



Minority Business Development

900 East Broad Street
City Hall, 16th Floor
Richmond, VA 23219
Office: (804) 646-5947
Fax: (804) 646-0136

<http://www.richmondgov.com/MBD>

**Good-Faith Minority Business Enterprise
and Emerging Small Business Participation Efforts
Documentation of Contacts**

All firms listed in this directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.

Request for Qualification or Request for Proposals No.: _____

Project Name: _____

Name of Contractor: _____

Part I – Method of Contact

How did you contact each Minority Business Enterprise or Emerging Small Business?

- A. **Telephone.** For each firm contacted: YES NO **How many MBE/ESB firms were contacted?**
 - State the name of the firm, the name of the person contacted, the telephone number contacted and the date of the contact.
- B. **Fax.** For each firm contacted: YES NO **How many MBE/ESB firms were faxed information regarding this project?**
 - State the name of the firm, the fax number contacted and the date of the contact.
 - Attach a copy of the fax transmittal sheet indicating receipt of the fax.
- C. **E-Mail.** For each firm contacted: YES NO **How many MBE/ESB firms were emailed?**
 - State the name of the firm, the name of the person contacted by e-mail, the e-mail address at which you contacted the person and the date of the contact.
 - Attach a copy of the e-mail sent. All copies of e-mails must include metadata indicating "From," "To" and "Cc" e-mail addresses as well as the date and time of the e-mail.
- D. **Newspapers and Other Publications.** For each advertisement placed in a newspaper or other publication: YES NO
 - State the name of the newspaper or other publication and the date or dates on which the advertisement was published.
 - Attach a copy of both the published advertisement and any solicitation advertised.
- E. **Other.** For methods of contact not included above: YES NO **If yes, see below instructions**
 - Describe the nature of the contact.
 - As applicable, state the name of the person contacted, the name of the firm contacted and the date of the contact.
 - Attach a copy of any written documentation of the contact.

Attachment A sets forth the form in which the information required above must be submitted.

MBE/ESB-4 Good Faith Effort Form - Revised Date 1/1/2014

(Turn Over)



**Attachment A – Form of Information Documenting
Method of Contact**

MBE/ESB Name Contact Person Address Phone Number Fed ID Number	Telephone Telephone # & Date of Contact	Fax Fax # & Date of Contact	Email Email Address & Date of Contact	Newspaper or Other Publication Name of Newspaper or Other Publication Date (s) of Advertisement	Other Separate Written Statement with any supporting documentation for each contract	Response of Contacted Firms MBE/ESB Response Yes, No, No Response or Comment	Enter Below Code for Ownership of each MBE Firm. 1 = African American 2 = Hispanic American 3 = Asian American 4 = American Indian 5 = Other (Specify Below)
ABC Co., Inc. Joe Johns 110 Main Street, Anywhere, USA (XXX) 555-5555 54-XXXXXX	(804) 555- 5555 01/28/09	(804) 555- 5555 01/28/09	ABC@gmail.com	Times Dispatch	See Attachment	Yes	1

Additional copies can be made



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PLEASE ATTACH INVOICES FROM YOUR SUBCONTRACTORS

MONTHLY COMPLIANCE REPORT (MBE-3)

Contractor/Subcontractor	Sheet of	Month/ Year	Date Submitted to the City of Richmond
Project Name		Contract No.	

Vendor Name Address Phone No./Fed ID No. or SSN	MBE		ESB		NON MBE/ESB		Subcontract Complete		Scope of Work
	Paid This Month	Paid-to-Date	Paid This Month	Paid-to-Date	Paid This Month	Paid-to-Date	Yes	No	
	Date Paid	Subcontract amt.	Date Paid	Subcontract amt.	Date Paid	Subcontract amt.	<input type="checkbox"/>	<input type="checkbox"/>	
ABC Co., Inc. 110 Main Street, Anywhere, USA (XXX) 555-5555 54-XXXXXX	\$2,000	\$8,000					<input type="checkbox"/>	<input type="checkbox"/>	
	3/01/2008	\$30,000							
							<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	

MBE-ESB-3 Monthly Compliance Report Form – Revised Date 9/1/2015

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Minority Business Enterprise/Emerging Small Business

Monthly Compliance Monitoring Report

Instructions/Definitions

- 1. Vendor Name, Address, Phone No., Federal ID No.**- provide vendor name, address, phone number and include Federal ID number in column.
- 2. MBE Paid This Month/Date Paid**- provide amount paid to MBE subcontractor/supplier during current pay application. (Definition of Minority Business Enterprise (MBE)- a business that is at least 51% owned and controlled by minority group members. In case of a publicly owned business, at least 51% of the stock is minority owned and minority group members control the business. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American, or American Indian.
MBE Paid to Date – provide total amount paid to MBE subcontractor/supplier up to this pay application
Dollar Value of Subcontract – provide total subcontract dollar amount of original contract agreement. **In summary, only work performed by MBE/ESBs counts toward the minority participation goal. Refer to City of Richmond Office of Minority Business Development Policy and Procedures Section 6-1.0 through 6-5.10.**
- 3. ESB Paid This Month** – provide amount paid to ESB subcontractor/supplier during current pay application. (Definition of Emerging Small Business (ESB) – a business that (1) has been certified by the Office of Minority Business Enterprise for a period of seven years or less, (2) **In summary, only work performed by MBE/ESBs counts toward the minority participation goal. Refer to City of Richmond Office of Minority Business Development Policy and Procedures Section 6-1.0 through 6-5.10.**
- 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 of 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.
ESB Paid to Date – provide total amount paid to ESB subcontractor/supplier up to this pay application.
Dollar Value of Subcontract – provide total subcontract dollar amount of original contract agreement.
- 4. NON-MBE/ESB Paid This Month / Date Paid** – provide amount paid to subcontractor/supplier during current pay application.
- 5. Subcontract Completed** – did the subcontract work or supplier satisfy the conditions of the contract agreement?
- 6. Scope of Work** – describe work or service performed.
- 7. Invoices** – include all invoices for all payments.
- 8. MBE-3 Report & Invoices** – all MBE-3 forms and invoices can be mailed or emailed to MBD.Compliance@RichmondGov.com

