



Minority/Women Business Enterprise (M/WBE) Short Form

Pursuant to Board Policy CH (Local), it is a continuing goal of the district to involve minority and women owned businesses in a legal and meaningful way in all facets of the district's contracting and purchasing activities. The completed and signed M/WBE Electronic Requisition Form must be submitted with any Goods and Services requisition totaling \$50,000 or more. **This requisition form must be completed for all construction requisitions regardless of their amount.** The M/WBE Electronic Requisition Form should be dated within the last 90 days. Failure to adhere to these compliance standards will result in a delay of approval. For questions, contact the M/WBE Department at 972-925-4140 or mwbe@dallasisd.org.

Vendor/Contractor name:		Contact Person:	
Address, City, State, and Zip		Phone Number:	
Company Owner's Ethnicity and Gender:		Email:	
M/WBE Certification Agency (if applicable):		M/WBE Certification Number:	
Requesting School/Org. / Department:		Is this a COOP Agreement?	Yes No
Original Bid/RFP Number and Title:		Board Document Number:	
Description of Work:		Contract Amount:	

M/WBE Commitment on RFQ/Master Agreement (if applicable): _____%

M/WBE Subcontractor Utilization

Will you use M/WBE subcontractors or suppliers?

No If "No", Please explain why: _____

Yes If "Yes", complete the table below. Attach a Letter of Intent to Perform/Contract as an M/WBE Subcontractor form and current M/WBE certificate for each sub. All M/WBE subcontractors or suppliers should be listed in the original RFQ/Master Agreement. If the subcontractors do not match the original

	Subcontractor/ Supplier	Contact Person & Phone Number & Email	M/WBE Certification Agency & Number	Ethnicity/ Gender	Scope of Work	Subcontractor Contract Amount	M/WBE %
1							
2							
3							
4							
5							
Total							

RFQ/Master Agreement, a Change of Sub form must be submitted for approval by the district. A Change of Sub form may be obtained from www.dallasisd.org/mwbe. Minority & Women Business Enterprise Fillable Forms ([click here](#)).

Contact Person

Authorized Signature

Date

Minority/Women Business Enterprise (M/WBE) Electronic Requisition Form

To be completed and signed by both the Prime Vendor and the Sub-Contractor(s)

Letter of Intent to Perform/Contract as an M/WBE Subcontractor

Prime Contractor must submit a Letter of Intent to Perform/Contract as an M/WBE Subcontractor form for each minority or woman-owned subcontractor which 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 contractor 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 contractor to enter into a subcontract agreement with subcontractor is expressly contingent upon the prime contractor entering into a contract with Dallas ISD for the work as defined in the bid/proposal.

Bid/Proposal #: _____ **Bid/Proposal Title:** _____

1. Name of Offeror / Prime Contractor _____
Address, City, State & Zip _____

SUBCONTRACTOR INFORMATION (Pertains to the proposed M/WBE Subcontractor):

2. The undersigned has been certified by a Dallas ISD recognized certification agency. Pursuant to district policy (CH Local), only M/WBEs which are currently certified with one of the Dallas ISD recognized certifying agencies may be counted towards meeting the district's M/WBE goal at the subcontracting level.

Name of Agency: _____ Certification Number: _____ Ethnicity/Gender: _____

3. The undersigned is prepared to perform the following services, labor, or materials listed in connection with the project

Scope of Work: _____

Sub-Contractor Amount: _____

By: _____
(Name of the M/WBE Firm) (Signature of Owner, President or Authorized Agent) (Date)

(Phone) (Print or Type – Name and Title of Owner, President or Authorized Agent)

DECLARATION OF PRIME CONTRACTOR (Pertains to the Prime Contractor):

I _____ HEREBY DECLARE AND AFFIRM that I am the _____
(Name of Declarant) (Title of Declarant)

and am duly authorized to make this declaration on behalf of _____
(Name of Prime Contractor)

and that I have personally reviewed this Letter of Intent to Perform/Contract as an M/WBE Subcontractor form. 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.

(Signature of Declarant) (Phone) (Date)

The prime contractor has designated the following person as their M/WBE Liaison Officer:

(Name of M/WBE Liaison Officer) (Phone) (Email)

Caution: 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.