



## Pre-bid/Proposal Conference Notes

### M/WBE Utilization Statement Sections A, B, & C - KEY POINTS

#### 1. Sections to be submitted with bid:

- Bidder will **NOT** be subcontracting: ONLY Sections A & B required
  - Section A: Project Identification Section
  - Section B: Schedule of Service/Work listing only the Prime Contractor for the full amount and 100% of the bid.
- Bidder will be able to achieve project M/WBE goal: ONLY Sections A & B required
  - Section A: Project Identification Section
  - Section B: Schedule of Service/Work listing all firms to be utilized on the project, including the Prime Contractors, all subs and Good Suppliers. The total amounts list must equal the total amount of the bid.
- Bidder will NOT achieve project M/WBE goal: Sections A, B & C
  - Section A: Project Identification Section
  - Section B: Schedule of Service/Work listing all firms to be utilized on the project, including the Prime Contractors, all subs and Good Suppliers. The total amounts list must equal the total amount of the bid.
  - Section C: Good Fair Effort Review detailing steps taken in the bidder's attempts to achieve the project M/WBE goal.

#### 2. Instruction Sheet:

- a. Bid will be rejected as non-responsive: If no or an inadequately prepared M/WBE Utilization Statement is submitted;
- b. **All bidders**, even minority or women-owned bidders, are required to submit the M/WBE Utilization Statement;
- c. The **M/WBE prime's** amount/percentage **DOES NOT COUNT** toward the M/WBE "subcontracting" goal;
- d. If the bidder will not be subcontracting or **will meet or exceed the stated M/WBE goal**, only Sections A & B of the Statement are required;
- e. Acceptable M/WBE Certifications:
  - North Central Texas Regional Certification Agency (NCTRCA)
  - State of Texas Historically Underutilized Businesses (HUB) – **This is NOT the same as the Federal HUBZone program**
  - Dallas/Fort Worth Minority Business Council (DFWMBC)
  - Women's Business Council – Southwest

**CHECK TO BE SURE THE CERTIFICATION IS CURRENT/ACTIVE**

**3. Section A: *Project Identification Section*:** Contains

- a. DCCCD Aspirational M/WBE goal: \* 30% (subcontracting goal)

\* Based on achievements of other local public entities  
(City of Dallas, DART, DFW Airport, DISD, etc.)

- b. Bidder's Proposed Aspirational M/WBE Goal %:

- M/WBE goal the bidder expects to achieve;
- Must equal the percentage shown on Section B: Schedule of Service/Work.
- **DO NOT INCLUDE THE BIDDER'S AMOUNT OR PERCENTAGE IN THE GOAL.**

- c. If a bidder WILL NOT BE subcontracting/sub-consultanting, the bidder must provide only:

- Sections A & B;
- Adequate documentation of similar projects where the bidder did not subcontract;

**4. Section B: *Schedule of Service/Work*:**

- a. List all firms that will be included on the bid (Bidder (PRIME) & ALL subs (M/WBEs & Non-M/WBEs) and their information included the dollar amount and percentage of the bid amount;

- b. Total dollars & percentages must equal the total amount of the bid.

- c. M/WBEs with expired certifications cannot be counted toward the M/WBE goal;

- d. If the bidder is an M/WBE, his/her amounts DO NOT COUNT TOWARD THE M/WBE Goal;

- e. Is a binding part of the contract and cannot be changed;

- f. After Board approval of the "winning" bid, all subs listed will be notified of their listed work, dollar and percentage amounts;

- g. During the course of the project, payments will be monitored to ensure subs are paid in full.

- h. No change in subs is permitted without PRIOR APPROVAL of the Business Diversity Department.

- i. Primes will be expected to work with their sub(s) to keep certifications current.

**5. Section C: *Good Faith Efforts Review*:**

- a. This section is not required if the bidder is:

- **Not subcontracting or**
- **Is able to meet or exceeds the project 30% M/WBE goal.**

- b. Question 3: The Business Diversity Department is available to assist bidders;

- c. Question 4: A list of minority contractors associations, chambers of commerce, etc. is provided;

- d. Question 5: A list of plan room locations is provided;

- e. Question 8: If a bidder advertised in minority publications, provide samples of the ads;
- f. Question 9:
  - List ALL the services/trades shown on Section B: Schedule of Service/Work;
  - Must contact a minimum of 3 CERTIFIED M/WBEs for EACH service/trade;
  - If an M/WBE is not selected for that service/trade, indicate reason(s) why;
  - **Subs must be given a MINIMUM OF 5 WORK DAYS prior to the bid deadline to prepare their bid.**

### **Additional Notes**

1. Online Documents for bidders:
  - Example of completed M/WBE Utilization Statement
  - Utilization Statement (Adobe and Word)
  - List of Plan Rooms
  - List of minority contractors associations, chambers of commerce, etc.;
  - Pre-bid/proposal conference notes
  - For a list of potential M/WBE subcontractors, email a request to [BusinessDiversity@dcccd.edu](mailto:BusinessDiversity@dcccd.edu) with a list of trades (e.g., plumbing, electrical, HVAC, etc.).
2. Your company name may be provided to potential subs so that they can contact YOU to express their interest in the bid.
3. The Business Diversity Department may contact each listed M/WBE to verify the information provided in the M/WBE plan;
4. Questions:  
Call or e-mail Business Diversity Department at:
  - Office: (972) 860-7903
  - [BusinessDiversity@dcccd.edu](mailto:BusinessDiversity@dcccd.edu)