MBE/CBMBE UTILIZATION AFFIDAVIT **Attachment 1**

The undersigned as contractor does hereby make the following Affidavit. I acknowledge the Minority Business Enterprise (MBE) participation goal of at least ____ percent with a subgoal of _____ percent County-Based Minority Business Enterprise (CBMBE) be attempted on all contracts of the total dollar value for materials (other, than materials of instruction), supplies, equipment, services and construction, as entered into during any fiscal year, be purchased directly or indirectly from MBE/CBMBEs unless otherwise stated in the bid documents for the contract with the Prince George's County Board of Education and commit to make a good faith effort to achieve this requirement.

In the solicitation of subcontract quotations or offers, all MBE/CBMBE subcontractors were provided not less than the same information and amount of time to respond to the solicitations as non-MBE/CBMBE subcontractors.

The solicitation process was conducted in such a manner to otherwise not place MBE/CBMBE subcontractors at a competitive disadvantage to non-MBE/CBMBE subcontractors.

I understand and agree, that if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Minority Business Enterprise (MBE) Office has reviewed and approved the MBE/CBMBE submittals. I understand that the failure to submit the affidavit to PGCPS' Purchasing Department shall result in a determination that this bid is non-responsive.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Board of Education and the MBE Office to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

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

_____ _____

Company Name Signature Date

_____ _____

Address Print Name

Sworn and subscribed before me this day _____ of _____ 20____.

_____

Notary Public

MBE/CBMBE SUBCONTRACTOR UNAVAILABILITY CERTIFICATE **Attachment 2**

1. It is hereby certified that the firm of

_____

(Name of MBE/CBMBE Firm) (Telephone)

_____

(Number) (Street) (City) (State) (Zip)

Was offered an opportunity to bid on the _____ school Project

in _____
(City)

by _____
(Name of Prime Contractor's Firm)

_____
(Address)

2. _____ is either unavailable for the
(Name of MBE/CBMBE Firm)

work/service or unable to prepare a bid for this project for the following reason(s): (check one of the following):

_____ unavailable for the work/service for this project,
_____ is unable to prepare a bid,
_____ did not respond to a request for a price proposal
_____ Other (please state)

_____

(Prime Contractor)

_____

(Signature) (Date)

_____

(Title)

REQUEST FOR WAIVER **Attachment 3**

Contractor _____ Name of Project _____

I do hereby request that an exception be granted to the requirement that _____ percent (___%) of the total value of this contract be placed with MBE/CBMBEs.

In connection with the above-captioned project and this request, I hereby certify that I am the _____ and duly authorized representative of:
(Title)

_____
(Company Name & Address)

I further certify that I have submitted a Schedule for Participation of Minority Business Enterprises (MBEs), which reflects the percentage and dollar value of MBE/CBMBE participation, which my company expects to achieve for this contract. The overall MBE percentage is _____% and the dollar value is $ _____. The subgoal CBMBE percentage is _____% and the dollar value is $ _____. Therefore, the Request for Exception of the overall MBE is for _____ percentage and _____ dollar value and the Request for Exception of the CBMBE subgoal is for _____% and the dollar value is $ _____.

To support this Request for Exception, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A statement of the efforts made by my company to contact and negotiate with MBE/CBMBEs, including the names, addresses and telephone numbers of MBE/CBMBEs contacted;
2. A description of the information provided by MBE/CBMBEs regarding the plans and specifications for portions of the work to be performed;
3. A statement of the efforts made by my company to select portions of the work proposed to be performed by MBE/CBMBEs in order to increase the likelihood of achieving the stated goal;
4. For each MBE/CBMBEs, which placed a bid, which my company considers to be unacceptable, we are submitting a statement, which explains the basis for our conclusion that the minority business bid is unacceptable;
5. A list of minority subcontractors found to be unavailable with attached MBE/CBMBE Subcontractor Unavailability Certificate(s).

_____ _____
(Date) (Signature)

_____
(Print Name)

Sworn to and subscribed before me this _____day of _____, 20 _

_____
(Notary Public)

STATEMENT OF INTENT **Attachment 4**

PROJECT NAME:_____

PROJECT LOCATION:
_____

A: Name of Prime Contractor: _____

B: Name of MBE/CBMBE: _____

C: Certified by: MDOT, WMATA, and/or Prince George's County Government

(Please circle)

Cert. # _____

1. Work/Services to be performed by MBE/CBMBE:
_____
_____

2. Subcontract Amount: $ _____

3. Bonds -Amount and type required of MBE, if any:
_____
_____

4. Commencement Date:_____Completion Date: _____

5. This MBE/CBMBE subcontract represents the following percentage of the total project cost:__%

6. The undersigned subcontractor will enter into a contract with _____ for the work/service indicated above the prime contractor's execution of a contract for the above-referenced project with the Board of Education. The undersigned subcontractor is a certified MBE/CBMBE, or has applied for certification. The terms and conditions stated above are consistent with our agreements.

_____ _____
Print Name of Subcontractor Signature of Subcontractor

7. The terms and conditions stated above are consistent with our agreements.

_____ _____
Print Name of Prime Contractor Signature of Prime Contractor

SCHEDULE FOR PARTICIPATION OF MBE/CBMBE **Attachment 5**

1. PRIME CONTRACTOR- NAME OF FIRM & ADDRESS: (Number, Street, City, State, Zip)

   _____

   _____

   Telephone:_____Fax: _____

2. PROJECT LOCATION: (Number, Street, City, State, Zip)

   _____

3. PROJECT NUMBER: _____

4. TOTAL CONTRACT DOLLAR AMOUNT: $ _____

   PROJECT NAME: _____

5. LIST THE DATA REQUESTED FOR EACH MBE/CBMBE FIRM INVOLVED IN THIS PROJECT:

   _____

   a MBE/CBMBE FIRM & ADDRESS: (Number, Street, City, State, Zip)

   _____

   _____

   Work or Service to be performed:

   _____

   Project Commencement Date: _____
   Project CompletionDate: _____
   Agreed Dollar Amount: $ _____
   Percentage of Total Contract:_____%
   Certified by: MDOT, WMATA, and/or Prince George's County Government
   Certificate No. _____

   b MBE/CBMBE FIRM & ADDRESS: (Number, Street, City, State, Zip)

   _____

   _____

   Work or Service to be performed:

   _____

   Project Commencement Date:_____
   Project Completion Date: _____
   Agreed Dollar Amount: $ _____
   Percentage of Total Contract:_____%
   Certified by: MDOT, WMATA, and/or Prince George's County Government
   Certificate No._____

6. MBE/CBMBE FIRMS TOTAL DOLLAR AMOUNT: $._____
   MBE/CBMBE FIRMS TOTAL PERCENTAGE:_____%

_____

OUTREACH EFFORTS COMPLIANCE STATEMENT **Attachment 6**

In conjunction with the bid or offer submitted in response to Prince George's County Public Schools for the _____project, I state the following:

(Name)

1) Bidder/Offeror identified opportunities to subcontract in these specific work categories:

_____

2) Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBE/CBMBEs for these subcontract opportunities.

_____

3) Bidder/Offeror made the following attempts to contact personally the solicited MBE/CBMBEs:

_____

4) ____ Bidder/Offeror assisted MBE/CBMBEs to fulfill or to seek waiver of bonding Requirements (Describe Efforts);_____

____This project does not involve bonding requirements.

5)_____Bidder/Offeror did/did not attend the pre-bid conference;

____No pre-bid conference was held.

_____ _____

Bidder/Offeror Company Name Print Name

_____ _____

Address Signature Date

_____ _____

_____ Title

_____

Attachment 7

CERTIFIED MBE/CBB PARTICIPATION STANDARD
MONTHLY SUBCONTRACTORS' PARTICIPATION REPORT

LEA: _____ **DATE:** _____

FACILITY NAME: _____

SCOPE OF WORK: _____ **REQ NO:** _____

Name of MBE/CBMBE Sub-Contractor	MDOT/PGC/ WMATA Certification Number and Classification	TOTAL MBE/CBMBE Contract Amount	Amount to be Paid THIS Requisition	TOTAL Paid to Date	MBE/CBMBE has Received FINAL Payment?	If amount paid is LESS than TOTAL MBE/CBMBE Contract Amount, EXPLAIN VARIANCE
	TOTAL:	$ -	$ -	$ -		

MDOT Certification Number and Classification can be located at: https://marylandmdbe.gob2g.com/?TN=marylandmdbe
PGC(SDDD) Certification Number and Classification can be located at: https://mypgc.diversitycompliance.com/?TN=mypgc
WMATA Certification Number and Classification can be located at:
https://supplier.wmata.com/psp/supplier_2/SUPPLIER/ERP/c/WT_CL_SEP_MENU.WT_CL_VDR_DIR_CMP.GBL?

MBE Classification:

African American = AA
Hispanic American = H
Native American = N
Asian American = A
Women = W

African American/Women = AAW
Hispanic American/Women = HW
Native American/Women = NW
Asian American/Women = AW

I certify that the figures and information presented above represent accurate and true statements that timely payments have been and will be made to suppliers and subcontractors on this project as requisitioned payments are received, and in accordance with our contracts.

_____
Name of Contractor Firm

_____
Authorized Contractor Signature/Date

_____
Contractor Federal Tax ID #

_____
Contractor MBE/CBMBE Classification (if applicable)

Wes Owens
Name of LEA MBE Liaison (Printed)

_____
Signature of LEA MBE Liaison/Date

CERTIFIED MBE/CBB PARTICIPATION STANDARD MONTHLY SUBCONTRACTORS' PARTICIPATION REPORT

Attachment 7

Instructions for Completion of Subcontractors Participation Report

THIS FORM TO BE COMPLETED BY PRIME CONTRACTOR ONLY

1. **LEA** – Enter full name of LEA.
2. **Facility Name** – Enter full name of school/facility.
3. **Scope of Work** – Enter type of work being performed (i.e. New, Renovation, Roof, HVAC, Flooring, etc.).
4. **Date** – Date of Requisition.
5. **REQ NO** – Enter the number of the corresponding Requisition for Payment.
6. **Name of MBE/CBMBE Sub-Contractor** – Enter full name of MBE/CBMBE Sub-Contractor.
7. **MDOT/PGC/WMATA Certification Number & Classification** – Enter the Certification number and corresponding Classification for each MBE/CBMBE Sub-Contractor. Classifications and the certification websites are listed on the previous form.
8. **TOTAL MBE/CBMBE Contract Amount** – Enter ORIGINAL Total MBE/CBMBE Contract Amount as stated on MBE/CBMBE Attachments 4 and 5. This amount should NOT be altered with change order amounts, changes to scope of work, etc. which may affect contract amount.
9. **Amount to be Paid This Requisition** – Enter the amount to be paid to the MBE/CBMBE Sub-Contractor for work applicable to this requisition.
10. **TOTAL Paid to Date** – Enter the TOTAL amount paid to date to the MBE/CBMBE Sub-Contractor – this amount should NOT include the amount being paid on this requisition, only the total of prior payments.
11. **MBE/CBMBE has Received FINAL Payment** – Enter "YES" if the MBE/CBMBE Sub-Contractor has been paid in full. Enter "NO" if the MBE/CBMBE Sub-Contractor has NOT been paid in full.
12. **If amount paid is LESS than TOTAL MBE/CBMBE Contract Amount, EXPLAIN VARIANCE** – Enter a brief reason for the MBE/CBMBE Sub-Contractor NOT being paid equal to or greater than the ORIGINAL Total MBE/CBMBE Contract Amount as stated on this form and MBE/CBMBE Attachments 4 & 5. Additional documentation may be required to be submitted for variance explanations.
13. **Name of Contractor Firm** – Enter full name of Prime Contractor.
14. **Authorized Contractor Signature/Date** – The authorized individual employed by the Prime Contractor who filled this form out should date and sign here.
15. **Contractor Federal Tax ID #** – Enter the Federal Tax ID Number of the Prime Contractor.
16. **Contractor MBE/CBMBE Classification -** Enter the MBE/CBMBE Classification Number if the Prime Contractor is a certified MBE/CBMBE Company.
17. **Name of LEA MBE Liaison** – PRINT the name of the LEA MBE Liaison (or other LEA authorized employee) responsible for VERIFYING ALL INFORMATION filled out by the Prime Contractor on this form.
18. **Signature of LEA MBE Liaison/Date** – Signature of the person VERIFYING ALL INFORMATION filled out by the Prime Contractor on this form.