

(STATE-FUNDED)

MARYLAND MOTOR VEHICLE ADMINISTRATION
PROCUREMENT & CONTRACTS

PRE-BID MEETING

Date: Aug 16, 2016

Contract #: V-HQ-16025-IT

Contract: Task Order 1
Document Imaging Workflow System 2 (DIWS 2)

MBE Goal:

21 %

Sub goals:

- **7%** African-American sub goal percentage
- **0%** Asian-American sub goal percentage
- **2%** Hispanic-American sub goal percentage
- **8%** Woman-Owned sub goal percentage

VSBE Goal:

1 %

Subcontracting Areas:

Training

Development

Migration

Documentation

MBE Requirements:

The following forms are part of the MBE requirements for this project.

1. **MDOT MBE Form A** is due at the time of the bid submission. If the Bidder fails to accurately complete and submit Pages 1 and 2 with the bid as required, the bid shall be deemed not responsive.
 - **MBE Form A** is the Certified MBE Utilization and Fair Solicitation Affidavit, which is your commitment and understanding of the overall MBE participation goal.

2. **MDOT MBE Form B** is also due at the time of bid submission. If the Bidder fails to accurately complete and submit Parts 2 and 3 with the bid as required, the bid shall be deemed not responsive.

- **MBE Form B** is the MBE Participation Schedule which lists the certified MBE firms that you will be utilizing.

(It is important that you engage the MBE firms as early as you engage any other type of supplier and/or subcontractor/vendor.)

- All MBE firms listed on **MBE Form B** must be certified at the time of bid submission to perform the specific scope of work.

3. Please visit MDOT's website to access its electronic MBE directory for a complete listing of certified firms at www.mdot.maryland.gov

4. If you are notified that you are the apparent awardee or as requested by the Procurement Officer, you must submit **MDOT MBE Forms C and D** within 10 business days of receiving such notice.

- **MBE Form C** (Outreach Efforts Compliance Statement)
- **MBE Form D** (Subcontractor Project Participation Affidavit)

- * It is **mandatory** that you obtain signatures on **Form D** from the participating MBE firms that are listed on **Form B**.

5. **MBE Prime Self-Performance.**

A certified MBE Prime firm performs with its own forces toward fulfilling up to (50%) of the MBE participation goal (overall) and up to (100%) of the MBE participation sub goals.

6. 60% Rule Supply Items
refer to **MBE FORM B PART 1 – Instructions for MBE Participation Schedule # 7-9**

When calculating your goals,

- You may count your **entire expenditure** to a certified business supplier that manufactures or produces goods from raw materials or that substantially alters goods before resale; **HOWEVER,**

You may **only count 60% of the expenditures** to certified suppliers who **are not manufacturers**.

Example:

You spend \$10,000 on office supplies....

\$6,000 would be the amount counted towards your MBE goal participation.

Additionally, the MBE credited supplies **may not exceed 60% of the entire contract goal**.

7. Commercial Useful Function

The work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if a certified MBE performs a commercially useful function when it is responsible for execution of the distinct element of work by actually performing, managing, and supervising the contract work.

8. Requesting an MBE Waiver

If you believe that your firm cannot achieve the MBE participation goal and/or sub goals you have the right to request a waiver. The request should be indicated in your initial bid package (on **MBE Form A**).

MBE Form E is the Good Faith Efforts Guidance and Documentation

Within 10 days following notification that your firm is the apparent awardee, all required waiver documentation must be submitted.

Note: Your request for a waiver (with all supporting documentation) will be reviewed by MVA & a determination will be provided to our Procurement Office.

VSBE Requirements:

The following forms are part of the VSBE requirements for this project.

1. **VSBE Utilization Affidavit and Subcontractor Participation Schedule** Page 1 and 2 are due at the time of the bid submission.
 - **VSBE Utilization Affidavit and Subcontractor Participation Schedule**, which is your commitment and understanding of the overall VSBE participation goal.
2. Please visit Center for Veterans Enterprise of the United States Department of Veterans Affairs website to access its electronic VSBE directory for a complete listing of certified firms at www.vetbiz.gov

3. If you are notified that you are the apparent awardee or as requested by the Procurement Officer, you must submit **VSBE Subcontractor Participation Statement** within 10 business days of receiving such notice.

*It is **mandatory** that you obtain signatures from the participating VSBE firms that are listed on **VSBE Subcontractor Participation Schedule**.

4. Requesting an VSBE Waiver

If you believe that your firm cannot achieve the VSBE participation goal established overall goal (or sub goals) you have the right to request a waiver. The request should be indicated in your initial bid package (on **VSBE Utilization Affidavit and Subcontractor Participation Schedule**).

Within 10 days following notification that your firm is the apparent awardee, all required waiver documentation must be submitted.

Note: Your request for a waiver (with all supporting documentation) will be reviewed by MVA & a determination will be provided to our Procurement Office.