

# CITY OF PITTSBURGH

## Office of Management & Budget



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## Policy and Procedures Document

*for*

## Request for Proposal Solicitations

Effective Date: January 1, 2016

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## 1.1 Purpose

To define the policy and applicable procedures for City of Pittsburgh Request for Proposal solicitations. Since the majority of solicitations are Requests for Proposals, this policy is focused on RFPs as opposed to Requests for Qualifications (RFQs) and/or Requests for Information (RFIs). However, all RFQs and RFIs must be coordinated through the Office of Management and Budget as well.

## 1.2 Effective Date

This policy will be effective as of January 1, 2016 and will replace all other previous policies.

## 1.3 Definitions

The following definitions shall be used for application of this policy:

Competitive Process – method of competitively selecting contractors/consultants based on qualifications and negotiations rather than a sole competitive price bid.

Contract Modification – Any written alteration in the scope of work, compensation, period of performance, or any other provision of any personal or professional services contract that is agreed to by both parties in a written contract amendment.

Emergency Professional Services contract – a personal or professional services contract required where there exists unforeseen circumstances beyond the city's control that either (a) present a real and identifiable threat to the proper performance of essential functions or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Professional Services Agreement (PSA) – a contract involving services of members of the medical or legal profession, registered architects, appraisers, auditors, engineers, certified public accountants or other personal services that involve quality as the paramount concern and require a recognized professional and special expertise. For purposes of this policy, this term shall also encompass "personal service contracts."

Request for Proposals (RFP) – an announcement by the City of a willingness to consider proposals for the performance of a specified project or program. The factor that distinguishes a request for proposal from an invitation for bid is that other criteria besides "lowest price which meets the specifications" would be used to determine a successful bidder. The RFP should contain all relevant criteria the City will consider when evaluating proposals for award.

Request for Information (RFI) – an announcement by the City seeking to collect written information about the capabilities of various suppliers for comparative purposes, usually to aide in the creation of specifications for an RFP.

Request for Qualifications – an announcement by the City seeking qualifications of potential contractors to perform a particular scope of work / service for the City.

Sole Source Professional Services contract – a contract involving unique professional services that are documented to be available from one source only.

#### **1.4 Exemptions**

The following professional services contracts are exempt from this policy requiring a competitive selection process, contingent upon a written waiver issued by the City Solicitor that the exemption provision duly applies, based on inclusion in one or more of the following categories:

1. Emergency Professional Service contracts as defined herein.
2. Sole Source Professional Service contracts as defined herein.
3. Contracts requiring compliance with terms and conditions of a court order, government grant or governmental order.
4. Contracts for expert witnesses or consultants associated with anticipated or pending litigation.
5. Intergovernmental agreements.

Prior to awarding any professional services contract, a waiver request form must be sent to the City Solicitor with written information from the applicable Department Director to justify the emergency, sole source, or other exemption pertaining to the subject contract. The City Solicitor shall include a written determination explaining the rationale for granting a waiver request on the waiver request form. If such a waiver is denied by the City Solicitor, the contract must be awarded via the general policy set forth herein. The waiver request form is attached hereto.

#### **1.5 Applicable Competitive Process**

The following chart specifies the competitive process required for the applicable agreement based on the proposed budget and/or “not to exceed” total amount of the contract based on entire term.

Estimated value of Contract is up to \$30,000	Estimated value of Contract is over \$30,000
OMB Procurement, on behalf of the Using Department, will solicit informal proposals from at least three qualified providers and/or issue a public advertisement on the internet and in at least one newspaper of general circulation.	A Formal RFP/RFQ must be issued by OMB, in coordination with the Using Department(s).  Public advertisement of RFP/RFQ is required on the internet and in at least one newspaper of general circulation or relevant trade magazine.

### 1.6 Review of Policy

The Office of Management and Budget shall review this policy, at least annually, to determine if additions or changes are appropriate to implement for the following year. Additionally, the Office of Management and Budget retains discretion to revise this policy as needed.

## 2 General Policy

### 2.1 Authority

The Office of Management and Budget (OMB) is the only department authorized to issue solicitations on behalf of the City.

### 2.2 Need Identification

Once a need is identified, the Using Department must contact the OMB Procurement Team to discuss scope, timeline and process. OMB will lead the process and assist the Using Department throughout the project. These initial steps should be taken to begin the process:

- A. Scope of work is developed by applicable department.
- B. Seek waiver request from City Solicitor from competitive process requirement if an exemption applies. A copy of the waiver request must be submitted to the Director of the Office of Management and Budget.
- C. Determination based on proposed budget / not to exceed amount, which competitive process set forth in Section 1.5 of this policy applies (unless a waiver has been granted).
- D. Proceed to undertake applicable competitive process (solicitation of proposals, advertisements, RFP/RFQ, etc.) as outlined in this document.

## 2.3 RFP/RFI/RFQ Development

- A. All projects must identify the funding source for the project, which Procurement will verify with the appropriate OMB Budget Analyst prior to development of a solicitation document.
- B. A standard template has been developed by OMB and the most recent version can be found on the OMB intranet site. If a department identifies a need to deviate from the RFP template, the department must contact OMB Procurement prior to incorporating any changes. This template must be used unless otherwise approved by OMB.
- C. Any project involving technology, software or hardware must be reviewed and approved by the I&P Software Strategy Manager to ensure the need cannot be met through existing systems. \*
- D. OMB will work with the Using Department(s) to create and/or refine the Scope of Work or Services to help ensure complete and thorough requirements.

All formal RFP's must contain the following:

- 1. General Terms & Conditions
  - 2. Administrative Information
  - 3. Scope of Work Clearly Defined
  - 4. Evaluation Criteria
  - 5. Vendor Response Format
    - a. The number of copies of the response required.
    - b. An explanation of how the vendor proposes to complete the project.
    - c. The personnel to be assigned.
    - d. The number of personnel and man-hours required to perform the work.
    - e. Previous related experience of the contractor.
    - f. A list of references from recent customers.
    - g. A budget breakdown detailing how the vendor arrived at the costs and/or services quoted.
- E. Unless decided otherwise by OMB, the primary point of contact for all vendor inquiries will be the assigned RFP Coordinator. OMB will work with the Using Department(s) to address vendor inquiries as the Department must provide the subject matter expertise.
  - F. RFP's should allow a minimum of 30 calendar days for vendor response. This may be adjusted up or down, in coordination with OMB, based on the nature of the project.

\*OMB will be working with I&P to develop an IT specific template, tailored to those project types specifically. The general template should be used until that template is released.

## 2.4 Review & Approval

- A. To facilitate management of the RFP process, OMB will assign a number to each individual RFP which will be used for communication, reporting and compliance

purposes. All documents will use a consistent naming convention, managed by OMB, based on the following format:

- a. RFP YYYY-000x Project Title
- B. OMB will conduct a review of the template draft and either make edits directly into the document or return to the department for additional revisions.

## **2.5 RFP Distribution**

- A. All RFP's will be distributed to the vendor community by OMB by posting to Beacon, as well as sending directly to any known suppliers.
- B. All advertisements will be created in coordination with the Using Department(s) and placed by OMB.
- C. If a vendor pre-proposal conference is to be held, it should be done within 7-10 business days after the RFP has been distributed.
- D. Unless authorized by OMB, no Departmental personnel are permitted to communicate with vendors or their representatives between the RFP release and RFP award. This time shall be considered a "dark period" and all communications must go through the RFP Coordinator or the vendor may be disqualified.

## **2.6 RFP Evaluation & Selection**

### **2.6.1 General**

- A. All evaluation criteria must be pre-defined and related to the specifications and requirements contained in the RFP document. If weighted, the criteria must be weighted to reflect their importance to the City without giving undue advantage to any particular bidder. Weight factors shall be kept confidential unless determined by OMB to be in the best interest of the City to include them in the RFP.
- B. All responses will be received by OMB. The RFP Coordinator will distribute copies to the evaluation team.
- C. OMB Procurement will chair all RFP evaluation committees to ensure the evaluation process is conducted in accordance with the RFP and OMB policies and procedures. Depending on the nature and scope of the RFP, the OMB evaluation may be performed by a representative of the Procurement or Budget teams.
- D. All questions, submittals and evaluation sheets will be compiled by OMB and maintained in the RFP document library for reference and Right-to-Know requirements. The document library should include, but is not limited to, the following items:

- a. Final RFP
- b. Advertisement
- c. All appendices and supplemental information
- d. All vendor inquiries and responses
- e. Sign-in sheets for any pre-proposal conference
- f. All submittals
- g. Any related legislation
- h. Final contract
- i. Completed Evaluation Forms
- j. Committee COI Forms
- k. Vendor solicitation list (if applicable)

## **2.6.2 Evaluation Committee Guidelines**

- A. Composition and Objective
  - a. The sole objective of the Evaluation Committee will be to recommend the Vendor whose proposal is most responsive to the project needs within available resources. The Vendor must demonstrate their capability by successfully complying with all mandatory requirements.
  - b. Committee members must be unbiased and **MUST NOT** have a personal or beneficial interest in the proposal.
  - c. At least one representative from OMB will be on the committee.
- B. Rules and Procedures
  - a. The evaluation committee should be pre-determined prior to the RFP release.
  - b. General criteria and weighting percentages (if applicable) should be pre-determined prior to the RFP release.
  - c. Committee members must independently evaluate the proposals, using an evaluation form.
  - d. After the proposals have been independently evaluated, members may express opinions in a committee meeting.
  - e. Scores may be adjusted after the committee discussion.
  - f. Committee members may be required to meet with vendors, as deemed necessary, for further understanding and comparison of offerings.
- C. Non-Conflict of Interest/ Confidentiality Statement
  - a. This form is required to be completed by each voting member of the Committee for each opportunity.
  - b. The form is attached as Exhibit A.
- D. Timeliness
  - a. All evaluation committee members will be expected to complete their reviews in the time and manner outlined by OMB.

## **2.7 Notification of Award**

- A. After the committee has decided who the successful vendor should be, a letter will be written by the RFP Coordinator to the successful vendor and unsuccessful vendors.
- B. Once the Award has been announced the Using Department shall initiate the legislative process to obtain City Council approval to enter into a contract and begin working directly with the vendor through the EORC and Law Department contracting processes.

## **2.8 Protest Procedure**

- A. Any vendor wishing to protest an Award should be instructed to submit a formal letter to OMB. Once received OMB will respond in writing (seeking input from the Using Department(s) and/or Law as necessary) within 10 business days.

## **2.9 Contracting**

### **2.9.1 Contract Origination**

- A. The Using Department shall provide their assigned Solicitor with all documentation needed to begin the contracting process. Those items should include, but are not limited to, the following:
  - a. Proposal of the awarded vendor, including costs & scope
  - b. Vendor contact information
  - c. Listing of all business terms to be included in the contract
  - d. Any service-level requirements
  - e. Written solicitation to professional service providers (RFP)
  - f. Draft of Resolution or JDE account number
  - g. Insurance Certificates
  - h. Performance Bond (if required)
  - i. Statement of Affiliations
  - j. Debarment certificate
  - k. Proposed start date for the agreement
- B. No work should commence with the awarded vendor until a contract has been fully executed.
- C. It is important to remember that any modification related to the authorized amount or contract term must be first approved by City Council.

### **2.9.2 Contract Modifications**

- A. All contract modifications should be reviewed by the Law Department prior to executing any written amendment to an existing contract to ensure how such amendment is affected by this policy.
- B. Generally, contract modifications that seek to materially alter a scope of services or materially increase the compensation amount will need to conform to the requirements of a new contract (i.e., a new competitive process) before amendment. However exceptions to this general rule may apply if:

1. The increase in the scope of work adds a task to the same project that can most efficiently be performed by a consultant having knowledge and experience gained during performance of the existing scope;
2. The increase in the scope of work adds a task to the same project that is essential to completion of the original scope but could not reasonably have been anticipated at the time of the original contract; or
3. An increase in compensation for the same project is needed because the time anticipated to complete the original scope of work exceeded the original estimate that was based on reasonable information available to the City and the consultant at the time of the original contract.

#### **2.10 EORC**

- A. The Using Department shall complete all necessary EORC documentation and submit the proposal of the awarded vendor the Commission for approval.
- B. The EORC process should begin in tandem with the contract request from Law so that one process does not hold up the other.
- C. The EORC submission form is attached as Exhibit B.

# EXHIBIT A

## NON-CONFLICT OF INTEREST/CONFIDENTIALITY STATEMENT

I, the undersigned, a member of the Evaluation Committee for Request for Proposal # \_\_\_\_\_ for \_\_\_\_\_ will perform the evaluation under the guidelines, procedures and requirements in the evaluation plan.

Further, whether I am an employee of the City of Pittsburgh or a consultant assisting in the evaluation of the proposal, I represent as follows:

1. I have a professional interest in seeing that the scoring and evaluation of the vendor responses to this request for proposal can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the proposal most advantageous to the City, taking into consideration the price and evaluation factors set forth in the RFP.
2. Except as I have disclosed in detail, I neither have nor shall I during the evaluation acquire any financial interest, direct or indirect, in any Offeror or otherwise that would conflict in any manner or degree with my evaluation responsibilities. Members of my immediate family (spouse or children) and other family members who are in my household are subject to the same restriction and disclosure requirements. For purposes of this provision, publicly traded shares in stock of any Offeror that are selected and administered by a third person, e.g. a mutual fund or retirement plan, are not subject to this restriction. Otherwise, the nature and extent of such financial interests must be disclosed by me to the RFP Coordinator for their evaluation of the significance of the financial interest on participation in this evaluation.
3. Notwithstanding my termination of employment or other later disassociation from this evaluation committee, I may not participate in the development of proposals in response to this solicitation.
4. I am aware that this evaluation will involve my knowledge of official information and possible vendor commercial information not publicly known. I agree not to disclose any information gained during the course of my service on this evaluation committee to any person, except to other City employees who may in the normal course of City business have a need for such information.

If I should become aware of any situation, which might arise, that could alter any of the representations above, or that might otherwise create the appearance of a conflict or other impropriety, I will notify the RFP Coordinator/Office of Management & Budget immediately.

Name (print) \_\_\_\_\_

Title (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# EXHIBIT B

## MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

Construction Project \_\_\_\_\_ Professional Service \_\_\_\_\_ check one

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY THE COMMISSION ON: \_\_\_\_\_

RE-SUBMITTED TO THE COMMISSION ON: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

CONTRACT AWARDED TO: \_\_\_\_\_

COMPANY OWNER: \_\_\_\_\_

BUSINESS DEVELOPER: \_\_\_\_\_

BUSINESS DEVELOPER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CONTACT FOR MBE/WBE  
REPORTING: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PUBLIC AGENCY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**Please Note: Do not include a page that does not pertain to your project. For example, if you are not requesting a waiver then do not print that page.**

## PROJECT DESCRIPTION

Describe the proposed project, including location, size, type of project, and partners in the project. Include a project sources and uses statement.

## Professional Service Information

### PROJECT BUDGET AND MBE/WBE PLAN SUMMARY

	ESTIMATED COST	MBE/WBE PLAN COMMITMENT
1. PROFESSIONAL SERVICE	_____	_____
2. TOTAL PROJECT COST	_____	_____
3. Total MBE/WBE Plan Commitment	_____	_____
4. MBE/WBE Plan Commitment As a percent of Total Project Cost	_____	_____
5. City goals as related to contracting Disparity. 18.00% (MBE) 7.00% (WBE)	_____	_____

# PROFESSIONAL SERVICE BUDGET AND MBE/WBE PLAN

Itemize your project's professional service contract budget below. Under each line in the budget list the MBE/WBE's that you propose to use to provide professional services

## MBE/WBE Contractor/Professional Services

Name	Copy of Certification Attached		Amount	
	Yes	No	MBE	WBE
1. _____	___	___	\$ _____	\$ _____
2. _____	___	___	\$ _____	\$ _____
3. _____	___	___	\$ _____	\$ _____
4. _____	___	___	\$ _____	\$ _____
5. _____	___	___	\$ _____	\$ _____
<b>Total Budget</b>	___	___	\$ _____	\$ _____

**Note: If this is a construction project, do not print this page.**



**EQUAL OPPORTUNITY REVIEW COMMISSION  
CITY OF PITTSBURGH**

**Construction Project Information**

**SOURCES AND USES:**

<b>Sources:</b>	<b>Amount</b>
1. Value of Land	_____
2. Government Funding	_____
3. Foundations	_____
4. Corporations	_____
5. Individuals & Private Organizations	_____
6. Gap Financing	_____
<b>Total</b>	_____

<b>Uses:</b>	<b>Amount</b>
1. Land Acquisition	_____
2. Construction Costs	_____
3. Non-Construction Costs (Less land acquisition)	_____
4. Preconstruction Costs	_____
<b>Total</b>	_____

**PROJECT SIZE:**

**ESTIMATE COST:**

**PUBLIC DOLLARS USED:**

**ESTIMATE MBE/WBE PARTICIPATION:**

(PLEASE CHECK ONE)

**UNION** \_\_\_\_\_ **NON-UNION** \_\_\_\_\_

**Note: If this is a professional service project, do not print this page.**



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CITY OF PITTSBURGH**

**PROJECT BUDGET & M/WBE/ PLAN SUMMARY**

	<b>ESTIMATED COST</b>	<b>MBE PLAN</b>	<b>WBE PLAN</b>	<b>TOTAL M/WBE PLAN COMMITMENT</b>
1 Pre-Construction Budget & M/WBE Plan (From Page 6)				
2 Construction Budget & M/WBE Plan (From Page 7)				
3 Non-Construction Budget & M/WBE Plan (From Page 8)				
<b>4 TOTAL PROJECT COST</b>				
5 Post Project M/WBE Contracts (From Page 8)				
6 MBE/WBE PLAN COMMITMENT as a percent of Total Project Cost				
<b>6a M/WBE PLAN COMMITMENT AS A % OF TOTAL PROJECT COST LESS ACQUISITION &amp; NON-CONSTRUCTION BUDGET, LESS 'NO OPPORTUNITY'</b>				
<b>7 City Goals</b> as related to contracting disparity		<b>18%</b>	<b>7%</b>	<b>25%</b>

**Note: If this is a professional service project, do not print this page.**



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## CITY OF PITTSBURGH

### PRE-CONSTRUCTION BUDGET AND M/WBE PLAN

Itemize your pre-construction budget below. Pre-construction activities include architectural, engineering, legal, development, and other consultant functions carried out prior to the construction phase.

Pre-Construction Line Items	Total Cost	MBE Plan	WBE Plan	M/WBE FIRM NAME	M/WBE CERT STATUS
CM Pre-Construction					
Architectural & Engineering Design					
Structural Eng.					
Site/Civil Eng.					
Mech./ Elec./ Plumbing /Eng					
Administrative Costs					
Estimating Services					
Geotechnical Report					
Phase I Environmental					
Hazardous Material Survey					
Diversity Coordinator					
<b>Total Pre-Construction Budget</b> (Enter on Page 5, Line 1)		<b>Total M/WBE</b>			
<b>M/WBE Plan Commitment as a % of Total Pre-Construction Budget</b>					

**Note: If this is a professional service project, do not print this page.**



# EQUAL OPPORTUNITY REVIEW COMMISSION

## CITY OF PITTSBURGH

### CONSTRUCTION BUDGET AND MBE/WBE PLAN

Itemize your project's construction budget below. Under each line in the budget list the MBE/WBE's that you propose to use to provide construction services or supplies. Enter the total construction budget amount and MBE/WBE plan commitment on page 3.

Construction and Line Item and Cost

### MBE/WBE CONSTRUCTION CONTRACTORS ONLY

**Contract:** \_\_\_\_\_

DBE Participation	Amount	Contractor	MBE	WBE	%
General Conditions					
Site Work					
Drilled Piers					
Asphalt Paving					
Building & Site Concrete					
Brick Pavers					
Landscaping					
Masonry					
Steel					
Rough Carp/framing/Ceil					
Finish Carpentry					
Waterproofing					
Roofing					
Metal Panels					
Sealants					
Doors					
Windows					
Flooring					
Specialties					
Furnishings					
Elevators					
Fire Protection					
Plumbing					
HVAC					
Electrical					

Total MBE/WBE Contractor or sub-contractor Construction. (Add page if needed)

**Note: If this is a professional service project, do not print this page.**



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CITY OF PITTSBURGH

**Non-Construction and Pre-Construction Total Budget Costs**

Itemize your project's non-construction expenses. Under each line in the budget list the M/WBEs that you propose to use to provide the goods and services listed. Also list any proposed post-project contracts with M/WBE firms that are not included in your project budget (for example, maintenance or purchasing contracts). Non-construction budget items also include real estate taxes, insurance, construction period interest, acquisition costs, and finance fees. Enter the total non-construction budget amounts and the M/WBE plan commitment on Page 3.

Non-Construction Line Items	Total Cost	MBE Plan	WBE Plan	M/WBE FIRM NAME	M/WBE CERT STATUS
Owners Administrative Contingency					
FF&E					
Exhibits					
Administrative Expenses					
General					
Property Acquisition					
Administrative Expenses					
Taxes, Permits, Utilities					
Administrative Expenses-Legal					
Financing Costs					
<b>Total Non-Construction Budget</b> (Enter on Page 4, Line 3)		<b>Total M/WBE</b>			
<b>M/WBE Plan Commitment as a % of Total Pre-Construction Budget</b> (Page 6)					

<b>Total Non-Construction Budget</b> <b>Less 'No Opportunity'</b>		<b>Total M/WBE</b>			
<b>M/WBE Plan Commitment as a % of Total Pre-Construction Budget</b>					

Post-Project M/WBE Contracts	Total Cost	MBE Plan	WBE Plan	M/WBE FIRM NAME	M/WBE CERT STATUS
<b>Total Post-Project M/WBE Contracts</b> (Enter on Page 3, Line 6)					

**Note: If this is a professional service project, do not print this page.**



# EQUAL OPPORTUNITY REVIEW COMMISSION

## CITY OF PITTSBURGH

### PROPOSED CERTIFIED M/WBE FIRMS INCLUDED IN THE M/WBE PLAN

Please provide the following information on the minority- or women-owned businesses included in your M/WBE Plan. If you need to add firms to the list, please copy this page and insert list into the plan.

Name of Firm \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fed. ID # or Soc. Sec. # \_\_\_\_\_  
MBE or WBE? \_\_\_\_\_  
Certification Status \_\_\_\_\_

Name of Firm \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fed. ID # or Soc. Sec. # \_\_\_\_\_  
MBE or WBE? \_\_\_\_\_  
Certification Status \_\_\_\_\_

Name of Firm \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fed. ID # or Soc. Sec. # \_\_\_\_\_  
MBE or WBE? \_\_\_\_\_  
Certification Status \_\_\_\_\_

Name of Firm \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_



**EQUAL OPPORTUNITY REVIEW COMMISSION  
CITY OF PITTSBURGH**

Phone Number \_\_\_\_\_  
 Fed. ID # or Soc. Sec. # \_\_\_\_\_  
 MBE or WBE? \_\_\_\_\_  
 Certification Status \_\_\_\_\_

**REVISED FORM A  
MBE/WBE Participation Plan**

Contractor: \_\_\_\_\_ Bid Amount: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 \_\_\_\_\_ Contact Person: \_\_\_\_\_

Proposed Contract Amount \_\_\_\_\_

	Company Name, Address and Zip Code	MBE/ WBE	Total Amt Awarded.	Total Percentage	Scope of Work
1.					
2.					
3.					
4.					
5.					
6.					
7.					



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8.					
9.					
10.					

Prepared By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Goal Proposed

MBE \_\_\_\_\_

WBE \_\_\_\_\_

Total \_\_\_\_\_





**EQUAL OPPORTUNITY REVIEW COMMISSION**

**CITY OF PITTSBURGH**

**Sample Letter of Commitment**

DFG COMPANY

January 13, 2004

ABC Minority Business Enterprise  
1111 Participation Street  
Pittsburgh, Pa. 152xx

Re: DEF Professional Service Project No. \_\_\_\_\_

Attention: Mr. Ms. \_\_\_\_\_

I'm writing in reference to the above mentioned project. If awarded this project it is our intent to enter into an agreement for approximately \$\_\_\_\_\_ with ABC Minority Business Enterprise. If our intentions warrant your interest please let me know by signing this letter of intent and returning to me by mail or fax at your earliest convenience.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signed ABC Minority Business Enterprise

**Please Note: Do not include this page or any other page that does not pertain to your project. For example, if you are not requesting a waiver then do not print the next page.**



# EQUAL OPPORTUNITY REVIEW COMMISSION

CITY OF PITTSBURGH

## Attach Letters of Commitment

### EORC WAIVER REQUEST FORM

I HEREBY REQUEST A WAIVER FROM MBE/WBE PARTICIPATION FOR

THE \_\_\_\_\_ CONTRACT.

CONTRACT NUMBER \_\_\_\_\_:

Give a detailed description why you are requesting a waiver. (Self-performance is not a viable reason for requesting a waiver unless the work is specialized and can only be performed by the awarded contractor).

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Contract No. \_\_\_\_\_

City Department issuing the Contract: \_\_\_\_\_

City Authority issuing the Contract: \_\_\_\_\_