



M/WBE Efforts Guide

MWBE Efforts

1. Document the certified M/WBEs responses to your advertisement and/or make timely follow-ups to responses received by M/WBEs.
 - If no subcontracting processes have been completed by the subrecipient, it can still be formally documented that there have not been any processes. In the future, the subrecipient will know how to complete the documentation process.
 - The subrecipient may share new contracting announcements from other subrecipients.
 - Ex. Using the PRDOH webpage to highlight announcements from other subrecipients. This helps to inform opportunities to minority businesses that can participate in the procurement processes.
2. Log responses from M/WBEs. If you received responses to your solicitations but did not select the M/WBE, maintain records describing why a response from a certified M/WBE was not selected.
 - If a business claims to be an MWBE, but is not certified:
 - Provide information about the entities that provide the MWBE certification.
 - Ex: PRMSDC
 - Provide information about the websites and/or links, for the corresponding registration.
 - Ex: [Puerto Rico Minority Supplier Development Council \(prmsdc.org\)](http://prmsdc.org)
3. Utilize the official list of certified M/WBEs.
 - Provide the list of certified MWBEs
 - Offer the MWBE training about the registration process.
4. Advertise your contracting or procurement requirements by requesting PRDOH to publish them on their CDBG-DR webpage
 - Offer guidance on procurement processes to register announcements in the PRDOH website.
5. Maintain a log of all communications, including names, contacts and dates.
 - Use Excel program to register communications.
 - Create a folder to save related emails.



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6. Maintain records including, copies of notices/solicitations, dates of contact, letters, etc.
 - Maintain a record of newspaper posts or other printed announcements, as well as digital content.
7. Conduct pre-bid, pre-award, or other meetings to inform M/WBEs of available opportunities and maintain a record of the names of companies, dates, and locations of meetings attended.
 - Participate in other company activities and maintain communication about the procurement process.
Prepare a contact information sheet.
8. Contact community organizations and state/federal business assistance offices that provide support in the recruitment and placement of M/WBEs.
 - Maintain open communication by phone and email, with other businesses and organizations.
 - Document all communications established with MWBEs.
 - Maintain communication with small business incubators and accelerators.
9. Send written notification to M/WBEs and trade associations located within the region where the work will be performed.
 - Send notifications to the certified MWBEs in list provided by PRDOH and document these communications.
 - Contact commercial associations to obtain additional information about MWBEs.
 - Ex: Cámara de Comercio de PR
10. Provide documents/plans/bid specifications to certified M/WBEs, and allow adequate time for them to respond to bids.
 - Create a reminder in the calendar to send information to the MWBEs, about the procurements processes.
 - Create a sheet to answer the bidder's FAQs.
 - Create a digital folder about the procurement documents.
11. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority/women's business enterprises.



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- Attend the stages of the project according to the specialty of the subcontracted companies.
 - Ex: Company A worked with the installation and Company B worked with the design.
12. Establish delivery schedules which encourage participation by small and minority/women's business enterprises.
 - A consideration preference will be made, based on the delivery date.
 13. Make efforts to engage with certified M/WBEs located outside the region where the scope of work is to be performed and evaluate their ability to participate.
 - Contact organizations to get certified as MWBE
 - Give information about organizations that provide the MWBE certification.
 14. Document the evaluation you conducted to determine eligibility for participation.
 - Create a digital and physical folder to save the required documentation.
 - Create eligibility requirements.
 15. Provide the same subcontract terms and conditions to certified M/WBEs as the ones offered to other subcontractors in the ordinary course of business.
 - Notify certified MWBEs that they must comply with the same obligations as the other subcontractors do.
 - Create terms and conditions they must comply with.
 16. Document the terms and conditions being offered to both entities and make efforts to engage in either telephone or direct, in-person negotiations with certified M/WBEs whose quotes were too high.
 - Create a digital folder to document the evidence related to the negotiation process.
 - Ex: If the cost of manufacturing is economically convenient, opportunity for another manufacturing task may be given to them.
 17. Ensure that progress payments to MWBEs were made on a timely basis so that undue financial hardship is avoided, and other credit requirements are waived or appropriate alternatives are developed to encourage M/WBE participation.
 - Create a digital folder to document the elements taken under consideration to approved or denied a MWBE participation.
 - Ex: A purchase was not completed because the cost is greater than the budget.



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Ex: A Little more was paid to the MWBE, for the benefit of finished the task earlier.