REQUEST FOR PROPOSALS FOR IMPLEMENTATION OF
THE MONTGOMERY COUNTY COMMISSION’S
MINORITY AND WOMEN BUSINESS ENTERPRISE INITIATIVE

The Montgomery County Commission (“MCC”) is requesting proposals to develop and execute a plan for implementation of the attached Minority and Women Business Enterprise Initiative (“Initiative.”)

All proposals must include the following:

1. Written plan and timeline to implement the Initiative;
2. Summary of experience in minority business recruitment and knowledge of government procurement at the state and local level;
3. Resume of consultant’s professional experience and education;
4. Proposed one year contract for professional services, including fees for such services; and
5. Contact information for three business references with knowledge of your minority business recruitment experience.

Proposals should be mailed to:
Montgomery County Commission
Attn.: Administrator Donald L. Mims
P.O. Box 1667
Montgomery, AL 36102

Or hand delivered to:
Montgomery County Commission
Attn.: Administrator Donald L. Mims
101 South Lawrence Street
Montgomery, AL 36104

If you have questions, please contact Deputy Administrator Florence Cauthen at 334-832-1203.

Proposals must be received by 5:00 p.m. on September 27, 2016.
Montgomery County Commission
Minority and Women-Owned Business Initiative

Policy Statement

The Montgomery County Commission (MCC) is committed to:
- increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County;
- ensure equal opportunity for M/WBs to participate in the procurement process;
- prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and
- achieve a minimum of 30% participation by M/WBs in the bidding process in Montgomery County.

Policy Implementation

The Montgomery County Commission will engage and/or hire a M/WB Liaison to assist Montgomery County’s Purchasing Department in developing and executing a plan to implement the M/WB policy in compliance with Montgomery County purchasing procedures. The plan will include, but not be limited to, steps to accomplish the following:

- disseminate information on available business opportunities to ensure M/WBs are provided an equal opportunity to participate in the procurement process;
- maintain and update a directory of M/WBs;
- make prospective contractors and vendors aware of the MCC’s M/WB policy;
- attend pre-bid /pre-proposal conference(s) to explain M/WB objectives and to respond to questions;
- review requests for bids/proposals prior to formal advertising or solicitation to make sure that proper instructions are included regarding the MCC’s M/WB objectives; and
- maintain accurate and up-to-date records demonstrating M/WB efforts and accomplishments.

The plan will also establish procedures to ensure equal opportunity to compete in MCC’s procurement process, such as:

- arrange solicitations, time for submission of bids/proposals, quantities, specifications, and deliveries to better facilitate the participation of M/WBs;
- implement informational programs on opportunities and procedures.
- provide information on avenues of access on items such as the inability to obtain insurance, bonding, financing, and technical assistance.
- include the MCC’s M/WB policy and objectives in requests for bids and proposals.
- provide information and communication on contracting procedures, specifications and RFPs to M/WBs in a timely manner.

Recognition of M/WBs

To ensure that the MCC’s M/WB policy benefits businesses which are owned and controlled in both form and substance by minority individuals or women, the MCC shall recognize M/WB certification by the Alabama Department of Economic and Community Affairs (ADECA) or Federal 8-A certification.
ADECA eligibility requirements for certification by ADECA include but are not limited to the following:

1. A business must be at least 51 percent minority/woman-owned, controlled and operated on a daily basis
2. Must have been in operation for at least one year prior to applying for minority business certification status
3. Must have a legal presence (license) to operate in Alabama
4. Majority owner(s) must be a legal resident of the United States by birth or naturalization
5. Must be **socially disadvantaged** (defined as those individuals who have been subjected to racial or ethnic prejudice, sexual or cultural bias because of their identity as a member of a group without regard to their individual qualities)
6. Must be **economically disadvantaged** (defined as those individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities)
7. Must be a member(s) of an officially designated **socially disadvantaged group** such as African-American, Native American or Alaskan Native, Hispanic-American, Women, Asian-Pacific American, and Asian-Indian America.

Nothing in this policy and its implementation is to be construed to require MCC to award a bid and/or contract to any bidder other than the lowest responsible bidder or to require contractors to award subcontracts to or make purchases from M/WBs who do not submit the lowest responsible sub-bid.