

MBE/WBE/VBE/DOBE BUSINESS UTILIZATION PROGRAM SUMMARY

The Consolidated City of Indianapolis and Marion County ("City") is committed to maximizing subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBEs. The MBE / WBE / VBE / DOBE Business Utilization Program applies to City funded contracts of \$50,000.00 or more.

There are two components of the MBE/WBE/VBE/DOBE Business Utilization Program:

- **MBE/WBE/VBE/DOBE Participation Goals:**
 - This component requires bidders to make subcontracting opportunities available to minority, women, veteran, and disabled-owned businesses certified in the City's MBE/WBE/VBE/DOBE program at the minimum percentage stated in the bid invitation. To count towards the MBE/WBE/VBE/DOBE participation goal, the MBE/WBE/VBE/DOBE must be certified in the category code(s) that will be used on the project. A list of City-certified MBE/WBE/VBE/DOBEs is available on the City's website at <https://www.indy.gov/activity/find-omwbd-contractor> or from the Office of Minority & Women Business Development.
- **Outreach/Good Faith Efforts:**
 - The MBE/WBE/VBE/DOBE Participation Goals component. This component requires bidders to provide evidence of outreach efforts and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs.

To be eligible for an award of this project, the City will first determine whether a bidder meets the stated minimum percentage of MBE/WBE/VBE/DOBE participation. The percentage is clearly stated in the bid invitation. In the event that a bidder does not meet the stated minimum percentage, a request for program waiver must be submitted with the bid, using the *Application For MBE/WBE/VBE/DOBE Program Waiver Form* and the City will score the bidder's outreach/good faith effort.

Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items are included in the bid invitation and must be completed, signed and submitted in each bid; failure to complete these forms with all the pertinent- requested information may cause a bid to be determined as non- responsive for MBE/WBE/VBE/DOBE review purposes:

1. *MBE/WBE/VBE/DOBE Participation Goals For Construction, Goods/Supplies, And Services Form.*
2. *Application For MBE/WBE/VBE/DOBE Program Waiver Form*, if a bidder does not meet the stated minimum percentage

The following forms are included in the bid invitation for information purposes only and do not have to be completed or returned with the bid.

1. *Letter Of Intent To Perform As A Subcontractor/Supplier Form:* (must be completed and submitted to the Agency with a copy to the Office of Minority & Business Development after bid opening and within three (3) business days of bidder's notification of award).
2. *Subcontractor and Suppliers List:* (must be completed and submitted within three (3) business days of bidder's notification of award).
3. *MBE/WBE/VBE/DOBE Subcontractor Substitution Request Form:* (must be submitted for advance approval for any proposed change in MBE/WBE/VBE/DOBE subcontractors).
4. *Subcontractor/Subconsultant Payment Report:* (must be submitted at least monthly with each Contractor invoice for payment).

If you have any questions or need assistance in meeting these requirements, please feel free to contact the Office of Minority & Women Business Development at (317) 327-5262.