



# City of Houston

## Affirmative Action and Contract Compliance

### Minority, Women, Disadvantaged, and Small Business Enterprise Program (MWDBE/SBE)

Attend a **FREE** MWDBE/SBE Pre-certification Workshop. These workshops are offered every Thursday at 2:00 p.m. at 611 Walker, 7<sup>th</sup> floor. Please call 713-837-9000 (713-837-9040 TDD) for more information or visit the City's website at [www.houstontx.gov](http://www.houstontx.gov).

#### From Our Director

*The City of Houston is celebrating 22 years of providing small Minority, Women, and Disadvantaged Business owners with real opportunities. Small Business Enterprise (SBEs) are included in the Program. In a competitive environment, this program allows MWDBE/SBEs to compete on equal footing for contracts on City-funded projects and purchases.*

*Visit our website at [www.houstontx.gov/aacc/index.html](http://www.houstontx.gov/aacc/index.html) and download the following helpful publications:*

- *The Source Newsletter*
- *City Contracting Guide*
- *Sources of Assistance*
- *Business Resource Guide*
- *Construction Industry Resource Guide*

*They contain valuable resource and contact information.*

*We encourage you to look at our program. I am convinced that working with you, we can make a difference in your business. Attend one of our weekly pre-certification workshops for more information. Our continued success depends upon growing firms like yours.*

*Let us hear from you!*

  
Velma Laws, Director

#### Advantages

- Listing in the City's MWDBE/SBE Directory, which is updated monthly and is accessible on the City's website, at [www.houstontx.gov](http://www.houstontx.gov) (click Departments, Affirmative Action, MWBE/SBE Directory).
- Non-reciprocal Common Certification Agreement with the Houston Minority Business Council, the Houston Women's Business Enterprise Alliance, the Texas Unified Certification Program, and the State of Texas Historically Underutilized Businesses Program.
- Access to workshops, seminars, and quarterly newsletter, "The Source".
- Bidding opportunities on contracts
- Certifications are valid for 1 year and certification is **FREE**.
- Our certification is also accepted by:
  - Brown & Root
  - Houston Independent School District
  - Houston Housing Authority
  - Port of Houston
  - Texas Southern University Economic Development Center
  - Houston Community College System
  - Texas Building and Procurement Commission (TBPC)
  - Environmental Protection Agency (EPA)

#### Requirements

- The minority or female owner must possess at least 51% ownership, management, and control of the business.♦
- The minority or female owner must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name.♦
- The firm must be independent and currently operating.
- Firms must maintain a significant local business presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, or Waller counties.
- The firm must meet the Small Business Administration Size Standard(s) for its industry classification(s)
- For DBE certification, applicant must have a Personal Net Worth of less than \$750,000 – excluding value of home and ownership interest in the business. There is no local presence requirement.♦
- Persons with Disabilities Business Enterprise (PDBE) certification requires applicants to submit a Disability Affidavit and an accompanying letter from a State of Texas certified medical doctor. The person with a disability will be required to meet the same criteria for certification as MWBE/SBE applicants.♦

#### The Certification Process

Program participation requires certification. The process takes approximately 90 days when we receive a complete application packet, and includes the following steps:

- Pre-certification Workshop
- Preliminary Screening of Application
- Desk Audit
- Financial Audit ♦
- Field Audit ♦
- Committee Review
  - a. Certification (Firm is listed in Directory)
  - b. Tentative Denial (Firm may appeal)

♦ **Not Required for SBE Certification**