



Minority Business Affairs Office  
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[www.duvalschools.org/mbao](http://www.duvalschools.org/mbao)

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It is the official policy of the Duval County School Board (DCPS) to encourage the maximum participation of Minority Business Enterprises (MBEs) in its contract awards based on availability. The Minority Business Affairs Office (MBAO) is responsible for monitoring progress and information on each project, regarding the proposed and/or actual MBE participation, resulting from your Contracts with the district.

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 and the MBE Form 5: MBE Monthly Report. We are *requiring* that you complete these forms as directed below **for each of your projects/activations**.

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

- ❖ Your company name, the project name, DCPS project number, the base bid (Contract Amount) and the project activation number if applicable.
- ❖ 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 DCPS projects *must* be certified as an MBE with the DCPS Office of Minority Business Affairs or with the City of Jacksonville (with a minority indicator on the file), prior to beginning any work on a project. If an MBE is certified with the City of Jacksonville, 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, DCPS 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.

**In order to ensure accurate Minority Business Enterprise (MBE) participation reporting on the various ANNUAL PROJECTS, we also require that a copy of the DCPS ACTIVATION LETTER (generated by Facilities) is attached to each MBE Form 5. If we are unable to determine which contract to apply the MBE form to, the form will not be processed. This will have a negative impact on your MBE participation**

**The MBE Form 6: MBE Change Order Form** is to be submitted along with all proposal documents requesting a Change Order.

If you have any questions regarding these procedures, please do not hesitate to contact this office at (904) 858-4840. You may also review these procedures and download MBE forms at our website: [www.duvalschools.org/MBAO](http://www.duvalschools.org/MBAO)

Sincerely,

Terrence T. Wright, Director

TTW/am  
Enclosures