MBE/WBE/SDVE Participation Pre-Bid Meeting Notes

Use the following as a reading guide:

1. Article 15 of the Information for Bidders outlines the UM System’s goals for participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Services Disable Veteran Business Enterprises (SDVE) in construction projects.

2. Only MBE/WBE/SDVE firms that are certified by the State of Missouri, Office of Administration as of the date of bid opening will count towards the goals. The UM System does not have a certification program. The bidder is responsible for verifying the certification of firms by the State of Missouri, Office of Administration.

3. If the bidder cannot meet the MBE/WBE/SDVE goals, the bidder must demonstrate that they made a good faith effort to meet the goals. Article 15, Information for Bidders, outlines the definition of a good faith effort.

4. To demonstrate a good faith effort, the bidder should keep a log of all telephone calls or other communications, bid notices, and advertisements attempting to obtain bids from MBE/WBE/SDVE firms. The bidder should also document all attempts to follow up on the initial solicitation with the MBE/WBE/SDVE firms. Also, bidders should keep a log of all MBE/WBE/SDVE firm bids received with reasons noted why an MBE/WBE/SDVE firm was not awarded the work.

5. For all projects, the University has a 3% SDVE participation goal. The goal may be met by the bidder, if a certified SDVE, or by participation of SDVE subcontractors and material suppliers or manufacturers.

6. A separate 3% bonus preference shall be given to SDVE bidders. The bonus preference will be granted only to prime bidders/general contractors who are SDVEs, not for the use of SDVE subcontractors, suppliers, or manufacturers. Details regarding how to qualify for the 3 % bonus preference and how it is calculated are included in Section 15 of the Information for Bidders.

7. The bidder should be prepared to supply a breakdown of materials from any MBE/WBE/SDVE suppliers so the consultant can check against planned quantities to verify the suppliers’ participation in this project. Participation from “brokers” who do not perform a commercially useful function may be discounted.

8. The bidder must fill out an MBE/WBE/SDVE Compliance Evaluation form for each MBE/WBE/SDVE firm and include them in the envelope with the Bidder’s Statement of Qualifications (BSQ). If the bidder cannot achieve the goal, the bidder must also include a completed Application for Waiver form and associated backup in the BSQ envelope. Any bidder may be asked to supply additional MBE/WBE/SDVE Participation information after bids are opened.

9. Bids may be rejected if a bidder does not achieve the MBE/WBE/SDVE goals and fails to demonstrate a good faith effort.