



## FREDERICK

EQUITY & INCLUSION

# City of Frederick M/WBE Participation Form

The City of Frederick recognizes the importance and responsibility of awarding contracts to those businesses socially and/or economically disadvantaged and it is the policy of the City to utilize Minority and Women Owned Business Enterprises (MBE and WBE) collectively referred to as M/WBE in all aspects of contracting.

**Bidders on any City Project with more than 49% sub-contracting opportunities must:**

- Submit the below inclusion plan **(completely filled out)** showing their ability to meet the M/WBE Goal(s) and document its commitments for participation of M/WBE Firms.
- (or) Request a waiver of M/WBE goals participation and document its Good Faith Efforts (GFE's) to meet the goal(s). This (seperate) form is **required** to be submitted as part of the bid/proposal submission packet if bidder can not meet the goal(s).

The City reserves the right to improve the bidder's inclusion plan before contract execution through negotiation and cooperation. Bidders should use selection methods and strategies sufficiently effective for successful M/WBE participation. The winning bidder must request written approval from the Office of Equity and Inclusion for any changes to the inclusion plan once it is agreed upon.

**A bidder that does not commit to meeting the entire MBE and WBE participation goal outlined in this IFB/RFP must submit a request for waiver with its bid submission that is supported by good faith efforts documentation to meet the MBE and WBE goal made prior to submission of its bid. Failure of a bidder to properly complete, sign, and submit this waiver at the time it submits its bid(s) to the IFB/RFP will result in the City's rejection of the bidder's bid. This failure is not curable.**

Bidders are responsible for verifying that each MBE and WBE (including any MBE or WBE Prime) selected to meet the goal and subsequently identified herein is appropriately certified and has the correct NAICS codes allowing it to perform the committed work.



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## M/WBE Participation Plan

Prime Contractor:

Project Description:

Bid Number:

M/WBE Goal set by the City:

M/WBE Participation achieved by the Bidder:

Sub-contractors/Vendors:

Business Name:

Phone:

Email:

M/WBE Classification:

M/WBE Certification:

African American Owned  
Hispanic American Owned  
Asian American Owned  
Woman Owned  
Other MWBE

MDOT  
SWAM  
WBENC  
US SBA  
Other

Scope of Work / NAICS Code:

Dollar Amount Awarded:

Percentage of total:

Business Name:

Phone:

Email:

M/WBE Classification:

M/WBE Certification:

African American Owned  
Hispanic American Owned  
Asian American Owned  
Woman Owned  
Other MWBE

MDOT  
SWAM  
WBENC  
US SBA  
Other

Scope of Work / NAICS Code:

Dollar Amount Awarded:

Percentage of total:



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**Business Name:**

**Phone:**

**Email:**

**M/WBE Classification:**

**M/WBE Certification:**

African American Owned  
Hispanic American Owned  
Asian American Owned  
Woman Owned  
Other MWBE

MDOT  
SWAM  
WBENC  
US SBA  
Other

**Scope of Work / NAICS Code:**

**Dollar Amount Awarded:**

**Percentage of total:**

**Business Name:**

**Phone:**

**Email:**

**M/WBE Classification:**

**M/WBE Certification:**

African American Owned  
Hispanic American Owned  
Asian American Owned  
Woman Owned  
Other MWBE

MDOT  
SWAM  
WBENC  
US SBA  
Other

**Scope of Work / NAICS Code:**

**Dollar Amount Awarded:**

**Percentage of total:**

We (bidder) hereby certify that we have satisfied the Minority and/or Women Owned Business Enterprises (MWBE) participation goal(s). We (bidder) commit to including the following MWBE subcontractors or vendors on this project to perform the work stated below:

\_\_\_\_\_  
Bidder Business Name

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



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### Addendum:

**In addition to regular and customary solicitation processes for contacting potential subcontractors and/or vendors, all bidders are required to:**

- Make efforts to include MWBEs in the procurement process.
- Make efforts to ensure that businesses are not discriminated against on the basis of race, ethnicity, or gender.
- Ensure that prospective subcontractors, vendors, suppliers, and others are not denied opportunities to compete for work for the City on the basis of their race, ethnicity, or gender.
- Afford all firms, including those owned by racial or ethnic minorities and women, opportunities to participate in the performance of the business of the City to the extent of their availability, capacity, and willingness to compete.
- Demonstrate compliance with these program requirements with appropriate documentation submitted with the bid.
- Cooperate with any document request or other investigatory effort by the City's Purchasing Department in its consideration of the bid.

Notes:

Only certified MBEs and WBEs may be used to meet the subcontracting goals.

Bidders can contact [businessdiversity@cityoffrederickmd.gov](mailto:businessdiversity@cityoffrederickmd.gov) for assistance in identifying MBEs and WBEs.



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### Definitions:

#### **Women-Owned (WBE):**

“Women-owned business enterprise” means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

#### **Minority-Owned (MBE):**

“Minority-owned business enterprise” means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity. Minority classification defined as one or more of the following: American Indian, Asian American, Black/African American, or Hispanic.