



REQUEST FOR PROPOSALS (RFP) FOR
City of Jackson Down Payment Assistance Program Management
FOR
THE CITY OF JACKSON

RFP RELEASE DATE: 9/1/2023

PROPOSER INQUIRY DEADLINE: 9/8/2023

INQUIRY ANSWER DEADLINE: 10/10/2023

RESPONSES TO RFP DUE: 10/17/2023

SUBMIT ALL PROPOSALS TO:

City Clerk's Office of Jackson—RFP
219 South President Street 1st Floor
Jackson MS 39201

Print On Outside Envelope:

Company Name with Return Address

RFP: City of Jackson Down Payment Assistance Program Management

CONTACT:

Chloe Dotson Director of Planning
Department of Planning and Development
Office of City Planning
PO Box 17
Jackson, MS 39205
Telephone: (601) 960-1172
Email: cdotson@jacksonms.gov
www.jacksonms.gov

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■ General Information

Homeownership is the backbone of a strong and vibrant community. Studies show that people invest more into their community when they own their homes, which serves to strengthen and provide stability in the communities in which we live. The City of Jackson's ("City") investment has been in our neighborhoods and community through its Down Payment Assistance (DPA) Program. It is an important way we can push our community forward so all may benefit from the revitalization and economic development homeowners bring to a community. The City has sponsored a DPA program for many years, and at this time is seeking proposals from qualified Mortgage and Lending organizations to support the City's DPA Program. The selected firm will be able to demonstrate its capacity to provide a range of services related to the U.S. Department of Housing and Urban Development (HUD) funded down-payment assistance, as well as provide a value to the City and the participating homebuyers.

■ Proposal Submission Procedures

Proposers shall submit one (1) original signed, and six (6) copies of their response. For this RFP, all responses will be received by the Office of the City Clerk until 3:30 p.m., Central Time on **October 17, 2023**. Electronic responses can be submitted at www.centralbidding.com. For any questions relating to the electronic submission process, please call Central Bidding at 225-810-4814. Prospective proposers should notify cdotson@jacksonms.gov to be added to the list to receive written addendum and inquiry responses.

Submissions shall be addressed to:

**City Clerk's Office of Jackson—RFP
219 South President Street 1st Floor
Jackson MS 39201**

Print On Outside Envelope:

Company Name with Return Address

RFP: City of Jackson Down Payment Assistance Program Management

Inquiries

Any inquiries, requests for an interpretation or comments regarding the RFP must be submitted by email no later than 3:30 p.m., Central Standard Time, **September 8th 2023**. Questions and comments will not be responded to over the telephone. Responses to inquiries and comments will be emailed to all solicitors after receipt of said questions or request for an interpretation or comments by the City by **October 10th 2023**. Proposers shall rely only on written addenda provided by the City in submitting proposals.

Inquiries shall be directed to:

Chloe Dotson Director of City Planning

Department of Planning and Development

Telephone: (601) 960-1172

Email: cdotson@jacksonms.gov

Proposal Costs

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the City, or for participating in any selection interviews.

The total available amount of funding estimated for this Project is contingent upon the amount approved by the City Council. The initial contract term is two-years. The City reserves the right to renew contracts awarded through this RFP for up to two (2) subsequent program years, contingent upon satisfactory performance, availability of funds, demonstrated need, and project outcomes.

It is the intention of the City to use HOME funds for the purchase of materials associated with the development of the DPA Program.

Reservation of Rights

The City's rights include, but are not limited to, the following:

- Issuing addendum to the RFP, including extending or revising the time line for submittals.
- Withdrawing, reissuing, or modifying the RFP.

- Requesting clarification and/or additional information from any PROPOSER at any point in the procurement process.
- Executing an Agreement with a PROPOSER on the basis of the original response and/or any other information submitted by the PROPOSER during the procurement process.
- Rejecting any or all Proposals, waiving irregularities in any Proposals, accepting or rejecting all or any part of any Proposals, waiving any requirement of the RFP, as may be deemed to be in the best interest of the City.
- The City may, but is not bound to, commence negotiations with a selected PROPOSER.
- If progress is unsatisfactory in the sole judgment of the City, the City may discontinue its negotiations after commencing negotiations with a selected PROPOSER and commence discussions with another qualified PROPOSER.
- City reserves the right to audio and video record any and all live meetings, including conference and interviews, with potential and actual PROPOSERS and staff during any and all phases of this RFP process.

■ Errors in Proposals

Respondents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting their response to this RFP. Failure to do so will be at the respondent's risk. In case of an error in extensions or pricing in the proposal, the unit price provided shall govern. It is the sole responsibility of the respondent to ensure that its response arrives at the proper place and time as required in the RFP. Late submissions will not be accepted. The City reserves the right to reject any incomplete or deficient proposals.

■ Scope of Work

Funding allocation: The City receives an annual award of HOME Investment Partnership Program funds from the Department of Housing and Urban Development (HUD), a portion of which has been allocated to the City's Down Payment Assistance (DPA) Program. It is anticipated, but not guaranteed, that similar allocations will be authorized on an annual basis. The following has been allocated currently for the down payment assistance program.

2018 Funds: \$201,402

2023 Funds: \$862,216

Total DPA Funding: \$1,063,618

The City seeks proposals from qualified and experienced firms to manage the DPA program and service the loan portfolio. Tasks include, but are not limited to:

Program Delivery and Management

- Market the Program effectively, including affirmative marketing program to community to ensure nondiscriminatory access to program assistance
- Develop relationship with lenders, brokers, and real-estate professionals to ensure appropriate and effective program delivery.

- Develop or otherwise make available quality pre- and post-purchase homebuyer counseling, per the City's DPA program requirements.
- Inspection of home for occupancy, per HUD standards, prior to closing loans.
- Provide homebuyer with info per the Lead Disclosure Act of 1992 for all homes built prior to 1978 before ratification of a contract for housing sale.
- Establish procedure for Application for DPA assistance, including method for determining need.
- Execute Promissory Note and Deed of Trust for DPA loan, and record as appropriate.
- Maintain file for each homebuyer assisted under this program, which shall include: Application for funding, determination of income eligibility, Promissory Note and Deed of Trust.

Partnerships

- Originate, or work with Mortgage Lenders who will originate FHA or conventional, primary mortgage loans to Eligible Homebuyers.
- In conjunction with primary mortgage loan, originate and close second lien loans evidenced by a note and deed of trust ("Second Mortgages").
- Request reimbursement from City for Down Payment Assistance after transaction is finalized.

Reporting

- Provide post-closing loan report
- Provide periodic reports to City staff on status of loan portfolio

Additional Services

The firm may offer any additional or related services that may complement the core Scope of Work that is the purpose of this procurement process.

Executive Summary

Describe your understanding of the project and provide a description of the process/approach to be used, including, but not limited to:

- Experience with the DPA Program
- Experience in the City
- HUD Underwriting Experience
- HUD Monitoring Experience

Vendor Profile and References

Submit a brief history of the firm's qualifications and experience, including that of project team members. Identify all members of the proposer's project team that will be involved in the installation, maintenance, commissioning and training of the system.

Provide at least three (3) references of current municipal clients of similar scope with the proposal. Include name, title, address, phone number and email of contact person.

■ Project Management and Implementation Requirements

- The Provider shall provide a structured approach, written plan and specific schedule for programming implementation.

■ Cost Proposal

The City intends to award this Contract to the firm that it considers will provide the best overall value for the City. The City reserves the right to accept Proposals other than the lowest priced offer and to reject any Proposals that are not responsive to this request.

Proposers must quote firm, fixed, rate for all services identified in this request for proposal to include onsite and related water and sewer infrastructures for the development of four pre-fabricated homes.

■ Evaluation of Proposals

Once the proposals are opened, each will be evaluated by a committee selected by the City, taking into consideration the criteria stipulated in this RFP. The City, sole judge in evaluation considerations, may make an award to the vendor(s) who submit the proposal judged by the City to be the best value. The City anticipates awarding one contract only. A recommendation will be presented to the City Council which conforms to all requirements herein and whose award will be in the best interest of the City as determined by the Evaluation Committee. The City reserves the right to award on an all-or-none basis. The award will only be offered to responsible vendor(s) qualified by experience to perform the services specified herein. All proposals submitted shall be valid for a period of one hundred eighty (180) calendar days from the date of proposal opening.

■ Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Experience – 25 points
- Program Delivery and Management - 40 points
- Partnerships – 10 points
- Reporting – 25 points

■ Equal Business Opportunity (EBO) Plan Application

It is the City's policy that all companies participating in the City's procurement process submit a completed Equal Business Opportunity (EBO) Plan Application. The EBO Plan Application/Wavier Request on your project team must be submitted with this proposal.

The City is committed to the principle of non-discrimination in public contracting. It is the policy of the City to promote full and equal business opportunity for all persons doing business with the City. The company selected for this project shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application at the time of selection, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor or bidder from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Office of Business Development at 601-960-1638. Copies of the EBO Ordinance, EBO Plan Application and M/FBE Directory are available at 200 South President Street, Second Floor, Jackson, Mississippi.

Attachments

- Attachment B: EBO Plan Application

_____ Project City
Project Number _____

CITY OF JACKSON, MISSISSIPPI

Chokwe Lumumba, Mayor

**EQUAL BUSINESS OPPORTUNITY
(EBO)
PLAN APPLICATION**

**Department of Planning and Development
Office of Economic Development**

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY ORDINANCE

LEGAL NOTICE

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Office of Economic Development at 960-1611. Copies of the EBO Ordinance, EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 218 South President Street, Second Floor, Jackson, Mississippi.



(EBO FORM

6-1-00)

EQUAL BUSINESS OPPORTUNITY
SPECIAL NOTICE TO BIDDERS

POLICY

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of non-discrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with city funds.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- (1) **“African American Business Enterprise (AABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans, and certified as such by the Division of Business Development.
- (2) **“Asian American Business Enterprise (ABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) **“Hispanic Business Enterprise (HBE)”** shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, as defined in section 127-4 (7), and certified as such by the Division of Business Development.
- (4) **“Minority Business Enterprise (MBE)”** shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function, and is owned and controlled by one or more minority group members, as defined in Sections 1, 2 and 3, which group has been determined to have suffered discrimination requiring amelioration and is certified as such by the City.
- (5) **“Female Business Enterprise (FBE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females, and certified as such by the Division of Business Development.

OBLIGATION

The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. If it is determined that there is a significant underutilization of MBEs and FBEs,

the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Ordinance, to conduct an investigation to determine the reasons for the underutilization.

Revised 06/01/05, TR

GOALS

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Ordinance of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. (See Subcontractor/Supplier Participation guidelines below.)

The Equal Business Opportunity participation goals are as follows:

PROCUREMENT CATEGORY	Asian (ABE)	African American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services	0.16	8.67	0.00	0.00	1.96
Construction	0.00	12.41	0.37	0.00	4.89
Goods & Non-Professional Services	0.04	6.78	0.02	0.00	3.03

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan Application.

For specific information about the Equal Business Opportunity Plan, please contact the Office of Economic Development at (601) 960-1638.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

A. Subcontractor Participation

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:
 - (a) the amount of work subcontracted;
 - (b) the type of prime contract;

- (c) whether the business has the skill and expertise to perform work for which it is being/has been certified;
 - (d) whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
 - (e) whether the business purchases goods and/or services from a non-minority/women business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of minority/women business enterprise utilization goals.
 - (f) standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

B. Suppliers Participation

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in part, the MBE or FBE supplier participation may be credited towards the applicable goal as follows:

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers' representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

C. Joint Ventures and Mentor-Protégé Programs

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$10,000,000.00. Even if the prime itself is a MBE, joint venture between prime contractors and MBEs shall be required on all projects exceeding ten million dollars (\$10,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:
 - (a) The initial capital investment of each venture partner;
 - (b) The proportional allocation of profits and losses to each venture partner;
 - (c) The sharing of the right to control the ownership and management of the joint venture;

- (d) Actual participation of the venture partners in the performance of the contract;
- (e) The method of and responsibility for accounting;
- (f) The methods by which disputes are resolved; and
- (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) type of technical assistance to be provided by mentor;
- (b) rights and responsibilities of each mentor and protégé contracting activity;
- (c) the specific duration of the agreement;
- (d) the amount of participation by the protégé that may be credited toward the applicable EBO goal.

EQUAL BUSINESS OPPORTUNITY PLAN

In accordance with Section 127-13(1) of the City of Jackson's Equal Opportunity Ordinance, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

Waiver

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidders or offerors good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

Replacement

If a MBE/FBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBE/FBE Contractor. All MBE/FBE replacements must be approved by the EBO Review Committee and the Department.

To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBE/FBE Contractor.

Revised 06/01/05, TR

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY PLAN
APPLICATION

I. **Company Name:** _____
Address: _____
City: _____ **State:** _____ **ZIP Code:** _____
Telephone: () _____
E-mail: _____

II. **Bid Name and Number:** _____

III. **PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS: (SEE ATTACHMENTS)**
If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section 127-13-1(B) of the EBO Ordinance.

IV. **Total Bid Amount:** \$ _____

V. **WAIVER REQUESTED ...** *(If you fail to meet either or all of the EBO Participation Goals, check this box and follow the directions below to provide the required WAIVER STATEMENT*)*

*** The bidder/offeror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:**

- (a) **Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.**
- (b) **Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.**
- (c) **Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:**
 - 1. **The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.**
 - 2. **A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.**
 - 3. **A statement of reasons why additional agreements with MBEs and FBEs, if needed to meet the stated goals, were not reached.**

4. Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.
5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:

(Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

VII. CERTIFICATION

I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends to utilize all MBEs and FBEs listed if awarded the proposed project and/or service.

Authorized Signature and Title

Date

PRINT "AUTHORIZED" NAME HERE: _____

EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT
Proposed Minority/Female Business Enterprise Firms

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed:

Scope of Work to be Performed:

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed:

Scope of Work to be Performed:

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %



Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

- Type Minority Business (MBE/FBE):**
- _____ Female (FBE)
 - _____ African-American (AABE)
 - _____ Asian (ABE)
 - _____ Hispanic (HBE)
 - _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Revised 06/01/05, TR

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

- _____ Female (FBE)
- _____ African-American (AABE)
- _____ Asian (ABE)
- _____ Hispanic (HBE)
- _____ Native American (NABE)

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

- Type Minority Business (MBE/FBE):**
- _____ Female (FBE)
 - _____ African-American (AABE)
 - _____ Asian (ABE)
 - _____ Hispanic (HBE)
 - _____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor	_____ Supplier
_____ Joint Venture	_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

EBO PLAN APPLICATION CHECKLIST

To ensure that your Equal Business Opportunity (EBO) Plan Application is complete, please check each of the items below:

Waiver Requests

- If you cannot meet the EBO Participation Goals, you have checked that you are requesting a waiver.
- Your Waiver Statement is on your business letterhead and includes a clear and valid explanation of why the waiver is requested.
- If you have attempted to contact, but have not reached minority contractors for your proposed project, you have identified the "good faith efforts" outlined in the EBO Plan Application.

Proposed Minority Contractors

- If you are a minority primary contractor, your business is not also listed as one of the subcontractors for the project.
- The minority contractor(s) that you list is/are currently certified with the City of Jackson and in accordance with the executive order. (Contact the Business Development Division at (601)960-1055 to check the status of your proposed minority contractors.)
- Under each proposed MBE/FBE firm, only one minority business type is checked (for example, you have chosen FBE or AABE, but not both).

MBE/FBE Project Participation

- Your listed MBE/FBE will perform a commercially useful function (a distinct element of work that will be performed, managed and supervised).
- You have provided detail for both the type and scope of work the minority contractor will perform.
- Your MBE/FBE dollar value of the work to be performed is accurate.
- Your total percentages for MBE/FBE participation are included and accurate.

For more information contact:
The EBO Division, City of Jackson
601-960-1611