

Anti-Discrimination Policy FAQ

These FAQs pertain to the School District of Philadelphia's Anti-Discrimination Policy (Policy) relating to the participation of minority-owned business enterprises (MBEs) and woman-owned business enterprises (WBEs), and small businesses in School District contracts. This information is presented in a question and answer format designed to assist the bidder in submitting a responsive bid. These are guidelines and do not supersede or serve as a substitute for careful reading and responding to the documents included in your bid package.

1. **If I fail to submit my MWBE Participation Plan Form with the bid documents, will my bid be rejected?** Yes. The MWBE Participation Plan Form must be submitted with the bid. If you use additional pages to list solicitations, commitments and/or reasons for your inability to make commitments within the participation ranges, all pages must be submitted with the bid.
2. **Do MWBE firms have to be certified?** Yes. Firms may be certified by any governmental, private or public certifying agency. For example: City, State, Federal Government, State Departments of Transportation, National Minority Supplier Development Council (NMSDC) Chapters and other legitimate certifying entities.
3. **Are materials and supplies purchased from MWBEs counted toward the range?** Yes. MWBE subcontractors and manufacturers will be credited toward the range at 100%.
4. **If I am a MBE or WBE can I count myself in order to satisfy the range?** Yes. However, a MWBE which is a partner in a joint-venture bidding as a prime, may have its participation "credited" to the extent of its participation in the joint venture.
5. **Do I need both MBE and WBE participation?** Yes. If the "Invitation for Bid" includes both a range for MBE participation and a range for WBE participation, solicitations must be made in each category.
6. **Will my bid be automatically rejected if I do not provide participation in the required range?** No. You can be deemed both responsive and responsible if you give sufficient reasons for not meeting the projected range(s) including specific reasons for not making solicitations or a contractual commitment with the MWBEs that you have solicited. In order to be responsive, documentation of all solicitations and commitments, and reasons must be submitted with the bid. The reasons given must be sufficient to demonstrate that the bidder's failure to meet the projected range(s) is not a result of discriminatory practice
7. **How do I locate certified firms?** Certified firms can be located on the Small Business Development website. Scroll to the bottom of the Small Business Development homepage. Click on the Small Business Directory button. The database is indexed and searchable by name, commodity or service, city and state.
8. **Where can I find more information about the Anti-Discrimination Policy?** The Department of Small Business Development is available to answer your questions. The office is located at 440 N. Broad Street, 3rd Floor. Our telephone number is 215-400-5374. The office is open daily from 8:00 am until 4:30 pm. Additional information is available on our website. Information is also available at all pre-bid meetings which are held for all bids estimated at \$100,000 or more.
9. **How can I be included in the database of MWBE firms?** Complete the Business Data Form on the Procurement Services website or go to the database and register on-line. Small Business Development will get an e-mail message that you have registered and will contact you.

10. **What is a range?** A range is a statistical formula that determines the percentage of minority, woman-owned and small businesses that can provide supplies or services.