



Minority and Women-Owned Business Enterprise Program (MWBE) Forms

BID FORMS	
DOCUMENT	SUBMISSION REQUIREMENTS
<i>For construction and repair projects that are less than \$300,000 provide the following:</i>	
<ul style="list-style-type: none"> Acknowledgment of City MWBE Policy Identification for MWBE Participation for Informal Project Bids Form 	Due with Bid
<i>For construction and repair projects of \$300,000 or more or for projects that are \$100,000 or more that include any State funding provide the following:</i>	
Acknowledgment of City MWBE Policy	Due with Bid
Identification of MWBE Participation <ul style="list-style-type: none"> List all MWBE firms intended to be used 	Due with Bid Complete Applicable Form: Formal, Informal, Professional
Affidavit A <i>Listing of Good Faith Efforts (GFE)</i> <ul style="list-style-type: none"> Earn at least 50 points 	Due with Bid (If self-performing, submit Affidavit B instead)
Affidavit B <i>Intent to Perform Contract with Own Workforce</i> <ul style="list-style-type: none"> Use only if you are self-performing 100% 	Due with Bid <ul style="list-style-type: none"> If using any subs or suppliers submit Affidavit A instead Affidavits C and D not required
Letter of Intent <ul style="list-style-type: none"> Bidder must submit a separate Letter of Intent for each MWBE subcontractor listed on Affidavit C or Affidavit D. 	Due within 3 business days of notice of being apparent LRRB.
Affidavit C <i>MWBE Subcontractor Utilization Commitment</i> <ul style="list-style-type: none"> Bidder meets the 15% MWBE Goal List all MWBE firms to be utilized 	Due within 3 business days of notice of being apparent LRRB.
Affidavit D <i>Good Faith Efforts (GFE) & Statement of Compliance</i> <ul style="list-style-type: none"> Bidder does not meet the 15% MWBE Goal Documentation of GFE to be provided Minimum of 50 points 	Due within 3 business days of notice of being apparent LRRB.
REPORT FORMS	
DOCUMENT	SUBMISSION REQUIREMENTS
Contract Subcontractor Identification Form	Due within 30 days of contract award.
MWBE Good Faith Negotiation and Solicitation Forms (Optional)	Due upon request by the MWBE office.
Affidavit E <i>Subcontractor Payment Form</i>	Each invoice and final payment request.
Request to Change MWBE Subcontractor <ul style="list-style-type: none"> Firm may replace MWBE subcontractor For cause and with approval of the City Good Faith Efforts apply. 	Due throughout entire contract period. Anytime MWBE subcontractor change(s)