

Pre-Proposal/Pre-Bid MBE

The MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1) must be fully and accurately completed and submitted in Tab O of the Technical section of your bid or proposal. Failure to do so will result in your bid or proposal being deemed non-responsive.

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 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 be 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)*

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 a 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.

Pre-Proposal/Pre-Bid VSBE

The VSBE Utilization Affidavit and Subcontractor Participation Schedule (Attachment E-1) must be fully and accurately completed and submitted in Tab O with your bid or proposal. Failure to do so may result in your bid or proposal being deemed non-responsive.

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

The VSBE Subcontractor Participation Schedule should include the names of the veteran-owned business enterprises that you intend to use to meet the required VSBE goal, along with their DUNS Number. United States Department of Veterans Affairs and Maryland Department of Veterans Affairs certifications are acceptable. VSBE certification from other entities or jurisdictions will not be accepted. Additionally, the percentage of the total contract value to be provided by the particular VSBE should be entered as well as a specific description of the work that is to be performed by that particular VSBE.

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Subcontractor Project Participation Statement (Attachment E-2).

You may request a waiver of the VSBE 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 21.11.13.07.