



# Minority / Women Business Enterprise

Goods and Services M/WBE Department | 9400 N. Central Expressway, Dallas, TX 75231 | 972.925.4140 | www.dallasisd.org/mwbe

## GOODS AND SERVICES M/WBE COMPLIANCE GUIDELINES AND FORMS

The information gathered from these forms will be used as part of the Minority/Women Business Enterprise (M/WBE) evaluation. Please visit our website at [www.dallasisd.org/mwbe](http://www.dallasisd.org/mwbe) for a fillable version of these forms.

<b>Bid/RFP Number:</b>		<b>Total Proposed Price:</b>	\$
<b>Bid/RFP Title:</b>			

Description of Work*

\*The description of work is not required with the initial bid/proposal – this section should be completed with an assignment of work (AOW).

Company Contact Information			
<b>Company Name:</b>			
<b>Company Tax ID#:</b>			
<b>Contact Person:</b>			
<b>Phone:</b>			
<b>Email:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>Zip:</b>	

Minority or Woman Owned Business (M/WBE) Classification			
<b>Is your company a Certified Minority or Woman Owned Business (M/WBE)?</b>			
<input type="checkbox"/> <b>Yes</b>	If “Yes,” complete the current certification information below. Indicate ethnicity and gender. Dallas ISD Recognized M/WBE Certification Agencies: Refer to Section 13 on Page 10		
<input type="checkbox"/> <b>No</b>	If “No,” indicate your ethnicity & gender below.		
<b>M/WBE Certification Agency</b>	<b>M/WBE Certification Number</b>	<b>Ethnicity</b>	<b>Gender</b>

Signature Block   Please sign below	
<b>Required Signature.</b> The undersigned authorized agent agrees that he/she has read and understands the M/WBE Compliance Guidelines and Forms and that all information is correct to the best of his/her knowledge.	
<b>Signature (Please Sign Below)</b>	<b>Date:</b>
X	

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**Section 1. | Diversity Plans**

Does your company have an Affirmative Action, Equal Employment Opportunity or Supplier Diversity Plan?

- Yes**            If “Yes,” attach a copy of your plan immediately following the M/WBE forms.
- No**

**Section 2. | Workforce Composition**

Employee Category	African American		Asian		Hispanic		Native American		Non-Minority		Total Employees	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Executive & Managerial												
Technical & Skilled												
Office & Clerical												
Other												
<b>TOTAL</b>												

**Section 3. | References**

List two (2) M/WBE companies that have performed work for your company.

Company Name:	
Contact Person:	
Email:	
Phone Number:	
Project Name:	

Company Name:	
Contact Person:	
Email:	
Phone Number:	
Project Name:	

**Section 4. | Mentor Protégé**

Does your company currently participate in a Mentor Protégé Program as a mentor to an M/WBE company?  
Refer to Section 19 on Page 13 for additional information.

- Yes**            If “Yes”, attach a signed and notarized copy of the Mentor Protégé Agreement and any supporting documents.
- No**

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**Section 5. | Prime-Subcontractor Team**

Is your company bidding as a Prime-Subcontractor Team with a certified M/WBE company?  
 Refer to Section 16 on Page 11 for additional information.

- Yes.** If “Yes,” identify the certified M/WBE company below. Attach a signed, dated and notarized Prime-Subcontractor Teaming Agreement.  
 **No.**

M/WBE Company	M/WBE Certification Agency	M/WBE Certification Number	Ethnicity/Gender

**Section 6. | Joint Venture (JV)**

Is your company bidding as a Joint Venture (JV) with a certified M/WBE company?  
 Refer to Section 17 on Page 12 for additional information.

- Yes.** If “Yes,” identify all partners (including your company\*) below and attach a signed, dated, and notarized Dallas ISD Master JV Agreement. Each JV partner (excluding your company) must complete Sections A through D on Page 4.  
 **No.**

Joint Venture Majority Partner*			
Company:		Contact Person:	
Email:		Phone:	
JV % Split:			

Joint Venture Partner			
Company:		Contact Person:	
Email:		Phone:	
M/WBE Certification Agency:			
M/WBE Certification Number:			
Ethnicity:		Gender:	
		JV % Split:	

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**COMPLETE SECTIONS A THROUGH D FOR EACH JOINT VENTURE PARTNER(S). USE ONE PAGE PER PARTNER**

**Section A. Diversity Plans**

Does your company have an Affirmative Action, Equal Employment Opportunity or Supplier Diversity Plan?

**Yes.** If "Yes," attach a copy of your plan immediately following the M/WBE Compliance Guidelines & Forms.

**No.**

**Section B. Workforce Composition**

Employee Category	African American		Asian		Hispanic		Native American		Non-Minority		Total Employees	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Executive & Managerial												
Technical & Skilled												
Office & Clerical												
Other												
<b>TOTAL</b>												

**Section C. M/WBE References**

List 2 (two) M/WBE companies that have performed work for your company.

Company Name:	
Contact Person:	
Email:	
Phone Number:	
Project Name:	

Company Name:	
Contact Person:	
Email:	
Phone Number:	
Project Name:	

**Section D. Mentor Protégé Program**

Does your company currently participate in a Mentor Protégé Program, as a mentor to an M/WBE company?  
Refer to Section 19 on Page 13 for additional information.

**Yes.** If "Yes," attach a signed, dated and notarized copy of the Mentor Protégé Agreement and notarized minutes.

**No.**

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**Section 7. | Subcontractor and Prime Self-Performance Participation**

Will you use any subcontractors, sub consultants, suppliers (M/WBE and/or Non-M/WBE) as part of this bid/proposal?

**Yes.** I plan to utilize subcontractors as part of this bid/proposal. Complete Section 9 below.

**No.**

Will you self-perform the entire scope of work?

**Yes.** I plan to self-perform the entire scope of work with my own workforce. If you are a Certified M/WBE Prime complete Section 10 below.

**No.**

**Section 8. | Certified M/WBE Prime Self-Performance**

**Certified M/WBE Prime Self-Performance**

If you are a Certified M/WBE Prime and will self-perform with your own workforce the management of the project, complete the Certified M/WBE Prime Self-Performance chart below. The work should be consistent with industry standards. The M/WBE Prime’s self-performance of a specialty trade or project scope of work shall be counted toward the goal, up to a maximum of 50% of the M/WBE project goal. Refer to Section 14 on Page 10 for additional information.

Certified M/WBE Prime Self-Performance				
Certified M/WBE Prime Company’s Name:			Contract Amount	M/WBE %
Contact Person:				
Ethnicity:		Gender:		
Scope of Work:				

**Section 9. | Subcontractor Utilization**

List all (minority and non-minority) subcontractors, suppliers, sub consultants, or sole proprietors that will be utilized in this bid/proposal. Only Certified M/WBE Prime Self-Performance and Certified M/WBE Subcontractors will be counted towards the M/WBE goals. If you will not utilize M/WBE subcontractors, complete Section 10 on Page 7.

For information on the change of subcontractor policy refer to Section 16 on Page 11.

**Non-certified companies will not be counted towards the M/WBE goal.**

**Subcontractor/Supplier Information**

Subcontractor/Supplier Information					
Subcontractor/Supplier Company’s Name:			Contract Amount	M/WBE %	
Address:					
Contact Person:					
Ethnicity:		Gender:			
Phone:		Email:			
M/WBE Certification Agency:		Certification #:			
Scope of Work:					

Additional Subcontractor/Supplier Information on the following page

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**Subcontractor/Supplier Information Continued**

Subcontractor/Supplier Company's Name:				Contract Amount	M/WBE %
Address:					
Contact Person:					
Ethnicity:		Gender:			
Phone:		Email:			
M/WBE Certification Agency:		Certification #:			
Scope of Work:					
Subcontractor/Supplier Company's Name:				Contract Amount	M/WBE %
Address:					
Contact Person:					
Ethnicity:		Gender:			
Phone:		Email:			
M/WBE Certification Agency:		Certification #:			
Scope of Work:					
Subcontractor/Supplier Company's Name:				Contract Amount	M/WBE %
Address:					
Contact Person:					
Ethnicity:		Gender:			
Phone:		Email:			
M/WBE Certification Agency:		Certification #:			
Scope of Work:					
Subcontractor/Supplier Company's Name:				Contract Amount	M/WBE %
Address:					
Contact Person:					
Ethnicity:		Gender:			
Phone:		Email:			
M/WBE Certification Agency:		Certification #:			
Scope of Work:					
				<b>Total:</b>	

If you have additional subcontractors/suppliers please make copies of this form.

**M/WBE Department's Office Use Only**

<b>Contract Amount</b>	<b>M/WBE Contract Total</b>	<b>M/WBE Percentage</b>	<b>M/WBE Coordinator</b>

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**Certified M/WBE Subcontractor Performance.** The M/WBE subcontractors, suppliers, and/or vendors must be 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> tier subcontractors, suppliers, and/or vendors when calculating participation. In order to prevent double counting, the district will count the M/WBE subcontractor participation for the 1<sup>st</sup> tier firm. If the 1<sup>st</sup> tier isn't a certified M/WBE, the district will count the 2<sup>nd</sup> tier M/WBE subcontractor. If the 1<sup>st</sup> and 2<sup>nd</sup> tier aren't certified M/WBEs, the district will count the 3<sup>rd</sup> tier M/WBE subcontractor. The expenditures by M/WBEs for materials or supplies toward M/WBE goals are calculated as follows:

	Type	M/WBE Percentage	Definition
A.	M/WBE Manufacturer	100%	Operates or maintains a factory or establishment that produces on the premises; the materials, supplies, articles, or equipment required under the contract.
B.	M/WBE Regular Dealer	60%	Owns, operates, or maintains a store, warehouse, in which the materials, supplies, articles or equipment are kept in stock, and regularly sold or leased to the public.
C.	M/WBE Representatives	Amount of Commission or Fees	Packagers, brokers, manufacturers' representatives

**Section 10. | Good Faith Effort**

All district prime vendors are required to demonstrate positive and reasonable good faith efforts to subcontract with M/WBEs. **Complete this section if only non-M/WBE subcontractors will be utilized.**

	Yes	No
1. Was contact made with M/WBEs by telephone or written correspondence at least one week before the bid was due to determine whether any M/WBEs were interested in subcontracting and/or joint ventures?		
2. Were contracts broken down to provide opportunities for subcontracting?		
3. Was your company represented at a pre-bid/proposal conference to discuss, among other matters, M/WBE participation opportunities and obtain a list (not more than two months old) of certified M/WBEs?		
4. Was information provided to M/WBEs including, but not limited to bonding, lines of credit, technical assistance, insurance, scope of work, plans/specifications?		
5. Were subcontracting opportunities advertised in general circulation, trade associations, M/WBE focused media and/or minority chambers of commerce?		
6. Did you encourage non-certified M/WBEs to pursue certification status?		
7. Were negotiations conducted in good faith with interested M/WBEs?		
8. Were the services utilized of available minority and women, community organizations, contractor groups, local, state, and federal business assistance offices, and other organizations that provide assistance in the identification of M/WBEs?		
<p><b>Special Note:</b> The good faith efforts documentation is subject to an M/WBE audit. Upon request, you will be required to provide supporting documentation for the purpose of verifying your good faith efforts.</p>		

Company Name: \_\_\_\_\_ Bid/RFP No.: \_\_\_\_\_

**Section 11. | Letter of Intent (LOI) [Not required with the initial bid/proposal]**

To be submitted at the contract negotiation meeting with the district, or as requested by the M/WBE Department. Complete one LOI form for each proposed M/WBE subcontractor. Refer to Section 15 on Page 10 for additional information.

Org/School: \_\_\_\_\_

**Prime vendors must submit a Letter of Intent for each M/WBE Subcontractor who will be utilized to supply any services, labor or materials pursuant to the bid/proposal. If necessary, make copies.**

This Letter of Intent is submitted to confirm the intent of the prime vendor and subcontractor to conduct good faith negotiations toward a subcontract agreement, with terms agreeable to both parties, for the scope of work identified herein. The parties acknowledge that any obligation of the prime vendor to enter into a subcontract agreement with subcontractor is expressly contingent upon the prime vendor entering into a contract with Dallas ISD for the work as defined in the bid/proposal.

**This document must be completed in its entirety by the Prime Vendor and signed by both the Prime Vendor and the M/WBE Subcontractor.**

*Any false statements or misrepresentations regarding information submitted on this form may be a criminal offense in violation of Section 37.10 of the Texas Penal Code.*

**A. M/WBE Subcontractor's Information:**

The M/WBE subcontractor \_\_\_\_\_ has been certified by a Dallas ISD recognized certification agency.

Name of Certifying Agency: \_\_\_\_\_ Certification #: \_\_\_\_\_ Ethnicity/Gender: \_\_\_\_\_  
Print or Type Certification Agency's Name

*Pursuant to Board Policy (CH Local), only M/WBEs who are currently certified may be counted towards meeting the district's M/WBE goal at the subcontracting level. See Section 13 on Page 10 for a listing of the Dallas ISD recognized certifying agencies.*

**The M/WBE Subcontractor is prepared to perform the following services, labor, or materials listed in connection with the project:**

Scope of Work: \_\_\_\_\_

Price: \$ \_\_\_\_\_

<b>M/WBE Subcontractor Signature Required</b> Review the above information for accuracy prior to signing this Letter of Intent.		
X	Date	
<small>Print or Type Name and Title of M/WBE Owner, President or Authorized Agent</small>	<small>Signature</small>	<small>Date</small>

**B. Prime Vendor's Information:**

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address, City, State & Zip: \_\_\_\_\_

**Declaration of Prime Vendor/Declarant:**

I \_\_\_\_\_ HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_  
Name of Declarant (Print or Type) Title of Declarant (Print or Type)

and am duly authorized to make this declaration on behalf of \_\_\_\_\_  
Company Name (Print or Type)

and that I have personally reviewed this Letter of Intent. To the best of my knowledge, information and belief, the facts and representations contained in this form are true and correct. The owner, president or authorized agent of the M/WBE firm signed this form, and no material facts have been omitted.

<b>Prime Vendor/Declarant Signature Required</b> Review the above information for accuracy prior to signing this Letter of Intent.		
X	Date	
<small>Print or Type Name</small>	<small>Signature</small>	<small>Date</small>



**General Information regarding the M/WBE Compliance Guidelines and Forms**

The district’s aspirational M/WBE goal is **30%** for goods, services, and construction contracts. The district’s aspirational M/WBE goal for bond funded professional service contracts is **35%**. The district may assign a contract specific M/WBE goal in lieu of the aspirational goal. Review your solicitation documents to determine which M/WBE goal will apply. The established M/WBE goal is applicable to any change orders, additional services, modifications or revisions to the original contract. It’s the contractors’ responsibility to be aware and in compliance with all local, state and federal regulations and requirements related to M/WBE programs.

**Section 12. | During Bid/Proposal Submission**

**M/WBE Forms.** Submit the completed, signed, and dated M/WBE Compliance Guidelines & Forms by the due date. Include all M/WBE supporting documentation including, but not limited to M/WBE Certificates, Affirmative Action, Equal Employment Opportunity or Supplier Diversity Plan, signed, dated and notarized Joint Venture Agreement, signed, dated and notarized Mentor Protégé Agreement and Minutes or Prime-Subcontractor Teaming Agreement. Each proposal is evaluated independently against other proposers.

**M/WBE Scoring Criteria.** The district’s M/WBE Evaluation Scoring Criteria has been established as follows:

	<b>M/WBE Criteria</b>	<b>Maximum Point Allocation</b>
<b>A.</b>	Proposer demonstrated a commitment to the district’s M/WBE program by providing enhancements to the administration of the proposer’s contracting process for the work to be done by M/WBE firms. <i>Examples of this commitment may include any of the following: expedited payments, Mentor Protégé Programs, early release of retainage, expanding the pool of diverse subcontractors to firms that have not done business with the district, etc.</i>	3
<b>B.</b>	Proposer submitted a list of 2 (two) M/WBE subcontractor references.	2
<b>C.</b>	Proposer is a certified M/WBE <b>OR</b> Proposer submitted a Joint Venture Agreement with a certified M/WBE <b>OR</b> Proposer submitted a Prime Subcontractor Teaming Agreement with a certified M/WBE.	5
<b>D.</b>	Proposer submitted a diverse list of certified M/WBE subcontractors, subconsultants or suppliers that meets or exceeds the district’s M/WBE aspirational goal in meaningful and significant roles <b>OR</b> Proposer demonstrated outreach designed to meet the M/WBE project goals with a diverse M/WBE team of subcontractors, suppliers and subconsultants.	5
<b>E.</b>	Proposer demonstrated a comprehensive framework and understanding of the district’s M/WBE program by: providing a written and detailed M/WBE compliance plan, designating a high ranking individual or knowledgeable consultant who will be responsible for M/WBE contract compliance, monitoring and reporting, ensuring no unauthorized changes to M/WBE subcontractors, adhering to the M/WBE commitment and subcontractor payment terms, executing the M/WBE subcontracting schedule, complying with the district’s M/WBE Program guidelines, etc.	5
	<b>Total Points</b>	<b>20</b>

**Subcontractor Utilization.** Complete Section 9 on Page 5 for the subcontractors you plan to utilize. Attach a copy of the current M/WBE certificate or proof of M/WBE certification for each M/WBE subcontractor. Contact the M/WBE Department if you would like a listing of certified M/WBE subcontractors or suppliers.

### Section 13. | Recognized Certifying Agencies

The district accepts M/WBE certifications issued by:

North Central Texas Regional Certification Agency (NCTRCA)	State of Texas' Historically Underutilized Business (HUB)
D/FW Minority Supplier Development Council (DFW MSDC)	Women's Business Council Southwest (WBC SW)
Department of Transportation (DOT)	South Central Texas Regional Certification Agency (SCTRCA)
City of Houston	Corpus Christi Regional Transportation Authority
City of Austin	Small Business Administration (8A or certified SDB)
National Minority Supplier Development Council (NMSDC)	National Women's Business Enterprise Certification (WBENC)

*Other certifications may be considered on an individual basis. Only certified disadvantaged, minority and women-owned companies will be counted towards the prime's M/WBE subcontracting goals. Vendors do not have to be a certified M/WBE to participate in the district's contracting and purchasing activities.*

### Section 14. | Certified M/WBE Prime Self-Performance

- The M/WBE prime must be a bona fide business with real and continuing ownership for more than a year prior to the solicitation and was not created merely for the purpose of meeting this evaluation criteria.
- The M/WBE prime must be certified at the time of submission of the proposal.
- The M/WBE prime must be economically independent, perform commercially useful functions and perform the management of the project or the specialty trade work, consistent with industry practices, with its own workforce.
- The M/WBE's self-performance of a specialty trade or project scope of work shall be counted toward the M/WBE goal up to a maximum of 50% of the M/WBE project goal.

*For example, an M/WBE prime elects to self-perform the interior finish out painting which equals 10% of the project's total costs and the goal for the project is 30%. The M/WBE prime's participation will count 10% toward the M/WBE project goal of 30%. The remaining M/WBE subcontracting goal after applying the MWBE prime's self-performance on the project is a 20% M/WBE subcontracting goal.*

- If the M/WBE prime's self- performance exceeds the M/WBE contract goal, a maximum of 50% of the M/WBE project goal will be applied toward the goal.

*For example, the M/WBE prime self-performs the concrete work for the project and the concrete work is 30% of the total project costs. The MWBE prime's participation will count 15% toward the M/WBE project goal of 30%. The remaining M/WBE subcontracting goal after applying the M/WBE prime's self- performance on the project is a 15% MWBE subcontracting goal.*

### Section 15. | After Bid/RFP Submission

**Letter of Intent.** The awarded prime vendor who will subcontract portions of the work should complete the *Letter of Intent to Perform/Contract as an M/WBE Subcontractor* form (Section 11 on Page 8) for each proposed M/WBE subcontractor. The prime vendor will be required to provide the *Letter of Intent to Perform/Contract as an M/WBE Subcontractor* form at the contract negotiation meeting with the district, or as requested by the M/WBE Department.

**Changes to the List of Subcontractors.** A Request for Approval of Contract Change form must be submitted to the M/WBE Department for approval **prior** to any changes to the M/WBE subcontractor utilization listing in Section 9 on Page 5. A written justification and supporting documentation are required from the prime requesting the change. This applies after the Bid/RFP submission and throughout the contract duration.

**Subcontractor Payment.** The Prime vendor shall submit an M/WBE Pay Activity Report (PAR) indicating the amounts paid (along with required proof of payments) to its subcontractors with each pay application or as requested by the district.

- Acceptable proof of payments includes: (1) Emails from the Subcontractor verifying the payment amount, date paid, school name and/or org #, and project information (2) Partial Lien Releases, (3) Cancelled Checks, or (4) Proof of Electronic Funds Transfer;
- All Prime vendors must pay all submitted invoices, including retainage to subcontractors, suppliers, or entities within **10 days** of receiving payment from the district;
- No Prime vendor shall withhold a non-disputed subcontractor payment;
- No Prime vendor may withhold retainage greater than 5% from the subcontractor.

**Contract Execution between Prime Vendor and Subcontractor.** Prime vendor agrees to establish a written contract with each subcontractor. At minimum, the contract should include the scope of work, payment terms, prompt payment clause and retainage clause.

**Changes to the original M/WBE Commitment – After Contract Execution.** The prime vendor shall notify the M/WBE Department if the percentage of M/WBE participation falls below the level of participation represented in the contract. The prime vendor shall promptly notify the M/WBE Department within seven (7) days and obtain a listing of other certified M/WBE vendors to meet the commitment amount.

**Records Retention.** The prime vendor will be required to maintain records showing the subcontractor/supplier awarded contracts, subcontractor payment history, efforts to identify and award contracts to M/WBEs, and copies of executed contracts with M/WBEs. The contractor must provide access to books, records and accounts to authorized district, state and federal officials for the purpose of verifying M/WBE participation and good faith efforts. District contracts are subject to an M/WBE audit.

## Section 16. | Prime-Subcontractor Teaming Agreement

The Prime-Subcontractor Teaming Agreement will be evaluated based upon the below referenced criteria. The designated subcontractor in this agreement must be a certified M/WBE. There is a maximum of five (5) numerical points available.

Proposer submitted a teaming arrangement and/or strategic partnership with subprime contracting with a certified MWBE firm(s). The certified MWBE firm(s) provides prime management, control and supervision of a clear and distinct portion of the specialty trade(s) or project scope of work in a meaningful and significant role(s). Proposer will establish a teaming agreement which defines the minimum M/WBE subcontractor commitment. The teaming agreement defines what trade(s) the subcontractor will perform and the subcontractor is certified in the respective subcontracting scope.

	<b>Teaming Agreement Scoring Analysis</b>	<b>Located on Page</b>	<b>Available Points</b>
<b>A.</b>	The teaming agreement provides the certified M/WBE firm(s) with prime management, control and supervision of a clear and distinct portion of the project scope of work in meaningful and significant roles.		2.00
<b>B.</b>	A pre-negotiated subcontract form is an exhibit to the teaming agreement.		1.00
<b>C.</b>	The teaming agreement contains a dispute resolution procedure.		0.50
<b>D.</b>	The teaming agreement only terminates upon owner non-select or owner non-award.		0.50
<b>E.</b>	The teaming agreement requires subcontract award to the M/WBE partner identified in the teaming agreement.		1.00
	<b>Total</b>		<b>5.00</b>

### Section 17. | Joint Venture Program Information

The objective of the district’s Joint Venture (JV) Program is to further the development, growth, and capabilities of minority and women-owned businesses that allow such businesses to offer the district the best combination of performance, cost, and delivery of service. A JV is an association of two (2) or more companies with a certified minority or woman-owned business to form a new company. The Joint Venture parties are required to utilize the Dallas ISD Master Joint Venture Agreement. The agreement must be signed, dated and notarized by all Joint Venture parties. The Joint Venture does not replace a prime contractor’s responsibility to satisfy applicable M/WBE program requirements, including M/WBE goals. Failure to adhere to the terms and conditions outlined within the Dallas ISD Master Joint Venture Agreement may deem your Joint Venture response as non-responsive and result in a non-point award during evaluation.

Companies seeking to participate in a Joint Venture arrangement has the burden of demonstrating to the district, by a preponderance of the evidence, that it meets the requirements of Board Policy (CH) Local with respect to being an eligible Joint Venture for counting purposes. The district will analyze whether the stated Joint Venture is realistic considering the number of employees, experience, resources, certification type, and other resources that each party provides to the Joint Venture. The Joint Venture Partnership must include a certified M/WBE Partner, based on the percentage allocated, who is able to adequately bond the project, have the experience and resource to perform the services, labor or material listed.

The Joint Venture Partner(s) may provide co-surety bond or bonds in proportionate percentage to their ownership in the Joint Venture and to other parties are applicable in a form acceptable to the owner. The Joint Venture may also provide in a form acceptable to the owner any bond or bonds in the name of the Joint Venture in lieu of the co-surety arrangement; provide an Up Front Joint Agreement (SAA Form #1), and an executed copy of the indemnity agreement signed by all of the parties associated with the SAA Form #1.

A separate bank account in the name of the Joint Venture must be established by the Joint Venture. The bank account will require the signature of an authorized representative of each party or his or her designee for withdrawal by check or documented approval of an authorized representative for withdrawal by electronic means.

Refer to the district’s website at [www.dallasisd.org/mwbe](http://www.dallasisd.org/mwbe) for the required Dallas ISD Master Joint Venture Agreement and Joint Venture Guidelines.

**Section 18. | Goods and Services M/WBE Joint Venture Scoring Analysis**

The Joint Venture (JV) Agreement will be evaluated based upon the below referenced criteria. One of the JV partners must be a certified minority or woman-owned business. There is a maximum of five (5) numerical points available. Refer to Section 17 on Page 12 for additional information.

The proposer must submit an approved, signed, dated, and notarized Dallas ISD Master Joint Venture Agreement. Any modifications to the Dallas ISD Master Joint Venture Agreement and amendments must be submitted for review with the proposal and include highlighted proposed changes or modifications to the agreement for review and approval of Dallas ISD’s M/WBE office.

<b>A. M/WBE Joint Venture Partner</b>	<b>Points</b>
Does it identify the distinct, clearly defined portion of the work provided by each M/WBE joint venture partner, in significant and meaningful ways? The work must be separate, clear and distinguishable. Specify the nature of the work and what it will entail. Complete exhibit A of the Dallas ISD Master Joint Venture Agreement.	3.00
<b>B. Staffing Plan</b>	
Does it provide a staffing plan to be determined per the established participation percentages indicating the number of employees to be provided by each M/WBE joint venture partner? This should include a project organizational chart and a resumé for each key personnel that includes length of employment, time serviced in their role(s), and experience within the industry. Complete exhibit B of the Dallas ISD Master Joint Venture Agreement.	1.00
<b>C. Financial and Bonding Information</b>	
Does it provide a letter from a financial institution or bonding surety company, substantiating the financial strength or bonding capacity of each M/WBE joint venture partner(s)? This document should commensurate each M/WBE joint venture partner(s) percentage split. Complete exhibit C of the Dallas ISD Master Joint Venture Agreement.	1.00
<b>Total Points</b>	<b>5.00</b>

**Section 19. | Mentor Protégé Program Information**

The Minority/Women Business Enterprise (M/WBE) Department's Mentor-Protégé program aims to stimulate the growth of minority and women-owned businesses through education, business development, and training. A mentor should be willing to advise and support the Protégé and help identify the needs and skills of the Protégé. Mentor Protégé Agreement, meeting minutes, progress reports, and deliverables should be signed by all parties, dated, and notarized.