



**HOUSTON INDEPENDENT SCHOOL DISTRICT**

**BUSINESS ASSISTANCE**

**SPECIFIC CONDITIONS FOR  
MINORITY AND WOMEN BUSINESS ENTERPRISES  
PARTICIPATION AND FORM(S)**

**Office of Business Assistance  
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1SE01  
Houston, Texas 77092  
713-556-7200  
[www.houstonisd.org](http://www.houstonisd.org)**

**The Minority and Women Business Enterprise Workshops are held the first Monday of each Month.**

## Minority and Women Business Enterprises Compliance Guidelines and Form(s)

The Office of Business Assistance was envisioned by the Board of Education in October of 1988. Our office is an intricate part of the community and was created to ensure that minority and women-owned businesses are utilized within the Houston Independent School District. The attached Minority and Women Business Enterprises (M/WBE) Compliance Guidelines and Form(s) are applicable to all bids and proposals and must be submitted at the time requested.

The Houston Independent School District's established M/WBE participation goal level is not a quota. The goal level is used in determining "Good Faith Efforts" of a Contractor/Supplier within the procurement program of HISD. The goal level is as follows:

- 20% for Purchasing
  - 20% for Construction
  - 25% for Professional Services
- HISD **only** recognizes M/WBE certifications issued by (i) Houston Minority Supplier Development Council (HMSDC) - (713) 271-7805; (ii) Women's Business Enterprise Alliance (WBEA) - (713) 681-9232; and (iii) the City of Houston - (713) 837-9000.
  - A workshop to assist Contractors/Suppliers in preparing the M/WBE form(s) is held at the Hattie Mae White Administration Building the first Monday of each month beginning at 8:30 AM.
  - Complete **only** the required M/WBE section that pertains to the option you have selected and if necessary, attach supporting documentation. HISD may consider your bid or proposal incomplete if you do not submit the required form(s) and supporting documentation. An official from the Contractor/Supplier Company must manually sign each form.
  - Contractors/Suppliers submitting a bid with "Good Faith Efforts" must attach sufficient Letter of Intent documentation. The Office of Business Assistance will consider documentation as non-compliant if Letter of Intent is not included.
  - HISD will allow a waiver under special circumstances. In order for a Contractor/Supplier to be considered for a waiver, a request must be submitted in writing to the General Manager of Business Assistance. Once submitted, approval will be obtained by the Chief Financial Officer and/or General Manager of Materials Management. For additional information on waivers, please contact the Office of Business Assistance, (713) 556-7200
  - Contractors/Suppliers bidding as a Joint Venture, where at least one of the partners is an M/WBE, should contact the Office of Business Assistance for specific instructions.

## Minority and Women Business Enterprises Compliance Guidelines and Form(s)

- Any changes to the M/WBE Participation Report must be submitted in writing to the General Manager of Business Assistance for approval.
- Contractor/Supplier shall establish a written contract with each subcontractor. The scope of service, payment terms, nondiscrimination, termination and prompt payment clause are required and must be included in the contract.
  - Termination of M/WBE Clause – Contractor/Supplier cannot terminate an M/WBE subcontractor for convenience and then perform the work with its own work force or its affiliate.
  - Prompt Payment Clause – Contractor/Supplier agrees to pay subcontractors for satisfactory performance of their contracts no later than 30 days after receiving payment from HISD.
- The Contractor/Supplier will be required to maintain the following records; (i) subcontractor's awarded projects; (ii) subcontractor's payment history; (iii) specific efforts to identify and award contracts to M/WBE's; and (iv) copies of executed contracts with M/WBE's. The Contractor/Supplier shall provide access to books, records, and accounts to authorized officials of HISD for the purpose of verifying M/WBE participation and "Good Faith Efforts" to carry out HISD's expectations.
- The Contractor/Supplier shall promptly notify the Office of Business Assistance within ten (10) days if the M/WBE percentage participation decreases below the level represented in the contract. At that time, the Contractor/Supplier can obtain a list of other qualified M/WBE vendors to meet the committed amount.
- Contractors/Suppliers are required to submit a Pay Activity Report indicating the amounts paid to subcontractors on all **Bond related projects**.
- The Office of Business Assistance is available to assist or review the M/WBE participation form(s) prior to submitting your bid or proposal. Please contact the Office of Business Assistance to allow reasonable time for this assistance/review.

## **INSTRUCTIONS FOR M/WBE REQUIREMENTS / FORM(S)**

Please select the option below that is applicable to your bid or proposal and submit **only** the forms pertaining to the option selected.

### **OPTION A**

**Select this option if you are a Certified M/WBE.**

### **OPTION B**

**Select this option if you will “Subcontract” part of this bid/proposal with an M/WBE Company to meet/exceed HISD’s current participation goal.**

### **OPTION C**

**Select this option if you will make “Good Faith Efforts” to use M/WBE’s, but are unable to meet/exceed HISD’s participation goal. “Good Faith Efforts” documentation must be included with this option.**



# M/WBE PARTICIPATION REPORT

Office of Business Assistance

HISD PROJECT NUMBER: \_\_\_\_\_

BID/PROPOSAL DUE DATE: \_\_\_\_\_

NAME OF CONTRACTOR/SUPPLIER: \_\_\_\_\_

BID/PROPOSAL TITLE: \_\_\_\_\_

**OPTION A - Certified M/WBE:** Complete section if proposer is a *certified* minority and/or woman-owned business enterprise.

Is your company registered as an M/WBE with the Houston ISD: YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, certificate expiration: \_\_\_\_\_

What other organization(s) are you certified with: \_\_\_\_\_

(Certification must be from City of Houston, Houston Minority Supplier Development Council, and/or Women's Business Enterprise Alliance)

Please provide the following information if you are not registered with Houston ISD below:

Name of Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Scope of Service: \_\_\_\_\_

**OPTION B and OPTION C:** Complete section if proposer will "Subcontract" or make "Good Faith Effort".

\* Must select "yes" to one of the options below and complete all other information.

Option B - Proposer will subcontract part of this bid/proposal: YES \_\_\_\_\_ NO \_\_\_\_\_ M/WBE Percentage \_\_\_\_\_ %

Option C - Proposer will make good faith effort: YES \_\_\_\_\_ NO \_\_\_\_\_ M/WBE Percentage \_\_\_\_\_ %

Total M/WBE Participation Amount: \$ \_\_\_\_\_ Total Bid/Proposal Amount: \$ \_\_\_\_\_

(1) NAME OF W/M/BE FIRM	(2) TELEPHONE NUMBER	(3) CONTACT NAME	(4) SCOPE OF SERVICE	(5) AGREED PRICE

**OPTION C - Good Faith Effort:** If proposer selected "Option C" above, attach all required documents listed below.

**MINIMUM STANDARDS OF GOOD FAITH EFFORT:** Our firm certifies that "Good Faith Efforts" have been made to find and use M/WBE's and that the documentation verifying these efforts is attached to this form for the following:

(1) **Direct M/WBE Use:** Describe the specific efforts made to communicate directly and on a timely basis with M/WBE's to solicit and determine their interest and level of participation. **(Submit copies of facsimiles, letters, and telephone logs)**

(2) **Indirect Use of Goods and Services for Firm's Operations:** During the contract period, describe the specific efforts that will be made to use M/WBE's for goods and services in your daily business operations. Such goods and services include, but not limited to, supplies, advertising, printing, professional services, architectural/engineering services, consulting services, accounting, etc. **(Submit copies of facsimiles, letters, and telephone logs)**

(3) **Direct Contact with M/WBE Organizations, Trade Associations, Certifying Agencies, and Newspapers:** Submit copies of facsimiles, letters, and telephone logs of at least five (5) M/WBE organizations, trade associations, and/or certifying agencies contacted to solicit M/WBE participation. **(Submit copies of advertisement placed in local minority and women newspapers)**

**CONSTRUCTION AND CONSTRUCTION RELATED PROJECTS ONLY:**

\_\_\_\_\_ Efforts have been made to select portions of contract work with several M/WBE's to achieve the M/WBE participation goal level.

\_\_\_\_\_ Efforts to assist M/WBE's in obtaining bonding, lines of credit, or insurance, if required.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Officer (Print)

\_\_\_\_\_  
Name of Company