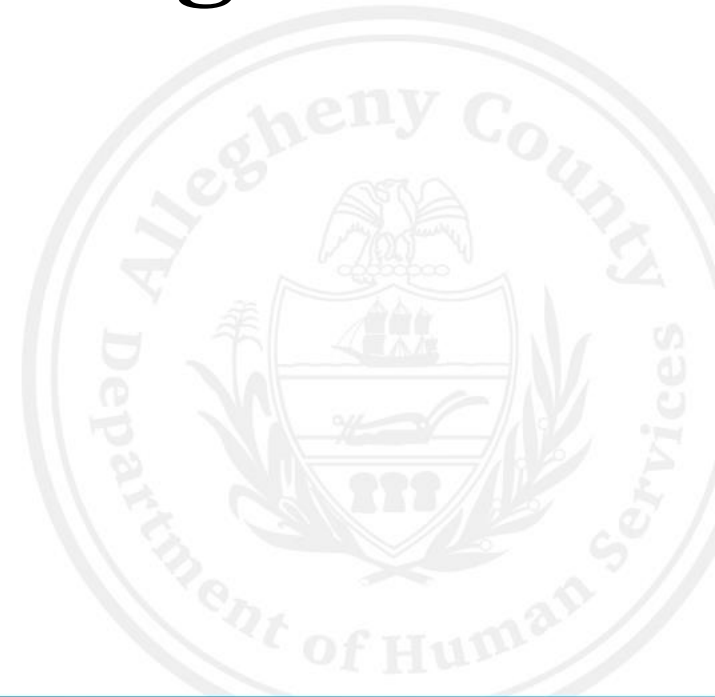




Allegheny County
Department of
Human Services

DHS Proposer Guide to Allegheny County's MWDBE Program



What do these acronyms mean?

- DHS: [Allegheny County] Department of Human Services
- RFP: Request for Proposals
- MWDBE: Minority, Women or Disadvantaged Business Enterprise
- MBE: Minority Business Enterprise
- WBE: Women Business Enterprise
- DBE: Disadvantaged Business Enterprise
- VOSB: Veteran-Owned Small Business

What is Allegheny County's MWDBE Program?

- Allegheny County's MWDBE Program is managed through its [Department of Equity and Inclusion](https://www.alleghenycounty.us/equity-inclusion/index.aspx)
 - <https://www.alleghenycounty.us/equity-inclusion/index.aspx>
- The County's goals on all contracts are:
 - 13% participation for MBEs
 - 2% participation for WBEs
- DHS Successful Proposers and Qualified Applicants must make a “good faith effort” in assisting the County in meeting these goals

Does my organization count towards the goals?

- If your organization is a certified MBE or WBE, you may count yourself towards one of the County's goals, not both
- If you are already certified as a WBE, you must make a good faith effort to meet the MBE goal
- Conversely, if you are already certified as an MBE, you must make a good faith effort to meet the WBE goal
- Your organization does not need to be a certified MWDBE in order to submit a Proposal in response to a DHS RFP

Does my organization count towards the goals?

- Nonprofits do not qualify for MWDBE certification
- Many of DHS's proposers are nonprofits, and therefore do not count directly towards Allegheny County's MWDBE goals
- DHS's nonprofit Proposers are expected to carry on the County's goals into their own subcontracts
- In a contract with DHS, on behalf the County, DHS nonprofit Successful Proposers are expected to establish subcontracts or make a good faith effort to establish subcontracts with 13% participation for MBEs and 2% participation for WBEs

How do I show a good faith effort?

- There may be some aspects of a DHS contract that can be performed or supplied by a certified MWDBE
- Examples include:
 - Office supplies
 - Janitorial supplies and services
 - Repairs
 - Accounting
 - Computer services
 - Facility maintenance
 - Individual program components

How do I show a good faith effort?

- A good faith effort means a Proposer has searched for and receive quotes from certified MWDBEs to perform or supply certain aspects of the contract
- An MWDBE counts towards Allegheny County's goals when a Proposer successful executes a contract with the certified MWDBE

How do I show a good faith effort?

- Proposers do not have to enter into a subcontract with all MWDBEs solicited
- If a Proposer is unsuccessful in contracting with certified MWDBEs after a good faith effort searching for and soliciting them, then they may request a waiver from the County's MWDBE goals

How do I complete the Allegheny County DHS Combined MWDBE Form?

- All Proposers must complete Section 1 – Contact Information
- All Proposers must attach their MWDBE Diversity Plan – see Section 4 for a sample diversity policy
- To show their good faith effort, all Proposers must complete Section 2 – MWDBE Participation Statement
 - When a Proposer successfully contracts with an MWDBE, they should include the MWDBE's certification documentation with their proposal
- If a Proposer is not successful in contracting with certified MWDBEs, they should complete Section 3 to request a waiver from Allegheny County's MWDBE goals

How do I complete the Allegheny County DHS Combined MWDBE Form?

- You can download the Allegheny County DHS Combined MWDBE Form from the [Solicitations webpage](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx) under the “Required documents” collapsible menu
 - [https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](https://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx)

What certifications do you accept?

- [Pennsylvania Unified Certification Program](#)

- www.paucp.com



- On a case-by-case basis, the County may accept certifications issued by other entities such as:
 - PA DGS – Small Diverse Businesses with MBE or WBE designations only
 - Eastern Minority Supplier Development Council (EMSDC)
 - Women Business Enterprise National Council (WBENC)
- Please note that self-certifications are **not** accepted

How do I know if a firm is certified?

- A certified firm will be able to provide a document with current certification information
 - Documentation will have the certifying agency, scope of services, etc.
- A firm certified as both an MBE and a WBE may be used toward the MBE or WBE goal, but not both



What will you do with my MWDBE documentation?

- Allegheny County's Department of Equity and Inclusion will review your documentation
- They may contact you for additional information or corrections
- Any contact from the Department of Equity and Inclusion should not be construed as an offer of a contract award with DHS

What is the VOSB Requirement?

- The Veteran-Owned Small Business (VOSB) requirement is similar to, but separate from, the County's MWDBE program
- The County's goal on all contracts is 5% participation for VOSBs
- In a contract with DHS, on behalf the County, DHS Successful Proposers are expected to establish subcontracts or make a good faith effort to establish subcontracts with 5% participation for VOSBs
- A good faith effort means a Proposer has searched for and receive quotes from VOSBs to perform or supply certain aspects of the contract

What is the VOSB Documentation?

- All Proposers must complete the VOSB Participation Statement
- If a Proposer is successful in contracting with a VOSB, they must include a copy of the VOSB's DD 214 discharge form
- If a Proposer is unsuccessful in contracting with VOSBs after a good faith effort searching for and soliciting them, then they may request a waiver from the County's VOSB goal by completing the VOSB Waiver Request form

Questions?

- For questions related to a DHS solicitation, please contact DHSProposals@alleghenycounty.us
- For questions specific to your organization about the MWDBE program, please contact the Allegheny County Department of Equity and Inclusion at mwdbe@county.alleghenycounty.us, 412.350.4309 or complete their [online form](#).