



APPENDIX I - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES UTILIZATION

THIS PROJECT IS SUBJECT TO SCBE Policy 2010: MINORITY, WOMEN-OWNED AND SMALL BUSINESS ENTERPRISE PARTICIPATION.

The Bidder shall take affirmative action to ensure that minority-owned and women-owned businesses, which have been certified by the City of Memphis, Memphis and Shelby County Airport Authority, Mid-South Minority Business Council Continuum – Uniform Certification Agency (UCA), Shelby County Government or TriState Minority Supplier Development Council (TSMSDC) and approved by SCBE are utilized when possible as sources of supplies, equipment, construction and services for Shelby County Schools.

MWBE PROJECT SPECIFIC GOAL

The contractor or supplier who provides materials, supplies, equipment, professional/ non-professional service and construction for this project shall attempt to achieve the MWBE participation goal for this project.

In achieving this established project goal, the **MWBE participation goal of 25%** is defined as the total dollar value of the subcontracts awarded to certified minority business enterprises (MBE), or certified woman-owned business enterprises (WBE), divided by the total dollar value bid amount. One or more MWBE may be utilized to meet the established goal. The type of work to be performed by the MWBE participant(s) and must be a commercially useful function of the project.

The bidder certifies that the amount of the contract will be performed by certified minority or woman-owned business enterprises. A copy of the non-expired certification will be submitted with bid materials. Eligible MWBEs must be certified by the bid opening date. Bidders are required to complete and submit all of the MWBE Participation Documents including **GOOD FAITH EFFORTS FORM** when MWBE participation goals are not satisfied in the bid response.

ELIGIBLE MWBE FIRMS

IT IS THE RESPONSIBILITY OF THE BIDDER AND THE BIDDER MUST VERIFY WITH SHELBY COUNTY SCHOOLS (CONTACT INFO BELOW) THAT ANY MWBE FIRM(S) UTILIZED TO MEET THE PARTICIPATION GOAL ARE CERTIFIED AS A MWBE FIRM WITHIN SHELBY COUNTY. A listing of current MWBE certified firms can be found on Shelby County Schools-Department of Minority & Women-Owned Business Enterprises webpage <http://www.scsk12.org/mwbe/>. To find the best results from the **Certified Vendor Directory**, it is recommended to download the entire directory including commodity codes. One or a combination of several MWBEs may be utilized to meet the established project goal.

GOOD FAITH EFFORTS

If the established project goal in Architecture & Engineering, Construction, Goods, Nonprofessional Services and/or Professional Services participation by MWBE businesses is not achieved, responsive bidder shall provide the required documentation of good faith efforts and the MWBE firms that will be used on the project (*see attached Good Faith Effort form*).

MINORITY BUSINESS ENTERPRISE (MBE)

A business enterprise which is at least 51% owned operated and independently controlled by a person or persons who are minority group members. For these purposes, minority group members are: African Americans, Native Americans, Hispanic Americans, Asian-Pacific Americans, who are United States citizens. The business must be certified by an accredited certification agency in order to be counted for purposes of achieving the MWBE participation goals.



APPENDIX I - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES UTILIZATION

WOMEN BUSINESS ENTERPRISE (WBE)

A business, which is at least 51% owned, operated and controlled by a female or group of females and who is/are United States citizens. The business must be certified by an accredited certification agency in order to be counted for purposes of achieving the MWBE participation goals.

JOINT VENTURE (JV)

When a certified MWBE performs as a participant in a joint venture, SCS will count the portion of the total dollar value of the contract equal to the distinct, clearly-defined portion of the work of the contract that the certified MWBE performs with its own forces toward fulfilling the contract goal, and not more than the percentage of the contract performed by the joint venture.

SHELBY COUNTY SCHOOLS SUPPLIER DIVERSITY PROGRAM DOCUMENTATION OVERVIEW		
Form	Submission Requirements	Required Form
<p>M/WBE Subcontractor Project Plan and Subcontractor Supplier Utilization Plan</p> <p>List total percentage and dollar amount of such participation by M/WBE subcontractors and suppliers the Vendor will use on the project</p>	Due with bid/proposal	Form A
<p>Letter of Intent to Perform as a Subcontractor or Subconsultant</p> <p>Identifies M/WBE participation that will be used on the project</p> <p>Form B is signed by the M/WBE</p>	<p>Due with bid/proposal, IF the bidder has identified M/WBE participation that will be used on the project</p> <p>Must match firms listed on Form A</p>	Form B
<p>Listing of Good Faith Efforts (GFE)</p> <p>Indicate the actions you undertook to recruit and solicit minority vendors, subcontractors, vendors, or suppliers for this project and/or other aspects of the company's business</p> <p>Submit evidence of the Bidder's intent to comply with MBE, WBE or SBE Program goals and procedures including documentation for #1 - #15 of the GFE Affidavit</p>	Due with bid/proposal, IF the bidder fails to achieve the MWBE established project goal	Affidavit
<p>MWBE GOOD FAITH EFFORT DOCUMENTATION LIST ALL CERTIFIED MWBE FIRMS NOTIFIED</p> <p>Submit FORM C with Good Faith Effort Affidavit along with other supporting documents</p>	Due with bid/proposal, IF the bidder fails to achieve the M/WBE established project goal	Form C

Request for verification must be submitted to the Shelby County Schools- Department of Minority & Women-Owned Business Enterprises listed below:

Joyce Douglas, MWBE Manager
 Shelby County Schools-Department of Minority & Women-Owned Business Enterprises
 160 S. Hollywood Street, Suite 318
 Memphis, TN 38112
 Phone: (901) 416-4737
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