

## Pre-Proposal/Pre-Bid MBE Script

The MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1) must be fully and accurately completed and submitted along with your bid or proposal. Failure to do so will result in your bid or proposal being deemed non-responsive. Please submit Attachment D-1 in a separate, sealed envelope.

On the D-1 form, you must first acknowledge and express your intention to meet the overall MBE goal percentage established for the solicitation.

*You must also enter any subgoals that have been established for the solicitation.*

As no subgoals have been established for this solicitation, do not enter any information regarding the percentages for African-American, Hispanic-American, Asian-American or Women-Owned businesses in Section 1.

The MBE participation schedule should include the names of the minority business enterprises that you intend to use to meet the required MBE goal, along with their federal employment identification number, their MDOT MBE certification number as well as their certification category. Only MDOT MBE certification is acceptable. MBE certification from another entity or jurisdiction will not be accepted. Additionally, the percentage of the of the total contract value to be provided by the particular MBE should be entered as well as a specific description of the work that is to performed by that particular MBE. MBEs must be fully certified at the time of submission of your bid or proposal.

MBE prime contractors may count fifty percent (50%) towards the established subcontracting goal *and one hundred percent (100%) towards one (1) category of the subgoals that they certified for (i.e. female or African-American subgoal, but not both subgoals)*

In the summary, you will break down the specific MBE status of the particular MBE subcontractors and this should be equal to or exceed the MBE goal established for the solicitation.

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Outreach Efforts Compliance Statement (Attachment D-2) and your Subcontractor Project Participation Certification (Attachment D-3).

You may request of waiver of the MBE goal and within 10 working days of receiving notice that your firm is the apparent awardee, you must submit all required waiver documentation in

accordance with COMAR 21.11.03.10. Please carefully review the liquidated damages provisions in the solicitation regarding compliance with MBE rules and regulations.