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# New MWSBE Pre-Bid Requirements

Presented by

**OFFICE OF BUSINESS OPPORTUNITY AND  
LEGAL DEPARTMENT**

**JULY 26, 2013**

Annise D. Parker  

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Mayor

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Director

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# Recent Changes to the MWSBE Program



# Key Changes



- New MWSBE ordinance (Chapter 15) as of July 1<sup>st</sup>.
- Citywide Overall MWSBE Goal in Construction (34%)
- WBE Component Reinstated
- Focus on Contract Specific Goals, which includes categorical goals (PWE & GSD)
- Limit credit for SBE Participation to 4% (Construction only)
- Revised Good Faith Efforts policy
- Participation Plans or Good Faith Efforts Plans required at time of bid submissions.

# Amended Documents



- Document 00600
  - ❖ Comprehensive list of all subcontractors
- Document 00800
  - ❖ Supplementary Conditions (Goals)
- Document 00808
  - ❖ MWSBE Policy

# New Documents



## Pre Bid

- Document 00470
  - ❖ Bidder's MWSBE Participation Plan
- Document 00471
  - ❖ Pre-Bid Good Faith Efforts
- Document 00472
  - ❖ Bidder's MWSBE Goal Deviation Request



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# Document 00470: Bidder's MWSBE Plan



# What Does Document 00470 Do?



- Captures the MWSBE participation that the Bidder commits to achieve for that contract.
- Helps Contracting Department and OBO determine whether the Bidder has a plan to actually meet the goal.
- The 00470 is submitted at the time of bid.

# Sample 470 – Blank



<<ShortPrjName>>  
WBS NO. <WBSNo>

**BIDDER'S MWSBE  
PARTICIPATION PLAN**

Document 00470

**BIDDER'S MWSBE PARTICIPATION PLAN**

The Bidder or Proposer shall submit this completed form with the bid, to demonstrate the Bidder/Proposer's plan to meet the contract-specific MWSBE goal ("contract goal"). If the Bidder or Proposer cannot meet the contract goal, the Bidder/Proposer has the burden to demonstrate "Good Faith Efforts", which shall include correctly and accurately preparing and submitting this form, a Record of Good Faith Efforts (Document 00471), and a Request for Deviation from the Goal (Document 00472), the documentation evidencing their "Good Faith Efforts", as required by the City of Houston's Good Faith Efforts Policy (Document 00808). The City will review the Participation Plan and Good Faith Efforts at the time of bid opening. For more information, visit <https://houston.mwbe.com/FrontEnd/VendorSearchPublic.asp>.

Contract Goal 0.00%	MBE	WBE	Bidder's Participation Plan Percentage	SBE	MBE	WBE	Total
------------------------	-----	-----	---	-----	-----	-----	-------

NAICS Code (6 digit)	Plan Item Number (if applicable)/ Description of Work	% of Total Bid Price (2 decimal places)	Cert. Type for Goal MBE, WBE, SBE	Certified Firm Name Firm Address Contact Name Phone No. and E-Mail (if available)

Signature for Company: \_\_\_\_\_\*      Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_      Phone: \_\_\_\_\_

\*I understand that supplying inaccurate information may violate Texas Penal Code Section 37.10 and lead to City sanctions.

00470-1  
07-01-2013

<<Bidder Name>>



# 00470

# vs.

# 00600



<<ShortPrjName>>  
WBS NO. <WBSNo>

### BIDDER'S MWSBE PARTICIPATION PLAN

Document 00470

#### BIDDER'S MWSBE PARTICIPATION PLAN

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0.00%							

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Signature for Company: \_\_\_\_\_\*      Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_                      Phone: \_\_\_\_\_

\*I understand that supplying inaccurate information may violate Texas Penal Code Section 37.10 and lead to City sanctions.

00470-1  
07-01-2013

<<Bidder Name>>

[Short Project Name]  
WBS No. [WBS No.]

### LIST OF PROPOSED SUBCONTRACTORS AND SUPPLIERS

Document 00600

#### LIST OF PROPOSED SUBCONTRACTORS AND SUPPLIERS

PROJECT NAME: \_\_\_\_\_ [Legal Project Name]      TOTAL DBE AWARD: \$ \_\_\_\_\_  
ORIG. CONTRACT PRICE: \$ \_\_\_\_\_      TOTAL MWSBE AWARD: \$ \_\_\_\_\_  
PROJECT NO.: \_\_\_\_\_ [WBS No.]      TOTAL HUB AWARD: \$ \_\_\_\_\_  
DATE OF REPORT: \_\_\_\_\_      TOTAL PDBE AWARD: \$ \_\_\_\_\_

NAICS (6 digits)	SUBCONTRACTOR OR SUPPLIER (INCLUDE "MWSBE", "PDBE", "DBE", OR "HUB" DESIGNATION) <sup>2</sup>	ADDRESS	SCOPE OF WORK <sup>3</sup>

- NOTES:
1. RETURN FOR ALL PROJECTS AS REQUIRED IN DOCUMENT 00800 – SUPPLEMENTARY CONDITIONS. RETURN WITHIN THE SPECIFIED NUMBER OF DAYS AFTER RECEIPT OF NOTICE OF INTENT TO AWARD
  2. DESIGNATE FIRMS CERTIFIED BY THE CITY OFFICE OF BUSINESS OPPORTUNITY ON THIS FORM.
  3. DESCRIBE THE WORK TO BE PERFORMED, FOR WHICH THE FIRM IS CERTIFIED, SUCH AS "PAVING", "ELECTRICAL", ETC.
  4. CONTRACTOR SHALL EXECUTE CONTRACTS WITH APPROVED SUBCONTRACTORS AND SUPPLIERS WITHIN 30 DAYS AFTER THE DATE OF THE NOTICE TO PROCEED. COPIES OF CONTRACTS WITH DESIGNATED FIRMS MUST BE SENT TO THE OFFICE OF BUSINESS OPPORTUNITY.

SIGNATURE: \_\_\_\_\_      COMPANY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_      TITLE: \_\_\_\_\_  
(Type or Print)

00600-1  
07-01-2013

# vs.

# Filling Out Document 00470\*



1. Bidders fills out the 00470 prior to bid submission.
2. Bidders must submit the 00470 with the bid or else the bid is non-responsive.
3. Bidders must fill in each box
4. Sign the document.

**\*Use pre-bid conferences and B2G to help find certified firms**

# NAICS Code



Document 00470

## BIDDER'S MWSBE PARTICIPATION PLAN

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NAICS Code (6 digit)	Plan Item Number (if applicable)/ Description of Work		% of Total Bid Price (2 decimal places)	Cert. Type for Goal MBE, WBE, SBE)	Certified Firm Name Firm Address Contact Name Phone No. and E-Mail (if available)		
541330	Plan Item #16: Electrical Design & Services		5.00%	WBE	Ferguson Consulting, Inc. 37602 Tournament Lane Magnolia, TX 77355 Carolyn Ferguson 281 252-9232 <a href="mailto:Ferguson@fci-engr.com">Ferguson@fci-engr.com</a>		



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# What Goes Into 00470?



## Why is the North American Industry Classification System (NAICS) Code Important?

- NAICS Code helps to determine eligibility for Goal Credit and assess Commercially Useful Function on certain contracts.
- OBO uses the NAICS Code to certify firms.
- The NAICS Code should always be at least six (6) digits long for purposes of the 00470.

# Plan Item Number/ Description of Work

Document 00470

## BIDDER'S MWSBE PARTICIPATION PLAN

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# What Goes Into 00470?



## *Plan Item Number & Work Description:*

- *Plan Item Number* used in the proposed project plan that corresponds with a particular work activity.
- The *Work Description* is a brief description of the type of work to be performed.

# Plan Item Number & Work Description



**Note:** All 00470's should include a Description of Work, but not all will have a Plan Item Number.

NAICS Code	Plan Item Number/ Description of Work
484220	Trucking – Rebar (No Plan Item Number)
238220	Plan Item Number 6: Plumbing
238220	Plan Item Number 42: HVAC
561990	Flagging / Traffic Control (No Plan Item Number)

# % of Total Bid Price

Round to second decimal place: 00.00



Document 00470

## BIDDER'S MWSBE PARTICIPATION PLAN

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# What Goes Into 00470?



## Percent of Total Bid Price:

- The *Percent of Total Bid Price* indicates what percent out of the total contract each MWSBE makes up.
- The *Percent of Total Bid Price* should always be written out to the 2<sup>nd</sup> decimal point.

<b>% of Total Bid Price (2 decimal places)</b>
<b>5.00%</b>

# What Goes Into 00470?



## Percent of Total Bid Price

Contract Goal 0.00%	MBE	WBE	Bidder's Participation Plan Percentage	SBE	MBE	WBE	Total
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Total Bid Price	Total Dollar Amount Awarded to Firm	% of Total Bid Price
\$1,000,000 (Amount on Document 410)	\$50,000 (For Electrical Design & Services)	5.00%

# Certification Type for Goal (MBE, WBE, SBE)

Document 00470

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# What Goes Into 00470?



## Certification Type for Goal:

- Indicates the Certified Firm's business classification.
- Certification Type will always be either
  - MBE, WBE, or SBE
    - Only one of these should be listed for each certified firm listed.
  - DBE should never be listed.

Cert. Type for Goal (MBE, WBE, SBE)
WBE

# Certified Firm Name, Firm Address, Contact Name, Phone Number and E-Mail



Document 00470

## BIDDER'S MWSBE PARTICIPATION PLAN

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# What has to be Included on 00470?



## Certified Firm Contact Information

- Make sure all information requested is included on the form

# Review of 00470



Contracting Department & OBO will determine whether the 470 submitted is responsive.

**\*All information must be provided in order to be deemed responsive.\***



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# How To Identify Prospective Certified Companies By Using The B2G Directory



# How To Perform a certified firm search using the directory:

## There are two links to the MWSDBE directory:

- Visit OBO Website at <http://www.houstontx.gov/obo/> and click “Certified Firm Directory” link.
- Or access the certified directory directly at:  
<https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp>
- The certified directory also includes DBEs in the Houston area, however for a complete list of DBE firms in the state of Texas, an agreement mandated by Federal DOT which establishes a central directory (UCP) located on the State of Texas website. The combined TUCP directory contains DBE firms certified by all TUCP partner agencies.

# Go to B2G Website for direct access

<https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp>

City of Houston -- Mayor's Office -- Office of Business Opportunity - Windows Internet Explorer

https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp

City of Houston -- Mayor's Office -- Office of Bu...

www.houstontx.gov > Office of Business Opportunity > Office of Business Opportunity System

## Office of Business Opportunity System

Return Home

### OBO Links

- About the Director
- Advisory Board
- Bus. Development for Certified Firms
- Outreach Events and Workshops
- Certification
  - Overview
  - Applications and Forms
  - Certification Benefits
  - Certified Firm Directory
  - Certification FAQs (pdf)
  - Certification Process
  - DBE Certification
- Contract Compliance
- Current Contracting Opportunities
- OBO Documents and Forms
- Hire Houston First
- Houston Business Solutions Center
- Pay or Play
- OBO Reports
- Newsletter
- Related Links

### City of Houston MWDBE/SBE Directory

Search the City of Houston's MWDBE/SBE Directory by entering search terms and clicking **Search**. You must select at least one certification type.

**This online directory lists firms certified by the City of Houston.**

**For DBE firms, an agreement mandated by Federal DOT establishes a central directory (UCP) located on the State of Texas website. The combined TUCP directory contains DBE firms certified by all TUCP partner agencies, including the City of Houston. Please use this directory when searching for DBE certified firms.**

**Search by Business Name or DBA**

Business Name/DBA

Tip: Try just a few letters of the firm's name.

**Search by Business Description**

Business Description

**Search by Commodity Code**

Commodity Code [Click to Lookup Commodity Code](#)  
(popup window will appear to browse and search available Commodity Codes)

**Search by Contact Person**

Contact Person/Owner

First name	<input type="text"/>	Last name	<input type="text"/>
------------	----------------------	-----------	----------------------

Tip: Use the first letter.

Tip: Try just the first few letters.

# Or, go to directory – through OBO’s website

<https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp>

- Go to OBO Website at <http://www.houstontx.gov/obo/> and click “Certified Firm Directory” link.

<http://www.houstontx.gov/obo/index.html>

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HOUSTON!**  
[www.Houston.TweetMyJobs.com](http://www.Houston.TweetMyJobs.com)

### OBO Mission Statement

The Office of Business Opportunity is committed to creating a competitive and diverse business environment in the City of Houston by promoting the growth and success of local small businesses, with special emphasis on historically underutilized groups by ensuring their meaningful participation in the government procurement process.

### Certifications and Designations

Get Certified | Hire Houston First | **Certified Firm Directory** | Log-In Page

### Contact Us

Office of Business Opportunity  
Carlecia D. Wright, Director  
611 Walker, 7th Floor  
Houston, TX 77002  
PHONE: 832.393.0600  
FAX: 832.393.0646  
E-Mail: [director.obo@houstontx.gov](mailto:director.obo@houstontx.gov)

# How To Search for Certified Firms:



- Type the first word of the MWSBE Firm Name into the “Business Name/DBA” field.
- You may also search by the description of the business or the commodity code. The commodity code describes the type of services provided by the firm.

## City of Houston MWDBE/SBE Directory

Search the City of Houston's MWDBE/SBE Directory by entering search terms and clicking **Search**. You must select at least one certification type.

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### Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

### Search by Business Description

Business Description

### Search by Commodity Code

Commodity Code

[Click to Lookup Commodity Code](#)

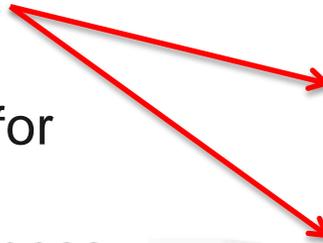
(popup window will appear to browse and search available Commodity Codes)



# Click “Search” Box or press “Enter”



- If you would like to search for specific details you may also search by location, or the contact person or owner, however if these fields can be left blank if they aren't needed.
- If you would only like to search for the companies certified by certification type, leave the business name, description, commodity code, and location blank and click the “Search” box or press “Enter”. You must select at least one certification type.



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### Search by Business Name or DBA

Business Name/DBA   
Tip: Try just a few letters of the firm's name.

### Search by Business Description

Business Description

### Search by Commodity Code

Commodity Code   
[Click to Lookup Commodity Code](#)  
(popup window will appear to browse and search available Commodity Codes)

### Search by Contact Person

Contact Person/Owner  
First name  Last name   
Tip: Use the first letter. Tip: Try just the first few letters.

### Search by Location

City   
State   
Zip Code   
Phone Area Code

### Search by Certification Type

Certifications  
 Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)  
 Minority Business Enterprise (MBE)  
 Small Business Enterprise (SBE)  
 Women Business Enterprise (WBE)  
 Disadvantaged Business Enterprise (DBE)  
 Persons with Disabilities Business Enterprise (PDBE)

### Search by Reference

Category   
    
 Include Commodity Codes in download

# In “Commodity Codes” Check the firm’s NAICS code and type of work



In “Commodity Codes,” check the firm’s NAICS Code and type of work.

## Commodity Codes

NAICS 541330      Engineering services ([More](#))



# How To Perform a Verification Search in B2G

- Scroll down to see the search results and click the blue certification link (WBE, DBE and etc.)
- If nothing appears, no certified firms are available under the criteria selected.

## Search Results

Click the certification type for contact information and certification details

Vendor	Location	Certification
Ferguson Consulting, Inc.	Magnolia, TX	<a href="#">DBE</a> <a href="#">WBE</a>

# The “Vendor Information” will appear in separate window



City of Houston -- Mayor's Office -- Office of Business Opportunity - Windows Internet Explorer

https://houston.mwdbe.com/FrontEnd/VendorSearchPublicDetail.asp?XID=1791&SessionID=&SessionFlag=3R08EJW3&TN=houston&CID=8FD4C96E

## Vendor Information

CLOSE WINDOW X HELP

### Vendor Information

Business Name	Ferguson Consulting, Inc.
Owner	Carolyn Lecette Ferguson
Address	37602 Tournament Lane Magnolia, TX 77355 <a href="#">Map This Address</a>
Phone	281-252-9232
Fax	281-252-5355
Email	<a href="mailto:lferguson@fci-engr.com">lferguson@fci-engr.com</a>
Website	<a href="http://www.fci-engr.com">www.fci-engr.com</a>

### Certification Information

Certifying Agency	City of Houston
Certification Type	WBE - Women Business Enterprise
Certification Date	1/30/2013
Renewal/Anniversary Date	1/31/2014
Expiration Date	1/31/2015
Certified Business Description	Electrical And Telecommunications Design Consultants Providing Fiber Optic, Cable Infrastructure, Network Power & Lighting Engineering

### Commodity Codes

NAICS 541330	Engineering services ( <a href="#">More</a> )
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### Additional Information

Internet | Protected Mode: On 150%

- After you click on the certification type, a box will pop up which will provide a listing of all services the business you selected can provide under that certification type.
- The commodity (NAICS) code provides the specific type of services provided by the company selected under this certification type.



# Export list of certified firms



You may also export a list of certified firms by clicking on the buttons below:

- Click on “Excel” if you want a formatted table in excel
- Click on “CSV” if you want an unformatted excel raw data file

**Search by Certification Type**

Certifications

- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Persons with Disabilities Business Enterprise (PDBE)

**Search by Reference**

Category

Download Entire Directory:

Include Commodity Codes in download



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# Document 00471: Record of Good Faith Efforts



# \*Important\*



“Either you turn in one document (00470) or you turn in **three** documents (00470, 00471, & 00472). **Always.**”



# Document 00471



[Short Project Name]  
WBS No. [WBS No.]

PRE-BID  
GOOD FAITH EFFORTS

Document 00471

## PRE BID GOOD FAITH EFFORTS

Bidder or Proposer Name: \_\_\_\_\_ Project Name & Bid/Contract# \_\_\_\_\_

A Bidder or Proposer that may be unable to complete or follow a Participation Plan (Document CCD-00470) to meet the contract specific goal in the Supplemental Conditions (Document 00800), must submit this completed form as well as a Goal Deviation Request Form (Document 00472), and any other documentation of "Good Faith Efforts" with the bid (see Document 00808). The Bidder or Prime Contractor has the burden to demonstrate "Good Faith Efforts" to meet the MWSBE goal, which includes correctly and accurately preparing and submitting this form and other efforts described in the City's Good Faith Efforts Policy (Document 00808). The Office of Business Opportunity will review Good Faith Efforts and Participation Plan after selection of an apparent low bidder.

*UNLESS THE BIDDER'S/PROPOSER'S PARTICIPATION PLAN MEETS THE CONTRACT GOAL, FAILURE TO SUBMIT THIS FORM MAY RESULT IN THE BID BEING FOUND NON-RESPONSIVE.*

NAICS Code	Plan Item No.	MWSBE Type for Goal	Certified Firm Name Address, Phone No. and E-Mail	Certified Firm Contact Person	Method of Contact	Prime Contact Date	Certified Firm Response	Results of Contact (why suitable or not suitable for work)
					Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
					Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
					Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			
					Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>			

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_



00471-1  
07-01-2013

# What Does Document 00471 Do?



- Allows the Bidder to document Good Faith Efforts to meet its MWSBE goal.
- Allows the City to see how much effort the bidder put into finding MWSBE firms.

# Filling Out Document 00471



1. Bidder must fill out every box.
2. Bidder must sign document.



# NAICS Code



[Short Project Name]  
WBS No. [WBS No.]

PRE-BID  
GOOD FAITH EFFORTS

Document 00471

## PRE BID GOOD FAITH EFFORTS

Bidder or Proposer Name: \_\_\_\_\_ Project Name & Bid/Contract# \_\_\_\_\_

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NAICS Code	Plan Item No.	MWSBE Type for Goal	Certified Firm Name Address, Phone No. and E-Mail	Certified Firm Contact Person	Method of Contact	Prime Contact Date	Certified Firm Response	Results of Contact (why suitable or not suitable for work)
238120 Iron Work	15	MBE	Halcon Erectors 331 Lang Rd TRLR 56 Houston, TX 77092 <a href="mailto:halconerectors@yahoo.com">halconerectors@yahoo.com</a>	Eduardo Rojas	Phone <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>	4/26/13	4/26/13	Certified Firm Already Booked





## NAICS Code:

<b>NAICS Code</b>
<b>238120 Iron Work</b>

Properly fill out  
*NAICS code*  
section for each  
Certified Firm that  
was solicited by  
Bidder.

# Filling out Document 00471



## Plan Item Number:

- Properly fill out *Plan Item Number* section for each Certified Firm that was solicited by Bidder.
- Make sure that *Plan Item Number* corresponds with the work activity that the Certified Firm was solicited to perform.

**Plan  
Item  
No.**

15



## *MWSBE Type for Goal:*

- Properly fill out “*MWSBE Type for Goal*” section for each Certified Firm that was solicited by Bidder.
- There are three possible answers: MBE, WBE, or SBE.

**MWSBE  
Type  
for  
Goal**

---

**MBE**

# Filling out Document 00471



*Certified Firm Name,  
Address, Phone No. &  
Email:*

Properly fill out  
“Certified Firm Name,  
Address, Phone No.  
and E-mail” section.

**Certified Firm Name  
Firm Address  
Contact Name**

**Phone No. and E-Mail (if available)**

Halcon Erectors & Services LLC

331 Lang Rd. TRLR 56

Houston, TX 77092

281-975-9203

[halconerectors@yahoo.com](mailto:halconerectors@yahoo.com)

# Certified Firm Contact Person



[Short Project Name]  
WBS No. [WBS No.]

PRE-BID  
GOOD FAITH EFFORTS

Document 00471

## PRE BID GOOD FAITH EFFORTS

Bidder or Proposer Name: \_\_\_\_\_ Project Name & Bid/Contract# \_\_\_\_\_

A Bidder or Proposer that may be unable to complete or follow a Participation Plan (Document CCD-00470) to meet the contract specific goal in the Supplemental Conditions (Document 00800), must submit this completed form as well as a Goal Deviation Request Form (Document 00472), and any other documentation of "Good Faith Efforts" with the bid (see Document 00808). The Bidder or Prime Contractor has the burden to demonstrate "Good Faith Efforts" to meet the MWSBE goal, which includes correctly and accurately preparing and submitting this form and other efforts described in the City's Good Faith Efforts Policy (Document 00808). The Office of Business Opportunity will review Good Faith Efforts and Participation Plan after selection of an apparent low bidder.

*UNLESS THE BIDDER'S/PROPOSER'S PARTICIPATION PLAN MEETS THE CONTRACT GOAL, FAILURE TO SUBMIT THIS FORM MAY RESULT IN THE BID BEING FOUND NON-RESPONSIVE.*

NAICS Code	Plan Item No.	MWSBE Type for Goal	Certified Firm Name Address, Phone No. and E-Mail	Certified Firm Contact Person	Method of Contact	Prime Contact Date	Certified Firm Response	Results of Contact (why suitable or not suitable for work)
238120 Iron Work	15	MBE	Halcon Erectors 331 Lang Rd TRLR 56 Houston, TX 77092 <a href="mailto:halconerectors@yahoo.com">halconerectors@yahoo.com</a>	Eduardo Rojas	Phone <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/>	4/26/13	4/26/13	Certified Firm Already Booked



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## *Certified Firm Contact Person:*

- Completely fill out “Certified Firm Contact Person” section for each Certified Firm that was solicited by Bidder.
- The Contact does not have to be the owner of the Certified Firm, and in many cases will not be.
- More than one Contact may be listed.

# Filling out Document 00471



## Method of Contact:

- Fill out “Method of Contact” section for each Certified Firm that was solicited by Bidder.
- The Method of Contact may be any combination of Phone, E-Mail, or Fax.
- The Bidder should check all that apply.

### Method of Contact

Phone

E-mail

Fax

# Filling out Document 00471



<b>Prime Contact Date</b>
4/26/13

## Prime Contact Date:

- Fill out “Prime Contact Date” section for each Certified Firm that was solicited by Bidder.
- The Prime Contact Date should indicate when the Bidder initiated an attempt at contacting Certified Firm.

MM/DD/YY

# Filling out Document 00471



## Certified Firm Response:

- Fill out “Certified Firm Response” section for each Certified Firm that was solicited by Bidder.
- The Certified Firm Response should indicate when, if at all, the Bidder received a response from Certified Firm.

Certified Firm Response
4/26/13

MM/DD/YY

# Filling out Document 00471



## Results of Contact:

- Fill out “Results of Contact” section for each Certified Firm that was solicited by Bidder.
- OBO will review Results of Contact and determine acceptability.

**Results of Contact  
(why suitable or  
not suitable for  
work)**

Certified firm  
already booked



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# Document 00472: Request for Goal Deviation



# Document 00472: Request for Goal Deviation



[Short Project Name] BIDDER'S GOAL  
DEVIATION REQUEST  
WBS No. [WBS No.]

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Document 00472

**BIDDER'S MWSBE GOAL DEVIATION REQUEST**

**Bidder or Proposer Name:** \_\_\_\_\_

**Project Name & Bid/Contract #:** \_\_\_\_\_

Department Approved MWSBE Goals	SBE %	MBE %	WBE %	Total %
---------------------------------	-------	-------	-------	---------

Bidder's Proposed MWSBE Goals	SBE %	MBE %	WBE %	Total %
-------------------------------	-------	-------	-------	---------

**Justification:** Please provide the reason the Bidder is unable to meet the MWSBE goal in Document 00800.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Good Faith Efforts:** Please list any efforts not listed in the Bidder's Good Faith Effort Report (Document 00471).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Bidder: \_\_\_\_\_

Email: \_\_\_\_\_ By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:** Approved  Not Approved

OBO Representative \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_



# What Does Document 00472 Do?



The 00472 allows the Bidder to explain two things:

1. Why the Bidder was unable to meet the advertised MWSBE goals; and
2. What good faith efforts the Bidder made that were not captured on Document 00471.



- Make sure this document is completely filled out.
- Make sure the Bidder has signed the document.

# Make sure Bidder had signed the document

[Short Project Name] \_\_\_\_\_

WBS No. [WBS No.] \_\_\_\_\_

BIDDER'S GOAL  
DEVIATION REQUEST

---

Document 00472

**BIDDER'S MWSBE GOAL DEVIATION REQUEST**

**Bidder or Proposer Name:** Dale Jordan

**Project Name & Bid/Contract #:** Houston Police Special Ops Bldg / 20130607

Department Approved MWSBE Goals	SBE ≤4.00%	MBE %	WBE %	Total 29.00%

Bidder's Proposed MWSBE Goals	SBE 0.00%	MBE 25.66%	WBE 0.00%	Total 25.66%

**Justification:** Please provide the reason the Bidder is unable to meet the MWSBE goal in Document 00800.

Bidder was unable to meet MWSBE goal due to inability to reach agreements with 16 different certified firms. These firms were either already booked or unable to reach agreement on terms. Bidder was able to contract with 7 different certified firms, accounting for 25.66% of City's Goal. Bidder asks that this deviation request be accepted in light of his good faith effort to meet the original goal.

**Good Faith Efforts:** Please list any efforts not listed in the Bidder's Good Faith Effort Report (Document 00471).

(1) Bidder placed online advertisements via [www.craigslist.com](http://www.craigslist.com). (2) Bidder posted fliers at various hardware and building supply stores throughout Houston. (3) Bidder cold called subcontractors and visited existing work sites.

Date: June 8, 2013 Bidder: Dale Jordan

Email: [jordancontracting@yahoo.com](mailto:jordancontracting@yahoo.com) By: Dale Jordan

Phone Number: 713-858-7984 Title: Owner

FOR OFFICIAL USE ONLY: Approved  Not Approved

OBO Representative \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_

00472-1  
04-01-2013



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# Document 00808



# Guidelines for MWSBE Policy



## Submission and Review of Plan

- The Low Bidder shall provide MWSBE documents as required by Document 00410 – Bid Form Part A.
- The City shall approve an Apparent Low Bidder's MWSBE Participation Plan—Document 00470 (the “Bidder's Plan”) if that Bidder's Plan
  - meets the advertised MWSBE goal; and
  - is administratively complete.

# Guidelines for MWSBE Policy



If the City cannot approve the Bidder's Plan, Document 00471 (Record of Good Faith Efforts) and Document 00472 (Pre-Award Deviation Request) will be reviewed to determine whether the Bidder has made Good Faith Efforts to meet the goals.

# Guidelines for MWSBE Policy



- If the OBO determines that the Bidder has failed to make Good Faith Efforts, the OBO may declare the Bidder to be non-responsible, and, on that basis, the bid will be rejected.
- If the OBO determines that the Bidder has made Good Faith Efforts, OBO may approve the Bidder's Goal Deviation request. Thereafter, the Bidder/ Contractor shall be bound by the Bidder's Plan, as approved or modified by the OBO.

# Good Faith Efforts



## **The Contractor shall:**

- (1)** Ensure that all MWSBE firms listed in the Plan are certified by the Office of Business Opportunity prior to bid date.
- (2)** Execute written contracts with all certified Subcontractors and Suppliers. All such contracts must be executed and sent to the OBO Director within 30 days after the date of the Notice to Proceed and must include provisions set forth in Articles 3 and 5 of Document 00700 - General Conditions.
- (3)** Designate an MWSBE liaison officer who will administer the Contractor's MWSBE program and who shall document and maintain records of Good Faith Efforts to subcontract with MWSBE Subcontractors and Suppliers.

# When To Refer To Document 00808



Refer to 00808 when you are looking for information on Good Faith Efforts and how they relate to the contract.



**QUESTIONS?**  
**OBO Website:**  
**[www.houstontx.gov/obo](http://www.houstontx.gov/obo)**

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Annise D. Parker  
**Mayor**

Carlecia D. Wright  
**Director**

611 Walker, 7th Floor  
Houston, TX 77002  
[www.houstontx.gov/obo](http://www.houstontx.gov/obo)

T. 832.393.0600 F. 832.393.0646





# Thank You.

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**Mayor**

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**Director**

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