

## **MBE/WBE PARTICIPATION**

### **MBE/WBE Participation**

Under the guidelines established by the U. S. Department of Housing and Urban Development for implementation of Executive Order 12432, the Authority promotes the participation of MBE/WBE in contracts involving it's housing operations.

It is the goal of the Authority to ensure that certain percentages of the dollar value of contracts and subcontracts awarded in connection with its operations be awarded in MBE/WBE. The goals include the following:

1. Development Goal - Five percent (5%) of the dollar value of the total contracts awarded and purchases made under the development program;
2. Management Goal - Ten percent (10%) of the amount expended for contracts and purchases of supplies and services (as distinguished from salaries, wages and benefits paid to or on behalf of employees); and
3. Modernization Goal - Twenty percent (20%) of the dollar value of the total contracts awarded and purchases made with modernization funds during the fiscal year.

The term "Minority Business Enterprise/Women Business Enterprise" means businesses at least fifty-one percent (51%) of which are both owned and controlled in management and day-to-day operations by minorities or women.

To the maximum extent legally practicable, the Authority will ensure that all vendors providing it goods and or services provide employment opportunities to minorities and females equal to those of the majority. Vendors will be required to take positive actions to utilize MBE/WBE to the maximum extent feasible.

Upon request the Authority will provide MBE/WBE with general information on the preparation of bid specification, general bid requirement, state bid laws, job performance requirement, government contract requirement, wage/labor requirement, procurement opportunities, interpretation and referral agencies.

The Authority notifies all bidders that in regard to any contract awarded MBE/WBE will be afforded equal opportunity to submit bids and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for a contract award.

Bidders of all contracts shall agree to assist the Authority in meeting it's established MBE/WBE goals or shall demonstrate a "good faith effort" to include MBE/WBE firms in subcontract award.

Successful bidders shall provide the Authority with documentation using the attached

Letter of Assurance "A" in their efforts to solicit MBE/WBE participation in subcontract awards.

Successful bidders who propose to perform the entire contract with their own work force without the use of subcontractors shall provide the Authority with documentation using "Letter of Assurance B" of their intent to make material, equipment or other services purchases from MBE/WBE firms. The bidder using it's own work force must demonstrate that it is their normal business practice to perform such contract without the use of subcontractor.

"Good Faith Efforts" as used in this plan shall be defined as a vendor's effort to solicit MBE/WBE to bid on subcontracts and or their efforts to purchase goods and services from MBE/WBE firms.

MBE/WBE PARTICIPATION  
LETTER OF ASSURANCE "A"  
SCHEDULE OF SUBCONTRACTORS

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

The undersigned bidder hereby certifies that our firm will assist the Housing Authority of the City of Shreveport in attaining its' established MBE/WBE goal or demonstrate a "good faith effort" in subcontract award to minorities.

Subcontractor	Classification*	Work/Material Description	Bid Amount
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			

\*Non-Minority (Black, Hispanic, Female, American Indian, Asian, Other)

The undersigned intends to enter into a formal agreement with Minority Contractors/Suppliers if they are the low bidders, contingent upon execution of a contract with the Housing Authority of the City of Shreveport. This is not intended to commit the undersigned to execute a contract with each and every MBE/WBE firm listed on this schedule. Use additional sheets if required.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

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

\_\_\_\_\_

\_\_\_\_\_  
Signature

MBE/WBE PARTICIPATION  
LETTER OF ASSURANCE "B"  
SCHEDULE OF SUPPLIERS

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

The undersigned bidder hereby assures that our firm will perform the entire contract with our own work forces, within the use of any subcontractors, and submit information sufficient for the Housing Authority of the City of Shreveport to determine it is within our demonstrated capability and that it is our normal business practice.

As an act of "good faith effort" our firm also affirms that significant material purchase for goods, equipment and/or services will be made with MBE/WBE firms for the performance of the contract executed with the Housing Authority of the City of Shreveport as identified below.

Subcontractor	Classification*	Type of Material	Dollar Amount
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			
Name: _____ Address: _____ _____ Phone: _____ Contact Person: _____			

\*Non-Minority (Black, Hispanic, Female, American Indian, Asian, Other)

If no material purchases will be made with MBE/WBE for this contract, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Name of Firm  
 By: \_\_\_\_\_

\_\_\_\_\_  
 Date  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature