



Allegheny County
Department of
Children Initiatives

DCI Proposer Guide to Allegheny County's MWDBE Program



Acronym Meanings

DCI: [Allegheny County] Department of Children Initiatives

RFP: Request for Proposals

MWDBE: Minority, Women, and Disadvantaged Business Enterprise

MBE: Minority Business Enterprise

WBE: Women Business Enterprise

DBE: Disadvantaged Business Enterprise



What is Allegheny County's MWDBE Program?

- Allegheny County's MWDBE Program is managed through its [Department of Equity and Inclusion](#)
- DCI Successful Proposers and Qualified Applicants must make a "good faith effort" in assisting the County in meeting these goals
- The County's goals on contracts are:
 - 13% participation for MBEs
 - 2% participation for WBEs



Does my organization count towards the goals?



- If your organization is a certified MBE or WBE, you may count yourself towards one of the County's goals, not both
- If you are already certified as a WBE, you must make a good faith effort to meet the MBE goal
- Conversely, if you are already certified as an MBE, you must make a good faith effort to meet the WBE goal
- Your organization does not need to be a certified MWDBE in order to submit a Proposal in response to a DCI RFP

Does my organization count towards the goals?



- Nonprofits do not qualify for MWDBE certification
- Many of DCI's proposers are nonprofits, and therefore do not count directly towards Allegheny County's MWDBE goals
- DCI's nonprofit Proposers are expected to carry on the County's goals in their own subcontracts
- In a contract with DCI, on behalf of the County, DCI nonprofit Successful Proposers are expected to establish subcontracts or make a good faith effort to establish subcontracts with 13% participation for MBEs and 2% participation for WBEs

How do I show a good faith effort?



- There may be some aspects of a DCI contract that can be performed or supplied by a certified MWDBE
- Examples include:
 - Office Supplies
 - Janitorial supplies and services
 - Repairs
 - Accounting
 - Computer services
 - Facility maintenance
 - Individual program components

How do I show a good faith effort?



- A good faith effort means a Proposer has searched for and received quotes from certified MWDBEs to perform or supply certain aspects of the contract
- An MWDBE counts towards Allegheny County's goals when a Proposer successfully executes a contract with the certified MWDBE
- All certified MWDBEs solicited for the specific contract should be listed on the MWDBE Participation Statement regardless of whether that solicitation resulted in a commitment
- If a Proposer is unsuccessful in contracting with certified MWDBEs after a good faith effort searching for and soliciting them, then they may request a waiver from the County's MWDBE goals
- Proposers must provide proof of a good faith effort. This can include a copy of search results, emails and/or phone calls to sub-contractors solicited

How do I complete the Allegheny County Combined MWDBE Forms?

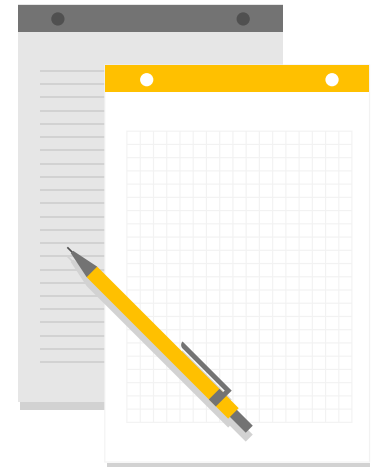
- All Proposers must complete the **Bidder/Proposer Contact Information form**
- All Proposers must attach their **MWDBE Diversity Plan**
 - An MWDBE Diversity Plan is about purchasing services or goods, it is not an employment plan.
 - A sample diversity policy is included in the MWDBE forms on Bonfire
- To show their good faith effort, all Proposers must complete an **MWDBE Participation Statement**
 - When a Proposer successfully contracts with an MWDBE, they should include the MWDBE's certification documentation with their proposal
- If a Proposer is not successful in contracting with certified MWDBEs, they should complete the **Waiver Request Form**
- All forms and additional instructions for completing them can be found on Bonfire



What certifications do you accept?



- [Pennsylvania Unified Certification Program](#)
- On a case-by-case basis, the County may accept certifications issued by other entities such as:
 - PA DGS – Small Diverse Businesses with MBE or WBE designations only
 - Eastern Minority Supplier Development Council (EMSDC)
 - Women Business Enterprise National Council (WBENC)
- Please note that self-certifications are not accepted



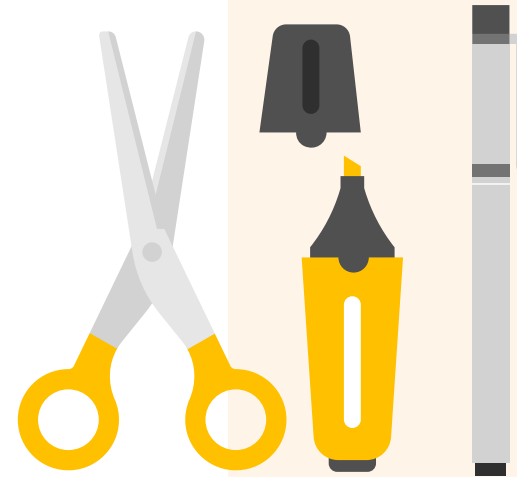
How do I know if a firm is certified?



- A certified firm will be able to provide a document with current certification information
 - Documentation will have the certifying agency, scope of services, etc.
- A firm certified as both an MBE and a WBE may be used toward the MBE or WBE goal, but not both

What will you do with my MWDBE documentation?

- Allegheny County's Department of Equity and Inclusion will review your documentation
- They may contact you for additional information or corrections
- Any contact from the Department of Equity and Inclusion should not be construed as an offer of a contract award with DCI



Questions?

- For questions related to a DCI solicitation, please contact the Purchasing Department at (412) 350-6197.
- For questions specific to your organization about the MWDBE program, please contact the Allegheny County Department of Equity and Inclusion at mwdb@alleghenycounty.us, (412) 350-4309, or complete their [online form](#)

