



**Louisville and Jefferson County
Metropolitan Sewer District (MSD)
Supplier Diversity MBE and WBE Program
Policy and Procedures Manual
(Effective June 1, 2020)**

REQUIRED DOCUMENTS

MSD requires all Bidders to provide detailed documentation concerning the efforts taken to comply with the objectives of this **Supplier Diversity MBE and WBE Program — Construction Subcontracting Goals**. Bidders who have met the designated MBE/WBE goals must submit the following complete information in their Bid Proposal to be considered responsive:

- A. The MBE and WBE subcontract goals shall be established on construction contracts valued at or above \$150,000.00, as determined by MSD, and is applicable to the ethnic and gender groups that had a statistically significant disparity in the 2018 Disparity Study. The total breakdown of the **35% subcontracting goals** shall apply as follows: **MBE**: 18.0% African Americans and 2.0% Asian Indian Americans; and **WBE**: 15.0% Caucasian Females.
- B. Fully completed and signed MBE Data Sheet Number 1 (Bid Proposal forms) to report MBE firm's name(s), monetary amount of participation and a description of the services and/or materials supplied.
- C. Fully completed and signed WBE Data Sheet Number 1A (Bid Proposal forms) to report WBE firm's name(s), monetary amount of participation and a description of the services and/or materials supplied.
- **D. A copy of the signed proposal from each MBE/WBE participant stating the terms of the Agreement between the Bidder and the MBE/WBE and the monetary amount for the services and/or materials supplied.

Bidders who have not received a complete waiver of the designated MBE/WBE goals must comply with the above requirements to be considered responsive to the Bid.

For further information regarding the requirements of this program, see the Supplier Diversity MBE and WBE Program Policy and Procedures Manual of this Contract, or call MSD's Supplier Diversity Manager at (502) 540-6503.

A proposal is a signed and dated letter or quote from each MBE/WBE subcontractor, on their respective letterhead, with an itemized scope of work and amounts and cumulative totals stating the terms of the Agreement between the Bidder and the MBE/WBE and the monetary amount for the services/materials to be supplied. MBE and WBE subcontractors shall perform a **Commercially Useful Function in accordance with the MBE and WBE Program Policy and Procedures Manual.

