



# Summer Food Service Program

## Thursday, March 30, 2023

### 10:00 AM

### Pre-Proposal Meeting

EDUCATE. CONNECT. GROW.

Presented by

**Hiram Wright**

Senior Business Development Coordinator



Sylvester Turner  
**Mayor**

Marsha E. Murray  
**Director**

611 Walker, 7th Floor  
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# MWBE Goal Compliance

The goal(s) on this project are: MWBE 12%

Your contract requires you to make a good faith effort to achieve these goals with the firms listed on the audit summary we are providing you.



## MWBE Participation Plan

The prime must submit a participation plan if they will meet the listed goal on the RFQ .

The Prime must list the firms currently certified and the work they will perform and the percentage of the goal they will be used to meet.

# MWBE Participation Plan



EXHIBIT A  
MWBE PARTICIPATION PLAN and GOOD FAITH EFFORTS

Date:	
Bid/Proposal Number:	
Formal Bid/Proposal Title:	

Name of Certified MWBE **	Street Address, City, State, Zip Code, Tel # & Email	Certification Type (✓)		NAICS Code (6 Digits)	Description of Work (Scope of Work)	% of Participation
		MBE	WBE			
USE THIS LINE FOR PRIME LEVEL CREDIT ONLY. CREDIT MUST NOT EXCEED 50% OF THE ADVERTISED GOAL.						

a.	CONTRACT AMOUNT TO BE PAID TO PRIME (excluding MWBE Participation)	\$
b.	MWBE PARTICIPATION AMOUNT	\$
c.	TOTAL BID/PROPOSAL AMOUNT (add lines a. and b.)	\$
d.	TOTAL % MWBE PARTICIPATION AMOUNT	%

Page 1 of 3  
Rev. April 2022

- Captures the MWBE participation that the Proposer commits to achieve for the contract **MUST** be submitted with your proposal.
- Used for determining whether Proposer has a plan to meet the advertised goal.
- At the bottom of the form, the “Contract Amount” represents the total amount to be paid to the Prime. The “MWBE Participation Amount” represents the amount that will be paid to certified firms (% in \$). “Total Bid Amount” is your total bid amount to include Prime and certified firms. The “Total % MWBE” is the actual goal %.



## MWBE Prime Level Participation

The Prime can use up to 50% of the Advertised Goal if the Prime is a City Certified firm.

The Prime must select one (1) certification type for Prime level credit Either MBE or WBE

The Prime must also perform a Commercially Useful Function (CUF) to receive credit for their participation on the project.



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Prime can use a sub to meet only one goal for the contract. I.e., MBE or WBE. Subs only get credit for work they perform in which they are performing a commercially useful function (CUF). Credit for work subcontracted by your goal credit firm to a non-certified firm may not be counted if, after the award, they do not perform to the standards set to meet CUF.



## Good Faith Efforts

If you are unable to meet the goal fully then you can submit to the City your efforts to meet the goal and ask that your “Good Faith Efforts” be evaluated. If you are using this option, then we ask that you start documenting all the things your company did to find MWBE participation and the results of your search so that your efforts can be evaluated.

A copy of the Good Faith Efforts Policy can be found in Section 808 in the Project Manual



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# Certified Firm Directory

If the prime needs assistance in locating certified firms they can utilize the Online Directory.

This will allow you to search for firms certified in the areas where subcontracting opportunities exist using descriptions, NAICS codes or company names.

The Directory can be accessed from the City's home page.

<https://houston.mwdbe.com/FrontEnd/searchcertifieddirectory.asp>





## Final Questions

If there are any questions not answered, please put them in writing to the Project Manager listed in the solicitation and a representative from OBO will provide a written response to you that will be available to all the attendees of the Pre Bid Meeting.



Thank You.

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