_\_\_\_\_

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

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