

Read pages B-1 through B-4 for full description of M/WBE Participation Report. This documentation is required. One of the options on page B-5 must be selected. Failure to select an option and return the paperwork will be considered Non-Compliant.

**Houston Independent School District
Request for Proposal**

Attachment B: M/WBE Participation Report

FOR ASSISTANCE ON COMPLETING THESE FORMS CONTACT:

Business Assistance: Supplier Diversity Department

4400 West 18th Street

Houston, TX 77092

Telephone: (713) 556-7273 Fax: (713) 556-7274

Email: SupplierDiversity@houstonisd.org

SPECIFIC CONDITIONS FOR MINORITY AND WOMAN-OWNED BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Office of Business Assistance was established by the Houston Independent School District Board of Education in 1988 to assist minority and women-owned business enterprises (M/WBEs) in the participation of various district business projects. The district's M/WBE subcontractor participation goals are as follows:

20% for purchasing of goods & non-professional services over \$50,000

20% for construction over \$50,000

25% for professional services over \$50,000

The district requires all M/WBE documents and supporting materials to be completed and submitted as a part of the response to a proposal. All required documents should be submitted with an original signature by an official from the Proposer's company. Although most pre-bid meetings are not mandatory, the district recommends that the Proposer attends to become familiar with the M/WBE requirements. If you are unable to attend the pre-bid meeting, please contact Supplier Diversity for assistance on completing the required documentation.

IMPORTANT NOTICE

M/WBE documents are a part of Proposer's evaluation. This documentation is required for your proposal to be evaluated by the district. HISD will determine whether the Proposer's efforts meet the minimum standards of "Good Faith Effort" consistent with the district's policy on the participation of M/WBEs. Failure to provide the required M/WBE documentation will be considered non-compliant. If a company is deemed non-compliant, it can lead to disqualification from the provision of goods and services to the district for current and/or future projects.

INSTRUCTIONS

1. Review the M/WBE Participation Options and instructions on (page B-4) of this section.
2. **Complete the M/WBE Participation Report on (page B-5) of this section. Submit this form with your proposal.**
3. Complete all additional documentation required for the participation option that your company selected.
4. **Submit all requested/required forms and documentation with your proposal.**

Houston Independent School District Request For Proposal

HISD AUTHORITY AND INTERPRETATION OF M/WBE DOCUMENTATION

HISD shall have sole authority for the interpretation of all rules and regulations concerning M/WBE participation and for all determinations of compliance or non-compliance of any Proposer with the M/WBE participation requirements as set forth herein. The decision of HISD shall be final and conclusive as to such compliance or non-compliance. All Proposers, by the submission of a proposal, acknowledge and agree that HISD shall have such sole and exclusive authority to make such interpretations and determinations and that all such interpretations and determinations shall be conclusive.

For companies obtaining consultants: Proposer must submit a letter of consent on company letterhead granting Houston ISD permission to speak with the company's consultant who was retained to complete M/WBE documentation. This letter must be submitted with the M/WBE Participation Report.

DEFINITIONS

<i>Certified:</i>	<i>Refers to a firm that has been formally certified as an MBE or WBE with one or more of the following agencies: the (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate.</i>
<i>MBE:</i>	<i>A business enterprise which is owned by a Minority person or persons.</i>
<i>WBE:</i>	<i>A business enterprise which is owned by a Woman or Women.</i>
<i>Contractor/Proposer:</i>	<i>A firm that enters into a contract with the District to provide goods or services.</i>
<i>Subcontractor:</i>	<i>A firm that enters into a contract with the Contractor/Proposer to provide goods or services pursuant to a contract between the Contractor/Proposer and the District.</i>
<i>First Tier Spend</i>	<i>M/WBE Proposer invoices HISD for goods and services directly</i>
<i>Second Tier Spend</i>	<i>M/WBE Subcontractor invoices the Proposer for goods and services.</i>

M/WBE SPEND REPORTING & COMPLIANCE

To ensure that all M/WBE participation obligations under the awarded contract are met, the Business Assistance Department will require documentation of the awarded supplier's M/WBE participation throughout the performance of the contract and upon the contract renewal. All awarded suppliers must contact the Business Assistance Department within 30 (thirty) days of being awarded a contract by the Houston ISD Board of Education to finalize M/WBE reporting and compliance procedures.

The awarded supplier will be required to report M/WBE subcontracting participation on a monthly **basis online** via the Business Assistance Department's Compliance Management System. Prior month's payments must be **submitted by the 5th of each month** throughout the term of the awarded contract. Documents requested by the Business Assistance Department from the awarded supplier's company to show documentation of M/WBE spend include, but are not limited to:

Houston Independent School District Request For Proposal

invoices, purchase orders, and other pertinent documents that the district deems necessary to verify the usage of M/WBE companies. Awarded Proposers will also be required to complete M/WBE documentation provided by the Business Assistance Department, which includes monthly reporting.

The awarded supplier could be deemed as non-compliant if they fail to meet and/or report their M/WBE subcontracting commitment, provides inaccurate, incorrect, and/or false information related to reporting M/WBE information.

If the district determines that a supplier is non-compliant, actions include, but are not limited to the following:

1. If the supplier, during any year of the contract, (a) fails to meet their M/WBE subcontracting commitment; and/or (b) fails to provide the requested and accurate M/WBE documentation will be subject to having the contract terminated.
2. If the supplier is undergoing M/WBE compliance review at the **end** of their current contract and (a) fails to meet their M/WBE subcontracting commitment; and/or (b) fails to provide the requested and accurate M/WBE documentation, the supplier may not be allowed to bid on the new proposal issued for that particular product or service.
3. If a supplier fails to meet their M/WBE subcontracting commitment on more than one contract with the district, the supplier may not be eligible to do business with the district for a minimum of one year.

**Houston Independent School District
Request For Proposal**

M/WBE Participation Requirements

Proposer must select one (1) of the following M/WBE participation options and submit required documentation.

<u>NON-PROFIT/ GOVERNMENT-ENTITY OPTION</u>	Complete this section if proposer's organization is a 501(c) 3 non-profit or government entity. Proposer must attach a copy of the organization's IRS determination letter. IRS determination letter should match company name submitted in the proposal. Include any DBA your company may go by.
<u>OPTION I*</u>	<p>Complete this section if Proposer's company is a certified minority and/or woman-owned business enterprise (M/WBE) with the (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. If a supplier chooses this option, they are expected to maintain their M/WBE certification throughout the duration of the contract. (<i>*First Tier: M/WBE Proposer invoices HISD for goods and services directly.</i>)</p> <ol style="list-style-type: none"> Proposer must complete & submit page B-5 and attach current M/WBE certification. <i>NOTE: It is the Proposer's responsibility to provide valid certification documentation.</i> If M/WBE Proposer also subcontracts with other M/WBE companies other documentation is required. Proposer is required to submit an M/WBE Subcontracting Plan and M/WBE Subcontractor Agreement(s).
<u>OPTION II**</u>	<p>Complete this section if Proposer's company will subcontract with M/WBE firm(s) <u>to meet and/or exceed</u> the district's M/WBE participation goals. HISD M/WBE Participation Goals are: 20% for purchasing of goods, non-professional services & construction projects; 25% for professional services. If a supplier chooses this option, they are expected to report their M/WBE subcontractor spend throughout the duration of the contract. Any additions or changes to the M/WBE subcontractors utilized during the contract require the prior written approval of the Business Assistance Department before any changes are permitted. A subcontractor change request form can be found on (page B-25). (<i>**Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.</i>)</p> <ol style="list-style-type: none"> Proposer must complete & submit page B-5. Submit an M/WBE Subcontracting Plan and M/WBE Subcontractor Agreement(s). Please attach M/WBE firm(s) current certifications. Companies must be certified by (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. <i>NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits.</i>
<u>OPTION III</u>	<p>Complete this section to comply with Option III. Company has the option to subcontract with M/WBE firm(s), if they <u>cannot meet the district's goal</u>. If a supplier chooses to subcontract, they are expected to report their M/WBE subcontractor spend throughout the duration of their contract. Any additions or changes to the M/WBE subcontractors utilized during the contract require the prior written approval of the Business Assistance Department before any changes are permitted. A subcontractor change request form can be found on (page B-25).</p> <ol style="list-style-type: none"> Proposer must complete & submit page B-5. Proposer must complete & submit (pages B-14, B-15, B-16, B-17 & B-18). Please attach all requested documentation. Subcontract (Optional) - In addition to the documentation listed above, submit a M/WBE Subcontracting Plan and M/WBE Subcontractor Agreement(s). Attach current M/WBE certifications for each subcontractor listed. Companies must be certified by (1) City of Houston Office of Business Opportunity (MBE and/or WBE); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. <i>NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits if subcontracting.</i>

Houston Independent School District
Request For Proposal

Attachment B: M/WBE Participation Report

Must select only one of the following options to move forward.

HISD PROJECT NUMBER: _____ PROJECT TITLE: _____

COMPANY NAME: _____ DBA: _____

CONTACT NAME: _____ PHONE: _____ EMAIL: _____

NP
Reference
Page B-6

☐ **NON-PROFIT/GOVERNMENT-ENTITY OPTION** – *Organization is a 501(c)3 non-profit or government entity.*

1. Attach a copy of the organization's IRS determination letter.
2. Sign and date the bottom of the M/WBE Participation Report form.

I
Reference
Pages
B-7 – B-9

☐ **OPTION I** – *Complete section if company is certified as a minority or woman-owned business (M/WBE).*

FIRST TIER

1. Please select current M/WBE certification(s) that HISD recognizes. Please attach current M/WBE certification.

- ☐ City of Houston Office of Business Opportunity (MBE and/or WBE only). *Expiration Date:* _____
 - ☐ National Minority Supplier Development Council (NMSDC) or local affiliate. *Expiration Date:* _____
 - ☐ Women's Business Enterprise National Council (WBENC) or local affiliate. *Expiration Date:* _____
- NOTE: It is the Proposer's responsibility to provide valid certification documentation.**

2. Additional M/WBE Subcontractor Contract Commitment: _____ %

_____(initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal. Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work.
Please submit an M/WBE Subcontracting Plan and M/WBE Subcontractor Agreement(s) and attach M/WBE firm(s) current certification.

II
Reference
Pages
B-10 – B-12

☐ **OPTION II** – *Complete section if company agrees to subcontract with M/WBE firm(s) for the awarded contract.*

SECOND TIER

1. Company will meet or exceed the district's M/WBE Subcontractor Goals.

20% for purchasing of goods, non-professional services & construction; 25% for professional services

2. M/WBE Subcontractor Contract Commitment _____ %

_____(initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal. Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work.
Please submit an M/WBE Subcontracting Plan and M/WBE Subcontractor Agreement(s) and attach M/WBE firm(s) current certification. NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits.

III
Reference
Pages
B-13 – B-30

☐ **OPTION III** – *Complete section to comply with the district's documentation in accumulating 100 points.*

1. Proposer's company must complete all paperwork prior to the bid opening date and attach requested documentation.
2. Please complete the documentation on pages B-14, B-15, B-16, B-17 & B-18.
3. Company must complete this option for a total of 100 points.

Signature of Proposing Company Officer

Date

Printed Name

Houston Independent School District Request For Proposal

EXAMPLE

NON-PROFIT/GOVERNMENT-ENTITY OPTION

Select this option if your organization is a 501(c)3 non-profit organization or government entity. Please attach a copy of the organization's Internal Revenue Service (IRS) determination letter. IRS determination letter should match company name submitted in the proposal. Include any DBA your company may go by.

Attachment B: M/WBE Participation Report (page B-5)

<input checked="" type="checkbox"/> NON-PROFIT/GOVERNMENT-ENTITY OPTION – Organization is a 501(c)3 non-profit or government entity. 1. Attach a copy of the organization's IRS determination letter. 2. Sign and date the bottom of the M/WBE Participation Report form.
--

To comply with this documentation, submit page B-5 and a copy of your organization's IRS Determination Letter.

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201 Date: YOUR NONPROFIT, INC. P. O. BOX 123 MISSION WAY, CA 95050	DEPARTMENT OF THE TREASURY Employer Identification Number: 12-3456789 DLN: 123456789910 Accounting Period Ending: December 31 Public Charity Status: 170 (b) (1) (A) (vi) Form 990 Required Yes Effective Date of Exemption January 3, 2002 Contribution Deductibility: Yes Addendum Applies: No
---	--

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because of this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Ms. Mission

Director, Exempt Organization

Letter 111

This document is a sample for the sole purpose of displaying what an IRS determination letter looks like. This is not an actual determination letter. The use of this document is intended strictly for informational purposes and not any commercial purpose. This document is not for sale.



Houston Independent School District Request For Proposal

M/WBE Subcontracting Plan

Please complete the information below if you agreed to subcontract with M/WBE companies.

HISD PROJECT NUMBER: _____ PROJECT TITLE: _____
 COMPANY NAME: _____ CONTACT NAME: _____
 PHONE NUMBER: _____ EMAIL ADDRESS: _____
 M/WBE SUBCONTRACTOR: _____ %

M/WBE Subcontractors			
M/WBE Company Name / DBA	Scope of Products or Services Provided	Agreed Price or % of Contract	Indicate if Alternative (Construction Only)
Total M/WBE Subcontractor Commitment:			

*Attach current M/WBE certifications for each subcontractor listed. Companies must be certified by (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. **NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits if subcontracting.***

Proposer's company agrees to subcontract with the M/WBE(s) listed above for the percentage of the awarded contract amount with HISD. If the awarded supplier fails to meet and/or report their M/WBE subcontracting commitment, it may be considered a breach of contract. You will be required to provide any requested documentation and report M/WBE subcontractor payments monthly.

Proposer must enter into a formal subcontractor agreement with M/WBE firm(s) listed above for their respective product(s) and/or service(s). Please complete the M/WBE Subcontractor Agreement Form for each M/WBE Subcontractor listed. Any additions or changes to the M/WBE subcontractors utilized during the contract require the submittal of the M/WBE Subcontractor Change Request form (page B25) and the approval of the Supplier Diversity Department before any subcontractor changes are made.

Signature of Proposing Company Officer

Date

Name of Officer (Print)

***First Tier: M/WBE Proposer invoices HISD for goods and services directly.**

****Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.**

Houston Independent School District Request For Proposal

M/WBE Subcontractor Agreement

Please complete the information below if you agreed to subcontract with M/WBE companies. **The submission of your subcontractor agreement is required for each M/WBE subcontractor.**

HISD PROJECT NUMBER: _____

PROJECT TITLE: _____

COMPANY NAME: _____

M/WBE SUBCONTRACTOR INFORMATION

M/WBE COMPANY NAME: _____

COMPANY DBA: _____

OWNER NAME(S): _____

SELECT CURRENT M/WBE CERTIFICATION(S) & ATTACH CURRENT CERTIFICATION(S)

- ☐ City of Houston Office of Business Opportunity (MBE and/or WBE only). *Expiration Date:* _____
- ☐ National Minority Supplier Development Council (NMSDC) or local affiliate. *Expiration Date:* _____
- ☐ Women's Business Enterprise National Council (WBENC) or local affiliate. *Expiration Date:* _____

NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized.

SCOPE OF SERVICE: _____

AGREED CONTRACT PRICE OR % OF CONTRACT AWARD: _____

COMPANY CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature of M/WBE Subcontractor Officer

Date

Printed Name

Printed Title

Signature of Proposing Company Officer

Date

Printed Name

Printed Title

****First Tier: M/WBE Proposer invoices HISD for goods and services directly.***

*****Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.***

Houston Independent School District Request For Proposal

EXAMPLE

OPTION II SUBCONTRACTING

Select this option if you are subcontracting with a certified M/WBE company at/or above the district's goal. To comply with this documentation, submit pages B-5, B-11, B-12 and a copy of your subcontractor's current certification.

Attachment B: M/WBE Participation Report (page B-5)

SECOND TIER	<p>OPTION II – Complete section if company agrees to subcontract with M/WBE firm(s) for the awarded contract.</p> <p>1. Company will meet or exceed the district's M/WBE Subcontractor Goals.</p> <p>20% for purchasing of goods, non-professional services & construction; 25% for professional services</p> <p>2. M/WBE Subcontractor Contract Commitment _____ %</p> <p>_____ (initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal. Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work.</p> <p>Please submit an M/WBE Subcontracting Plan and M/WBE Subcontractor Agreement(s) and attach M/WBE firm(s) current certification. NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits.</p>

Districts goals are :

- 20% for purchasing of goods & non-professional services over \$50,000
- 20% for construction over \$50,000
- 25% for professional services over \$50,000

M/WBE Subcontracting Plan and M/WBE Subcontracting Agreements(s) are **required** for Option II.

1	Houston Engineering School Request for Proposal		
<h2 style="margin: 0;">MWBE Subcontracting Plan</h2>			
<p>Please complete the information below if you need to subcontract with MWBE companies.</p>			
HID PROJECT #003888	PROJECT TITLE:		
COMPANY NAME:	CONTACT NAME:		
PHONE NUMBER:	EMAIL ADDRESS:		
MWBE SUBCONTRACTOR _____			
<h3 style="margin: 0;">MWBE Subcontractors</h3>			
MWBE Company Name: DBA	Stage of Proposal or Services Provided	Agreed Price as % of Contract	Indicators of Alternatives (Contractor Only)
and MWBE Subcontractor Comments:			
<p><i>Attach several MWBE subcontractor and subcontractor contact information to be verified by (1) City of Houston Office of Business Opportunity, (MWBE and/or WBE only), (2) National Minority Supplier Development Council (NMSDC) or local affiliate, and/or (3) Texas Minority Business Enterprise National Council, or local affiliate. If not possible, I/We represent to provide valid contractor documentation for any subcontractory intent. Intentional MWBE subcontractor non-provide practice or activity for the MWBE requirement purpose or work of the MWBE contract, or purpose will incur a complete penalty under the subcontracting plan.</i></p> <p><i>Subcontractor's estimate given to subcontractor with the MWBE(s) listed above for the percentage of the awarded contract amount to MWBE(s) is/are awarded equally fairly to award and to report that MWBE subcontracting commitment, which, if considered a breach of contract, will be required to provide as requested documentation and report MWBE subcontracting percentage results.</i></p> <p><i>Subcontractor enters into a formal subcontracting agreement with MWBE Small listed above for their respective percentage(s) awarded services. Please complete the MWBE Subcontracting Agreement Form for each MWBE Subcontractor listed. Any addition or change to the MWBE subcontracting without formal contract (outside the submittal of the MWBE Subcontracting Change Request form from June 2012) and the approval of the Supplier Development Department between any subcontractor changes are invalid.</i></p>			
Signature of Proposing Company Official		Date	
Notes of Office (Only):			
<p><i>For Use by MWBE Procurement Division (DBA) for goods and services delivery.</i></p> <p><i>For Use by MWBE Subcontractor Division (DBA) for goods and services.</i></p> <p><i>Indicate by _____</i></p> <p><i>Specialized Training at MWBE Participants</i></p>			
			Page 3 of 18 Revised: 10/15/2018

[illegible]

Houston ISD only accepts the following certifications:

- A. City of Houston Office of Business Opportunity (MBE and/or WBE only)
B. National Minority Supplier Development Council (NMSDC) or local affiliate
C. Women's Business Enterprise National Council (WBENC) or local affiliate

The seal of the City of Houston, featuring a ship on water, surrounded by the words "SEAL OF THE CITY OF HOUSTON TEXAS".

CITY OF HOUSTON
Office of Business Opportunity

Anerlis D.
Parker, Mayor

COMPANY NAME HERE

is duly certified as a _____

Women Business Enterprise (WBE)

Certified Categories: List Codes Here _____ Certification Number _____

Authority Date _____ Supervision Date _____

Carolina

NOTE: This certificate is the property of the City of Houston Office of Economic Development, and may be removed from the document at any time.

WBENC Women's Business Enterprise
National Council

hereby grants

National Women's Business Enterprise

to

Company Name Here

who has successfully met WBENC's standards as a Women's Business Enterprise.

This certification affirms the business is woman-owned, operated and controlled, and

WBENC National Certificate of Award presented to
Company Name Here, a certified woman-owned business.

April Day

Authorized by April Day, President
Women's Business Enterprise National Council

Certification Granted: 00/00/0000
By 00400000 Date: 00/00/0000
WBENC National Certificate Number: 000000000000

NAEC Codes: LIST CODES HERE

UNIMPG Codes: LIST CODES HERE

Amstar                       

TO: <u>SECRETARY THAT</u> COMPANY NAME HERE _____		
* This may only be filled in by the HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL		
(NMSDC Code(s)) _____ List Codes in Here (Organizational procedures should be in the same order as the key listed in the system (NMSDC)		
3000000000 Invoice Date: _____		3000000000 Contract Number: _____
3000000000 Invoice Date: _____	<i>Just before day</i> Just in, maybe any	<i>Legend Robinson</i> Night Network's Program NMSDC
By the way, please fill in the NMSDC code into the same order as the NMSDC Code in the system and the NMSDC code in the system.		

NOTE: WE DO NOT ACCEPT HUB CERTIFICATION



**Houston Independent School District
Request For Proposal**

M/WBE Subcontracting Plan

Please complete the information below if you agreed to subcontract with M/WBE companies.

HISD PROJECT NUMBER: _____ PROJECT TITLE: _____
COMPANY NAME: _____ CONTACT NAME: _____
PHONE NUMBER: _____ EMAIL ADDRESS: _____
M/WBE SUBCONTRACTOR: _____ %

M/WBE Subcontractors			
M/WBE Company Name / DBA	Scope of Products or Services Provided	Agreed Price or % of Contract	Indicate if Alternative (Construction Only)
Total M/WBE Subcontractor Commitment:			

*Attach current M/WBE certifications for each subcontractor listed. Companies must be certified by (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. **NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits if subcontracting.***

Proposer's company agrees to subcontract with the M/WBE(s) listed above for the percentage of the awarded contract amount with HISD. If the awarded supplier fails to meet and/or report their M/WBE subcontracting commitment, it may be considered a breach of contract. You will be required to provide any requested documentation and report M/WBE subcontractor payments monthly.

Proposer must enter into a formal subcontractor agreement with M/WBE firm(s) listed above for their respective product(s) and/or service(s). Please complete the M/WBE Subcontractor Agreement Form for each M/WBE Subcontractor listed. Any additions or changes to the M/WBE subcontractors utilized during the contract require the submittal of the M/WBE Subcontractor Change Request form (page B25) and the approval of the Supplier Diversity Department before any subcontractor changes are made.

Signature of Proposing Company Officer

Date

Name of Officer (Print)

***First Tier: M/WBE Proposer invoices HISD for goods and services directly.
Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.

**Houston Independent School District
Request For Proposal**

M/WBE Subcontractor Agreement

Please complete the information below if you agreed to subcontract with M/WBE companies. **The submission of your subcontractor agreement is required for each M/WBE subcontractor.**

HISD PROJECT NUMBER: _____

PROJECT TITLE: _____

COMPANY NAME: _____

M/WBE SUBCONTRACTOR INFORMATION

M/WBE COMPANY NAME: _____

COMPANY DBA: _____

OWNER NAME(S): _____

SELECT CURRENT M/WBE CERTIFICATION(S) & ATTACH CURRENT CERTIFICATION(S)

- ☐ City of Houston Office of Business Opportunity (MBE and/or WBE only). *Expiration Date:* _____
- ☐ National Minority Supplier Development Council (NMSDC) or local affiliate. *Expiration Date:* _____
- ☐ Women's Business Enterprise National Council (WBENC) or local affiliate. *Expiration Date:* _____

NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized.

SCOPE OF SERVICE: _____

AGREED CONTRACT PRICE OR % OF CONTRACT AWARD: _____

COMPANY CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature of M/WBE Subcontractor Officer

Date

Printed Name

Printed Title

Signature of Proposing Company Officer

Date

Printed Name

Printed Title

****First Tier: M/WBE Proposer invoices HISD for goods and services directly.***

*****Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.***

Houston Independent School District Request For Proposal

EXAMPLE

OPTION III

Select this option if you are NOT a non-profit organization, certified M/WBE and are not subcontracting at the district's goal. Proposer must collect 100 points from the choices listed on pages B-14 through B-18. If you need assistance in accumulating 100 points, please contact Business Assistance at 713-556-7273 immediately. To comply with this documentation, submit pages B-5, B-14 through B-18 and all supporting documentation.

Attachment B: M/WBE Participation Report (page B-5)

<p>OPTION III – Complete section to comply with the district's documentation in accumulating 100 points.</p> <ol style="list-style-type: none"> 1. Proposer's company must complete all paperwork prior to the bid opening date and attach requested documentation. 2. Please complete the documentation on pages B-14, B-15, B-16, B-17 & B-18. 3. Company must complete this option for a total of <u>100</u> points.

TIME SENSITIVE:

Time sensitive choices must be completed within a minimum of seven (7) consecutive days before the bid opening date.

TIME SENSITIVE

☐ **Place Advertisement Letters to find M/WBE Subcontractors (10 points)**

Proposer must send out five (5) advertisement letters, emails and/or faxes to newspapers, periodicals and/or M/WBE organizations within a minimum of seven (7) consecutive days before the bid opening date. Please see page B-24 for an "Advertisement Example Letter" and page B-30 for a list of newspapers and periodicals. **Carbon Copy (cc) M/WBELetters@houstonisd.org when emailing the five (5) letters of intent.** *Please attach copy of five (5) letters sent to newspapers, periodicals and/or M/WBE organizations.

- Sample letters and advertisements can be found on pages B-22 and B-23.
- Choose any combination of choices that best fit your company in order to accumulate 100 points.
- Please include all supporting documentation for choices selected.
Example: if selecting *Letter of Intent –M/WBE Outreach*, attach copies of the 10 letters that were emailed out.



Houston Independent School District Request For Proposal

Option III

Complete this section to collect a total of 100 points.

HISD PROJECT NUMBER: _____

PROJECT TITLE: _____

COMPANY NAME: _____

SECOND TIER

☐ **Company agrees to subcontract with M/WBE(s) for the awarded contract for less than the goal.**

If company selects this option, please choose one of the M/WBE subcontracting commitments below.

☐ Subcontract with M/WBE firm(s) from 10% to the subcontracting goal. **(65 points)**

☐ Subcontract with M/WBE firm(s) from 9.99% to 1%. **(45 points)**

NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractors utilized. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits.

Please complete the following information.

1. M/WBE Subcontractor Contract Commitment ____%. *Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work.*
2. ____ (initial) Proposer's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal. Proposer is required to submit an M/WBE Subcontracting Plan (B-19) and the M/WBE Subcontractor Agreement(s) (B-20) with proposal.

A

☐ **Joint-Venture Relationship.**

Bidder is a party in a **legal** Joint-Venture. The Joint-Venture must be registered with the appropriate state agency and must submit sealed state registration, properly executed corporate articles, and a formally executed description of each party's responsibilities within the joint-venture. The Joint-Venture **must** be a partnership between a certified M/WBE firm(s) and a non-M/WBE firm. The Joint-Venture must last the entirety of the contract.

If company selects this option, please choose one of the commitments below.

☐ Joint-Venture with M/WBE firm(s) 51% or greater M/WBE ownership. **(100 points)**

☐ Joint-Venture with M/WBE firm(s) 49% or less M/WBE ownership. **(65 points)**

Please complete the following information.

1. M/WBE Joint-Venture Contract Commitment ____%
2. ____ (initial) Proposer's company agrees to legal joint-venture with M/WBE companies to meet or exceed the above written goal. Proposer is required to submit a sealed state registration, properly executed corporate articles, and formalized description of participant's responsibilities with proposal.

TIME SENSITIVE

☐ **Host Networking Meet & Greet Event (35 points)**

Proposer must host a Networking Meet & Greet event **a minimum of seven (7) consecutive days before the bid opening date**. Event details should be provided to the Business Assistance department. The event should solicit potential M/WBE subcontractors specific to the HISD project. Project title and number should be included in all event advertisement.

Proposer must:

1. Host and advertise the Networking Meet & Greet event within **a minimum of seven (7) consecutive days before the bid opening date**. Advertisement must include date, time, location and purpose.
2. Provide a log or sign in sheet from the event to include company name, attendee name, phone number and email address.
3. Email a copy of invitation to MWBELetters@houstonisd.org

Houston Independent School District Request For Proposal

Option III

☐ **Formalized/Notarized Mentor-Protégé Relationship.**

Bidder is a party in a Formalized/Notarized mentoring relationship with M/WBE firm(s). The Formalized/Notarized agreement must include S.M.A.R.T. (Specific, Measurable, Achievable, Realistic, Time-Bound) goals. Participants in the relationship are required to submit joint, quarterly reports signed by both parties. Upon submittal of quarterly report each participant will participate in a joint quarterly review meeting with HISD staff.

If company selects this option, please choose one of the commitments below.

- ☐ **Formalized/Notarized Mentor-Protégé Relationship- Partnership with M/WBE firm(s) related to current project with Houston ISD. (100 points)**
- ☐ **Formalized/Notarized Mentor-Protégé Relationship-Partnership with M/WBE Firm(s) outside of Houston ISD (50 points)**

Please complete the following information.

1. Attach current M/WBE certifications for each Protégé listed. Protégés must be certified by (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. **NOTE: It is the Proposer's responsibility to provide valid certification documentation.**
2. _____ (initial) Proposer's company must provide formalized/notarized mentor-protégé relationship with firm(s). Proposer is required to submit formalized documentation including S.M.A.R.T. goals for either Mentor-Protégé relationship listed above.

A

☐ **Letters of Intent – M/WBE Outreach (35 points)**

Proposer must send (10) outreach letters to relevant certifying agencies accepted by HISD (City of Houston Office of Business Opportunity, National Minority Supplier Development Council (NMSDC) or local affiliate, Women's Business Enterprise National Council (WBENC) or local affiliate and individual M/WBE companies to solicit potential M/WBE subcontractor participation. Please see page B-21 for "Letters of Intent – M/WBE Outreach" example letter. Proposer must solicit M/WBE companies **a minimum of seven (7) consecutive days before the bid opening date.**

The following documentation must be attached and includes:

1. Send (10) outreach letters via email to individual M/WBE companies. Letters should include project number and project title. **Reference page B-26 for a list of certifying agencies and page B-27 for a list of M/WBE Business Organizations & Associations.*
2. Attach copies of the (10) outreach letters sent via email to individual M/WBE companies. **Carbon Copy (cc) MWBELetters@houstonisd.org when emailing the 10 letters of intent.**
3. Proposer must respond to M/WBEs who show interest in becoming a subcontractor. Attach additional email and fax responses and communications from company with potential M/WBE subcontractors.
4. Proposer must follow-up with initial solicitations by contacting the (10) M/WBE companies to determine whether the companies are interested in proposed subcontracting opportunity.
5. Proposer should provide interested minority and women business enterprises with adequate information about the plans, specifications and requirements for the subcontracting opportunities available.

☐ **Letters of Acceptance/Rejection – M/WBE Outreach (15 points)**

*This option can only be selected if **Letters of Intent – M/WBE Outreach** has been selected and completed.*

Proposer must provide an explanation of rejection or an acceptance to at least (5) of the M/WBE companies who were contacted for the "Letters of Intent – M/WBE Outreach". Please see page B-22 for "Acceptance/Rejection Example Letter". To select this option Proposer must have sent "Letters of Intent – M/WBE Outreach".

1. A written rejection and/or acceptance letter, including the reason(s) for rejection or the terms of acceptance, will be sent to at least (5) of the M/WBE companies. If less than (5) M/WBEs responded to the letter of intent, failure of an M/WBE to respond can be a reason for a rejection letter to be sent.
2. Please attach a copy of each rejection and/or acceptance letter sent to potential M/WBE subcontractors.
3. Please attach an explanation to HISD, written on company letterhead, of why company was unable to utilize M/WBE subcontractors to meet the district's M/WBE subcontractor goal.

Houston Independent School District Request For Proposal

Option III

TIME SENSITIVE

☐ **Place Advertisement to Find M/WBE Subcontractors (25 points)**

Proposer must place an advertisement in one (1) general print circulation newspaper, magazine, trade association publication, or minority and/or women-focused publication, concerning the potential subcontracting opportunity. Proposer must place advertisement a **minimum of seven (7) consecutive days before the bid opening date**. Please see page B-23 for an "Advertisement Example" and page B-29 for a list of newspapers and periodicals. *Please attach copy of the advertisement and receipt for proof of purchase.

TIME SENSITIVE

☐ **Place Advertisement Letters to find M/WBE Subcontractors (10 points)**

Proposer must send out five (5) advertisement letters, emails and/or faxes to newspapers, periodicals and/or M/WBE organizations within a **minimum of seven (7) consecutive days before the bid opening date**. Please see page B-23 for an "Advertisement Example Letter" and page B-29 for a list of newspapers and periodicals. **Carbon Copy (cc) MWBELetters@houstonisd.org when emailing the five (5) advertisement letters.** *Please attach copy of five (5) letters sent to newspapers, periodicals and/or M/WBE organizations.

☐ **Indirect Spend with M/WBE Suppliers (20 points)**

Proposer must track the business it does with M/WBE suppliers as part of its overall operations and submit the M/WBE Participation Indirect Spend Report on page B-24. Proposer must report Indirect Spend with M/WBE Supplier by completing the Indirect Spend report on page B-24. The Indirect Spend reported with M/WBE supplier(s) must be part of the company's operation expenses. M/WBE Suppliers listed on the Indirect Spend report must be current suppliers doing business for at least 6 months.

☐ **Attend Pre-Bid Meeting to Network with Potential M/WBE Subcontractors (10 points)**

Proposer attended the Pre-Bid Meeting in an effort to meet potential M/WBE subcontractors. Business Assistance will verify attendance via the Pre-Bid meeting sign in sheet.

☐ **Review M/WBE Participation Report with a Supplier Diversity Specialist (10 points)**

Proposer must contact the office of Business Assistance and review the M/WBE Participation Report (Attachment B) with a Supplier Diversity Specialist.

_____ Include name of Supplier Diversity Specialist
 _____ Initial/Verification from Supplier Diversity Specialist

☐ **Participation as an Attendee in Business Expo (20 points)**

Proposer participates as an Attendee in a Business Expo in an effort to meet potential M/WBE subcontractors. Proposer must have attended one of the following expos no more than one year prior to project bid date. Please contact organization for Expo details.

- ☐ City of Houston Meet the Buyer Purchasing Forum
- ☐ Houston Minority Business Development Agency (MBDA) MED Week
- ☐ Houston Minority Supplier Development Council (HMSDC) Annual Expo or NMSDC local affiliate Expo
- ☐ Women's Business Enterprise Alliance (WBEA) Annual EXPO or WBENC local affiliate Expo

Please attach a copy of your registration form and receipt.

☐ **Participation as an Exhibitor in Business Expo (40 points)**

Proposer participates as an Exhibitor in a Business Expo in an effort to meet potential M/WBE subcontractors. Proposer must have participated as an exhibitor in one of the following expos no more than one year prior to project bid date. Please contact organization for Expo details.

- ☐ Houston Minority Business Development Agency (MBDA) MED Week
- ☐ Houston Minority Supplier Development Council (HMSDC) Annual Expo or NMSDC local affiliate Expo (must be corporate member to exhibit).
- ☐ Women's Business Enterprise Alliance (WBEA) Annual EXPO or WBENC local affiliate Expo

Please attach a copy of your registration form and receipt.

Houston Independent School District Request For Proposal

Option III

☐ **Participation as an Attendee in Industry Business Expo (10 points)**

Proposer participates as an Attendee in an Industry Business Expo in an effort to meet potential M/WBE subcontractors. Proposer must have attended industry expo no more than one year prior to project bid date.

Please attach a copy of your registration form and receipt.

☐ **Participation as an Exhibitor in Industry Business Expo (20 points)**

Proposer participates as an Exhibitor in an Industry Business Expo in an effort to meet potential M/WBE subcontractors. Proposer must have participated as an exhibitor in industry expo no more than one year prior to project bid date.

Please attach a copy of your registration form and receipt.

☐ **Participation in Chamber of Commerce or M/WBE Organization (20 points)**

Proposer holds a current membership or has participated in a minority or women owned organization or chamber of commerce event. Proposer must have participated in an organization or chamber event within 90 days of bid submittal. Please attach proof of membership and/or a copy of event registration form and receipt.

☐ **Research Certifying M/WBE Organization (10 points)**

Proposer must research and provide organization information for one of the following certifying partner agency:

- ☐ City of Houston Office of Business Opportunity
- ☐ National Minority Supplier Development Council (NMSDC) or local affiliate
- ☐ Women's Business Enterprise National Council (WBENC) or local affiliate

Please attach a copy of research information.

☐ **Attend a Workshop Wednesday hosted by Business Assistance (10 points)**

Proposer must have attended a workshop within 90 days of bid submittal or participate in the next available Workshop Wednesday hosted by Business Assistance. These workshops are held monthly and will be advertised via the Business Assistance email distribution list. Contact Supplier Diversity at 713-556-7273 for the next available workshop date.

_____ (Initial) Proposer agrees to attend the next available workshop on _____ (date).

☐ **Corporate Membership (50 points)**

Proposer must be a corporate member with one of the following agencies:

- ☐ National Minority Supplier Development Council (NMSDC) or local affiliate
- ☐ Women's Business Enterprise National Council (WBENC) or local affiliate

Please attach a copy of membership certificate or membership registration.

☐ **Company Policies that Support M/WBE Participation (15 points)**

Proposer has pre-established company policy regarding Supplier Diversity program, partnerships, and/or agreements with M/WBE firms.

Please attach a copy of your company policies that support and encourage M/WBE participation, including brochures and/or literature.

Houston Independent School District Request For Proposal

Option III

☐ **M/WBE Assistance (10 points)**

Proposer must describe how they have assisted M/WBEs in their business operations. Example of assistance includes, but is not limited to: assistance in acquiring equipment, capital, lines of credit, joint pay agreements to secure loans, supplies, letters of credit, or including waiving credit that is ordinarily required.

Describe how your company assisted M/WBEs in the past 6 months:

Assisted M/WBE(s) Contact Information (company name, contact name and phone number):

☐ **M/WBE Organization Participation (15 points)**

Proposer must identify M/WBE organizations they actively participate in as members and/or donate company resources. Proposer must include supporting documentation of partnerships, committee involvement, and workshop participation and training.

List current M/WBE organizations that your organization supports:

Describe how your company currently supports M/WBE organizations:

Total Points: _____

If you need assistance in accumulating 100 points, please contact Business Assistance at 713-556-7273 immediately.

Signature of Proposing Company's Officer

Date

Printed Name

Signature of Houston ISD Supplier Diversity Specialist

Date

Printed Name

Houston Independent School District Request For Proposal

M/WBE Subcontracting Plan

Please complete the information below if you agreed to subcontract with M/WBE companies.

HISD PROJECT NUMBER: _____ PROJECT TITLE: _____
 COMPANY NAME: _____ CONTACT NAME: _____
 PHONE NUMBER: _____ EMAIL ADDRESS: _____
 M/WBE SUBCONTRACTOR: _____ %

M/WBE Subcontractors			
M/WBE Company Name / DBA	Scope of Products or Services Provided	Agreed Price or % of Contract	Indicate if Alternative (Construction Only)
Total M/WBE Subcontractor Commitment:			

*Attach current M/WBE certifications for each subcontractor listed. Companies must be certified by (1) City of Houston Office of Business Opportunity (MBE and/or WBE only); (2) National Minority Supplier Development Council (NMSDC) or local affiliate; and/or (3) Women's Business Enterprise National Council (WBENC) or local affiliate. **NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized. Selected M/WBE subcontractor must provide a product or service for this HISD project within scope of work. If awarded an HISD contract, the proposer will need to complete monthly online compliance audits if subcontracting.***

Proposer's company agrees to subcontract with the M/WBE(s) listed above for the percentage of the awarded contract amount with HISD. If the awarded supplier fails to meet and/or report their M/WBE subcontracting commitment, it may be considered a breach of contract. You will be required to provide any requested documentation and report M/WBE subcontractor payments monthly.

Proposer must enter into a formal subcontractor agreement with M/WBE firm(s) listed above for their respective product(s) and/or service(s). Please complete the M/WBE Subcontractor Agreement Form for each M/WBE Subcontractor listed. Any additions or changes to the M/WBE subcontractors utilized during the contract require the submittal of the M/WBE Subcontractor Change Request form (page B25) and the approval of the Supplier Diversity Department before any subcontractor changes are made.

Signature of Proposing Company Officer

Date

Name of Officer (Print)

***First Tier: M/WBE Proposer invoices HISD for goods and services directly.**

****Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.**

**Houston Independent School District
Request For Proposal**

M/WBE Subcontractor Agreement

Please complete the information below if you agreed to subcontract with M/WBE companies. **The submission of your subcontractor agreement is required for each M/WBE subcontractor.**

HISD PROJECT NUMBER: _____

PROJECT TITLE: _____

COMPANY NAME: _____

M/WBE SUBCONTRACTOR INFORMATION

M/WBE COMPANY NAME: _____

COMPANY DBA: _____

OWNER NAME(S): _____

SELECT CURRENT M/WBE CERTIFICATION(S) & ATTACH CURRENT CERTIFICATION(S)

- ☐ City of Houston Office of Business Opportunity (MBE and/or WBE only). *Expiration Date:* _____
- ☐ National Minority Supplier Development Council (NMSDC) or local affiliate. *Expiration Date:* _____
- ☐ Women's Business Enterprise National Council (WBENC) or local affiliate. *Expiration Date:* _____

NOTE: It is the Proposer's responsibility to provide valid certification documentation for any subcontractor(s) utilized.

SCOPE OF SERVICE: _____

AGREED CONTRACT PRICE OR % OF CONTRACT AWARD: _____

COMPANY CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature of M/WBE Subcontractor Officer

Date

Printed Name

Printed Title

Signature of Proposing Company Officer

Date

Printed Name

Printed Title

****First Tier: M/WBE Proposer invoices HISD for goods and services directly.***

*****Second Tier: M/WBE Subcontractor invoices the Proposer for goods and services.***

Option III**Sample Letter to M/WBE Subcontractor/Organization**

Carbon copy (cc) MWBELETTERS@houstonisd.org when emailing the 10 letters of intent.

(Insert Company Contact Information)

(Insert M/WBE Subcontractor/Organization Contact Information)

Dear M/WBE Subcontractor/Organization

(Company Name) is bidding on Project (Insert Project Number and Project Title) for the Houston Independent School District. Our company is looking for possible M/WBE subcontractors. We are currently looking for subcontractors for the following products or services.

1. (Insert potential subcontracting opportunity)
2. (Insert potential subcontracting opportunity)
3. (Insert potential subcontracting opportunity)

(Subcontractor)

Our company will be looking for M/WBE Subcontractors for the next 5 business days. If you are interested in providing the above listed products or services please contact (Insert contact information) by (Insert Deadline Date).

OR

(Organization)

Our company will be looking for M/WBE Subcontractors for the next 5 business days. If you are interested in providing the above listed products or services please contact (Insert contact information) by (Insert Deadline Date). Please forward to any M/WBE company that provides products/services listed above. Firms should contact (Insert contact information) by (Insert Deadline Date).

(Insert Company Signature)

Option III

Acceptance/Rejection Sample Letter

Rejection Letters

Sample 1

March 23, 2013

Dear ABC Company,

This letter is to serve as formal notification that due to a lack of response by the due date, we will not be able to use your services at this time in accordance with the terms set out in the HISD Project #xxxxx. We will keep your information on file and may reach back out to you at another time.

Sincerely,

Sample 2

Dear ABC Co,

WE Corporation is bidding on Project #xxxxx for Houston Independent School District. We have solicited several MWBE companies to potentially serve as subcontractors and have had a strong response. We have made our selections and at this time we did not select your company due to ABC's inability to provide services in Houston. However, we may be in touch with you for future proposal opportunities.

Regards,

Sample 3

Ms. ABC,

Since we did not receive a reply from you by the requested 2-12-2013 deadline, we will not be able to include you as a possible subcontractor with our proposal.

Thank you.

Acceptance Letter

Dear MWBE Supplier,

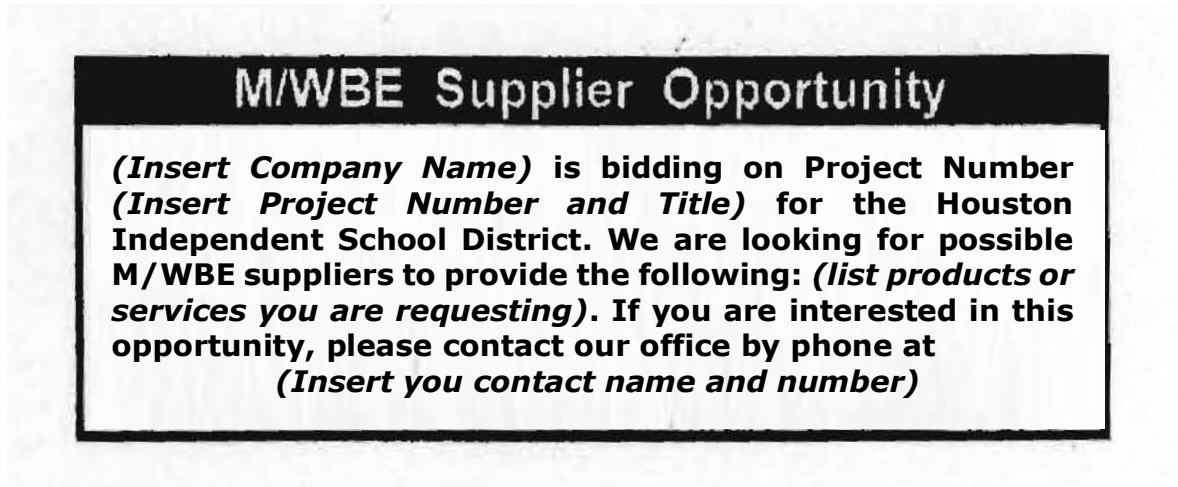
WE Corporation has accepted your MWBE Certification and has added you to our list of potential subcontractors for Project #xxxxx for the HISD. If we are the awarded vendor, we may contact you directly regarding potential subcontracting opportunities.

Thank you for your interest.

Best regards,

Option III
Advertisement Sample

****ADVERTISEMENT****



****LETTER****

(Company Name) is bidding on Project (Insert Project Number and Project Title) for the Houston Independent School District. We are looking for possible M/WBE subcontractors to provide the following products and/or services..... (list here). If you are interested in this opportunity, please contact (Insert contact information) by (Insert Deadline Date).

Houston Independent School District Request For Proposal

Option III M/WBE Indirect Spend Report

HISD PROJECT NUMBER: _____

PROJECT TITLE _____

COMPANY NAME: _____

Please indicate below the M/WBE subcontractors that your company utilizes in your day to day business operations. **M/WBE Supplier listed on the Indirect Spend Report must be current suppliers doing business for a least 6 months.** This document must be filled out completely.

M/WBE COMPANY NAME	CONTACT NAME	CONTACT NUMBER	SCOPE OF SERVICE	TOTAL AMOUNT SPENT PRIOR YEAR
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
* Total Business Expenditures must be filled out for this form to be complete. Your total business expenditures (total purchases) are the purchases that your company has had with other companies. <u>This number should not match</u> your M/WBE Spend Prior Year.			TOTAL M/WBE SPEND PRIOR YEAR	\$
			TOTAL BUSINESS EXPENDITURES PRIOR YEAR*	\$
			TOTAL M/WBE INDIRECT SPEND %	%

I certify that the contents of this document are true and correct.

Signature of Proposing Company Officer

Printed Name

Date

Title

Houston Independent School District Request For Proposal

M/WBE Subcontractor Change Request

Supplier Diversity Department

Telephone: (713) 556-7273 Fax: (713) 556-7274

Email: SupplierDiversity@houstonisd.org

HISD PROJECT NUMBER: _____

PROJECT TITLE: _____

COMPANY NAME: _____

Please select the following reason(s) that you need to change your M/WBE subcontractor(s):

1 = Unable to provide verification of M/WBE status

2 = Unable to provide requested products/services

3 = Unable to provide proper insurance/bonding requirements

**Change cannot be made until approved by Supplier Diversity.*

	M/WBE Company Name	Phone Number	Contact Person	Scope Of Service	Agreed Price	Reason		
						1	2	3
ORIGINAL								
NEW								
ORIGINAL								
NEW								
ORIGINAL								
NEW								
ORIGINAL								
NEW								

Please Note: All "Original" M/WBE Subcontractor information must be listed and followed by the "New" replacement M/WBE Subcontractor on the change request on the chart above. M/WBE Firm(s) listed must be at least 51% owned by a woman or a minority; or certified by one of the following M/WBE agencies: (1) City of Houston Office of Business Opportunity (MBE and/or WBE); (2) Houston Minority Supplier Development Council; (3) National Minority Supplier Development Council; (4) Women's Business Enterprise National Council; and/or (5) Women's Business Enterprise Alliance.

Submitted By:

Signature of Proposing Company Officer

Date

Printed Name

Approved By:

HISD Supplier Diversity

Date

Certifying Agencies

CITY OF HOUSTON OFFICE OF BUSINESS OPPORTUNITY

611 Walker, 7th Floor
Houston, Texas 77002
Phone: (832) 393-0600
Website: <https://houston.mwdbe.com>
Email: director.obo@houstontx.gov

HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL

Three Riverway, Suite 555
Houston, Texas 77056
Phone: (713) 271-7805
Website: www.hmsdc.org
Email: info@hmsdc.org

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL

1359 Broadway, 10th Floor, Suite 1000
New York, NY 10018
Phone: (212) 944-2430
Website: www.nmsdc.org
Email: info@nmsdc.org

WOMEN'S BUSINESS ENTERPRISE ALLIANCE

9800 Northwest Freeway Suite 120
Houston, Texas 77092
Phone: (713) 681-9232
Website: www.wbea-texas.org
Email: aday@wbea-texas.org

WOMEN'S BUSINESS ENTERPRISE NATIONAL ALLIANCE

1120 Connecticut Avenue, NW, Suite 1000
Washington, DC 20036
Phone: (202) 872-5515
Website: www.wbenc.org
Email: support@wbenc.org

M/WBE Business Organizations & Associations

ACRES HOME CHAMBER FOR BUSINESS & ECONOMIC DEVELOPMENT, INC.

6112 Wheatley
Houston, Texas 77091
Phone: (713) 692-7161
Website: www.acreshomecenter.org
Email: info@acreshomecenter.org

AMERICAN INDIAN CHAMBER OF COMMERCE OF TEXAS-HOUSTON

P. O. Box 163047
Dallas, Texas 76161
Phone: (817) 429-2323
Email: aicct@aicct.org

ASIAN CHAMBER OF COMMERCE

3535 Briar Park Dr., Suite 108
Houston, Texas 77042
Phone: (713) 782-7222
Website: www.asianchamber-hou.org/
Email: info@asianchamber-hou.org

CITY OF HOUSTON OFFICE OF BUSINESS OPPORTUNITY

611 Walker, 7th Floor
Houston, Texas 77002
Phone: (832) 393-0600
Website: <http://www.houstontx.gov/obo/>
Email: director.obo@houstontx.gov

GREATER HOUSTON WOMEN'S CHAMBER OF COMMERCE

3201 Kirby Dr., Suite 400
Houston, Texas 77098
Phone: (713) 782-3777
Website: www.ghwcc.org
Email: info@ghwcc.org

GREATER HOUSTON BLACK CHAMBER

4828 Loop Central Drive, Suite 1000
Houston, Texas 77081
Phone: (713) 660-8299
Website: www.ghbcc.com
Email: info@ghbcc.com

HOUSTON AREA URBAN LEAGUE, INC

1301 Texas Avenue
Houston, Texas 77002
Phone: (713) 393-8700
Website: www.haul.org

HOUSTON HISPANIC CHAMBER OF COMMERCE

1801 Main Street, Suite 890
Houston, TX 77002
Phone: (713) 644-7070
Website: www.houstonhispanicchamber.com
Email: info@houstonhispanicchamber.com

HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL

Three Riverway, Suite 555
Houston, Texas 77056
Phone: (713) 271-7805
Website: www.hmsdc.org
Email: info@hmsdc.org

INDO AMERICAN CHAMBER OF COMMERCE OF GREATER HOUSTON (THE)

1 Riverway, #1700
Houston, Texas 77056
Phone: (713) 624-7131
Website: <http://www.iaccgh.com>
Email: info@iaccgh.com

LEAGUE OF UNITED LATIN AMERICANS (LULAC)

PO Box 8620
Houston, Texas 77249
Phone: (713) 695-5980
Website: <http://www.lulacd8.org>
Email: d8mgr@lulac.org

N.A.A.C.P. HOUSTON BRANCH

2002 Wheeler
Houston, Texas 77004
Phone: (713) 526-3389
Website: www.naacphouston.org
Email: branch@naacphouston.org

NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS-GREATER HOUSTON CHAPTER (NAWBO-GHC)

P.O. Box 56583
Houston, TX 77256-6583
Phone: (713) 487-8475/(832) 930-1345
Website: www.nawbohouston.org
Email: membership@nawbohouston.org

NATIVE AMERICAN CHAMBER OF COMMERCE

545 FM 1488, Suite 1312
Conroe, Texas 77384
Phone: (713) 614-1272
Website: www.nativeamericanchamber.com
Email: cocchia1@sbcglobal.net

TSU/ECONOMIC DEVELOPMENT CENTER

3100 Cleburne Street, Jesse H. Jones School of Business, Room 151, Houston, Texas 77004
Phone: (713) 313-7785
Website: www.tsu.edu
Email: conneraa@tsu.edu

WOMEN'S BUSINESS ENTERPRISE ALLIANCE

9800 Northwest Freeway Suite 120
Houston, Texas 77092
Phone: (713) 681-9232
Website: www.wbea-texas.org
Email: aday@wbea-texas.org

M/WBE Organizations & Associations (Construction)

ASIAN AMERICAN ENGINEERS/ARCHITECTS

PO Box 270718
Houston, Texas 77277
President: Alan Sadeghpour
Email: asadeghpour@prosign.com

ASSOCIATION OF BLACK CONSULTING ENGINEERS AND ARCHITECTS

P.O. Box 771992
Houston, Texas 77215
Phone: (713) 988-0145
Website: www.abcea.org
Email: info@abcea.org

ASSOCIATED GENERAL CONTRACTORS OF AMERICA-HOUSTON CHAPTER

3825 Dacoma Street
Houston, Texas 77092-8717
Phone: (713) 843-3700
Website: www.agchouston.org
Email: info@agchouston.org

HOUSTON HISPANIC ARCHITECTS AND ENGINEERS

P.O. 421372
Houston, Texas 77042
Phone: (713) 426-7488
Website: www.hhae.org
Email: pfrayre@frayre-ec.com

NATIONAL ASSOCIATION OF MINORITY CONTRACTORS (NAMC) - GREATER HOUSTON CHAPTER

1337 W. 43rd, Suite, 165
Houston, Texas 77018
Phone: (281) 616-6757
Website: www.namctexas.org
Email: info@namctexas.org

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION-HOUSTON CHAPTER (NAWIC)

Website: www.nawic-houston.org/
Email: president@nawic-houston.org

WOMEN CONTRACTORS ASSOCIATION

P O Box 70966
Houston, TX 77270
Phone: (713) 807-9977
Website: www.womencontractors.org
Email: director@womencontractors.org

M/WBE Newspapers and Periodicals

AFRICAN-AMERICAN NEWS & ISSUES

6130 Wheatley Street
Houston, Texas 77091-3947
Phone: (713) 692-1892
Website: www.afamnews.com
Email: sales@afamnews.com

FORWARD TIMES

4411 Almeda
Houston, Texas 77004
Phone: (713) 526-4727
Website: www.forwardtimesonline.com
Email: forwardtimes@forwardtimes.com

HOUSTON DEFENDER (THE)

12401 South Post Oak, #223
Houston, Texas 77045
Phone: (713) 663-6996
Website: www.defendernetwork.com
Email: ads@defendermediagroup.com

HOUSTON INSIDER (THE)

1713 Rosewood Street
Houston, Texas 77004
Phone: (713) 526-0544
Website: <http://thehoustoninsider.com/>
Email: sales@thehoustoninsider.com

INDO AMERICAN NEWS

7545 Harwin Drive, Suite #262
Houston, Texas 77036
Phone: (713) 789-6397
Website: <http://www.indoamerican-news.com>
Email: indoamericannews@yahoo.com

LA INFORMACIÓN

6065 Hillcroft, Suite 400B
Houston, Texas 77081
Telephone: (713) 272-0100
Website: <http://www.lainformacion.us/>
Email: lina.martinez@lainformacion.us

LA PRENSA DE HOUSTON

7100 Regency Square, Suite 217
Houston, Texas 77036
Phone: (713) 334-4959
Website: www.prensadehouston.com
Email: info@prensadehouston.com

LA VOZ DE HOUSTON

4747 SW Freeway
Houston, Texas 77027-6901
Telephone: (713) 362-8100
Website: <http://lavotx.com/>
Email: lavoz@chron.com

**MINORITY PRINT MEDIA, LLC dba HOUSTON
STYLE MAGAZINE**

PO Box 14035
Houston, Texas 77221-4035
Phone: (713) 748-6300
Website: www.stylemagazine.com
Email: advertising@stylemagazine.com

SOUTHERN CHINESE DAILY NEWS

11122 Bellaire Blvd.
Houston, Texas 77072
Telephone: (281) 498-4310
Website: <http://www.scdaily.com/>
Email: ad@scdaily.com

VOICE OF ASIA

8303 Southwest Freeway, Suite 325
Houston, Texas 77074
Phone: (713) 774-5140/5141
Website: www.voiceofasiaonline.com
Email: ads@voiceofasia.com

WORLD JOURNAL OF TEXAS, INC.

5855 Sovereign Dr. Unit C
Houston, Texas 77036
Telephone: (713) 771-4363