

PRE-AWARD SERVICES OVERVIEW

Pre-Award Services is to ensure that MWSBE, Section 3 and Pay or Play related information is disseminated during Pre-Award stage of procurement processes. Ensuring project activities will be subject to comply with MWSBE, Section 3 and Pay or Play (POP) regulatory requirements. Review and approve solicitation advertisements to ensure appropriate solicitation content is included. Our efforts to ensure compliance is achieved will be proactive, progressive is ongoing so that all involved parties are well versed in, and able to implement program requirements.

Benefits of Pre-Award Services

- Schedule Informational Meetings to discuss Pre-Award programs rules and compliance requirements
- Review solicitation content and attachments to ensure applicable program requirements are included
- Promote economic opportunities in the contracting community
- Assessing and determining if MWSBE and Section 3 Participation Plans submitted by vendors are responsive and meet compliance expectations with the City's MWSBE and Section3 Program requirements
- Review required Pay or play documents to ensure contractors are complying with requirements
- Review and approve compliance language and ensure required documents are included in construction contacts related to MWSBE, Section 3 and Pay or Play compliance requirements

WE WANT TO HEAR FROM YOU!

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PRE-AWARD SERVICES GUIDE



Award documents must be submitted on behalf of General Contractors to demonstrate their plan to meet compliance requirements. The Prime Contractor required to have a Letter of intent signed by all contractors intended for utilization towards Section 3 and MWSBE goal achievement.

A Pre-Construction Meeting and/or Issuance of a Notice to Proceed will only be recommended once all Pre-Award requirements are met (i.e. Section 3 and MWSBE Participation(s), Signed Letters of Intent and POP forms.

PAY OR PLAY (POP)

- ✓ POP-1 Pay or Play Acknowledgment Form;
- ✓ POP-2 Pay or Play Certification of Compliance with Pay or Play Program;
- ✓ POP-3 Pay or Play Program List of Subcontractors
- ✓ Pay or Play B2GNOW Management System Access Form

MINORITY WOMEN OWNED SMALL BUSINESS ENTERPRISE (MWSBE)

- ✓ MWSBE Participation Plan with Letters of Intent;
- ✓ MUST Complete Form 471 AND OR FORM(S) 471 AND 472

Only firms certified through the City of Houston, Office of Business Opportunity can be utilized towards goal achievement

PRE-AWARD SERVICES GUIDE



SECTION 3 OPPORTUNITIES

- ✓ Section 3 Participation Plan with Letters of Intent;

Only firms certified through the Housing Community Development Department can be utilized towards goal achievement

- ✓ EBID Announcement - For Contracting Opportunities (Distributed to the Directory of Section 3/MWSBE firms)
- ✓ Employment Opportunity Announcement (EOA) - For 'New' Employment Opportunities (Distributed to the Directory of Section 3 Residents)