ALLEGHENY COUNTY
DEPARTMENT OF EQUITY AND INCLUSION

Division of Business Equity and Inclusion

www.alleghenycounty.us/dei

204 County Office Building
542 Forbes Avenue
Pittsburgh, PA 15219
412-350-4309

ALLEGHENY COUNTY
DEPARTMENT OF EQUITY AND INCLUSION

Contracting Goals

Contracting Goals for Certified Firms

Separate goals of:

- 13% Minority Business Enterprise (MBE) and
- 2% Women Business Enterprise (WBE)



Certified Firms

How do I know if a firm is certified?

A certified firm will be able to provide a document with current certification information, i.e., certifying agency, scope of services, etc.



Certification Database

- Pennsylvania Unified Certification Program
- Others on a case-by-case basis

PA UCP
Pennsylvania Unified Certification Program

Other Certifications

In addition to the PA UCP, Allegheny County may, on a case-by-case basis, accept Minority, Women and Disadvantaged Business Enterprise (MWDBE) certifications issued by other entities such as:

Please note: self certifications are not accepted



PA DGS

Small Diverse Businesses with MBE or WBE designations only

Eastern Minority Supplier Development Council (EMSDC)

National Minority Supplier Development Council (NMSDC)

Women Business Enterprise National Council (WBENC)



Good Faith Effort

Certified MBE and WBEs should be solicited for any areas of the bid/proposal that will be or can be outsourced. All certified firms contacted in an effort to meet the 13% MBE and 2% WBE goals for work/supplies specifically related to the scope at hand should be captured on the MWDBE Participation Statement.

Note: **only certified** firms should be captured on the form

If you are not successful in securing commitments to fully meet the 13% MBE and 2% WBE goals after a good faith effort has been conducted, an MWDBE participation waiver must be requested.



Good Faith Effort

- **Example 1**

As a bidder/proposer, are there aspects of the contract that can performed/provided by certified MWDBEs:

- Office Supplies
- Transportation
- Janitorial Services
- Repairs
- Staffing
- Accounting
- Meals
- Janitorial Supplies
- Computer Services
- Consulting
- Etc.

Good Faith Effort

- **Example 2**

If bidding as a supplier or broker, are there aspects of the contract that can be performed by certified MWDBEs:

- Delivery
- Staffing
- Assembly or procurement products
- Office supplies
- Etc.





Good Faith Effort

- **Example 3**

If bidding as a contractor, are there aspects of the contract that can be performed/provided by certified MWDBEs:

Subcontractors:

- Trucking
- Excavation
- Supplies
- Plumbing, electrical, mechanical
- Etc.

Good Faith Effort

Please document all certified MWDBEs contacted for the scope of work at hand.

Note: A firm certified as both an MBE and a WBE may be used toward the MBE OR WBE goal but not both.

A participation waiver must be requested if commitments do not result in fully meeting the 13% MBE and 2% WBE goals.



MWDBE Participation Statement

Both the MWDBE Participation Statement and the Bidder/Proposer Contact Information form must be completed and submitted with **EACH** set of contract documents.

The Waiver Request form **ONLY** needs to be submitted if it is necessary to request an MWDBE participation waiver.

Contact Information Form

BIDDER/PROPOSER CONTACT INFORMATION

This form must be completed and submitted with your bid or proposal.

SPEC NUMBER: _____

SPEC TITLE: _____

_____

NAME OF BIDDER OR PROPOSER: _____

MAILING ADDRESS: _____

_____

_____

WEBSITE: _____

*CONTACT PERSON: _____

CONTACT PHONE: _____

CONTACT FAX: _____

CONTACT EMAIL: _____

* Please list the individual at your company who deals with M/W/DBE concerns.

Instructions for Completing the Contact Information Form

- SPEC NUMBER: leave blank
- SPEC TITLE: list the title of the RFP
- NAME OF BIDDER OR PROPOSER: list your or your organization's name
- MAILING ADDRESS: list your or your organization's complete mailing address
- WEBSITE: list your or your organization's web address (if applicable)
- CONTACT PERSON: list the name of the person who will address MWDBE concerns for this specific contract
- CONTACT PHONE: list the phone number of your organization's contact person
- CONTACT FAX: list the fax number of your organization (if applicable)
- CONTACT EMAIL: list the email address of your organization's contact person

MWDBE Participation Statement

ALLEGHENY COUNTY M/W/DBE PARTICIPATION STATEMENT

This form must be completed and submitted with your bid or proposal.

IFB or RFP Number:	**Name of Prime Bidder or Proposer:**	**Contact Person:**
Address:	**Phone Number:**	**Email:**
Tax ID #:	**Is Your Firm M/W/DBE Certified?** ☐ **Yes** ☐ **No** **Certification Type:** ☐ **MBE** ☐ **WBE** ☐ **DBE** **Certifying Entity:**	

Attach a copy of your certification if you are counting your company's participation towards the M/W/DBE goals for this contract.

List below all M/W/DBEs that were solicited whether or not commitment was obtained.

M/W/DBE Sub Vendor Firm Name:			**Tax ID #:**	**Contact Person:**
Address:		**Phone Number:**		**Email:**
Certification Type: ☐ **MBE** ☐ **WBE** ☐ **DBE** **Certifying Entity:**			**Types of Subcontract Work or Materials:**	
Date Solicited:	**Solicitation Method:** ☐ **Phone** ☐ **Email**	**Quote Received:** ☐ **Yes** ☐ **No**	**Commitment Made:** ☐ **Yes – Date:** _____ ☐ **No**	**Amount Committed:** **$ Amount: $**_____ **% Of Total Bid:** _____
Give Reason(s) If No Commitment Made:				

M/W/DBE Sub Vendor Firm Name:			**Tax ID #:**	**Contact Person:**
Address:		**Phone Number:**		**Email:**
Certification Type: ☐ **MBE** ☐ **WBE** ☐ **DBE** **Certifying Entity:**			**Types of Subcontract Work or Materials:**	
Date Solicited:	**Solicitation Method:** ☐ **Phone** ☐ **Email**	**Quote Received:** ☐ **Yes** ☐ **No**	**Commitment Made:** ☐ **Yes – Date:** _____ ☐ **No**	**Amount Committed:** **$ Amount: $**_____ **% Of Total Bid:** _____
Give Reason(s) If No Commitment Made:				

Attach a copy of the certification of each M/W/DBE with whom a commitment has been made.

Prepared by: _____ **Title:** _____

Signature: _____ **Date:** _____

Copy this form as necessary.

Instructions for Completing the MWDBE Participation Statement

Top Portion:

- IFB or RFP Number: specification number
- Name of Prime Bidder or Proposer: list your firm's name
- Contact Person: list the name of the person who will address MWDBE concerns for this specific contract
- Address: list your firm's complete mailing address
- Phone Number: list the phone number of your organization's contact person
- Email: list the email address of your firm's contact person
- Tax ID#: list your firm's tax ID number
- Is Your Firm MWDBE Certified?: check Yes or No
- Certification Type: indicate whether your firm is certified as an MBE, WBE
- Certification Entity: list the entity that certified your firm

Instructions for Completing the MWDBE Participation Statement

For Each MWDBE:

- MWDBE Sub Vendor Firm Name: list the name of the certified MWDBE
- Tax ID#: list the tax ID number of the certified MWDBE
- Contact Person: list the contact person for the certified MWDBE
- Address: list the complete mailing address of the certified MWDBE
- Phone Number: list the phone number of the certified MWDBE's contact person
- Email: list the email address of the certified MWDBE's contact person
- Certification Type: indicate whether the certified MWDBE is certified as an MBE, WBE or DBE
- Certifying Entity: list the entity that certified the MWDBE

Instructions for Completing the MWDBE Participation Statement

- MWDBE Sub Vendor Firm Name: list the name of the certified MWDBE
- Types of Subcontract Work or Materials: list the scope of work for which the certified MWDBE was solicited
- Date Solicited: list the date you solicited the certified MWDBE
- Solicitation Method: indicate whether you solicited the certified MWDBE by phone or email
- Quote Received: indicate whether you received a quote from the certified MWDBE
- Commitment Made: if a commitment was made, check YES and fill in the date; if not, check NO
- Amount Committed:
  - list the estimated dollar amount of the commitment with the certified MWDBE for the **bid/proposal**
  - list the percentage of the commitment with the certified MWDBE **(commitment/total amount of contract x 100)**

Instructions for Completing the MWDBE Participation Statement

Bottom Portion:

- Prepared By: list the name of the individual who filled out the Participation Statement
- Title: list the job title of the individual who filled out the Participation Statement
- Signature: signature of the individual who filled out the Participation Statement
- Date: list the date that the Participation Statement was filled out

MWDBE Waiver Request Form

Section 3 – Allegheny County MWDBE Participation Waiver Request

3.1 ALLEGHENY COUNTY MWDBE PARTICIPATION WAIVER REQUEST FORM



If you have not made a good faith effort you cannot request a waiver.

If a good faith effort to utilize MWDBE contractors and/or suppliers has been performed and you have not completely met the MWDBE goals of 13% MBE and 2% WBE, the following is required in order to request an MWDBE participation waiver:

1. **Detailed proof of your good faith effort:**
   Please attach copies of your database search results and any other documentation illustrating that you have made a good faith effort to fulfill the County's goals.

2. **A brief description of what your business does:**

3. **Is there any inventory or supplies necessary for the completion of this project? Please answer yes or no. If yes, please provide a list of those items:**

4. **An active company supplier/subcontractor diversity policy:**
   Please attach a copy of your company's diversity policy that addresses good faith efforts to include MWDBEs on company letterhead. This request is for business diversity and not an Equal Employment Opportunity (EEO) policy that addresses workforce or employment (attached is a sample policy that may be used as a guide). If an active diversity policy does not exist, your company must be willing to develop and submit one within 45 days. If you need to request this 45-day extension, please do so below:

5. **A brief explanation as to why an MWDBE participation waiver is being requested:**

Prepared by: _____ **Signature:** _____ **Title:** _____

Company Name: _____ **Date:** _____

Instructions for Completing the Waiver Request Form

1. Detailed proof of your good faith effort: please attach copies of your database search results and any other documentation illustrating that you have made a good faith effort to fulfill the County's goals
2. A brief description of what your business does
3. Is there any inventory or supplies necessary for the completion of this project? Please answer yes or no. If yes, please provide a general list of those items.
4. An active company supplier/subcontractor diversity policy: **please attach a copy of your company's diversity policy that addresses good faith efforts to include MWDBEs on company letterhead. This request is for business diversity and not an Equal Employment Opportunity (EEO) policy that addresses workforce or employment. (attached is a sample policy that may be used as a guide). If an active diversity policy does not exist, your company must be willing to develop and submit one within 45 days.**
5. A brief explanation as to why an MWDBE participation waiver is being requested (why the 13% MBE and 2% WBE goals cannot fully be met)

Prepared By: list the name of the individual who filled out the Waiver Request form

Title: list the job title of the individual who filled out the Waiver Request form

Signature: signature of the individual who filled out the Waiver Request form

Date: list the date that the Waiver Request Form was filled out

Sample Diversity Policy

It is the policy of XYZ Company to support the maximum practical utilization of certified MWDBEs by promoting diversity throughout our business practice. One way XYZ Company accomplishes this is by making a good faith effort to solicit the services of certified MWDBEs throughout our normal business practice, allowing maximum opportunity for MWDBEs to participate as subcontractors and/or suppliers.

Good faith efforts are made by searching MWDBE databases, contacting MWDBEs for relevant scopes of work and requesting quotes for services and/or supplies. Databases regularly searched are https://paucp.dbesystem.com/ and http://www.dgs.internet.state.pa.us/suppliersearch/. XYZ Company also partners with the following MWDBE organizations for assistance in locating MWDBEs: Agency 1, Agency 2, Agency 3.

To demonstrate XYZ Company's commitment to include certified MWDBEs in its business process, MWDBEs we have worked with or are currently working with include:

MWDBE 1:	Scope of Work
MWDBE 2:	Scope of Work
MWDBE 3:	Scope of Work

Instructions for Completing the Waiver Request Form

- Detailed proof of your good faith effort: please attach copies of your database search results and any other documentation illustrating that you have made a good faith effort to fulfill the County's goals
- A brief description of what your business does
- Is there any inventory or supplies necessary for the completion of this project? Please answer yes or no. If yes, please provide a general list of those items.
- An active company supplier/subcontractor diversity policy: please attach a copy of your company's diversity policy that addresses good faith efforts to include MWDBEs on company letterhead. This request is for business diversity and not an Equal Employment Opportunity (EEO) policy that addresses workforce or employment. (attached is a sample policy that may be used as a guide). If an active diversity policy does not exist, your company must be willing to develop and submit one within 45 days.
- A brief explanation as to why an MWDBE participation waiver is being requested (why the 13% MBE and 2% WBE goals cannot fully be met)

Things to Know

- Bidders/Proposers are not required to be certified but must make a good faith effort to meet both the 13% MBE and 2% WBE goals.
- If a Bidder/Proposer is certified as an MBE or WBE, they may utilize themselves to fulfill a goal that corresponds with their certification but must make a good faith effort to meet the other goal.
- A firm certified as both an MBE and WBE may not be used to fulfill both goals. No firm can be utilized to meet both goals.
- All bidders/proposers are required to make a good faith effort to meet the goals and complete the MWDBE documentation even if the bidder/provider is an individual.
- If certified MWDBEs are contacted and their pricing is excessively higher than pricing received from a non-MWDBE, you must submit the cost comparisons.

Things to Know Continued

- All MWDBE documents must be completed and will be evaluated for acceptance.
- If you have an existing contract relationship with a certified MWDBE and plan to utilize them on a new contract, that firm must be aware of the following:
    - The contract description
    - The $ amount of the commitment
    - The services that they will be providing (reflective of their MWDBE certification and specifically for the contract at hand)

- Count toward the MBE or WBE goal 60% of expenditures for materials and supplies required under the contract and obtained from an MBE or WBE dealer, and count toward the MBE or WBE goal 100% of expenditures to an MBE or WBE manufacturer.

Things to Know Continued

- A regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.

- A certified MWDBE must perform a commercially useful function. To perform a commercially useful function, the certified MWDBE must be performing, managing and supervising their work. They are responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

- A certified MWDBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of MWDBE participation.

Things to Know

- **MWDBE good faith efforts and commitments shall be conducted prior to bid/proposal submission**
- Commitments to utilize certified MWDBE must be honored upon contract award.
- **MWDBEs will be contacted to confirm commitments**

- Primes are required to submit monthly MWDBE spend reports throughout the life of the contract
- Primes shall communicate MWDBE concerns/issues to the Department of Equity and Inclusion

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For More Information

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