Project Manager Checklist

**Bidder’s MWSBE PARTICIPATION Plan**

**Department Rep. Name:** **Phone:** **Date:**

**Bid Solicitation #:** **Solicitation Goal:** (\_\_\_\_\_% MBE; \_\_\_\_\_% WBE)

**Project Name:**

**Project Advertised Date:**  **Pre-Bid Meeting Date:**  **Project Bid Date:**

**Overall Plan Checklist**

|  |  |  |
| --- | --- | --- |
| *Question* | *Answer* | *Notes* |
| Do the Bidder’s Participation Plan Percentages meet the individual MBE and WBE Contract Goal if SBE percentage is limited to 4%? | Yes € No € |  |
| Is the Bidder’s Plan signed, dated, and completely filled out? | Yes € No € |  |
| Do MWSBE suppliers count for 50% or less of the Bidder’s Participation Goal? | Yes € No € |  |

**Perform a verification search in B2G for each listed MWSBE Firm*:***

1. Go to https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp
2. Type into the “Business Name/DBA” field the first word of the MWSBE Firm Name
3. Click the “Search” box or press “Enter”
4. Scroll down to see the search results and click the blue Certification link (WBE, MBE or SBE)
5. The “Vendor Information” will appear in a separate window
6. In “Commodity Codes” section, check the firm’s NAICS code and type of work
7. If B2G verification is not possible, call points of contact for two or more MWSBE firms

**Individual MWSBE Firm Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| *MWSBE Firm Name* | *Certification Type (Fill in MBE, WBE, SBE as applicable)* | *Accurate Work Description* | *Is the MWSBE certified for this type of work in B2G?* |
|  |  | Yes € No € | Yes € No € |
|  |  | Yes € No € | Yes € No € |
|  |  | Yes € No € | Yes € No € |
|  |  | Yes € No € | Yes € No € |
|  |  | Yes € No € | Yes € No € |
|  |  | Yes € No € | Yes € No € |
|  |  | Yes € No € | Yes € No € |

* IF all boxes are checked **“Yes”**, THEN APPROVE, SAVE THIS DOCUMENT IN YOUR CONTRACT FILE, AND SEND A COPY THIS DOCUMENT AND FORM 00470 TO OBO.
* IF any of the boxes for the Overall Plan Checklist are checked **“No”,** THEN SEND THIS DOCUMENT to OBO and the applicable required attachments.
* Required attachments: 00470, 00471 (if applicable), 00472 (if applicable), 00410B, 00100, Pre-Bid Sign-in Sheet, 01110, 00210, 0800, and 0808. For deviations also include 00570, 00571, 00572, 00410B, 00100, Pre-Bid Sign-in Sheet, 01110, 00210, 0800, 0808, and Letters of Intent.

**OBO Email:** [**PreBidPlanstoOBO@houstontx.gov**](mailto:PreBidPlanstoOBO@houstontx.gov)