

DUVAL COUNTY PUBLIC SCHOOLS

Minority Business Affairs Office

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It is the commitment of the MBAO to accurately report the Minority Business Development and Assistance Program's impact, on each Contract/Project. In an effort to gather this information, we are forwarding to you the MBE Form 1: Schedule of MBE Participation, the MBE Form 5: MBE Monthly Report, and the MBE Form 6 Change Order Participation Form. We require that you complete these forms as directed below **for each of your projects**.

The MBE Form 1: Schedule of Proposed MBE Participation shall be completed and forwarded to the MBAO at the beginning of each project administered under your Annual Contract. You are requested to provide the following information:

- ❖ Your company name, the project name, DCSB project number, the base bid (Contract Amount) and the project activation number.
- ❖ The name, current telephone number, and MBE classification for each firm that is participating on the project. If there are no MBEs participating on a particular project, please indicate *none*.
- ❖ A description of the scope of work, materials, equipment or services slated to be furnished or performed by the certified MBE sub-contractor, sub-consultant or supplier that is listed to participate on the project.
- ❖ The agreed upon dollar value for such work, materials, equipment or services slated to be performed by the identified MBE.

PLEASE NOTE: MBEs participating on DCSB projects *must* be certified as an MBE with the DCSB Office of Minority Business Affairs or with a reciprocal agency (State of Florida Office of Supplier Diversity, City of Jacksonville) prior to beginning any work on a project. If an MBE is certified with one of the reciprocal agencies, the contractor must include a copy of the MBE's Letter of Certification, not their certificate for proper verification.

Duval County Public Schools will only accept MBEs certified with the City of Jacksonville if they have a minority distinction (AA – African American, HANA – Hispanic, Asian, Native American, or WBE – Women-Owned Business Enterprise)

- ⊗ If there are no MBEs participating on a project, we are requesting notification of that information as well. Please indicate none.
- ⊗ If you are a certified MBE and the holder of an Annual Contract, we are requesting that you include your participation on this form.

The MBE Form 5: MBE Monthly Report shall be completed and forwarded to the MBAO on a monthly basis throughout the duration of each project administered under your Annual Contract. You are requested to provide the following information:

- ❖ Your company name, the project name, DCSB project number, activation number, the contract amount, reporting month and your company contact person.
- ❖ The MBE company name, MBE classification and the Division of Work they are performing on the project.
- ❖ The monthly payment being reported and the cumulative payments (sum of all payments since the beginning of the project).
- ❖ If there are no payments made for a particular month, please indicate \$0 for that payment.
- ❖ Percentage (numeric value) of the overall project completion.

REMINDER: If you are a certified MBE and the holder of an Annual Contract, we are requesting that you include your participation on this form.

The MBE Form 6: MBE Change Order Participation Form is to be submitted along with all proposal documents requesting a Change Order. This form indicates which subcontractors are included in the Change Order process, and it also indicates whether there is an addition or deduction in the contract amount.

If you have any questions regarding these procedures, please do not hesitate to contact this office at (904) 858-1480