

## **MBE/WBE/SDVE APPLICATION FOR WAIVER FORM**

---

This form is to be completed when appropriate and submitted to Planning, Design and Construction. Firms wishing to be considered for award are required to demonstrate that a good faith effort has been made to include minority/woman-owned/service-disabled business enterprises as subcontractors. This form will be used to evaluate the extent to which a good faith effort has been made.

1. List pre-bid conferences your firm attended where MBE/WBE/SDVE requirements were discussed.
  
2. Identify advertising efforts undertaken by your firm which were intended to recruit potential MBE/WBE/SDVE subcontractors for various aspects of this project. Provide names of newspapers, dates of advertisements and copies of ads that were run.
  
3. Note specific efforts to contact in writing those MBE/WBE/SDVE capable of and likely to participate as subcontractors for this project.
  
4. Describe steps taken by your firm to divide work into areas in which MBE/WBE/SDVE would be capable of performing.
  
5. What efforts were taken to negotiate with prospective MBE/WBE/SDVE(s) for specific sub-bids? Include the names, addresses and telephone numbers of MBE/WBE/SDVE(s) contacted, a description of the information given to MBE/WBEs regarding the plans and specifications for the assigned work, and a statement as to why additional agreements were not made with MBE/WBE/SDVE(s).
  
6. List reasons for rejecting a MBE/WBE/SDVE which has been contacted.
  
7. Describe efforts your firm may have taken to assist a MBE/WBE/SDVE in overcoming legal or other requirements which may have to be met.

8. Describe follow-up contacts with MBE/WBE/SDVE(s) made by your firm after the initial solicitation.
  
9. Describe the efforts made by your firm to provide interested MBE/WBE/SDVE(s) with sufficiently detailed information about the plans, specifications and requirements of the contract.
  
10. Describe your firm's efforts to locate MBE/WBEs not on the directory list and assist MBE/WBE/SDVE(s) in becoming certified as such.

Based on the above stated good faith efforts made to locate and supply MBE/WBE/SDVE(s), the bidder hereby requests that the MBE/WBE/SDVE percentage goal set by this regulation be waived and that the percentage goal for this project be set at \_\_\_\_\_ percent.

The undersigned hereby certifies, having read the answers contained in the foregoing Application for Waiver, that they are true and correct to the best of his/her knowledge, information and belief.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature