



**Sacramento
Housing &
Redevelopment
Agency**

Procurement Services
Compliance Services Unit
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**SECTION 00840
MINORITY AND WOMEN'S BUSINESS ENTERPRISE
GUIDELINES FOR FEDERALLY FUNDED PROJECTS WITH
SUBCONTRACTING OPPORTUNITIES**

Revised February 7, 2007

The Sacramento Housing and Redevelopment Agency (“SHRA” or “Agency”) is a joint powers authority governed by the Sacramento City Council and Sacramento County Board of Supervisors. SHRA was established in 1973 to be the public developer for the City and County of Sacramento, using market forces to rebuild blighted neighborhoods, provide access to decent housing for low income residents, and to create opportunities for employment and self sufficiency. Additionally, SHRA is the local housing authority and maintains a substantial housing unit inventory and is involved in many public works projects throughout the county. All this activity creates many contracting opportunities for area businesses.

SHRA is committed to offering contracting opportunities to area firms. And as a major recipient of federal funds, the Agency further makes these opportunities available to businesses owned by low-income residents and minority or women owned businesses.

This guide is designed to help bidders/offerors and others conduct outreach to minority/women’s business enterprises (M/WBE) as required by federal regulations. The Agency’s commitment to this process also means that we are always available to help bidders/offerors and community members realize contracting opportunities. We may be contacted at the numbers above to answer questions and provide assistance.

I. M/WBE PROGRAM REQUIREMENTS

This project is subject to the Minority Business Enterprise (“MBE”) and Women’s Business Enterprise (“WBE”) requirements under the U.S Department of Housing and Urban Development. Depending on the type of project and funding source, the specific federal requirements are found at 24 CFR 85.36(e) or at 24 CFR 84.44(b).

Bidders/offerors are to solicit quotes from M/WBE sub-trades for any subcontracting opportunity. This can be achieved by advertising in a daily or weekly newspaper / trade magazine of general circulation; or, by notifying the M/WBE sub-trades directly. The Agency's M/WBE program is designed to help bidders/offerors meet M/WBE requirements and is modified periodically to increase usefulness in response to local and national objectives.

II. CERTIFICATION

A MBE or WBE designated in the bid/offer must, upon request, certify that the firm is owned and controlled by a woman or women or a member of a minority group or groups. The Agency can provide a declaration statement that meets our certification requirements. A firm may also complete a Vendor Application to certify. Any firm interested in participating in the SHRA Outreach List may do so by completing a Vendor Application available from Procurement Services.

III. DEMONSTRATING GOOD FAITH EFFORTS

These Guidelines include forms to be used by each bidder/offeror to demonstrate program compliance. Bidders/offerors must demonstrate their efforts to comply with M/WBE requirements by submitting all supporting documentation with the bid/offer, or the bid/offer will be considered non-responsive.

A completed Section 00840.1 M/WBE Outreach Contact Log and Section 00840.2 Questionnaire must be submitted with the bid/offer. The bidder/offeror has the responsibility of demonstrating that its efforts meet the M/WBE program requirements as stated above.

A. **SHRA Outreach List.** The Agency will provide a project specific list of vendors, contractors and suppliers that include M/WBE firms. Printed mailing labels are also available. Bidders/offerors may utilize additional outreach sources to assist with their efforts to satisfy M/WBE requirements.

B. Complete Section 00840-1, **M/WBE Outreach Contact Log**, to record results of your efforts to contact M/WBE sub-contractors and to identify any M/WBE sub-contractors and materials suppliers being utilized on your project. Submit the M/WBE Outreach Contact Log with the bid/offer. *If no subcontracting opportunities exist, indicate "No subcontracting. All work to be completed by bidder/offeror."

C. **Outreach Questionnaire.** Provide the completed M/WBE Outreach Questionnaire (Section 00840-2) with the bid/offer.

IV. HELPFUL RESOURCES

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320 Commerce Circle

Sacramento, CA 95815
Telephone: 916/566-1200 Fax: 916/927-6963
www.shra.org

City of Sacramento Administrative Services Dept.
Office of Small Business Development (OSBD)
921 10th Street, Room 402
Sacramento, CA 95814-2714
Telephone: 916/264-6747 Fax: 916/264-6765
www.cityofsacramento.org/esbd

V. M/WBE REQUIREMENTS OF SUCCESSFUL BIDDER/OFFEROR

- A. **M/WBE Records.** The selected contractor shall maintain records of all subcontracts and materials purchases with M/WBE subcontractors and suppliers. Such records shall show the name and business address of every M/WBE subcontractor or vendor/supplier and the total dollar amount actually paid to each M/WBE firm.

Upon completion of the contract, a summary of these records shall be prepared, certified correct by the contractor or authorized representative and, upon request, furnished to the Agency.

- B. **Reporting Requirements and Sanctions.** Failure to provide specific information, records, reports, certifications, or any other documents required for compliance with these specifications shall be considered noncompliance with the contract.
- C. **Subcontracting.** No substitution of subcontractor, whether M/WBE or otherwise, shall be made at any time without the written consent of the Agency. If a subcontractor is unable to perform successfully and is to be replaced, the contractor will be required to make good faith efforts to replace the original subcontractor.

ATTACHMENTS 00840-1, and 00840-2

- ◆ Attachment Section 00840-1 Outreach Contact Log (Submit with the bid/offer)
- ◆ Attachment 0840-2 Questionnaire (Submit with the bid/offer)

<u>M/WBE Subcontractors and Materials/Suppliers Contacted:</u> (Include Name of Business, Address, Phone, Name of Contact Person) *Include Services or Materials/Supplies Description (if accepted)	Date Notified	M/WBE OUTREACH CONTACT LOG <u>INDICATE ALL M/WBE Subcontractors and Materials/Suppliers that were contacted during the course of your M/WBE Outreach. Of those contacted indicate whether they were either rejected or accepted.</u>						If Rejected Give Reason. i.e. Non-response, etc.	Efforts to Remedy Deficiency in Sub-Bid (Assistance in referring for bonding or insurance for increasing work force, etc.)
		Bid							
		How Notified* (Direct mail, phone, etc)	Yes	No	Amount	M/WBE Accepted	M/WBE Rejected		

* Attach copies of all solicitations made via direct mail and/or advertisement and responses received. (Submit with bid/offeror)

BIDDER'S/OFFEROR'S SIGNATURE: _____

QUESTIONNAIRE

SECTION 00840-2

(Submit with the bid/offer.)

1. Probable Subcontracting Trades involved in this Contract:

2. List trades to be performed by Prime:

3. State how the work was divided into economically feasible units to facilitate using MBE's and WBE's:

A. Was the work divided into all the individual subtrades? / If not, then why?

B. Was the work divided into separate material and services? / If so, then list them:

4. What information about the work items was provided to M/WBEs? e.g. copies of plans, specifications, subcontracting requirements, etc. *(Provide copies of correspondence or description of information sent to MBEs/WBEs.)*

QUESTIONNAIRE

SECTION 00840-2

- 5. What assistance was requested and received from M/WBE referral agencies? e.g. community organizations, M/WBE contractor groups, public agencies, etc. *(Provide the names and dates of all referral agencies contacted.)*

- 6. What assistance was offered or provided to M/WBEs? e.g. meeting insurance and bonding requirements, obtaining lines of credit, becoming recognized as an M/WBE, opportunity to review plans and specifications, etc.

- 7. State anything else that you would like to add in support of your demonstration to meet the minimum requirements of your good faith effort. List any problems encountered in soliciting subcontracting opportunities.

AFFIDAVIT

The undersigned hereby declares under penalty of perjury under the Laws of the State of California that the foregoing statements on this questionnaire are true and correct.

I acknowledge that any misrepresentation of a material fact in said statements may be grounds for initiating action under Federal or State laws and for rejecting the bid/offer.

Bidder's/Offeror's
Signature:

Date:

County where signed:
