

FAQ – Solicitation with MCUB Goal

Acronyms:

- MCUB – Metropolitan Council Underutilized Business Program
- LOI – Letter of Intent
- IFB – Invitation for Bid
- RFP – Request for Proposal
- GFE – Good Faith Efforts
- FAQ – Frequently Asked Questions

Q1: Where can bidders/proposers find Metropolitan Council projects to bid/propose on?

A1: Active solicitations can be found on the [Met Council's Contracting Opportunities website](#).

Q2: If there is an assigned MCUB goal, is it optional for bidders/proposers to comply with?

A2: No – the MCUB goal is not optional to comply with. The bidder/proposer must either meet the MCUB numerical goal or provide documentation that demonstrates adequate Good Faith Efforts to meet the goal.

Q3: Who do I ask MCUB questions to during a solicitation?

A3: All questions must be submitted in writing to the IFB/RFP Administrator.

Q4: What is the deadline for MCUB questions during a solicitation?

A4: Each solicitation will specify a deadline for questions to be submitted.

“If any bidder/proposer contemplating submitting a bid/proposal is in doubt as to the true meaning of any part of the Scope of Work, or other IFB/RFP documents, or finds discrepancies in or omissions from the specifications, the bidder/proposer may submit to the IFB/RFP Administrator a written request for an interpretation or correction by (specified date). The bidder/proposer submitting the request will be responsible for its prompt delivery.”

Q5: Does a subcontractor have to complete all the same forms (Affirmative Action, etc.) as the prime bidder/proposer?

A5: No – not all the same forms will need to be completed. All subcontractors will be required to complete and submit a Conflict of Interest Disclosure. If the subcontractor is being used for MCUB participation, they will need to sign and date the MCUB Letter of Intent as well.

Q6: How does a bidder/proposer properly complete the MCUB Commitment Form?

A6: For each of the MCUB firms intended to be used for credit, the bidder/proposer must fill in the following fields:

- Bidder/Proposer Name
- Project Name
- MCUB Goal
- MCUB Name
- Description of Work
- Participating As
- MCUB Bid Amount
- MCUB Credit Amount
- MCUB %

The bidder/proposer must also calculate the Total Value, Total %, print their Name/Title/Phone and then sign and date the document. *See example on the next page*

METROPOLITAN COUNCIL UNDERUTILIZED BUSINESS (MCUB) COMMITMENT FORM

(Must be completed, signed, and submitted with each bid)

Bidder Name	Project Name				MCUB Goal
Ryder Marshall Construction	Doghouse Expansion Project				15%
MCUB Name <small>(Legal business name used for certification)</small>	Description of Work	Participating As? <small>Prime, Subcontractor, Trucker, Supplier or Broker</small>	MCUB Bid Amount	MCUB Credit amount <small>dollar value</small>	MCUB %
Fido's Concrete Company	Concrete	Subcontractor	\$20,000	\$20,000	10%
Baxter's Electrical Supply	Electrical Supplier	Supplier	\$20,000	\$12,000	6%
For purposes of award, bidder must demonstrate good faith efforts to meet the goal on the total bid or the base bid if the bid consists of base bid and allowances and or additives. Use copies of this form if additional space is needed to list committed MCUBs.				Total Value \$32,000	Total % 16%

I have read the MCUB requirements in Document Metropolitan Council Underutilized Business (MCUB) Contract Requirements. I further certify that the Bidder has made appropriate efforts to comply with the MCUB requirements for this contract by making good faith efforts to meet the assigned MCUB goal as specified in Metropolitan Council Underutilized Business (MCUB) Contract Requirements. I am authorized on behalf of the Bidder to submit this certification to the Council. This certification is a material representation of fact on which the Council may rely in awarding the contract.

Bidder Name / Title / Phone: Ryder Marshall / Owner / 999-999-9999

Bidder Signature: Ryder Marshall Date: 9/9/2021

Q7: How does a bidder/proposer properly complete the MCUB Letter of Intent?

A7: A Letter of Intent must be completed for each MCUB firm intended to be used for credit. The value and scope on the LOI must match the information provided on the Commitment Form. The bidder/proposer must fill in the following fields:

- Bidder/Proposer
- Contract Number
- Project Name
- MCUB Firm Information: MCUB Name, Phone, Address, City, State, Zip
- Participating As
- Scope Description
- MCUB Bid Amount
- Dollar Amount for MCUB Credit
- Bidder/Proposer Name, Title, Signature and Date
- MCUB firm must have a representative print their Name and Title then Sign and Date the LOI

The LOI must contain signatures from **both** the bidder/proposer **and** the MCUB firm in order to be counted for credit. *See examples on the next 2 pages*

METROPOLITAN COUNCIL UNDERUTILIZED BUSINESS (MCUB) LETTER OF INTENT

(Must be completed and signed by each MCUB listed on 00483 Commitment Form, and submitted with each bid)

Bidder:	Contract Number:	Project Name:
Ryder Marshall Construction	21P000	Doghouse Expansion Project

MCUB Name: Fido's Concrete Company Phone: 000-000-0000

Address: 1212 Puppy Ave City: St. Paul State: MN Zip: 55101

Participating As: ___ Prime Contractor Subcontractor ___ Supplier (60% credit) ___ Manufacturer ___ Trucker ___ Broker

Description	MCUB Bid Amount	Dollar Amount for MCUB Credit
Install Concrete Slab	\$20,000	\$20,000

1. This is a letter of intent between the bidder on this project and a MCUB firm to perform subcontract work on this project.
2. By signing below, the bidder is committing to utilize the above-named MCUB to perform the work described above.
3. By signing below, the above-named MCUB is committing to perform the work described above.

Affirmation: I hereby affirm that the information above is true and correct.

Bidder Representative Name: Ryder Marshall Title: Owner

Bidder Representative Signature: Ryder Marshall Date: 9/8/2021

MCUB Representative Name: Fido Barks Title: Owner

MCUB Representative Signature: Fido Barks Date: 9/8/2021

METROPOLITAN COUNCIL UNDERUTILIZED BUSINESS (MCUB) LETTER OF INTENT

(Must be completed and signed by each MCUB listed on 00483 Commitment Form, and submitted with each bid)

Bidder:	Contract Number:	Project Name:
Ryder Marshall Construction	21P000	Doghouse Expansion Project

MCUB Name: Baxter's Electrical Supply Phone: 111-111-1111

Address: 1501 Paw Street City: Minneapolis State: MN Zip: 55407

Participating As: Prime Contractor Subcontractor Supplier (60% credit) Manufacturer Trucker Broker

Description	MCUB Bid Amount	Dollar Amount for MCUB Credit
Supply Conduit and Light Fixtures	\$20,000	\$20,000 x .60 = \$12,000

4. This is a letter of intent between the bidder on this project and a MCUB firm to perform subcontract work on this project.
5. By signing below, the bidder is committing to utilize the above-named MCUB to perform the work described above.
6. By signing below, the above-named MCUB is committing to perform the work described above.

Affirmation: I hereby affirm that the information above is true and correct.

Bidder Representative Name: Ryder Marshall Title: Owner

Bidder Representative Signature: Ryder Marshall Date: 9/6/2021

MCUB Representative Name: Baxter Ruff Title: Owner

MCUB Representative Signature: Baxter Ruff Date: 9/6/2021

Q8: How does a bidder/proposer count MCUB participation?

A8: MCUB participation is as follows:

- Contractor: 100% credit
- Manufacturer: 100% credit
- Supplier: 60% credit
- Broker: 5% credit (commission and transport fees)
- Trucking: 100% credit for MCUB owned trucks, 100% credit for non-MCUB trucks hired by the MCUB firm-not to exceed the total number of MCUB trucks, 60% if the trucking firm is being used as a supplier

Please see the [Counting Credit Guide](#) and the [Counting Trucking Credit Guide](#) for more detailed information.

Q9: If an MCUB firm is subcontracting out some of their work to a non-MCUB firm, does the bidder/proposer still count all of the work as MCUB participation?

A9: No – the amount subcontracted to the non-MCUB firm must be subtracted from the MCUB contract amount.

Q10: How does a bidder/proposer calculate the MCUB commitment percentage?

A10: The MCUB commitment percentage should be the MCUB Credit Amount divided by the Base Bid/Proposal Amount (or Total Bid/Proposal if there is not a difference between the Base and Total Bid/Proposal).

Q11: If a bid/proposal is for hourly rates – what amount does the bidder/proposer use as a total to calculate the MCUB commitments against?

A11: The dollar value to be used to calculate the MCUB commitments against will be provided during the solicitation period. If you are unable to find the appropriate amount in the solicitation documents, please submit the question in writing to the IFB/RFP Administrator during the question-and-answer period of the solicitation.

Q12: How does a bidder/proposer commit to a dollar amount with an MCUB firm on an as-needed contract when there is no guaranteed work?

A12: Bidders/Proposers will be provided a dollar figure to be used to calculate the MCUB commitments for award purposes. After award, the bidder/proposer has a continuing obligation to make good faith efforts to meet the goal and, will be responsible for applying the MCUB participation goal to the total contract amount, including any additives, contract modifications and change orders.

Q13: As a prime bidder/proposer, our firm does not have any MCUB commitments – are MCUB forms still required to be submitted?

A13: Yes – the MCUB Commitment Form must be signed and GFE must be submitted in order for the bidder/proposer to be found responsive.

Q14: Can an MCUB firm bid as a prime contractor?

A14: Yes – any work self-performed or subcontracted to another MCUB firm will count towards MCUB participation on the project. All work subcontracted to a non-MCUB firm will not count as MCUB participation.

Q15: If an MCUB firm is bidding as a prime, do they still need to fill out the MCUB forms?

A15: Yes – The MCUB Commitment Form and Letter(s) of Intent must be completed and signed in order for the bidder/proposer to be found responsive.

Q16: Why don't bidders/proposers get 24 hours after the solicitation deadline to submit Letter(s) of Intent or Good Faith Efforts?

A16: All MCUB documents are due at time of bid/proposal in order to ensure an equitable solicitation process.

Q17: What if a bidder/proposer cannot get the MCUB firm to sign the Letter of Intent by the solicitation deadline?

A17: The LOI must be signed by *both* the bidder/proposer *and* the MCUB firm in order for the bidder/proposer to receive credit for that MCUB firm. If the LOI is submitted without the MCUB signature (or not submitted at all), the bidder/proposer will not receive that MCUB credit.

Q18: Does a bidder/proposer get any preference for award if their bid/proposal exceeds the MCUB goal instead of just meeting it?

A18: No – bidders/proposers do not get preference for meeting or exceeding the goal. For purposes of award, the bidder/proposer must either meet or exceed the numerical MCUB goal *or* provide documentation that demonstrates adequate good faith efforts to meet the MCUB goal.

Q19: If a bidder/proposer has women and minorities working in the company, is that an adequate substitute for the MCUB goal?

A19: No – The Affirmative Action program is not interchangeable with the MCUB program.

Q20: If a bidder/proposer works with a company that is owned by a woman/minority, does that count towards the MCUB goal?

A20: In order for a bidder/proposer to receive MCUB credit for projects that are federally funded and a numerical MCUB goal has been established, the chosen firm must be certified and in the [MCUB Directory](#) at time of bid/proposal.

Q21: How does a business become MCUB certified?

A21: Visit [The Metropolitan Council's Small Business Programs MCUB webpage](#) for more information about the MCUB program and certification guidelines.

Q22: Can a bidder/proposer receive MCUB credit for a commitment to a company that is currently applying to become certified?

A22: No – the MCUB firm will only count for credit if certified at time of bid/proposal.

Q23: How does a bidder/proposer know if a company is an MCUB firm?

A23: All certified MCUB firm will be found in the [MCUB Directory](#).

Q24: What if a bidder/proposer cannot find any MCUB firms?

A24: It is the responsibility of the bidder/proposer to complete and document searches for MCUB firms for subcontracting opportunities.

- If the bidder/proposer is having troubles searching in the MCUB Directory, please contact the IFB/RFP Administrator and they can refer questions to the Small Business Specialist to provide additional assistance as needed.
- If the bidder/proposer is unable to find MCUB firms able to complete the applicable work scope, the bidder/proposer should document all efforts and communications to submit as part of their GFE submission.

Q25: Does a bidder/proposer have to submit Good Faith Efforts if their bid/proposal meets or exceeds the MCUB numerical goal?

A25: No – bidders proposers are not required to submit GFE if the bid/proposal meets or exceeds the MCUB numerical goal. However, it is strongly recommended and encouraged that bidders/proposers submit GFE in case there are errors discovered after bid/proposal submission.

Q26: Can a bidder/proposer still submit Good Faith Efforts even if the MCUB goal is met?

A26: Yes – it is encouraged for all bidders/proposers to submit any and all GFE with the bid/proposal package so the bid/proposal is responsive in the event there is an error in the submittal resulting in a determination that the MCUB numerical goal has not been achieved.

“If the MCUB Commitment Form indicates the bidder/proposer MCUB participation commitment is less than the goal established for this contract, the bidder/proposer must submit documented Good Faith Efforts at the time of bid/proposal that provides information about efforts the bidder/proposer took to meet the goal.

Failure to submit a properly completed MCUB Commitment Form, MCUB Letter of Intent Form(s) or MCUB Good Faith Efforts (if applicable) with the bid/proposal may be considered non-responsive and result in no further consideration.”

Q27: What happens if the bidder/proposer’s calculations for the MCUB commitments are incorrect at time of bid/proposal and the corrected calculation results in a determination that the MCUB goal has not been met?

A27: If the bidder/proposer submitted GFE with their bid/proposal, the Small Business Specialist will conduct a GFE Review. If the bidder/proposer did not submit GFE, the bidder/proposer may be found non-responsive.

Q28: What does a bidder/proposer submit for Good Faith Efforts?

A28: Please see the [MCUB Good Faith Efforts Submission Guide](#).