

MINORITY AND WOMEN'S BUSINESS ENTERPRISES PARTICIPATION PLAN

A Bidder is expected to submit in its contract bid a Minority and Women's Business Enterprises Participation Plan in accordance with IC 4-13-16.5 and 25 IAC 5. The Plan must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBD) directory of certified firms. A Bidder must indicate the name of each MBE and WBE firm with which it will work, the firm's contact name and phone number, the service supplied by the firm, the specific dollar amount from this contract that will be directed toward each firm, and the approximate date these products and/or services will be utilized. If participation is met through use of vendors who supply products and/or services, the Bidder must also indicate the vendor's tax ID number as well as provide a description of products and/or services provided to the Bidder that are directly related to this contract and the cost of direct supplies for this bid. All prime contractors, including MBE and WBE prime contractors, must meet the contract goals through use of subcontractors. MBE and WBE prime contractors will get no credit toward the contract goal for the use of its own workforce. The State does not accept national plans.

Failure to meet these requirements will affect the evaluation of your bid. The Indiana Department of Transportation (INDOT) reserves the right to verify all information included in the Plan.

Bidders are encouraged to contact and work with MWBD to design a plan to meet established goals. MWBD's website address is www.IN.gov/idoa/minority/ and contains a complete list of all INDOT's certified MBEs and WBEs.

**Minority & Women's Business Enterprises Participation
Letter of Commitment**

A signed letter on company letterhead from each participating MBE and WBE must be submitted within 24 hours of the INDOT posting of unofficial bid results. A commitment letter shall serve as acknowledgement from the MBE and/or WBE of its amount of participation, the scope of products and/or services, and approximate date these products and/or services will be utilized.

By submission of the bid, the Bidder acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the Plan should be directed to MWBD's Compliance Unit at 317/232-3061

MBE/WBE PARTICIPATION PLAN

CONTRACT NUMBER _____ LETTING DATE _____
BIDDER _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE () _____

The following MBEs and/or WBEs listed in the MWBD directory will be participating in the contract:

<u>MBE/WBE</u>	<u>P HONE</u>	<u>COMPANY NAME</u>	<u>SCOPE OF PRODUCTS/SERVICES</u>	<u>UTILIZATION DATE</u>	<u>AMOUNT</u>

*If additional room is necessary, indicate here _____. Please attach a separate page.

THIS DOCUMENT MUST BE INCLUDED IN YOUR BID