

# Maryland Department of Public Safety & Correctional Services Certified MBE Utilization and Fair Solicitation Affidavit

**IMPORTANT NOTICE:** This document and the referenced forms shall be completed fully and accurately and shall be included with the offer / bid. If the offeror / bidder fails to submit this document and the referenced forms with the offer / bid as required, the procurement officer shall deem the offeror / bidder non-responsive.

Solicitation No. \_\_\_\_\_

As part of the offer / bid submitted in response to the solicitation titled \_\_\_\_\_, the MBE requirement for this project / contract

is based on the total lump sum offer / bid amount. I affirm the following:

1. I understand and acknowledge that this procurement includes a certified Minority Business Enterprise (MBE) participation total goal of \_\_\_\_\_ percent. I further understand that this total participation goal includes Sub Goals of \_\_\_\_\_ percent for MBEs classified as African American-owned and \_\_\_\_\_ percent for MBEs classified as women-owned.

**Mandatory - Check either A or B as applicable.**

- A -  I have achieved the total goal required by the solicitation as indicated on the MBE Participation schedule (Form DPSCS OS 02 MBE) and no waiver is required.
- B -  After having made a good faith effort to achieve the MBE participation goal, I am unable to achieve the total goal. Instead, I intend to achieve an MBE participation goal as indicated on the MBE participation schedule (Form DPSCS OS 02 MBE) submitted with this offer. I request a waiver of the remainder of the goal.

2. I acknowledge that the MBE subcontractors listed in the MBE Participation Schedule (Form DPSCS OS 02 MBE) will be used to accomplish the percentage of MBE participation that I intend to achieve. This schedule will be part of this affidavit.

3. I understand that if I am notified that I am the apparent awardee, I must submit the following documentation within 10 working days of receiving notice of the intent of award.

- (a) Outreach Efforts Compliance Statement (FORM DPSCS OS 04 MBE)
- (b) Subcontractor Project Participation Statement (FORM DPSCS OS 03 MBE)
- (c) MBE Waiver Request (If Applicable) MBE Subcontractor Unavailability Certificate (FORM DPSCS OS 05 MBE)
- (d) Any other documentation required by the Procurement Officer.

I acknowledge that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award.

4. In the solicitation of subcontract quotations, MBE subcontractors were provided the same information and amount of time to respond as were non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Prime Contractor (Offeror / Bidder) Name

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_

\_\_\_\_\_  
Date

**SUBMIT THIS AFFIDAVIT WITH OFFER / BID**