Project Name
Project Solicitation Number

POLICY: The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability, or gender in the performance of contracts. Refer to the MBE/WBE Volume included with the project specifications for further information.

SOLICITATION GOALS

MBE	African American	Hispanic	Asian/Native American	WBE
%	%	%	%	%

COUNTING PARTICIPATION (2-9A-20)

Listing City certified firms on the Compliance Plan indicates that firms agree to both the price and scope of work. The Compliance Plan shall list all firms that will participate on the contract.

- Only City of Austin certified MBE/WBE firms will be counted toward the goals.
- Certified MBE/WBE firms may count their own participation, less any amount subcontracted.
- A certification code of M/WBE or W/MBE may be counted towards the MBE or WBE goal, but not both.
- A firm with a WBE certification code can only be counted towards the WBE goal.
- A firm with an MBE certification code can be counted towards the MBE goal or towards the appropriate ethnic subgoal.
- Use only the base bid amount or the proposal amount to calculate your MBE/WBE participation.

ALL BIDDERS MUST MEET THE GOALS OR PROVIDE GOOD FAITH EFFORTS DOCUMENTATION

GOOD FAITH EFFORTS (2-9A-21)

When bidder/respondent cannot meet the established goals, the responding firm shall provide documentation of the firm's good faith efforts to meet the goals. The ability or desire of a contractor to perform the work of the contract with its own organization does not relieve the contractor of the responsibility to demonstrate good faith efforts. The fact that additional costs maybe involved in finding and using MBEs and WBEs is not reason for the bidder to not meet the MBE/WBE goals.

At a minimum, the following should be submitted to support Good Faith Effort documentation:

- Solicitation sent to MBE/WBE firms **in the** Significant Local Business Presence (SLBP – 5 Counties include Travis, Hays, Williamson, Bastrop, and Caldwell) identified on the availability list for subcontracting opportunities not less than **7 business days** prior to bid date. Notices must be sent using two separate reasonable, available, and verifiable methods (e.g. email, fax, mail, or phone).
  - **Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.**
  - **Such as evidence of two separate methods used to notify MBE/WBEs include fax logs, email confirmations, copies of stamped envelopes/hand-delivered and/or phone logs (Phone contacts, alone, will not be sufficient.)**
- Written correspondence to certified vendors should include names, addresses, and other identifying information including your company's phone number, contact person, where to locate plans and specifications; and due date for responding.
- Take appropriate steps to follow up the initial solicitation with interested MBEs or WBEs.
  - **Submit copies of written responses from all respondents to your solicitation.**
  - **If interested MBEs or WBEs responded, document follow up on log of contacts and include date and contact information**
- Publish notice in a local publication such as newspaper, trade association publication, or via electronic/social media.

- Bidder/proposer must state a specific and verifiable reason for not contacting each certified firm with a SLBP.
  - **If MBEs and WBEs were not sent solicitation notices, document reason on log of contacts.**
- Negotiate in good faith with interested MBEs and WBEs.
  - **If negotiated in good faith with interested MBEs and WBEs, document results on log of contacts.**
- Contact SMBR for assistance (i.e. additional scopes identified or assistance with MBE/WBE Program requirements).
- Not rejecting MBEs or WBEs as being unqualified without sound reasons.
- Seeking the services of available minority and women community organizations
  - **Documentation of contacts with trade associations and Chambers of Commerce.**
- Selecting portions of the work that will increase the likelihood that the MBE/WBE goals will be met.

The following additional Good Faith Efforts factors may also be considered:

- Efforts to assist MBE/WBEs in bonding, insurance, and financing where appropriate.
  - **If assistance was provided, document in log of contacts.**
- Efforts to assist MBE/WBEs in obtaining necessary equipment, supplies, and materials.
  - **If assistance was provided, document in log of contacts.**

In assessing minimum good faith efforts, SMBR may consider the performance of other Bidder/Proposers successfully meeting the goals.

FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT ORDINANCE WILL RESULT IN REJECTION OF YOUR COMPLIANCE PLAN

MBE/WBE AVAILABILITY LIST:

Included in the solicitation is a list of certified MBE/WBEs firms for the scopes of work that have been identified for this project. This list is not to be considered as the sole source of available MBE/WBEs. If additional scopes of work are identified, please contact SMBR.

MBE/WBE COMPLIANCE PLAN: ALL SECTIONS, I - VI MUST BE COMPLETED & SUBMITTED

- Section I Project information (pre-entered)
- Section II Firm's identifying information, with signature of firm's authorized representative.
- Section III Compliance Plan Summary
- Section IV Disclosure of all certified firms, enter all requested information.
- Section V Disclosure of all non-certified firms, enter all requested information.
- Section VI Disclosure of all second-level subcontractors.
- Section VII Disclosure of Primary and Alternate Trucking subcontractors.
- Section VIII Compliance Plan Check List.

Bids or responses will not be accepted for consideration, if the MBE/WBE Compliance Plan is not submitted prior to the deadline specified in the solicitation document.

2-9A-25 SANCTIONS FOR NOT COMPLYING WITH THE MBE/WBE PROCUREMENT ORDINANCE

The following violations are unlawful and may be prosecuted at Municipal Court

- Providing false or misleading information.
- Substituting MBE/WBE subcontractors without written approval.
- Repeated failure to comply with Good Faith Efforts.

City of Austin
SMBR
Small & Minority Business Resources
Opening the door to opportunities.

SMALL & MINORITY BUSINESS RESOURCES CONTACT INFORMATION

SMBR Representative	CERTIFICATION	MAIN OFFICE
Contact Name:		512-974-7600
Phone Number:	512-974-7645	512-974-7601
Email Address:	**Smbrcertification@austintexas.gov**	www.austintexas.gov/smbr

SMBR's Plan Room

The City of Austin's Small & Minority Business Resources (SMBR) Department has a Plan room for viewing City of Austin project plans and specifications as well as other local, private, and public sector jobs. In addition, SMBR and McGraw-Hill Dodge have partnered to provide contractors up-to-date construction project information, plans and specification through the Internet. Projects include public and private sector opportunities in 100 South and Central Texas counties.

Where is the Plan Room?
It's located at the offices of SMBR
4201 Ed Bluestein Blvd.
Austin, TX 78721

How much will it cost?

There are no fees to access the information. There are minimal fees for copying and printing of plan and specification sheets.

What are my next steps?

Attend a free one-hour orientation session to learn how to operate the on-line service. Call (512) 974-7799 to make an appointment or for more information.

For more information or to view a list of projects currently available in the Plan Room visit website at www.austintexas.gov/smbr under the Plan Room projects.

BONDING

Bonding is a type of protection that a governmental agency or prime contractor may require that your company have in order to work on a contract. A bonding application will take several days. Get started today. Be proactive by making an appointment to talk to SMBR's Bonding Financial Consultant, Luke Ortega Luper as soon as possible. He can be reached at (512-974-7733 or email him at Luke.Luper@austintexas.gov. You will also find past copies of his newsletters on our website at http://austintexas.gov/department/bonding.

Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

AUSTIN MINORITY NEWSPAPERS

Capital City Argus News
PO Box 140471
Austin, TX 78714-0471
512-926-0348 Fax: 512-926-0348

Charles M. Miles
email : CMilesArgus@yahoo.com

El Mundo Newspaper
2112 E. Cesar Chavez
Austin, TX 78702
512-476-8636

info@elmundonewspaper.com

La Prensa
PO Box 6504
Austin, TX 78762-6504
512-478-3090 Fax: 512-482-6400

Catherine Vasquez-Revilla
email : laprensa@aol.com

Nokoa The Observer
PO Box 1137
Austin, TX 78767
512-499-8713 Fax: same as phone

Akwasi Evans
email : akwasievans2013@gmail.com

The Villager
4132 E. 12th Street
Austin, TX 78721
512-476-0082 Fax : 512-476-0179

Tommy L. Wyatt
email: vil3202@aol.com

LOCAL MINORITY SERVICE ORGANIZATIONS

Asian Contractor Association
4201 Ed Bluestein Blvd, 2nd floor
Austin, TX 78721
512-926-5400 Fax: 512-926-5410

Aletta Banks
www.acta-austin.com
email: asiancontractor@gmail.com

Austin Area Black Contractors Association
6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6895 Fax: 512-467-9808

James Harper
www.abcatx.com
email: brc-pro@swbell.net

Business Investment Growth (BIG Austin)
Capital Plaza Chase Office Bank Bldg.
5407 N. IH-35, Ste 200
Austin, TX 78723
512-928-8010 Fax: 512-926-2997

Stacy Dukes-Rhone
www.bigaustin.org
email: info@bigaustin.org

Business Resource Consultants (BRC)/(Bid Briefs)
6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6894 Fax: 512-467-9808

Carol S. Hadnot
email: brc-pro@swbell.net

Greater Austin Black Chamber of Commerce
African-American Heritage Center
912 E. 11th Street, Suite A
Austin, TX 78702
512-459-1181 Fax: 512-459-1183

Natalie Madeira Cofield
www.austinbcc.org
email: admin@austinbcc.org

Greater Austin Asian Chamber of Commerce
8001 Centre Park Drive, Suite 160
Austin, TX 78731
512-407-8240 Fax: none

Marina Ong Bhargava
www.austinasianchamber.org
email: exec.admin@austinasianchamber.org

Greater Austin Hispanic Chamber of Commerce
2800 S. IH-35, Suite 260
Austin, TX 78704
512-476-7502 Fax: 512-476-6417

Selina Aguirre
www.gahcc.org
email: saguirre@gahcc.org

U.S. Hispanic Contractors Association de Austin (USHCA)
920 E. Dean Keeton Street
Austin, TX 78705
512-922-0507

Juan Oyervides
www.ushca-austin.com
email: info@ushca-austin.com