

# How To Do Business With The City

December 15, 2022

## Meet the Presenters

- **Brooke Cashion**  
Division Manager  
Office of Procurement  
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## Vendor Registration

- Why register through Vendor Self Service?
  - Receive automatic email notifications by commodity
  - Update your vendor profile online anytime
  - Submit online bids
  - Stay in the loop for free!
- Visit City website to register(<https://vss.cincinnati-oh.gov/vssprod/Advantage4>)

## Finding Business opportunities

- Vendor Self Service
  - Your portal for researching and responding to bids
  - (<https://vss.cincinnati-oh.gov/vssprod/Advantage4>)
- Business Opportunities Portal
  - Your portal for public records
  - (<https://www.cincinnati-oh.gov/noncms/cmgr/business-opportunities/>)

## Types of Solicitations - ITB

- ITB stands for "Invitation to Bid"
- Bids are invited for a specified project, product or service
- The solicitation is publicly advertised- VSS, Business Opportunities
- The bidding format is dictated by the ITB
- Bids are due back by the date and time indicated
- Bids are a matter of public record
- Contract is awarded to the lowest and best bidder

# Bid Form Example

**REQUIREMENTS AND DATA:**

Estimates are for a twelve (12) month period. All quantities are on a more or less basis. Estimates indicated will be used solely for the purpose of making a tabulation of bids. All quantities are on a more or less basis. **This solicitation is awardable by section.** See the Detailed Specifications and drawings for addresses of locations. The bid price shall include all costs, including but not limited to, equipment, fuel, personnel, labor, material, overhead, profit, and insurance required to perform the services.

**AWARD BY SECTION:**

Prices should be quoted in the units requested and bidders may quote on any or all sections; however, the City reserves the right to award separate contracts for each section or for any combination of sections, whichever in the opinion of the awarding authority is in the best interests of the City. **For a bid under any section to receive consideration, prices must be quoted for each and every item of that section.**

**MANDATORY SITE VISITS:** A bid will not be deemed non-responsive for not visiting sites in sections that they do not intend to bid. All mandatory sites within a section that a bidder intends to bid must be visited.

A bidder is not required to visit sites that are not included in sections that they intend to bid.

\*\*Denotes a mandatory site visit.

ITEM NO	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
<b>SECTION 1 - WEST REGION</b>					
1.1	Delhi Tank	22	EACH		No Bid
1.2	Summit Pump Station	22	EACH		No Bid
1.3	Western Hills Pump Station	22	EACH		No Bid
1.4	Wardall Tank	22	EACH		No Bid
1.5	Mack Tank	22	EACH		No Bid
1.6	Mt. Ary Tank and Pump Station	22	EACH		No Bid
1.7	Mt. Ary Tank and Pump Station - Spring Cleanup *	1	EACH		No Bid
1.8	Mt. Ary Tank and Pump Station - Monthly Landscaping Maint	6	EACH		No Bid
1.9	Winton Road Reservoir	22	EACH		No Bid
1.10	Winton Road Pump Station	11	EACH		No Bid
1.11	Pleasant Run Tank	22	EACH		No Bid
1.12	Charles M. Bolton Well Fields	22	EACH		No Bid
1.13	Charles M. Bolton Plant **	22	EACH		No Bid
1.14	Crosby Rd Tank	22	EACH		No Bid
1.15	Blue Jay Tank	22	EACH		No Bid
1.16	Chester Park Complex **	22	EACH		No Bid
1.17	Chester Park Complex - Spring Cleanup	1	EACH		No Bid

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## Evaluating bids

- Fair & competitive pricing
- Compliance with bid specifications
- Compliance with general terms and conditions
- Note that the parties may not negotiate in the bid process
- Reasonable delivery times
- Economic Inclusion
- Goals met, if applicable
- Equal Employment Opportunity
- Bidder's previous performance

## Additional Bid Considerations

- Living Wage Requirements
- Prevailing Wage Requirements
- Bid Surety (10%) & Performance Surety (100%)
- Insurance (See Form 160 for limits)
- Workers Compensation
- Additional Materials
- SDS Sheets
- Price Lists
- Pictures/Samples



## Tips for submitting a winning bid

- Read the ITB carefully to understand the requested need
- Submit questions in writing before bids are due
- Attend pre-bid meetings if applicable
- Research bids that have closed previously- Business Opportunities
- Consider all overhead costs and market volatilities
- Consider the scope of the City's need in relation to your firm's capacity
- Submit competitive and realistic pricing
- Adhere to the format of the ITB

## Pitfalls to avoid

- Incomplete bids
  - Non-compliant bids
  - Mathematical errors
  - Unrealistic capacity or pricing
  - Late bid submittals
  - Misunderstanding the specifications
  - Ignoring the City's inclusion goals
- **THESE CAN RESULT IN REJECTION OF YOUR BID!!**

## Types of Solicitations - RFP

- RFP stands for “Request for Proposals”
- Traditionally used for professional or non-standard services and products and when price is not necessarily the primary award criterion
- Proposals are requested to solve a known problem
- The RFP describes the need and the evaluation criteria
- The solicitation is publicly advertised
- Proposals are due back by the date and time indicated- submitted via Bonfire, the City’s RFP portal: (<https://cincinnati-oh.bonfirehub.com>)

## Evaluating Proposals

- Different types of solutions may be compared
- An evaluation team reviews the proposals
- Proposals are scored and ranked
- Interviews may be conducted
- Negotiations may be held
- The evaluation team provides a recommendation to the City Manager
- Award is based on the "Most Advantageous" proposal
- Proposals become public record after a contract is executed

## Tips for submitting a great proposal

- Read the RFP carefully to understand the requested need
- Submit questions in writing before proposals are due
- Attend pre-submittal meetings if applicable
- Adhere to any formatting requirements outlined in the RFP
- Communicate through clear direct language - Avoid "fluff"
- Evidence your capacity to provide a solution
- **Quality content + Clear & professional presentation = Success**

## Pitfalls to avoid

- Not addressing the need/Using off-the-shelf literature
- Not committing key staff to the project
- Not evidencing experience/capacity to be successful
- Not meeting submission deadline
- Not providing a signature to bind the proposal
- Not outlining exceptions to legal terms (or waiting until negotiation to do so)
- Focusing on low cost in lieu of best value solution to problem
- Ignoring the City's inclusion goals

## Types of solicitations - RFQ

- RFQ stands for “Request for Qualifications”
- Traditionally used for professional or non-standard services
- Often results in a “pool” of vendors with contracts or in an RFP to further refine solicitation (2-step)
- The RFQ describes the need and the preferred qualifications
- The solicitation is publicly advertised
- Qualifications are due back by the date and time indicated

## Evaluating Qualifications

- An evaluation team reviews the qualifications submitted
- Statements of qualifications (SOQs) are scored and ranked
- Interviews may be conducted
- Negotiations may be held
- The evaluation team provides a recommendation to the City Manager
- Award is based on the "Most Qualified" submission
- SOQs become public record after a contract is executed



## Tips for submitting a great SOQ

- Build a great team
- Outline the firm's successes and the successes of the team's members
- Evidence your understanding of the City's needs and deliverables
- Highlight anything that makes your team uniquely qualified
- Provide letters of recommendation
- Evidence your qualification with licenses, certifications, etc.

## Pitfalls to avoid

- Describing team members who will not be involved with the project
- Not describing the role each team member plays
- Not describing the value each team member provides
- Building a team of individuals with little or no experience working together
- Not communicating effectively in the SOQ or associated interviews
- Not understanding the deliverables

## Types of solicitations - RFI

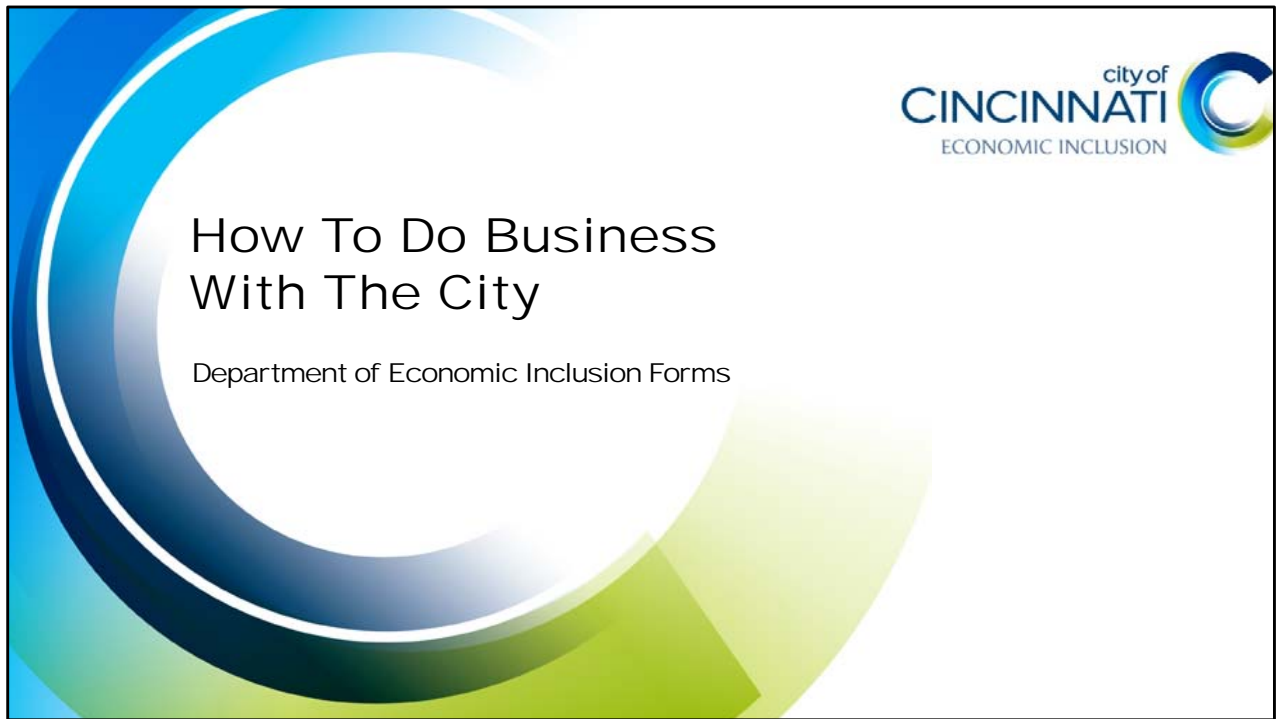
- RFI stands for “Request for Information”
- Used primarily to gain information about products or industries when the City has little or no institutional knowledge
- Assists the City in developing ITB, RFP, & RFQ scopes and specifications
- No contract is awarded from the RFI
- May be used to gauge market capacity and available sources

## Prompt Payment

- Requires the City of Cincinnati to make payments to contractors within thirty days of receipt of a complete and responsive invoice
- Requires contractors to pay subcontractors for complete and responsive invoices within ten days after they receive payment from the City

# Questions





# How To Do Business With The City

Department of Economic Inclusion Forms



Our agenda today is to teach you how to properly complete the Department of Economic Inclusion Subcontractor Inclusion Bid Submission Forms.

## Meet the Presenters

- Dionne Cherry, Development Manager
- Jonah James, Development Manager
- Sylvia Jones-Hamm, Development Manager

## Introduction

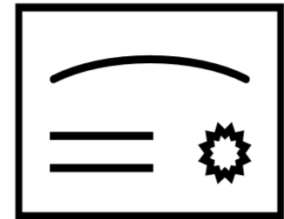
The Department of Economic Inclusion (DEI) is responsible for evaluating the responsiveness of a bid based on the bidder's ability to achieve the City's inclusion goals using City certified MBEs/WBEs/SBEs.



## Required Forms

- For a bid to be responsive, the following DEI forms must be submitted in every bid package with MBE/WBE/SBE goals:
  - Subcontractor Inclusion Bid Submission Checklist
  - MWP-10 – MBE and WBE Participation Commitment Package Coversheet
  - MWP-20 – MBE/WBE Participation Affidavit
  - DEI Form 2003 – MBE/WBE/SBE Subcontractor Utilization Plan

Up to date bid forms can be found on DEI's website at:  
[Forms - Inclusion \(cincinnati-oh.gov\)](https://www.cincinnati-oh.gov/forms-inclusion)



The first set of forms we will talk about today are required to be submitted with all bid packages. This set of forms includes the bid submission checklist, the form MWP-10, the form MWP-20, and DEI Form 2003. We will talk about these forms in greater detail later.

# Instructions

- The bid form package includes detailed instructions about filling out forms
- Read instructions closely to make sure your bid is responsive by properly completing forms and submitting all necessary documents

Instructions  
Sub Goals - MBE/WBE  
Rev 11/10/21

**INSTRUCTIONS**

The requirements of C.M.C. Chapter 324, Minority and Women's Business Program, are a part of the contract and are incorporated by reference. THE FAILURE OF ANY AWARDED BIDDER/PROPOSER, CONTRACTOR, OR SUBCONTRACTOR TO COMPLY WITH C.M.C. CHAPTER 324 AND THE REGULATORY REGULATIONS SHALL BE A BREACH OF CONTRACT.

Highlights of the City's MBE/WBE program are noted below. A complete copy of C.M.C. Chapter 324 and the implementing regulations are available online at <https://www.cincinnati-oh.gov/economic-inclusion/> or from the Department of Economic Inclusion. No request.

**1. BID/PROPOSAL REQUIREMENTS**

Bid/Proposer MUST include a SPECIFIC commitment, expressed as a dollar value, to utilize SPECIFIC C.M.C. certified MBEs and WBEs for work that has been certified to perform. The amounts of the proposed commitments must be sufficient to meet or exceed the contract goal indicated in the RFP or RFQ document. A percentage response without a stated dollar value is "NO" response for the proposed amount or the proposed subcontractor is not acceptable.

Bidder/Proposer must submit WITH THE BID/PROPOSAL, each required or otherwise applicable document included on the Subcontractor Inclusion Bid Submission Checklist included with this packet.

New Registration Form does not include completing MBE-33 MBE/WBE Commitment Packet, MBE-33 MBE/WBE Participation Affidavit, Form 2003 Subcontractor Inclusion Plan, and signed Statement of Intent to Self Perform Form 2004 (applicable to conventional self-perform jobs). C.M.C. 324-23 unless an MBE/WBE Participation Waiver is requested and approved.

**A waiver request will be considered only if NO other response Bidder/Proposer eligible to award meets the inclusion goals.**

Bidder/Proposer must provide evidence of its best faith efforts to obtain MBE and WBE participation if a MBE/WBE Participation Waiver is requested (see C.M.C. 324-23.02). The failure to submit the required supporting documentation for an MBE/WBE Participation Waiver and/or the failure of the submitted documentation to demonstrate good faith efforts will result in denial of the request.

**2. VERIFYING CERTIFICATION**

Bidder/Proposer is responsible for verifying that each MBE and WBE to be used on a contract is certified by the Department of Economic Inclusion (DEI) at the time of the bid opening/proposal submission. The proposed MBEs and WBEs must be verified to provide the services described on the Form 2003, and those services must be a necessary element of the scope of this contract. A directory of certified MBE and WBE firms is available online at <https://www.cincinnati-oh.gov/economic-inclusion/> or at <https://www.cincinnati-oh.gov/economic-inclusion/>.

Instructions  
Sub Goals - MBE/WBE  
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**3. COUNTING MBE AND WBE PARTICIPATION**

**3.1 Counting toward both MBE and WBE Goals**

A business enterprise that is certified both as an MBE and as a WBE (MBE/WBE) may not be counted toward both MBE and WBE goals for the same project (C.M.C. 324-27.04). The Bidder/Proposer must identify the goal to which the business enterprise is to be counted.

**3.2 Credit for Self-Performance**

A Bidder/Proposer that is a City-certified MBE or WBE may count up to 100% of the dollar value of the work it intends to perform with its own forces toward the applicable MBE or WBE goal (C.M.C. 324-27.03). Intentions to count self-performance toward the MBE goal or the WBE goal must be indicated on the Form 2003-3 MBE/WBE Statement of Intent to Self Perform.

**3.3 Commercially Useful Function**

The Bidder/Proposer may count toward the contract goals only payments to MBEs and WBEs that perform a commercially useful function in the execution of the contract. Commercially useful function means the performance of a distinct scope of work for which the MBE or WBE has the skill, experience and actual responsibility to perform, manage and supervise. (C.M.C. 324-27.02)

**3.4 Joint Ventures**

A Bidder/Proposer may count toward the contract goal the portion of its payment to a joint venture that is equal to the percentage of the MBE or WBE participation in the joint venture. The MBE or WBE member of the joint venture must have an interest in the control, management, risks and operation of the joint venture commensurate with the member's percentage of ownership. The MBE or WBE member of the joint venture also must be responsible for a clearly defined portion of the work to be performed, equal to its share in the ownership, control and management of the joint venture. (C.M.C. 324-27.01)

**3.5 Subcontracting to MBEs or WBEs**

A Bidder/Proposer may not count toward the contract goal any agreement with a certified MBE or WBE subcontractor that intends to subcontract more than 10% of the dollar amount of the service performed under its agreement with the Bidder/Proposer. This restriction does not apply to MBE's or WBE's contracts for the performance of services under its agreement with Bidder/Proposer. (C.M.C. 324-27.05)

**3.6 Special of Manufacturers and Suppliers**

**Manufacturers:** Bidder/Proposer may count toward the contract goal an entire payment to a certified MBE or WBE firm that manufactures the goods specified. (C.M.C. 324-27.07) **A SIGNIFICANTLY LARGER CREDIT IS ALLOWED FOR SPEND WITH MBE-33/PROPOSAL/INCLUSION/STATEMENT/FORMS below.**

Instructions  
Sub Goals - MBE/WBE  
Rev 11/10/21

**Suppliers:** Only 25% of the total payment to a certified MBE or WBE supplier that is not the manufacturer can be counted towards the contract goal. (C.M.C. 324-27.06)

**3.7 Insurance Companies and Travel Agents**

A Bidder/Proposer may count toward the contract goals only the fees or commissions charged by an MBE or WBE insurance company or travel agent. (C.M.C. 324-27.01)

**3.8 Financial Institutions**

Bidder/Proposer may count toward the contract goal only the fees charged and earned by an MBE or WBE financial institution.

**3.9 Non-Affiliation**

A Bidder/Proposer may not use an MBE or WBE to meet the contract goal if the Bidder has a financial interest in, has an interest in the ownership or control of, or is significantly involved in the operation of the MBE or WBE. (C.M.C. 324-27.03)

**4. WAIVER REQUESTS**

If a Bidder/Proposer is unable to comply with the contract goal, the Bidder/Proposer may submit a waiver request with the bid. The waiver request must be made on the MBE/WBE Participation Waiver Request Form. Requests for waivers or reductions will only be considered in the event that no bid or proposal that is determined to be the lowest and best or most advantageous and therefore eligible for award meets the MBE or WBE contract participation goals. A waiver shall not be granted unless the waiver request includes documentation that demonstrates good faith efforts to meet the goal (C.M.C. 324-21.01).

**5. SUBSTITUTION OF MBE OR WBE**

The Department of Economic Inclusion must approve substitution of an MBE or WBE specified at bid opening/proposal submission. Any unjustified failure to comply with this requirement is a material breach of contract. Subcontract substitution requests must be made on Form 2006 (C.M.C. 324-21).

Included with the bid package are instructions on how to properly complete the forms. We encourage you to read the instructions prior to filling out and submitting your bid forms to make sure your bid is responsive and that you are submitting all necessary documents.

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# Checklist



City of Cincinnati  
Department of Economic Inclusion

## SUBCONTRACTOR INCLUSION BID SUBMISSION CHECKLIST For use on ITBs, RFPs AND RFQs with MBE and WBE Subcontracting Goals

Please be sure the following items are completed and included in your bid response for a bid with MBE and WBE subcontracting goals. Failure to submit all of the forms required below will result in a bid being deemed "Non-Responsive" by the Department.



here

Form no.	Form Name/Description	Required?	Completed
MWP-10	MBE/WBE Commitment Package Cover Sheet	YES	<input type="checkbox"/>
MWP-20	MBE/WBE Participation Affidavit	YES	<input type="checkbox"/>
2003	Subcontractor Utilization Plan (Complete a separate Form 2003 for each alternate bid. Use additional forms if all subs cannot fit on one form)	YES	<input type="checkbox"/>
2004-1	Statement of Intent to Self-Perform (Complete only if the bidder is a certified MBE or WBE with the City of Cincinnati AND is requesting to count work that it will self-perform towards the applicable subcontracting goal)	If Applicable	<input type="checkbox"/>
MWP-30	MBE/WBE Participation Waiver Request (only if a waiver is being requested) <b>ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.</b>	If Applicable	<input type="checkbox"/>

REVIEW THE MBE/WBE INSTRUCTIONS CONTAINED WITHIN THIS PACKET PRIOR TO COMPLETING AND SUBMITTING THE REQUIRED FORMS.

**FAILURE TO FULLY AND CORRECTLY COMPLETE AND SUBMIT ALL REQUIRED FORMS MAY RESULT IN REJECTION OF YOUR BID OR PROPOSAL.**



Bidders are encouraged to use this checklist to make sure their bid package is complete.

# Form MWP-10 (Required)

Form MWP-10  
Rev 1/15/2021

**MBE AND WBE PARTICIPATION  
COMMITMENT PACKAGE COVERSHEET**

*THIS PACKAGE OF MBE AND WBE PARTICIPATION COMMITMENT FORMS, INCLUDING THIS COVERSHEET, FORM 2001, FORM 2001-A (IF APPLICABLE), FORM MWP-20, & MWP-30 (IF APPLICABLE) MUST BE COMPLETED AND RETURNED WITH THE BID OR PROPOSAL.*

Name of Bidder (Proposer): \_\_\_\_\_

Address: \_\_\_\_\_

Contracting Agency: \_\_\_\_\_

Bid/Proposal Title: \_\_\_\_\_ Bid/Proposal Number: \_\_\_\_\_

Indicate what part of the bid this form package is being submitted for:

1. Base Bid/Proposal Only:
2. Base Bid/Proposal with Alternates\*:  (List Alternate #s: \_\_\_\_\_)
3. Only Bid/Proposal Items\*:  (List Item #s: \_\_\_\_\_)

*\*If you are only bidding on certain items or alternates on a bid/proposal, indicate the alternates or item #s that correspond to the MBE/WBE participation information you are providing.*

The Advertiser MBE Goal is \_\_\_\_\_ % The Advertiser WBE Goal is \_\_\_\_\_ %

**THE BIDDER'S PROPOSED MBE AND WBE PARTICIPATION SUBMITTED WITH A WINNING BID, AS VERIFIED BY DEI AFTER BID OPENING AND REFLECTED BELOW, WILL BE INCORPORATED INTO THE CONTRACT AS THE MANDATORY GOALS FOR THE CONTRACT, SUPERSEDING THE ADVERTISED GOALS.**

**For Department of Economic Inclusion Use Only:**  
Based on a review of the bidder's submitted MBE and WBE Participation Commitment Forms, DEI has determined that the bidder proposed the following MBE and WBE subcontractor utilization:

**MBE Commitment: \_\_\_\_\_ % WBE Commitment: \_\_\_\_\_ %**

FOR MORE INFORMATION OR ASSISTANCE WITH THESE FORMS CONTACT:  
Department of Economic Inclusion  
Two Centennial Plaza  
805 Central Avenue, Suite 610

The MWP-10 is always required to be submitted with the bid package. This form is the MBE and WBE Participation Commitment Package Coversheet. It provides us information about the proposed bidder and the advertised goals.

# Form MWP-20 (Required)

Form MWP-20  
Rev. 11/10/21

**MBE/WBE PARTICIPATION AFFIDAVIT**

The Undersigned authorized representative of the Contractor does hereby make the following Affidavit: Contractor has read the Bidder information and instructions regarding the MBE/WBE Program. Contractor acknowledges the MBE Goal of \_\_\_\_\_% and the WBE Goal of \_\_\_\_\_% advertised for this contract. Contractor has committed to the following MBE and WBE participation:

Total MBE Subcontract Amount of \$ \_\_\_\_\_ and Total WBE Subcontract Amount of \$ \_\_\_\_\_ of the total contract bid/proposal amount of \$ \_\_\_\_\_.

We, the firm, has made good faith efforts to meet or exceed the advertised goals for this contract. I understand the Department of Economic Inclusion (DEI), using that portion of the amounts I have identified as the dollar value of its firm's proposed MBE and WBE. Goals for which DEI has determined credit is permitted under Chapter 134 of the Cincinnati Municipal Code, will calculate the actual inclusion percentages achieved by my firm's bid/proposal.

I understand that, if awarded the contract, ALL OF THE FOLLOWING WILL APPLY:

- I will be required to meet the inclusion percentages calculated by DEI from my bid/proposal not only on the original contract amount, but also on any amendments and/or change orders that, in aggregate, increase the original contract amount by 10% or more.
- I will be required to submit to DEI copies of subcontract agreements with each of the MBE and WBE firms utilized to achieve the inclusion goals for the contract, and those subcontract agreements must be submitted prior to the issuance of a Notice to Proceed and before the subcontractor is permitted to perform work under the contract.
- My firm must submit to DEI certified checks and any other documentation and reports required by DEI to verify payments made to the MBE and WBE firms utilized on the contract.
- If I find I am unable to utilize the MBEs or WBEs identified in my Subcontractor Utilization Plan (Form 2002), I must substitute other certified MBE or WBE firms to meet the participation goals and that they not make a substitution until after I have submitted a complete Subcontractor Substitution Form (Form 2002) and I have obtained the written approval of DEI for the substitution.
- Authorized representatives of DEI may examine, from time to time, the books, records and files of my firm to the extent such material may be relevant to a determination of whether my firm is complying with the MBE and WBE participation requirements of this contract.

I do solemnly declare and affirm under penalty of perjury that the contents of the foregoing Affidavit are true and accurate to the best of my knowledge, information and belief.

Company Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Co-Address: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 and Title: \_\_\_\_\_

Executed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 "CITY PUBLIC"

The MWP-20 is always required and provides us with the bidder's proposed MBE/WBE participation commitments and the total contract bid/proposal amount. On this form, a bidder must meet or exceed the advertised inclusion goals.

# DEI Form 2003(Required)



DEI Form 2003  
Rev 12/14/2022

This form is required for ALL bids. In the case of no subcontractor utilization, please write "N/A" in Section 2  
**SUBCONTRACTOR UTILIZATION PLAN (FORM 2003)**

(Include all proposed subcontractors, including both certified and non-certified)  
Failure to complete the Subcontractor Utilization Plan in its entirety could result in your bid being deemed non-responsive

**SECTION 1: Bidder/Respondent Information**

A. Bid/Proposal Name: \_\_\_\_\_ B. Bid/Proposal Reference ID: \_\_\_\_\_  
 C. Bidder/Proposer Name: \_\_\_\_\_ D. Total Bid/Proposal Amount: \_\_\_\_\_  
 E. Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION 2: Subcontractor Utilization Information - Attach additional forms if necessary.**

Subcontractor Name	SBE, SLBE, EDBE, MBE, WBE or N/A	Federal Tax ID	Detailed description of work to be performed or supplies to be provided	Subcontract Amount	(DEI Use Only) Subcontract % of Total	(For DEI Use Only) DEI Approved?

**SECTION 3: Clarification of Subcontract Amount Listed Above for Suppliers - YOU MUST SELECT ONE OPTION EVEN IF YOU ARE NOT UTILIZING SUPPLIERS**

The listed amount(s) is/are 100% of the total proposed spend with each identified supplier.  
 The listed amount(s) is/are only 25% of the total proposed spend with each supplier. Total spend with the supplier(s) will be 4 times greater than shown.  
 Not Applicable. **No suppliers are listed in Section 2.**

- You must ensure that the firm is certified with the City of Cincinnati to perform the services or provide the supplies that you are proposing in your utilization plan at the time of the bid opening. You can confirm the services and supplies of City Certified firms through the public directory: <https://cincinnati-diversitycompliance.com/Content/SearchCertifiedDirectory.asp>
- Only 25% of the payment to a certified MBE/WBE supplier that is not a manufacturer may be counted toward an MBE/WBE participation goal (CMC 324-27). An MBE/WBE contractor that only supplies laborers for use and direction by the prime contractor is considered a supplier and only 25% of that payment can be counted towards the MBE/WBE participation goal.
- A business enterprise that is certified as both an MBE and WBE (M/WBE) may be counted toward either the MBE contract participation goal or the WBE contract participation goal, but not towards both. The participation of an MWBE also may not be allocated partially to the MBE contract participation goal and partially to the WBE contract participation goal (C.M.C. 324-27(a)). The bidder must select the goal to which the business enterprise is to be counted.



DEI Form 2003 is always required with a bid package. This form tells us about all subcontractors the bidder intends to utilize on the project. This list should include both certified and non-certified subcontractors the bidder intends to hire.

# Additional Form, If Applicable

The DEI form must be submitted when applicable to your bid:

- Form 2004-1 – Statement of Intent to Self-Perform
  - Required when the bidder is a City certified MBE/WBE/SBE and intends to self-perform work to count towards the inclusion spend

The form 2004-1 is required when the bidder intends to self-perform on the contract and the spend with the bidder is to count towards the advertised inclusion goal.





# Additional Form, If Applicable

The DEI form must be submitted when applicable to your bid:

- Form MWP-30 – Pre-Award Participation Waiver/Reduction Request Form
  - Required when the bidder is unable to procure sufficient participation from city certified MBE/WBE/SBE to fulfill the advertised inclusion goals
  - Good faith efforts must be properly documented and submitted with the bid package
  - A waiver/reduction will not be considered if another bidder was able to meet the advertised inclusion goals in their submitted bid

The form MWP-30 is required when the bidder is unable to procure sufficient participation from city certified MBE/WBE/SBE firms to fulfill the advertised inclusion goals.

# Form MWP-30

Form MWP-30  
Rev. 11/12/2013

**MBE/WBE PRE-AWARD PARTICIPATION WAIVER/REDUCTION REQUEST FORM**

Name of Bidder (Proposer): \_\_\_\_\_

Bid/Proposal Title: \_\_\_\_\_ Bid/Proposal Ref Number: \_\_\_\_\_

Goals that have been set for this Bid/Proposal: MBE: \_\_\_\_\_ % and WBE: \_\_\_\_\_ %

Goals that I have achieved for this Bid/Proposal: MBE: \_\_\_\_\_ % and WBE: \_\_\_\_\_ %

Documentation of Good Faith Efforts (CMC 324-21(B)(3) & MBE/WBE Program Regulations):  
The failure to attach requested documents may result in denial of the request for waiver/reduction.

- Did you identify sufficient subcontracting work to solicit from MBE/WBE firms? \_\_\_\_\_ (Y/N)
  - If "Yes," you must attach a sheet detailing the types of work for which you chose to seek subcontractors and the types of work you chose to self-perform.
- Did you conduct broad-based advertising to reach MBEs & WBEs including attendance at pre-bid meetings and submitting written notices to all certified MBEs and WBEs who have the capabilities to do the work of the contract? \_\_\_\_\_ (Y/N)
  - If "Yes," you must attach a sheet detailing the meetings and notices sent to solicit MBE and WBE participation including the specific firms contacted, the dates and times of such meetings, and attach copies of the written notices or communications.
- Did you follow-up on your initial meetings and solicitations to MBE/WBE firms and provide them with adequate notice of the opportunity prior to the bid opening? \_\_\_\_\_ (Y/N)
  - If "Yes," you must attach a sheet detailing your follow-up efforts to solicit bids from MBE/WBE firms including the contact information of these firms, the dates of contact, and method of contact (phone, email, etc) and attach copies of any written communications.
- Did you provide the plans and specifications for work in your meetings and solicitations to MBE/WBE firms? \_\_\_\_\_ (Y/N)
  - If "Yes," you must attach the plans and specifications that you provided in your meetings & solicitations.
- Did you make efforts to assist with bonding, insurance and credit lines where these items were a requirement of the subcontracting opportunity? \_\_\_\_\_ (Y/N)
  - If "Yes," you must attach information on the advice and assistance you offered.
- Did you reject any bids from MBE/WBE firms that were submitted for this contract that you deemed to be unqualified to perform this work? \_\_\_\_\_ (Y/N)
  - If "Yes," you must provide a detailed explanation of your thorough investigation of their capabilities.

Requests for waivers or reductions will be considered ONLY in the event no bidder or respondent who is determined to be the lowest & best or most advantageous meets the MBE or WBE contract participation goals. Additionally, waivers that do not answer each question (1-6) above and document each "Yes" response as required will not be considered.

Signature of Authorized Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Requester Approval: \_\_\_\_\_ Denied: \_\_\_\_\_

Authorized Signature: Economic Inclusion \_\_\_\_\_ Date: \_\_\_\_\_



This is what the form MWP-30 looks like. We will cover specific scenarios later.



## Scenario 1:

Standard Bid Package



We are now going to do an overview of multiple scenarios and how to fill out the bid forms related to each scenario. Scenario 1 is a standard bid package.



## Required Forms For ALL Bids



This section will cover Form MWP-10, Form MWP-20, and DEI Form 2003, which are required forms for all bid packages.

# Checklist

Rev. 1/11/2021



**SUBCONTRACTOR INCLUSION BID SUBMISSION CHECKLIST**  
**For use on ITBs, RFPs AND RFQs with MBE and WBE Subcontracting Goals**

Please be sure the following items are completed and included in your bid response for a bid with MBE and WBE subcontracting goals. Failure to submit all of the forms required below will result in a bid being deemed "Non-Responsive" by the Department:



Form no.	Form Name/Description	Required?	Completed
MWP-10	MBE/WBE Commitment Package Cover Sheet	YES	<input checked="" type="checkbox"/>
MWP-20	MBE/WBE Participation Affidavit	YES	<input checked="" type="checkbox"/>
2003	Subcontractor Utilization Plan (Complete a separate Form 2003 for each alternate bid. Use additional forms if all subs cannot fit on one form)	YES	<input checked="" type="checkbox"/>
2004-1	Statement of Intent to Self-Perform (Complete only if the bidder is a certified MBE or WBE with the City of Cincinnati AND is requesting to count work that it will self-perform towards the applicable subcontracting goal)	If Applicable	<input type="checkbox"/>
MWP-30	MBE/WBE Participation Waiver Request (only if a waiver is being requested) <b>ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.</b>	If Applicable	<input type="checkbox"/>

REVIEW THE MBE/WBE INSTRUCTIONS CONTAINED WITHIN THIS PACKET PRIOR TO COMPLETING AND SUBMITTING THE REQUIRED FORMS.

**FAILURE TO FULLY AND CORRECTLY COMPLETE AND SUBMIT ALL REQUIRED FORMS MAY RESULT IN REJECTION OF YOUR BID OR PROPOSAL.**



This is what a bidder's checklist should look like for a standard bid package.

# Form MWP-10

Form MWP-10  
Rev. 1/15/2021

## MBE AND WBE PARTICIPATION COMMITMENT PACKAGE COVERSHEET

**THIS PACKAGE OF MBE AND WBE PARTICIPATION COMMITMENT FORMS, INCLUDING THIS COVERSHEET, FORM 2001, FORM 2004-1 (IF APPLICABLE) FORM MWP-20, & MWP-30 (IF APPLICABLE) MUST BE COMPLETED AND RETURNED WITH THE BID OR PROPOSAL.**

Name of Bidder (Proposer): Smart Access Construction, Inc.

Address: 1111 Smile Street, Cincinnati, Ohio 45211

Contracting Agency: Building & Inspections

Bid/Proposal Title: Renovations to Centennial Two - Sm. #10 Bid/Proposal Number: 231R905523

Indicate what part of the bid this form package is being submitted for:

1. Base Bid/Proposal Only:  \_\_\_\_\_ (List Alternate #s \_\_\_\_\_)
2. Base Bid/Proposal with Alternates\*:  \_\_\_\_\_ (List Alternate #s \_\_\_\_\_)
3. Only Bid/Proposal Items\*:  \_\_\_\_\_ (List Item #s \_\_\_\_\_)

*\*If you are only bidding on certain items or alternates on a bid/proposal, indicate the alternates or item #s that correspond to the MBE/WBE participation information you are providing.*

The Advertiser MBE Goal is 5 % The Advertiser WBE Goal is 4 %

**THE BIDDER'S PROPOSED MBE AND WBE PARTICIPATION SUBMITTED WITH A WINNING BID, AS VERIFIED BY DEI AFTER BID OPENING AND REFLECTED BELOW, WILL BE INCORPORATED INTO THE CONTRACT AS THE MANDATORY GOALS FOR THE CONTRACT, SUPERCEDING THE ADVERTISED GOALS.**

**For Department of Economic Inclusion Use Only:**  
Based on a review of the bidder's submitted MBE and WBE Participation Commitment Forms, DEI has determined that the bidder proposed the following MBE and WBE subcontractor utilization:

MBE Commitment:     % WBE Commitment:     %

FOR MORE INFORMATION OR ASSISTANCE WITH THESE FORMS CONTACT:

Department of Economic Inclusion  
Two Centennial Plaza  
805 Central Avenue, Suite 610  
Cincinnati, OH 45202  
(513) 352-3144

A properly completed MWP-10 form will include, name of bidder, address of bidder, the city contacting agency, the advertised bid/proposal title, and the bid/proposal number. The bidder must choose what part of the bid this form package is being submitting for 1,2 or 3. The bidder must list the advertised goals per the solicitation.

# Form MWP-20

Form MWP-20  
Rev 1/11/2021

## Total MBE/WBE PARTICIPATION AFFIDAVIT

The Undersigned authorized representative of the Contractor does hereby make the following Affidavit: Contractor has read the Bidder Information and Instructions regarding the MBE/WBE Program. Contractor acknowledges the MBE Goal of 0 % and the WBE Goal of 0 % advertised for this contract. Contractor has committed to the following MBE and WBE participation: Include self-performance, if applicable

Total MBE Utilization Amount - \$ 40,000.00 and Total WBE Utilization Amount of \$ 25,000.00 of the total contract bid/proposal amount of \$ 300,000.00

My firm has made good faith efforts to meet or exceed the advertised goals for this contract. I understand the Department of Economic Inclusion (DEI), using that portion of the amounts I have identified as the dollar value of my firm's proposed MBE and WBE spend for which DEI has determined credit is permitted under Chapter 324 of the Cincinnati Municipal Code, will calculate the actual inclusion percentages achieved by my firm's bid/proposal.

### I understand that, if awarded the contract, ALL OF THE FOLLOWING WILL APPLY:

- I will be required to meet the inclusion percentages calculated by DEI from my bid/proposal not only on the original contract amount, but also on any amendments and/or change orders that, in the aggregate, increase the original contract amount by 10% or more.
- I will be required to submit to DEI copies of subcontract agreements with each of the MBE and WBE firms utilized to achieve the inclusion goals for the contract, and those subcontract agreements must be submitted prior to the issuance of a Notice to Proceed and before the subcontractor is permitted to perform work under the contract.
- My firm must submit to DEI canceled checks and any other documentation and reports required by DEI to verify payments made to the MBE and WBE firms utilized on the contract.
- If I find I am unable to utilize the MBEs or WBEs identified in my Subcontractor Utilization Plan (Form 2003), I must substitute other certified MBE or WBE firms to meet the participation goals and that I may not make a substitution until after I have submitted a complete Subcontractor Substitution Form (Form 2006) and I have obtained the written approval of DEI for the substitution.
- Authorized representatives of DEI may examine, from time to time, the books, records and files of my firm to the extent such material may be relevant to a determination of whether my firm is complying with the MBE and WBE participation requirements of this contract.

I do solemnly declare and affirm under penalty of perjury that the contents of the foregoing Affidavit are true and accurate to the best of my knowledge, information and belief.

Company Name: Smart Access Construction, L.L.C. Signature: Joseph Smart  
Co. Address: 1111 Smile St., Cinti, OH 45211 Printed Name and Title: Joseph Smart

Sworn and subscribed before me this 5th day of December, 2022.



LESLEY A. HAMMER  
Notary Public  
State of Ohio  
February 11, 2022

Lesley A. Hammer  
Notary Public



A properly completed MWP-20 Form will include the following information. The advertised goals, the total MBE & WBE proposed spend and the total contract bid/proposal amount. Please be advised the proposed subcontractor amount and total bid amounts must be in dollar figures. Percentages and TBD are not acceptable responses.

# DEI Form 2003



This form is to be used for ALL bids. In the case of no subcontractor, utilization, please write "N/A" in Section 2

DEI Form 2003  
Rev 1/11/2021

## SUBCONTRACTOR UTILIZATION PLAN (FORM 2003)

(Include all proposed subcontractors, including both certified and non-certified)

Failure to complete the MBE/WBE/SBE Utilization Plan in its entirety could result in your bid being deemed non-responsive

### SECTION 1: Bidder/Respondent Information

A. Bid/Proposal Name: Renovations to Centennial Two, Ste. 610 B. Bid/Proposal Reference ID: 231R905523  
C. Bidder/Proposer Name: Smart Access Construction, LLC D. Total Bid/Proposal Amount: \$300,000.00  
E. Primary Contact Name: Joseph Smart Phone: 513-212-3111 Email: joseph.smart@smartconstruction.com

### SECTION 2: Subcontractor Utilization Information - Attach additional forms if necessary.

Subcontractor Name	SBE, SLBE, ELBE, MBE, WBE or N/A	Federal Tax ID	Detailed description of work to be performed or supplies to be provided	Subcontract Amount	(DEI Use Only) Subcontract % of Total	(For DEI Use Only) DEI Approved?
Smith Construction	MBE	12-1111111	Drywall/Molding/Doors	40,000.00		
Property Trucking	WBE	14-2222222	Trucking/Hauling	25,000.00		

### SECTION 3: Clarification of Subcontract Amount Listed Above for Suppliers - YOU MUST SELECT ONE OPTION EVEN IF YOU ARE NOT UTILIZING SUPPLIERS

- The listed amount(s) is/are 100% of the total proposed spend with each identified supplier.  
 The listed amount(s) is/are only 25% of the total proposed spend with each supplier. Total spend with the supplier(s) will be 4 times greater than shown.  
 Not Applicable. No suppliers are listed in Section 2.

- You must ensure that the firm is certified with the City of Cincinnati to perform the services or provide the supplies that you are proposing in your utilization plan at the time of the bid opening. You can confirm the services and supplies of City Certified firms through the public directory: <https://cincinnati.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp>
- Only 25% of the payment to a certified MBE/WBE supplier that is not a manufacturer may be counted toward an MBE/WBE participation goal (C.M.C. 324-27). An MBE/WBE contractor that only supplies laborers for use and direction by the prime contractor is considered a supplier and only 25% of that payment can be counted towards the MBE/WBE participation goal.
- A business enterprise that is certified as both an MBE and WBE (M/WBE) may be counted toward either the MBE contract participation goal or the WBE contract participation goal, but not towards both. The participation of an MWBE also may not be allocated partially to the MBE contract participation goal and partially to the WBE contract participation goal (C.M.C. 324-27(a)). The bidder must select the goal to which the business enterprise is to be counted.



A properly completed DEI Form 2003 will include the following information. In section 1, Bid/proposal name, bid/proposal reference ID (which is the bid number), bidder name, total bid amount, the bidder's primary contact information (which includes phone and email). Section 2 includes the information of all proposed subcontractors for the bid. This information includes, subcontractor name, City certification status, federal tax ID number, detailed description of work, and subcontract amount. In section 3, the bidder must select one of the 3 options regarding supplier subcontractor amount.





## Scenario 2:

Intent to Self Perform



Scenario 2 is specific to a bidder's intent to self-perform to help achieve the advertised inclusion goals.



Required Forms For ALL Bids

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Form 2004-1 ALL



This scenario includes the three forms required for all bids, plus the FORM 2004-1 ALL.

# Checklist

Rev. 1/1/2021



City of Cincinnati  
Department of Economic Inclusion

## SUBCONTRACTOR INCLUSION BID SUBMISSION CHECKLIST For use on ITBs, RFPs AND RFQs with MBE and WBE Subcontracting Goals

Please be sure the following items are completed and included in your bid response for a bid with MBE and WBE subcontracting goals. Failure to submit all of the forms required below will result in a bid being deemed "Non-Responsive" by the Department.



here

Form no.	Form Name/Description	Required?	Completed
MWP-10	MBE/WBE Commitment Package Cover Sheet	YES	<input checked="" type="checkbox"/>
MWP-20	MBE/WBE Participation Affidavit	YES	<input checked="" type="checkbox"/>
2003	Subcontractor Utilization Plan (Complete a separate Form 2003 for each alternate bid. Use additional forms if all subs cannot fit on one form)	YES	<input checked="" type="checkbox"/>
2004-1	Statement of Intent to Self-Perform (Complete only if the bidder is a certified MBE or WBE with the City of Cincinnati AND is requesting to count work that it will self-perform towards the applicable subcontracting goal)	If Applicable	<input checked="" type="checkbox"/>
MWP-30	MBE/WBE Participation Waiver Request (only if a waiver is being requested) ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.	If Applicable	<input type="checkbox"/>

REVIEW THE MBE/WBE INSTRUCTIONS CONTAINED WITHIN THIS PACKET PRIOR TO COMPLETING AND SUBMITTING THE REQUIRED FORMS.

**FAILURE TO FULLY AND CORRECTLY COMPLETE AND SUBMIT ALL REQUIRED FORMS MAY RESULT IN REJECTION OF YOUR BID OR PROPOSAL.**



This is what the check list should look like when the bidder intends to self perform. This submitted bid package must include the MWP-10, MWP-20, DEI Form 2003, and the 2004-1.

The Checklist is a very important tool for keeping track of all required forms that must be submitted with every bid, the Forms MWP-10, MWP-20, and DEI Form 2003 must be submitted with every bid, and/or the Forms 2004-1 and MWP-30, if applicable.

# Form 2004-1 ALL

FORM 2004-1 ALL  
Rev. 1/11/2021

**City of Cincinnati**  
STATEMENT OF INTENT TO SELF-PERFORM  
Bid/Contract Reference No. 231R905923

For City-certified MBE/WBE, SBE, or SLBE/ELBE Primers to be counted towards a subcontracting goal, this form must be completed and submitted with the bid or proposal. INFORMATION RECORDED HEREIN WILL BE INCORPORATED IN THE AWARD/ISSUE CONTRACT.

PROJECT NAME <b>Renovations to Centennial Two , Ste. 610</b>		TOTAL BID AMOUNT <b>\$300,000.00</b>
Contracts with MBE/WBE Goals: Self-Performance to be counted toward the MBE <input checked="" type="checkbox"/> or WBE <input type="checkbox"/> goal. (Check One)		
Contracts with SBE Goals: Self-Performance to be counted toward the SBE <input type="checkbox"/> goal. (Check One)		
Contracts with SLBE/ELBE Goals: Self-Performance to be counted toward the ELBE <input type="checkbox"/> or SLBE <input type="checkbox"/> goal. (Check One)		
Requesting Contractor <b>Smart Access Construction, Inc.</b>	Federal Tax ID <b>32-1111111</b>	Address <b>1111 Smale Street, Cincinnati, Ohio 45211</b>
Authorized Representative <b>Joseph Smart</b>	Title <b>Owner</b>	Phone No. <b>513-432-1111</b>
Form Originator (Use for Payments) <b>Joseph Smart</b>	Title <b>Owner</b>	Phone No. Email <b>513-432-1111 joseph.smart@smartconstrug</b>

ITEM NUMBER	DETAILED DESCRIPTION OF WORK	SELF-PERFORMANCE AMOUNT \$	EDD USE ONLY % OF TOTAL
	Drywall/Molding/Doors	\$275,000.00	
	<b>Total Value of Work</b>		

SIGNATURES	
Bidder or Respondent: <b>Joseph Smart</b>	DATE: <b>12/1/2022</b>
Economic Inclusion Staff:	DATE:
Director of Economic Inclusion:	DATE:



A properly completed Form 2004-1 ALL is required if the bidder intends to self-perform to help achieve the advertised inclusion goals. A properly completed form includes the following information. Bid/contract reference number, project name, total bid amount, which goal the Bidder will self-perform, Bidder's name, and Federal tax ID number



## Scenario 3:

Pre-Award Participation Waiver / Reduction



Scenario 3 is specific to a Bidder's request for a pre-award waiver. This means that the Bidder has done all they can to achieve the advertised inclusion goals, but they have been unable to.



Required Forms For ALL Bids



+

MWP-30



This scenario includes the three forms required for all bids, plus the MWP-30.

# Checklist



City of Cincinnati  
Department of Economic Inclusion

## SUBCONTRACTOR INCLUSION BID SUBMISSION CHECKLIST For use on ITBs, RFPs AND RFQs with MBE and WBE Subcontracting Goals

Please be sure the following items are completed and included in your bid response for a bid with MBE and WBE subcontracting goals. Failure to submit all of the forms required below will result in a bid being deemed "Non-Responsive" by the Department.



here

Form no.	Form Name/Description	Required?	Completed
MWP-10	MBE/WBE Commitment Package Cover Sheet	YES	<input checked="" type="checkbox"/>
MWP-20	MBE/WBE Participation Affidavit	YES	<input checked="" type="checkbox"/>
2003	Subcontractor Utilization Plan (Complete a separate Form 2003 for each alternate bid. Use additional forms if all subs cannot fit on one form)	YES	<input checked="" type="checkbox"/>
2004-1	Statement of Intent to Self-Perform (Complete only if the bidder is a certified MBE or WBE with the City of Cincinnati AND is requesting to count work that it will self-perform towards the applicable subcontracting goal)	If Applicable	<input type="checkbox"/>
MWP-30	MBE/WBE Participation Waiver Request (only if a waiver is being requested) <b>ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.</b>	If Applicable	<input checked="" type="checkbox"/>

REVIEW THE MBE/WBE INSTRUCTIONS CONTAINED WITHIN THIS PACKET PRIOR TO COMPLETING AND SUBMITTING THE REQUIRED FORMS.

**FAILURE TO FULLY AND CORRECTLY COMPLETE AND SUBMIT ALL REQUIRED FORMS MAY RESULT IN REJECTION OF YOUR BID OR PROPOSAL.**



This is what the check list should look like when the bidder is requesting a pre-award waiver/reduction of MBE/WBE inclusion goals. This submitted bid package must include the MWP-10, MWP-20, DEI Form 2003, and the MWP-30.

# Form MWP-30

Form MWP-30

Rev 1/1/2021

## MBE/WBE PRE-AWARD PARTICIPATION WAIVER/REDUCTION REQUEST FORM

Name of Bidder (Proposer): Smart Access Construction, Inc.Bid/Proposal Title: Renovations to Generalist Two, Dts. 610 Bid/Proposal Ref Number: 231R905523Goals that have been set for this Bid/Proposal: MBE: 5 % and WBE: 4 %Goals that I have achieved for this Bid/Proposal: MBE: 13.33 % and WBE: 0 %

Documentation of Good Faith Efforts (CMC 324-21(B)(3) &amp; MBE/WBE Program Regulations):

The failure to attach requested documents may result in denial of the request for waiver/reduction.

1. Did you identify sufficient subcontracting work to solicit from MBE/WBE firms? Y (Y/N)
  - a. If "Yes," you must attach a sheet detailing the types of work for which you chose to seek subcontractors and the types of work you chose to self-perform.
2. Did you conduct broad-based advertising to reach MBEs & WBEs including attendance at pre-bid meetings and submitting written notices to all certified MBEs and WBEs who have the capabilities to do the work of the contract? N (Y/N)
  - a. If "Yes," you must attach a sheet detailing the meetings and notices sent to solicit MBE and WBE participation including the specific firms contacted, the dates and times of such meetings, and attach copies of the written notices or communications.
3. Did you follow-up on your initial meetings and solicitations to MBE/WBE firms and provide them with adequate notice of the opportunity prior to the bid opening? Y (Y/N)
  - a. If "Yes," you must attach a sheet detailing your follow-up efforts to solicit bids from MBE/WBE firms including the contact information of these firms, the dates of contact, and method of contact (phone, email, etc) and attach copies of any written communications.
4. Did you provide the plans and specifications for work in your meetings and solicitations to MBE/WBE firms? Y (Y/N)
  - a. If "Yes," you must attach the plans and specifications that you provided in your meetings & solicitation.
5. Did you make efforts to assist with bonding, insurance and credit lines where these items were a requirement of the subcontracting opportunity? N (Y/N)
  - a. If "Yes," you must attach information on the advice and assistance you offered.
6. Did you reject any bids from MBE/WBE firms that were submitted for this contract that you deemed to be unqualified to perform this work?
  - a. If "Yes," you must provide a detailed explanation of your thorough investigation of their capabilities.

Requests for waivers or reductions will be considered ONLY in the event no bidder or respondent who is determined to be the lowest & best or most advantageous meets the MBE or WBE contract participation goals. Additionally, waivers that do not answer each question (1-6) above and document each "Yes" response as required will not be considered.

Joseph Smart 12/1/2022

Signature of Authorized Company Representative Date

Request to Approve: \_\_\_\_\_ Denied: \_\_\_\_\_

Authorized Signature: Economic Inclusion Date: \_\_\_\_\_



A properly completed Form MWP-30 will include the bidder's name, bid title, bid proposal number, advertised MBE/WBE inclusion goals, the goals that are achieved by the bidder, and documentation of required good faith efforts. For all questions answered with "Yes", the bidder must include/submit supporting documentation.



# QUESTIONS



We have enjoyed presenting to you all today. We hope that we have presented this information in a way that is helpful. We thank you all for joining us.

## Department of Economic Inclusion

805 Central Ave.

Suite 610

Cincinnati, OH 45202

(513) 352-3144

<https://www.cincinnati-oh.gov/inclusion/>



Here is our contact information. If you would like to review this presentation later, it will be available on our web page.