



**Business Inclusion and Development Plan**  
**Forms and Instructions**  
**For RFQ's/RFP's/RFCSP's over \$250,000**



## **Business Inclusion and Development Plan**

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The Business Inclusion and Development (BID) Plan shall apply to all contracts with special emphasis on subcontracting opportunities on contracts that are required by state law to be competitively bid and applies to the utilization of first tier subcontractors.

### **BID Plan Goals**

Construction:	25.00%
Architectural & Engineering:	25.66%
Other Professional Services:	36.30%
Other Services:	23.80%
Goods:	18.00%

M/WBE firm(s) must be located or doing business in Dallas County, and the M/WBE firm(s) must also be currently certified or in the process of being certified by the North Central Texas Regional Certification Agency (NCTRCA), or DFW Minority Business Council or Women's Business Council SW prior to recommendation for award being made to the City Council.

If an Proposer fails to meet the stated M/WBE Participation Goal, in part or in whole if selected as the most advantageous proposer, then a detailed explanation must be submitted to explain the Good and Honest Efforts the firm made to secure M/WBE participation.

## **Business Inclusion and Development Plan (BID)**

**It is the policy of the City of Dallas to involve Minority and Women Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts.**

The information shall be submitted with the proposal and shall include:

- Submission of an affirmative action plan and/or policy **and** Ethnic Workforce Composition Report (Ethnic Workforce form provided)
- Submission of documentation showing history of M/WBE utilization on previous contracts (M/WBE Utilization form provided)
- Firm(s) team make-up includes a significant number of diverse M/WBE firms in meaningful roles on the project (Type of Work form provided)
  - (1) The name, address and telephone number of each M/WBE; (2) the description of the work to be performed by each M/WBE; and (3) the approximate dollar amount/percentage of the participation.
- Evidence of acknowledgement of the City's Business Inclusion and Development (BID) Plan. A signed BID affidavit that demonstrates intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project must be submitted (BID Affidavit form provided)

**BUSINESS INCLUSION AND DEVELOPMENT PLAN**  
**REQUIREMENTS FOR THE REQUEST FOR PROPOSAL**  
**(RFP/RFQ/RFCSP)**

**Consultant Screening Guidelines**

**Please read these requirements carefully. Proposals which do not comply with these requirements will be deemed non-responsive and the firm will not be considered for the project.**

1. Statements of Qualifications/RFP must be on 8½" by 11" paper using a minimum font size of 10 point. The tab for Business Inclusion and Development Plan (M/WBE) participation should be clearly labeled and indicate the name of the project, contract number assigned to the project, the date, and the name of the Prime Firm. Additional information may be provided on the cover if desired.
2. Affirmative Action Plan must be included in the Statement of Qualifications/RFP for each firm. Elements of the plan should include, but are not limited to:
  - a. A policy statement reflecting the company's hiring policy
  - b. Dissemination techniques including methods of advertisement for open positions to target minority populations
  - c. Recruitment activities
  - d. Responsibility for administration and implementation of the affirmative action plan
  - e. Submit Ethnic Workforce Composition Report
3. Provide a listing of all projects that your firm has performed for the City of Dallas or other entity in the last 3 years **on the M/WBE Utilization Form provided. Fill in all information.** Describe your firm's history of utilizing M/WBE firms on all your projects.
4. Indicate all firms proposed as sub consultants or vendors on this project. Indicate the type of work to be performed by each firm (i.e. geotechnical, structural design, survey, pipeline design, process design, drafting/CADD, etc) and whether each firm is an M/WBE or non-M/WBE firm. If a M/WBE, indicate the firm's current certification number. **Since fees are unknown at this time for RFQs, RFP, please provide an estimated percent of contract for each sub consultant.** Also indicate the type(s) of work to be performed by the Prime/Joint Venture firm. List the total percentage of work that the Prime firm expects to perform on the project and list the total percentage of work that the subconsultants expect to perform on the project.
5. The Affidavit for compliance with the City of Dallas Business Inclusion and Development Plan (BID) **must** be completed and signed and included in the Proposal.

**INSTRUCTIONS  
HISTORY OF M/WBE UTILIZATION FORM**

1. Only projects awarded to the firm as a prime consultant are to be listed. Do not list projects for the City of Dallas on which the firm is a subconsultant unless you had a significant role in the project.
2. List **all** projects awarded within the **last three years** and list **all** projects that are currently in progress whether or not they were awarded within the last three years.
3. “Column 1”, list the department or the entity that awarded the project to the prime. Use DWU for Dallas Water Utilities, PW for Public Works, RM for Risk Management, AVI for Aviation, PKR for Parks and Recreation Department, etc.
4. “Column 2”, list the contact name, address, and telephone number of the department or entity that awarded the project to the prime.
5. “Column 3”, list the name of the project.
6. “Column 4”, list the “Total Contract Amount” awarded plus the amount of all Supplemental Agreements, if any.
7. “Column 5”, list the “M/WBE goal” established by the city department or other entity that awarded the project.
8. “Column 6”, list the “M/WBE participation committed”. Indicate the percentage of all M/WBE work committed by the prime (to the sub) at the award of the project plus any additional percentage committed as apart of any Supplemental Agreement.
9. “Column 7”, list the “M/WBE actual-to-date”. Indicate the percentages of all M/WBE actual to date participation of the project plus any additional percentage committed as apart of any Supplemental Agreement.
10. “Column 8”, list the percentage of the contract that has been completed.
11. For projects that have been completed and/or nearing completion and the planned M/WBE participation has not been achieved or will not be achieved, provide an explanation for the difference.

**INSTRUCTIONS**  
**FOR THE HISTORY OF M/WBE UTILIZATION FORM**  
(Cont.)

12. The form may be shortened to eliminate excess rows or lengthened to add rows to present the firm(s) work accurately. The consultant may supply additional information, if desired. Additional information is voluntary.
13. If the prime firm has not performed work for the City of Dallas for the past three years, or has performed two projects for the City of Dallas in the past three years, please use a similar format to provide historical information on your firm's utilization of M/WBE firms on at least three projects in the past three years with other clients.
14. If you have any questions, please contact the person indicated in the cover letter for the request for Proposals.

**INSTRUCTIONS**  
**TYPE OF WORK BY PRIME AND SUBCONSULTANT FORM**

1. In the “Name of Firm” column list the name of all firms including the prime consultant as well as any sub consultants for this project.
2. List the City of Dallas vendor number for the prime and sub consultants for this project. (If none, register online: [www.bids.dallascityhall.org](http://www.bids.dallascityhall.org)) All prime and sub consultants must be registered with the City of Dallas during the term of the projects.
3. List the M/WBE certification number of all firms including the prime and sub consultant. (if applicable)
4. List the firms contact name, address information, and telephone number.
5. List the ethnicity of the firm(s) owner as B=African American; H= Hispanic; I=Asian Indian; N=Native American; P=Asian Pacific; W=Woman; and NON=other than M/WBE.
6. Indicate the firm’s location as L-local (within Dallas county limits); N=Non-local (Outside Dallas county limits).
7. List the type of Work to be performed by Prime and the 1st tier sub consultants on this project.
8. Indicate the percentage for the prime and sub consultants for the type of work that will be performed during this contract.



CITY OF DALLAS  
ETHNIC WORKFORCE COMPOSITION REPORT

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Bid #: \_\_\_\_\_

Telephone Number: \_ - - Ext. \_\_\_\_\_

Email Address: \_\_\_\_\_

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
EXAMPLE	15	12	7	4	4	4	3	2	1	2
Administrative/ Managerial										
Professional										
Technical										
Office/Clerical										
Skilled										
Semiskilled										
Unskilled										
Seasonal										
<b>Totals:</b>										

Intentional misrepresentation could result in criminal prosecution.

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date







# CITY OF DALLAS Business Inclusion and Development Affidavit

It is the policy of the City of Dallas to involve qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts.

### M/WBE Participation Goals

The BID Plan establishes subcontracting goals and requirements for all prospective bidders to ensure a reasonable degree of M/WBE participation in City contracts. It is the goal of the City of Dallas that a certain percentage of work under each contract be executed by one or more M/WBEs.

On May 14, 1997 the City Council adopted the following M/WBE participation goals without consideration for a specific ethnicity or gender (Resolution Number 97-1605):

<u>Construction</u> 25.00%	<u>Architectural &amp; Engineering</u> 25.66%	<u>Other Professional</u> 36.30%	<u>Other Services</u> 23.80%	<u>Goods</u> 18.00%
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The apparent low bidder/most advantageous proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include M/WBEs in subcontracting opportunities. The apparent low bidder/most advantageous proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from M/WBEs may be denied award of the contract by the City based on the contractor's failure to be a "responsive" or "responsible" bidder.

**By signing below, I agree to provide the City of Dallas, Business Development & Procurement Services department with a completed copy of all required forms provided within the Business Inclusion and Development document package. I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed "non-responsive" and I may be denied award of the contract. Intentional misrepresentation could result in criminal prosecution.**

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

**Bid Number:** \_\_\_\_\_

**Company name:** \_\_\_\_\_

\_\_\_\_\_  
Typed or Printed Name of Certifying Official of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Certifying Official of Company

\_\_\_\_\_  
Title