



**Minority Business Development**  
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**Minority Business Enterprise  
 and Emerging Small Business  
 Participation Commitment  
 for Prequalification (RFQ) Form**

PROJECT NAME / NO.	MBE/ESB PROJECT GOAL ESTABLISHED BY THE CITY OF RICHMOND →
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**YES** I, \_\_\_\_\_ shall commit to \_\_\_\_\_% MBE/ESB participation through:  
*Authorized Company Officer*

\_\_\_\_\_ % FIRST, SECOND and/or THIRD TIER SUBCONTRACTING  
 \_\_\_\_\_ % SUPPLY PURCHASES  
 \_\_\_\_\_ % JOINT VENTURES  
 \_\_\_\_\_ % MENTOR-PROTÉGÉ  
 \_\_\_\_\_ % OTHER CREDIBLY VIABLE METHODS

I understand that this commitment obligates my firm to a substantial good faith effort to achieve the proposed MBE/ESB participation. Our proposal may earn up to 100 prequalification points under PROPOSED GOOD FAITH MINORITY PARTICIPATION EFFORTS. We further commit to reporting MBE/ESB utilization on a monthly basis using the City’s MBE/ESB-3 form.

- IF YOU ARE PREQUALIFIED:** It is not necessary to include another **MBE/ESB-1 RFQ** form in the bid. The **MBE/ESB-1 RFQ** form submitted during the RFQ process stands as your firm’s record of proposed MBE/ESB participation.
- IF YOU ARE THE SUCCESSFUL BIDDER:** You must submit the **MBE/ESB-2** form to report a **credible list** of legitimate MBE/ESB subcontractors, suppliers, and/or written statements of mentor/protégé or joint venture arrangement within five (5) business days to the Department of Procurement Services. Upon receipt of the **MBE/ESB-2** form, the Office of Minority Business Development will approve “Good Faith Efforts” and/or verify MBE/ESB participation before full contract execution.

**NO** I, \_\_\_\_\_ do not wish to earn up to 30 prequalification points for proposed MBE/ESB participation.  
*Authorized Company Officer*

I acknowledge that my declaration will forfeit the opportunity to earn up to 100 prequalification points, and shall directly impact the level of responsiveness of this application and shall become a matter of record. (*Explanation for declaration is encouraged but not required*).

	MINORITY BUSINESS ENTERPRISE	EMERGING SMALL BUSINESS
<b>Definitions</b>	A business at least 51% of which is owned and controlled or 51% minority-owned and operated by minority group members or, in case of a stock corporation, at least 51% of the stock which is owned and controlled by minority group members. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American, or American Indian.	A business that (1) has been certified by the Office of Minority Business Development for a period of seven years or less, (2) has annual gross receipts for each of its three fiscal years preceding application for certification of \$500,000 or less if engaged in the construction business or of \$250,000 or less if engaged in a non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.

THE UNDERSIGNED HEREBY CERTIFIES THAT S/HE HAS READ THE TERMS OF THIS COMMITMENT AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENT HEREIN SET FORTH.

COMPANY NAME	AUTHORIZED OFFICER NAME
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## **INSTRUCTIONS/ DEFINITIONS**

1. **FIRST, SECOND, AND/OR THIRD TIER SUBCONTRACTING** - The scope of work that is initially contracted by the prime contractor to a subcontractor is considered 1<sup>st</sup>-tier subcontracting. If that subcontractor further subcontracts all or a portion of the work, it becomes 2<sup>nd</sup>-tier subcontracting. Likewise, if the 2<sup>nd</sup>-tier subcontractor decides to subcontract a portion of the work, it is 3<sup>rd</sup>-tier subcontracting. The prime contractor will receive credit for 100% of the dollar value of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>-tier subcontracting for MBE/ESB participation.
2. **SUPPLY PURCHASES** - The prime contractor will receive credit for 100% of the dollar value of supplies purchased from a MBE/ESB.
3. **JOINT VENTURE** - An arranged partnership of the MBE/ESB and one or more other firms to carry out a single, for-profit project, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the MBE/ESB is responsible for a distinct, clearly defined scope of work and whose share of the capital contributions, control, management, risks and profits of the joint venture are commensurate with its ownership interest. **MBE/ESB credit for legitimate joint ventures will be five (5) points toward the satisfaction of the MBE/ESB goal for a specified project.**
4. **MENTOR/PROTÉGÉ** - An arrangement based on a written development plan, approved by the City, which clearly sets forth the objective of the parties and their respective roles, the duration of the arrangement and the services and resources to be provided by the mentor to the protégé. **MBE/ESB credit for a legitimate mentor/protégé arrangement will be four (4) points towards the satisfaction of the MBE/ESB goal for a specified project.**
5. **OTHER CREDIBLY VIABLE METHODS - BLANKET BONDING** - the prime contractor covers the bonding requirement for the subcontractor. MBE/ESB credit for Blanket Bonding will be two (2) points toward the satisfaction of the MBE/ESB goal for a specified project.  
  
**Apprenticeship** - An apprentice that is bound to work for another for a designated amount of time in return for instruction in a trade or a business. **MBE/ESB credit for Apprenticeship will be one (1) point toward the satisfaction of the MBE/ESB goal for a specified project.**
6. **MINORITY BUSINESS ENTERPRISE (MBE)** - A business at least 51% of which is owned and controlled or 51% operated by minority group members or, in case of a stock corporation, at least 51% of the stock, which is owned and controlled by minority group members. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American, and American Indian.
7. **EMERGING SMALL BUSINESS (ESB)** - A business that (1) has been certified by the Office of Minority Business Development (OMBD) for a period of seven years or less, (2) has annual gross receipts for each of its three fiscal years preceding application for a certification of \$500,000 or less if engaged in the construction business or of \$250,000 or less if engaged in non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.