

## MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION

Project Sponsor: \_\_\_\_\_

Project Number: \_\_\_\_\_

Contract Description: \_\_\_\_\_

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Documentation of affirmative steps for Minority and Women's Business Enterprise participation in this contract has been obtained from the apparent lowest, responsive, responsible bidder,

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(Firm's Name)

and it has been reviewed to ensure that the bidder has satisfactorily carried out the following affirmative steps:

- 1) Ensure MBEs/WBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing MBEs/WBEs on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to MBEs/WBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBEs/WBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- 3) Consider in the contracting process whether firms competing for large contracts could subcontract with MBEs/WBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by MBEs/WBEs in the competitive process.
- 4) Encourage contracting with a consortium of MBEs/WBEs when a contract is too large for one of these firms to handle individually.
- 5) Use the services and assistance of the Small Business Association and the Minority Business Development Agency of the Department of Commerce.
- 6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

(Note: The loan applicant/recipient shall maintain the documentation in the project file and make it available upon request.)

The loan applicant/recipient has made a good faith effort to facilitate Minority and Women's Business Enterprise participation in this contract.

I, the undersigned representative of the loan applicant/recipient, hereby certify that all information provided herein is correct to the best of my knowledge and belief.

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(Signature)

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(Date)

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Typed Name and Title of Authorized Representative  
(Mayor, City Manager, Commissioner, President, owner, etc.)