

Section 2 – Required Documents

2.1 Step-By-Step Instructions for Completing the Allegheny County M/W/DBE Participation Statement

1. **IFB or RFP Number:** list the IFB or RFP number
 2. **Name of Prime Bidder or Proposer:** list your company's name
 3. **Contact Person:** list the name of a contact person for your company
 4. **Address:** list the mailing address for your company
 5. **Phone Number:** list the phone number for the contact person for your company
 6. **Email:** list the email address for the contact person for your company
 7. **Tax ID #:** list the tax ID number of your company
 8. **Is Your Firm M/W/DBE Certified?:** indicate whether your company is M/W/DBE certified
Certification Type: indicate whether your company is certified as an MBE, WBE or DBE
Certifying Entity: list the entity with which your company is M/W/DBE certified
 9. **M/W/DBE Sub Vendor Firm Name:** list the name of the M/W/DBE
 10. **Tax ID #:** list the tax ID number of the M/W/DBE
 11. **Contact Person:** list the name of the contact person for the M/W/DBE
 12. **Address:** list the mailing address of the M/W/DBE
 13. **Phone Number:** list the phone number of the M/W/DBE
 14. **Email:** list the email address of the contact person for the M/W/DBE
 15. **Certification Type:** indicate whether the M/W/DBE is certified as an MBE, WBE or DBE
Certifying Entity: list the entity with which the M/W/DBE is certified
 16. **Types Of Subcontract Work Or Materials:** list the scope of work for which the M/W/DBE was solicited and/or will provide
 17. **Date Solicited:** list the date you solicited the M/W/DBE
 18. **Solicitation Method:** indicate whether you contacted the M/W/DBE by phone or email
 19. **Quote Received:** if yes, check **Yes** and list the date you received the quote
if no, check **No**
 20. **Commitment Made** – if Yes, check **Yes** and fill in the date
if no, check **No**
 21. **Amount Committed** – list the estimated dollar amount and percentage of the total bid committed to the M/W/DBE
 22. **Give Reason(s) If No Commitment Made:** explain why a commitment was not made with this M/W/DBE
- NOTE: Fill out fields 9 through 22 for each M/W/DBE solicited, copying this form as necessary.**
23. **Prepared By:** list the name of the individual who filled out the Participation Statement
 24. **Title:** the job title of the individual who filled out the Participation Statement
 25. **Signature:** signature of the individual who filled out the Participation Statement
 26. **Date:** the date the Participation Statement was filled out

NOTE: Copy the form to list all M/W/DBEs solicited as necessary.

2.2 HIGHLIGHTED EXAMPLE OF ALLEGHENY COUNTY M/W/DBE PARTICIPATION STATEMENT

This form must be completed and submitted with your bid or proposal.

IFB or RFP Number: 1	Name of Prime Bidder or Proposer: 2	Contact Person: 3
Address: 4		Phone Number: 5
Email: 6		
Tax ID #: 7	Is Your Firm M/W/DBE Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE Certifying Entity: 8	

Attach a copy of your certification if you are counting your company's participation towards the M/W/DBE goals for this contract.

List below all M/W/DBEs that were solicited whether or not commitment was obtained.

M/W/DBE Sub Vendor Firm Name: 9		Tax ID #: 10		Contact Person: 11	
Address: 12		Phone Number: 13		Email: 14	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE Certifying Entity: 15			Types of Subcontract Work or Materials: 16		
Date Solicited: 17	Solicitation Method: <input type="checkbox"/> Phone 18 <input type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes 19 <input type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes – Date: _____ <input type="checkbox"/> No 20	Amount Committed: \$ Amount: \$ _____ 21 % Of Total Bid: _____	
Give Reason(s) If No Commitment Made: 22					

M/W/DBE Sub Vendor Firm Name: 9		Tax ID #: 10		Contact Person: 11	
Address: 12		Phone Number: 13		Email: 14	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE Certifying Entity: 15			Types of Subcontract Work or Materials: 16		
Date Solicited: 17	Solicitation Method: <input type="checkbox"/> Phone 18 <input type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes 19 <input type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes – Date: _____ <input type="checkbox"/> No 20	Amount Committed: \$ Amount: \$ _____ 21 % Of Total Bid: _____	
Give Reason(s) If No Commitment Made: 22					

Attach a copy of the certification of each M/W/DBE with whom a commitment has been made.

Prepared by: _____ **23** Title: _____ **24**

Signature: _____ **25** Date: _____ **26**

Copy this form as necessary.