

# **DiverseWorks Contractor Compliance Program Reminders**

## **Check List for Required Documents** **Evaluated Bid Process** **(AMC- Mini)**

MSD's MBE/WBE Subcontracting goals of 15% and 6% respectively are evaluated criteria of the bid. Your company may earn up to 25% of the evaluation points by submitting an MBE/WBE subcontracting plan that meets the following guidelines.

1. **Complete the MSD Data Sheet #1 and #1A in their entirety.**
  - The MBE Subcontracting goal is 15% of the total cost of the project.
  - The WBE subcontracting goal is 6% of the total cost of the project.
  - Companies classified as both MBE and WBE firms can be used to meet either the minority or the woman business goal, but not both. The intent of the program is to include a minimum of two different MBE/WBE subcontractors.
2. MBE/WBE firms bidding as prime contractors are expected to meet the MBE/WBE subcontracting goals of 15% and 6% also. The goals must be met by utilizing a minimum of two MBE/WBE firms other than themselves. In other words, the MBE/WBE firm bidding as prime contractor can not fulfill both the prime and subcontractor roles.
3. Attach a copy of the subcontractors proposal to your Data Sheets including:
  - The signature of the subcontractor.
  - The scope of work to be performed.
  - The total dollar amount of the proposal.
  - Bid Certificate
4. All M/WBE subs are responsible for obtaining quotes for materials, equipment and labor to perform their subagreements. General contractors are not to compute costs for the subs. Should MSD determine that prime contractors are providing the M/WBE quotes, MSD reserves the right to reject the bid based on findings that the bid is not responsible. Return completed Bid Certificates for each M/WBE subcontractor with your bid.
5. MBE/WBE subcontractors must be MSD certified prior to the bid opening date. To access the certified list, go to <http://www.msdlouky.org/insidemsd/diverse/search/rptdw.asp>
6. Subcontracting plans must make good business sense, and add value to your project team. Please select MBE/WBE subcontractors to perform the type of work they have been certified to do. For example, make materials purchases through material suppliers rather than general contractors unless you plan to use the general contractor to install the material.

7. You may count the following amounts toward meeting the MBE/WBE subcontracting goals as follows:
  - 100% of the cost of labor.
  - 100% of the cost of material and labor to install a finished product.
  - 100% of the cost of materials purchased from a manufacturer
  - 100% of the cost of a material purchase.
  - The % commission or profit margin of material purchases made from brokers or manufacturers' agents.
8. Upon award of the project by the MSD Board, the successful bidder will provide copies of the finalized subagreements within 15 calendar days including:
  - Prime and subcontractor signatures
  - Scope of work
  - Total dollar amountPlease refer to the MBE/WBE Contractor Compliance Program, Sanctions. The prime contractor will not be issued a notice to proceed until all MBE/WBE subagreements are reviewed and approved by DiverseWorks.
9. All MSD construction projects are subject to field monitoring by DiverseWorks to ensure compliance with the Contractor Compliance Program.
10. Any problems, concerns or changes in the MBE/WBE subcontracting plan must be presented to the DiverseWorks office for resolution or approval.

*A comprehensive MBE/WBE Subcontracting Plan may provide your company with a competitive edge. All bidders are encouraged to seriously consider this customer expectation. Complete and comprehensive MBE/WBE Subcontracting Plans may earn up to 25 percent of the evaluated criteria.*

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