



COUNTY OF SMITH

Purchasing

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To: Honorable Vendors of Smith County

From: Kelli Davis, CPPB, Purchasing Director *KD*

Subject: MWBE

Smith County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. It is the policy of Smith County to involve qualified minority/women-owned businesses to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Smith County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all citizens of Smith County.

As an added commitment to minority/women-owned businesses, the Smith County Commissioners Court approved this program which consists of documenting the utilization of MWBE's and asking all vendors and contractors to make a "Good Faith effort" in utilizing such businesses. Attached are forms that are included in all Smith County Bid Documents, if you have any questions please contact the Purchasing Department.

Thank you for doing business with Smith County

MINORITY/WOMAN BUSINESS SPECIFICATIONS

For Bids/RFPs

I. POLICY STATEMENT Smith County is wholly committed to developing, establishing, maintaining, and enhancing minority involvement in the total procurement process. It is the policy of Smith County to involve qualified minority/women-owned businesses to the greatest extent feasible in the County's procurement of goods, equipment, services, and construction projects. The County, its contractors, their suppliers and subcontractors, and vendors of goods, equipment services, and professional services shall not discriminate on the basis of race, color, religion, national origin, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remains the ultimate "yardstick" in contractor, subcontractor, vendor, service, professional service, and supplier utilization. All vendors, suppliers, professionals, and contractors doing business or anticipating doing business with Smith County shall support, encourage, and implement affirmative steps toward our common goal of establishing equal opportunity for all citizens of Smith County.

II. REQUIREMENT OF ALL BIDDERS/PROPOSERS: Each firm responding to this solicitation shall be required to submit with their bid/proposal information regarding minority/women business participation in this project. This would include:

Check upon completion (forms attached):

- 1. Compliance with Smith County's Good Faith Effort Policy
- 2. MBE/WBE Letters of Assurance
- 3. MBE/WBE Participation Report

GOOD FAITH EFFORT

Prior to an award, all bidders/proposers will be required to document a "Good Faith Effort" to secure minority/women-owned businesses as subcontractors/sub consultants.

Fulfillment of the "good faith effort" can be accomplished by:

1. Attendance of pre-bid/pre-proposal conference, as scheduled by the County.
2. Efforts to follow-up initial solicitation of interest by contacting minority/women-owned firms to determine with certainty whether these firms are interested.
3. Efforts made to select portions of the work proposed to be performed by minority/women-owned firms in order to increase the likelihood of achieving participation (including, where appropriate, breakdown of subcontracts into economically feasible units to facilitate participation).
4. Documenting each minority/woman-owned firm contacted the conclusion or decision regarding inclusion and reasons for the conclusions.
5. Efforts that demonstrate that the contractor effectively used the services of available community organizations, contractor's groups, local, state and federal agencies, small businesses, minority/women business assistance offices and other organizations that provide assistance and placement of minority/woman-owned businesses.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

LETTERS OF ASSURANCE

Letter of Assurance "A"

The undersigned bidder/proposer hereby assures that our firm will demonstrate and document a Good Faith Effort in utilization of MWBE's.

Name of Company

Signature

Title (**Officer of firm**) Date

or

Letter of Assurance "B"

The undersigned bidder/proposer hereby certifies that our firm will perform the contract:

with our own work forces, and submit information sufficient to demonstrate that it is your normal business practice to do so.

or

without the services of M/WBE subcontractors/sub consultants. The undersigned further submits documented attempt(s).

Name of Company

Signature

Title (**Officer of firm**) Date

(Complete this section only if you're not planning to use the services of an MWBE vendor)

NOTE: Each bidder/proposer will be required to sign one of the above letters of assurance which should be returned with proposal.

4. PRIME CONTRACTOR MBE/WBE IDENTIFICATION

Minority Business Enterprise (MBE) - The bidder/proposer represents that it:

is, is not a minority-owned business _____

Woman Business Enterprise (WBE) - The bidder/proposer represents that it:

is, is not a woman-owned business, _____

MBE/WBE Participation Report

Project Number

Project Title

Total Amount of Your Bid/Proposal \$ _____

(The above amount should equal the total amount as shown on the bid sheet)

List each MBE/WBE business that you plan to use on this initiative or list the name and addresses of the MBE/WBE that you attempted to contact.

Name of MBW/WBE	Fax #	Phone #	S/M**	Description of Work	Amount	%
_____	_____	_____	___	_____	_____	_____
_____	_____	_____	___	_____	_____	_____
_____	_____	_____	___	_____	_____	_____

**S=Sub (contractor/consultant) **M=Material Supplier

No MBE/WBE's Added: Please Explain:

Complete this portion of the form with data on your company.

Name of Your Business: _____

Address: _____

Phone: _____

Printed name: _____

Signature: _____ Title: _____ Date: _____