APPENDIX G
Small, Minority, & Women Business Enterprise Requirements

This project is funded wholly or in part with financial assistance from the U.S. Department of Housing and Urban Development. It is subject to Anchorage Municipal Code Chapter 7.60, Anchorage Municipal Regulations 7.60, and 2 CFR 200.321 regarding the use of small and minority firms and women’s business enterprises and to any other applicable federal and state regulations. The requirements of this program are mandatory. Bidders and proposers shall be fully informed regarding the requirements of the above regulations.

A bidder or proposer who is not in compliance with the requirements of the applicable regulations or these specifications will not be awarded this contract. Noncompliance after award of contract constitutes a breach of the contract and may result in termination of the contract or other appropriate remedy for such breach.

No percentage goals based on race, ethnicity, or gender have been established for subcontracting on this project. However, all bidders and/or proposers on this project must take affirmative action steps to assure that minority firms and women's business enterprises are used when possible as sources of supplies, equipment, construction, and services. These affirmative action steps include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirements permits, which encourage participation by small and minority business, and women's business enterprises; and,
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Recordkeeping requirements. The prime contractor must retain all records documenting its good faith efforts, including the five affirmative action steps listed above, and provide copies of these to the (Disadvantaged Business Enterprise) DBE Officer upon request.

Prior to award of bid, the DBE Officer in the Office of Equal Opportunity may request that the apparent successful bidder/proposer provide written documentation to show that the five affirmative action steps were taken by the bidder/proposer. This request will be in writing, with response due within five (5) municipal working days from date of receipt of request by the bidder/proposer.

The DBE Officer may request this documentation at any time during the term of the contract as a monitoring effort to ensure compliance with the affirmative action efforts requirement or when it otherwise appears necessary to meet the Municipality’s affirmative action requirements established by the U.S. Department of Housing and Urban Development under its grant agreements with the Municipality.
Apparent successful bidders/proposers who fail to demonstrate on written request that the required five affirmative action steps were taken will not be awarded this contract.

Noncompliance with a request to provide written documentation of the five affirmative action steps during the conduct of the contract constitutes a breach of the contract and may result in termination of the contract or other appropriate remedy for such breach.

For more information on the HUD S/M/WBE requirements, please contact the DBE Officer within the Office of Equal Opportunity, P. O. Box 196650, Anchorage, AK 99519; or at 632 W. 6th Avenue, Suite 170, Anchorage, Alaska 99501, telephone (907) 343-4878.

Companies currently certified by the U.S. Small Business Administration as disadvantaged businesses are eligible for credit toward affirmative action. Companies which are currently certified under the Unified Certification Program administered by the State of Alaska DOT Civil Rights Office DBE program or any of the other United States’ State Departments of Transportation are eligible for credit toward affirmative action efforts. The State of Alaska DOT DBE listing can be found at [http://www.dot.alaska.gov/cvlrts/directory.shtml](http://www.dot.alaska.gov/cvlrts/directory.shtml).

The successful bidder or proposer for this project shall submit a completed Form 10-029 S/M/WBE HUD with the bid packet (ITB) or prior to award of contract (RFP).

The Municipality encourages the successful bidder or proposer not to require performance and/or payment bonds of their minority firms or women’s business enterprises subcontractors.

The DBE Officer or his or her designee may visit the job site during regular working hours and interview subcontractors and employees for verification of compliance with these specifications and/or the regulations.
Municipality of Anchorage
Office of Equal Opportunity
Small and Minority Firms
and Women's Business Enterprise Statement
for HUD-Financially Assisted Projects

Date: ________________________

Project name/number (ITB/RFP): _______________________________________

To be eligible for award of this contract, the bidder/proposer must execute and submit, prior to award of contract, this statement relating to Small and Minority Firms and Women's Business Enterprise.

The below signed company certifies that it acknowledges the Small and Minority Firms and Women's Business Enterprise requirements for this contract and assures that it will perform the required affirmative action steps specified in the S/M/WBE Requirements for this project and, if requested in accordance with the S/M/WBE Requirements, will provide documented evidence of having done so.

The undersigned certifies that this bidder/proposer is aware of and will comply with Chapter 7.60 and Regulation 7.60 of the Anchorage Municipal Code which are incorporated by reference as if fully set forth herein. We understand that if we fail to document, if requested as provided in the S/M/WBE Requirements for this project, that we have performed the required affirmative action steps as specified in the S/M/WBE Requirements for this contract, the contract will not be awarded to us.

We certify that we shall submit such data as required by the Municipality for award of a contract within the time limits set forth in the S/M/WBE Requirements for this contract unless otherwise specified by the Purchasing or DBE Officer. False statements are punishable under Alaska Statutes Section 11.56.210.

__________________________________________
Company Name

__________________________________________
Company's S/M/WBE Liaison Officer

__________________________________________
Principal’s Printed name and Title

__________________________________________
Principal’s Signature

Form 10-029 S/M/WBE HUD (Rev. 9/2017)