MBE/WBE/SBE Programs Departmental Goal-Setting Form

This form must be completed by the Project Manager for all contracts and procurements subject to the MBE/WBE and/or SBE Programs.

The Project Manager must establish individual MBE and WBE goals using the Goal-Setting Worksheet for the contract/procurement. After establishing proposed MBE/WBE/SBE goals, the Project Manager must complete, sign, and submit this form along with the Goal-Setting Worksheet to the Director of EIED (or designee) for review and approval. The Director of EIED (or designee) must approve the MBE/WBE/SBE goals before the procurement can be advertised.

MBE/WBE/SBE Programs
Departmental Goal-Setting Form

PROJECT/CONTRACT DETAILS

Project Manager:_____

Purchasing Agent:_____

Bid/Requisition Number (if known):_____

Project/Contract Name:_____

Project/Contract Description:_____

Term of Contract:_____

Estimated Value of Contract:_____

MBE/WBE/SBE GOALS INFORMATION

PROPOSED PERCENTAGE GOALS

MBE:

WBE:

SBE:

IF ANY ADJUSTMENTS WERE MADE IN THE MBE/WBE GOAL-SETTING WORKSHEET TO THE MBE/WBE GOALS, PROVIDE RATIONALE:

WAIVER REQUESTED:

☐ Yes, I am requesting a waiver to set MBE/WBE/SBE goals on the contract

IF WAIVER REQUESTED, PROVIDE RATIONALE:

Project Manager Signature: _____ Date: _____

Title: _____ Department: _____

THIS FORM, ALONG WITH THE GOAL-SETTING WORKSHEET, MUST BE SUBMITTED TO THE DIRECTOR OF EIED FOR APPROVAL AND COPIED TO THE DIRECTOR OF PURCHASING BEFORE THIS PROCUREMENT CAN BE ADVERTISED

EIED USE ONLY

MBE Goal Approved

☐ Yes ☐ No

WBE Goal Approved

☐ Yes ☐ No

SBE Goal Approved

☐ Yes ☐ No

IF MBE OR WBE PROPOSED GOALS ARE NOT APPROVED, PROVIDE RATIONALE AND RETURN TO PROJECT MANAGER FOR REVISION.

Director of EIED Signature: _____

Date: _____