



**City of Cincinnati
Department of Economic Inclusion**

For use on ITBs, RFPs AND RFQs with No Subcontracting Goals

Please be sure the following items are completed and included in your bid response for a bid with no subcontracting goals (if you intend to utilize any subcontractors):



here

Form no.	Form Name/Description	Required?	Completed
2003	Subcontractor Utilization Plan (complete multiple form 2003s if all subs cannot fit on one form)	YES	<input type="checkbox"/>



CITY OF CINCINNATI NON-DISCRIMINATION POLICY

The City of Cincinnati is committed to a policy of non-discrimination pursuant to Section 1 of the Fourteenth Amendment to the United States Constitution, which guarantees equal protection of the laws to all citizens. It is further the policy of the City of Cincinnati that its purchasing and contracting practices not implicate the City as a passive participant in discriminatory practices engaged in by private contractors or vendors who seek to obtain business with the City. In furtherance of these policy objectives, the City seeks to afford to its citizens equal opportunities to do business on City contracts and to ensure that all bidders, proposers, vendors and contractors (collectively referred to herein as "bidders") doing business with the City provide to businesses owned and controlled by racial minorities and ethnic minorities and women, opportunities to participate on contracts which are paid, in whole or in part, with monetary appropriations from the City of Cincinnati.

The City of Cincinnati prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, religion, color, sex, sexual orientation, gender identification, national or ethnic origin, age, handicap, or Vietnam military service. The City will conduct its contracting and purchasing programs so as to discourage any discrimination and will vigorously seek to resolve all claims of discrimination.

If you are going to subcontract, you must complete, sign and return the following forms with your bid/proposal:

- Subcontractor Utilization Plan (Form 2003), must be completed and signed only for bids that include subcontracts,
- Subcontractor Approval Request (Form 2004) must be completed and signed only for bids that include subcontracts.

If you are not going to subcontract, none of the subcontracting forms need to be completed with the bid. If you choose to subcontract following the execution of a contract, these forms will need to be submitted prior to the execution of a subcontractor agreement.

If you have any questions or need assistance in meeting these requirements, please contact the Department of Economic Inclusion at (513) 352-3144.

MBE/WBE/SBESUBCONTRACTORUTILIZATION PLAN (FORM 2003)

(Include all proposed subcontractors, including both certified and non-certified)

Failure to complete the MBE/WBE/SBE Utilization Plan in its entirety could result in your bid being deemed non-responsive

SECTION 1: Bidder/Respondent Information

A. Bid/Proposal Name: _____ B. Bid/Proposal Reference ID: _____

C. Bidder/Proposer Name: _____ D. Total Bid/Proposal Amount: _____

E. Primary Contact Name: _____ Phone: _____ Email: _____

SECTION 2: Subcontractor Utilization Information

Subcontractor Name	SBE, SLBE, ELBE, MBE, WBE or N/A	Federal Tax ID	Detailed description of work to be performed or supplies to be provided	Subcontract Amount	(DEI Use Only) Subcontract % of Total	(For DEI Use Only) DEI Approved?

Reminders for completing your Subcontractor Utilization Plan:

1. You must ensure that the firm is certified with the City of Cincinnati to perform the services or provide the supplies that you are proposing in your utilization plan at the time of the bid opening. You can confirm the services and supplies of City Certified firms through the public directory: <https://cincinnati.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp>
2. Only 25% of the payment to a certified MBE/WBE supplier that is a wholesaler warehousing the goods supplied may be counted toward an MBE/WBE participation goal (CMC 324-27). **An MBE/WBE contractor that only supplies laborers for use and direction by the prime contractor is considered a supplier and only 25% of that payment can be counted towards the MBE/WBE participation goal.**
3. A business enterprise that is certified as both an MBE and WBE (M/WBE) may be counted toward either the MBE contract participation goal or the WBE contract participation goal, but not towards both. The participation of an MWBE also may not be allocated partially to the MBE contract participation goal and partially to the WBE contract participation goal (C.M.C. 324-27(a)). The bidder must select the goal to which the business enterprise is to be counted.