

MWDBE/SBE

Pre-bid Meeting – Overview

Responsibilities, By Role:

Program

1. Purpose of MWSBE – Fact Sheet

“To ensure that Minority, Women, Small Business Enterprises are solicited on all applicable projects when local, state and federal triggers are met”.

In the administration of HUD funds, the City is required by 24 CFR Part 85.36 to take all necessary steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Owner/Developer

1. Adhere to all provisions of the Loan Documents.
2. Comply with local, state and federal ordinances and regulations.

General Contractor (GC)

1. The GC is the first point of contact for Subs in regards to compliance issues.
 - a. The GC is responsible for collecting all documents from Subs and then forwarding to HCDD.
2. A MWDBE/SBE Compliance Terms, Participation Plan, Good Faith Efforts, and Bidders Goal Deviation CP-15, must be submitted within 10 days of the Notice of Intent to Award. The North American Industry Classification System (NAICS – 6 digits) are required for all scopes of work.
 - a. A copy of the firms certificate must be included
 - b. Request for Contractor/Subcontractor Clearance, CP-17, must be included
 - c. Copy of the Notice of Intent to Award, signed by the GC and the each certified firm, must be included
 - d. A GC's certification category may not be counted towards the goal
 - e. A certified firm may not subcontract more than 50% of their subcontractor agreement
 - f. Lower level subcontractors who are certified with the City may count towards the goal(s)
 - g. Review the issued Certificate to verify that their certification status has not expired and to verify the categories of service(s) their certified to perform
 - h. A firm that is certified in more than 1 category (MBE/SBE/WBE) can only count toward 1 category.
 - i. Contact Will Norwood with the Office of Business Opportunities at 832-393-0935 for any assistance you may need in obtaining additional certified firms to meet the goal(s). There are two links to the OBO MWDBE directory: Visit OBO website at <http://www.houstontx.gov/obo/> and click Certified Firm Directory link or directly at <https://houston.mwdbbe.com/FrontEnd/VendorSearchPublic.asp>
3. On a monthly basis, please log into the B2GNow system to report payments received by the prime and paid to each MWBE/SBE firm at <https://houston.mwdbbe.com/>.
 - a. It will be helpful to add the invoice number and check number paid to each MWBE/SBE firm on the comment section of the audit.
 - b. Each MWBE/SBE firm will receive an email or fax notification directly from the B2GNOW system to confirm the payments.

Contract Compliance Officer (CCO):

1. To enforce and monitor the project compliance with local, state and federal regulations.
2. **Verify eligibility to receive federal funds** for the General Contractor **prior** to any construction contract award (SAM website);
3. **First point of contact to the General Contractor** to respond to any questions or concerns regarding labor standards and the City's MWBE/SBE participation goal(s).
4. To provide one-on-one technical assistance;
5. Complete Commercially Useful Function Audits by conducting site visits. The purpose of the audit is to verify compliance of MWBE/SBE utilization
6. Provide the GC Compliance Status Report (CSR), at minimum of once a month. The CRS will consist of ;
 - a. Notify contractors in writing a
 - i. any discrepancies or outstanding audits in the B2GNow system
 - ii. pending documents submittals
 - b. Address violations
 - i. deviations
 - ii. category shortages
 - c. All documents received the last day of each month
 - d. The report will be distributed to the GC and other interest parties no later than the 10th of the preceding month.
7. Make available the project file to authorized individuals during on-site audits.

Contacts

Contract Compliance Specialists:

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Greta Molo; 713 868-8405; greta.molo@houstontx.gov

Department Website: <http://www.houstontx.gov/housing>

Department Telephone #: (713) 868-8300