

MINORITY, WOMEN, AND SMALL BUSINESS ENTERPRISE POLICY

AT A GLANCE





What is an MWSBE Enterprise?

An MWSBE is at least 51% owned and operated by a minority or non-minority woman.

Why Certify?

The City of Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency are committed to greater business diversity and economic inclusion. Local governments have goals for MWSBE participation on contracts, projects, jobs, services using outside vendors or businesses. Only MWSBEs certified through OEV are eligible to meet City, County, Blueprint Intergovernmental Agency MWSBE participation goals. Certification bridges the gap,

yielding opportunities for certified MWSBEs to subcontract on local government work.

Industry Academies

Come learn from the experts. These academies prepare certified MWSBEs to foster successful business enterprises. Topics include Financial Literacy. Construction Bonding Navigating Procurement Websites.

B2B Connections

Matchmaker events that introduce area prime businesses to locally certified MWSBE firms. Connections are formed, which lead to subcontracting and business opportunities for MWSBEs.

For More Information

Visit www.oeforbusiness.org for full details.

WORKSHOP

The second Monday of every month at
CareerSource Capital Region from 2:30-4:30

SCORING

Full Utilization	10 Points
Partial Utilization + Good Faith	5 Points
Good Faith (Responsive)	0 Points
Additional Points	
Joint Venture, Partnership & Association	2 Points
Mentor-Protégé	
Apprenticeship or Externship	

ASPIRATIONAL GOALS

Procurement Category	MBE Goal	WBE Goal
Construction Prime Contractors	5.00%	4.00%
Construction Subcontractors	14.00%	9.00%
Architecture & Engineering	8.00%	6.00%
Professional Services	5.00%	6.00%
Other Services	6.00%	8.00%
Materials and Supplies	1.00%	6.00%

GOOD FAITH EFFORT

Good Faith Effort documentation will be evaluated the same way for City of Tallahassee, Leon County and Blueprint .

Ten (10) methods of Good Faith Effort documentation, any five (5) necessary to demonstrate Good Faith Effort and remain responsive.

MWBE RESPONSE EVALUATION: RESPONSIVENESS

Recommendation	Response
RESPONSIVE	<ul style="list-style-type: none"> Completed MWBE Participation Plan and MWBE Section that is eligible for full points; Completed MWBE Participation Plan and MWBE Section that is eligible for partial points and completed Good Faith Effort documentation demonstrating why respondent could not meet the full project specific goal; OR Completed Good Faith Effort documentation.
NON-RESPONSIVE	<ul style="list-style-type: none"> Completed MWBE Participation Plan that is eligible for partial points but no Good Faith Effort documentation demonstrating why respondent could not meet the full project-specific goal; An MWBE Participation Plan that is incomplete, unsigned, or otherwise ineligible for points and no Good Faith Effort documentation; OR No MWBE Participation Plan or completed Good Faith Effort Documentation.

GOOD FAITH EFFORT DOCUMENTATION

- Attendance at pre-bid or pre-proposal meeting, if applicable.
- Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.
- Copies of advertisements placed by the respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.
- Copies of written correspondence sent to a certified MBE or WBE firms. The correspondence should include:
 - The specific work the contractor intends to subcontract;
 - That interest in participation by the MWBE firm on the contract is being solicited; and,
 - How to obtain information for the review and inspection of contract plans and specifications.
- Documentation that the respondent selected economically feasible portions of work to be performed by MWBEs, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units. (The ability of the contractor to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet contract goals).
- Documentation that the respondent negotiated in good faith with interested MWBE firms and did not reject any interested MWBE firms without sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MWBE firm.
- Documentation that the respondent reviewed all quotations received from MWBE firms, and for those quotations not accepted, an explanation of why the MWBE will not be used during the course of the contract. (Receipt of a lower quotation from a non-MWBE will not in itself excuse a contractor's failure to meet contract goals).
- Documentation detailing respondent's effort to contact MBE and WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MWBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.
- Documentation that the respondent offered to provide interested MWBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MWBE firms.
- Documentation of follow-up telephone calls with potential MWBE firms encouraging their participation.

Apprenticeship or Externship

- Encourages the utilization of apprentices and externs from workforce development partners to strengthen and increase workforce found in our local economy.
- Incentivizes utilization for the first time with additional points in an MWBE Score.
- The MWSBE Division, within OEV, provides opportunities for the building of business to business relationships for MWSBEs while impacting indicators in our local economy.

Small Business Enterprise (SBE) Program

- Reserve projects and unbundling of projects are two procurement strategies that will provide opportunities for increased utilization of Small Business Enterprise (SBE) certified firms.

Reserve projects:

- Identified by size and advertised only to SBE firms to respond
- Smaller than \$150,000

Unbundling of projects:

- Breaks large projects into smaller projects to increase SBE firm participation as prime contractors or consultants.
- Identified as a part of the Solicitation development and then advertised to SBE firms.

Mentor-Protégé; Joint Venture, Partnership, and Association

- Encourages Mentor-Protégé relationships and Joint Venture, Partnership, and Association to afford prime contracting and consulting opportunities for MWBE firms on City, County, and Blueprint projects.
- Incentivizes these relationships for the first time with additional points in an MWBE Score.

CONTACT US:

The Office of Economic Vitality
MWSBE Division
315 South Calhoun Street
Suite 450
Tallahassee, FL 32301
www.oevforbusiness.org

Cristina Paredes, Director
Cristina.paredes@oevforbusiness.org
850-300-7599

Darryl Jones, Deputy Director
d.jones@oevforbusiness.org
850-300-7567

LaTanya Raffington, Senior Coordinator
latanya.raffington@oevforbusiness.org
850-300-7566

Shanea Wilks, Senior Coordinator
shanea.wilks@oevforbusiness.org
850-300-7563



BLUEPRINT
INTERGOVERNMENTAL AGENCY

