



Minority and Women-Owned Business Enterprise (M/WBE) Program

Pre-Bid Information and Tips

The contents of your bid should contain all the information and documentation that support your firm's plan to fulfill the established minority and women business enterprise (M/WBE) goals for this project. If your firm is unable to meet the goals, your firm's bid submission must include the information and documentation to support your firm's good faith efforts to meet the established goals.

We are here to provide you with guidance to help your firm submit a successful responsive bid. This leaflet will cover common mistakes made in the Good Faith Efforts (GFE) process and how to circumvent those mistakes.

REASONS FOR REJECTION

- X** Incomplete *Contractor Utilization Plan (U-Plan)* which should include all prime and subcontractors regardless of M/WBE certification.
- Lack of detailed description of the type of work the subcontractor will conduct for the project.
- Overlap of work descriptions for subcontractors.
- Not ensuring M/WBE contractors are certified with either MoDOT or Lambert Airport in the North American Industry Classification System (NAICS) codes in which they will be performing.
- Lack of a completed GFE Report (pages 1 and 2) along with supporting documentation with the bid if the goal is not met.
 - o Documents should detail ALL communication with potential subcontractors, including e-mails, telephone calls and rejected bids/quotes.
- Failure to submit a *Notice of Intent to Perform As a Subcontractor or Material Supplier (NOI)* form for each individual firm whether certified or not. Subcontractors include trucking firms, suppliers, and all active participants.
 - o Include all *NOI* for 2nd tier subcontractors as well.
 - o Only include manufacturers if your firm is including them for goal credit.
- Not ensuring that the description and dollar amount on the *NOI* form matches the information on the *U-Plan*.
- Neglecting to give proper attention to the M/WBE participation component.
- Insufficient number of available and certified firms contacted.



CHECKLIST PRIOR TO SUBMITTING BID

- Make sure the certified firms are listed within at least one of the following databases. Although you are not required, we suggest you include that with your bid submission.

City of St. Louis-Airport:

<https://flystl.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?TN=flystl&XID=3673>

State of Missouri-Missouri Department of Transportation (MoDOT):

<https://www6.modot.mo.gov/MRCC/Home/PublicSearch>

In reference to the *NOI* form:

- Make sure your bid includes a completed *NOI* form for EVERY subcontractor (including 2nd-tiers) that will work on the project regardless of certification.
- Make sure the dollar amounts on the *NOI* and *U-Plan* match.
- Ensure the subcontractor completes and signs the form.
- Provide a detailed description of the work to be performed, ensuring that it does not overlap with another subcontractor's work. If applicable, a list of the bid line item(s) is preferred.
- Make sure the certified firms are certified in the proper NAICS code(s) to conduct the type of work for which you are expecting participation credit. NAICS code(s) are listed with the certification in the above noted databases.

In reference to the *U-Plan* spreadsheet:

- List ALL contractors and subcontractors proposed to work on the project. Complete ALL applicable blanks, including final bid amount, contractor information, certification information, dollar value of work and amount applicable to goal column. The dollar amount and percentage attributable to MBE and WBE participation will auto-calculate.
- Make sure the Description of Work or Bid Item matches what is listed on the corresponding *NOI* form. Remember not to overlap bid items. We must be able to distinguish the difference between similar descriptions. If your firm lists painting for Subcontractor A, and Painting for Subcontractor G, how are we to distinguish who will do what?
- Meet the established goal for MBE and WBE participation or include all supporting GFE documents with the bid. There will NOT be another opportunity for your firm to provide documentation to support your efforts.

In reference to *CONTRACTOR'S GOOD FAITH EFFORTS REPORT* form (pages 1 and 2):

- Include with your bid submission copies of e-mails sent to subcontractors and specialty community organizations.
- Include with your bid submission a log of firms that were contacted that includes the following: date, time, and person contacted. This can be done either on the form or as a separate attachment.
- Include with your bid submission any publication(s) in which your firm advertised. Provide copies.
- Include with your bid submission information on other actions taken by your firm to generate participation. Attach additional documents as necessary.

General Tips:

- ❖ Online payment reporting and responding to monthly audits (subcontractors uploading a copy of the check they received with invoice or similar documentation) are required tasks for ALL subcontractors. Making that clear when requesting a bid/quote from subcontractors/suppliers can reduce issues during the project and prevent delayed payments. Please take this into consideration when selecting subcontractors/suppliers and trucking firms.
- ❖ Reporting and responding to monthly audits are required even for projects when M/WBE goals are not assigned.



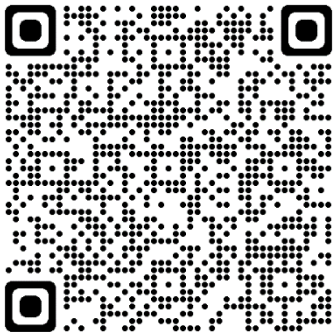
WE ARE HERE TO HELP IF YOU NEED IT!

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Use your mobile device's camera to scan the QR code to visit the St. Louis County M/WBE Program's webpage or type in the following web address in a browser:

<https://stlouiscountymo.gov/st-louis-county-departments/administration/do-business-with-us/minority-women-owned-business/>

