

Small Business Enterprise (SBE) Utilization Plan

Please indicate which methods you plan to use to achieve the City's aspirational goal of 30% Small Business Enterprise (SBE) utilization for construction contracts. Return the form to the Department of Community & Economic Development with your tax abatement application. If you have questions about this form, please contact the analyst reviewing your application.

Project Name: _____

Action	YES	NO	Commitment Comments
1. Hold a Meet & Confer (required)			
2. Use the City's SBE Directory to solicit bids from certified SBEs. https://cincinnati.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?XID=6399&TN=cincinnati			
3. Identify sufficient subcontracting work to meet 30% SBE utilization goal			
4. Divide the total requirements into small tasks or quantities to permit maximum SBE participation			
5. Written Notice to Subcontractors of opportunity to bid and follow-up to initial solicitations			
6. Advertise opportunity to bid in local minority publications and in other local newspapers of general circulation			
7. Assistance with subcontractors' bonds, credit lines, and insurance			
8. Provide interested subcontractors with access to plans, specifications, and requirements for subject project			
9. Require subcontractors to demonstrate the affirmative steps #2-8 to utilize SBEs in their subcontracts			
10. Other:			

Signature of Authorized Representative

Date

Community & Economic Development Approval

Date

{00165030-1}

City of Cincinnati -- Revised 6/22

Small Business Enterprise Program (CMC 323) Addendum

The City's Small Business Enterprise (SBE) program is applicable to this Agreement and the overall project has an overall goal of 30% SBE utilization. Contractor must document its Best Efforts and Affirmative Steps to achieve the goal which include but are not limited to:

- A. Identifying Sufficient Subcontracting Opportunities – The contractor should document the various bid packages they have divided the project into. When economically feasible, contractor should divide total requirements into smaller tasks or quantities than normal so as to permit maximum SBE participation.
- B. Advertising – To ensure that SBE firms are aware of the opportunities to bid, no less than 14 days prior to bid/proposal submittal, the contractor should undertake the following as best suits the project:
 - a. Attend Meet & Confer hosted by City of Cincinnati.
 - b. Contact local contractor associations and chambers of commerce to notify their members of the opportunity.
 - i. African American Chamber (<http://www.african-americanchamber.com/>)
 - ii. Allied Construction Industries (<http://www.aci-construction.org/>)
 - iii. Hispanic Chamber Cincinnati (<http://www.hispanicchambercincinnati.com/>)
 - iv. Indian American Chamber (<https://www.indianchambercincinnati.org/>)
 - c. Advertise in construction trade resources or local media outlets. These resources can include but are not limited to:
 - i. Dodge Report (<http://dodgeprojects.construction.com/>)
 - ii. Construction Wire (<http://www.constructionwire.com/>)
 - iii. Blue Book Network (<http://www.thebluebook.com/>)
 - iv. Cincinnati Herald (<http://thecincinnatiherald.com/>)
 - v. Cincinnati Business Journal (<https://www.bizjournals.com/cincinnati/>)
- C. Direct Solicitations to Small Business Enterprises – To ensure that qualified SBEs receive notice of the bid opportunity, contractor must directly solicit Small Business Enterprises.
 - a. Contact information to create solicitation lists can be found in City's Small Business Enterprise directory (www.cincinnati.diversitycompliance.com).
 - b. Contractor should follow-up at least once with the Small Business Enterprises that it has contacted regarding the solicitation to determine their interest in bidding on the project and to answer any questions that the Small Business Enterprise may have prior to bidding. Contractor should document the initial solicitation list and all follow-up efforts.
- D. Access to Plans & Specifications – Contractor should provide access to the plans and specifications either through a free web platform or the contractor should provide copies of the plans and specifications at the Meet & Confer or a pre-bid meeting hosted by the Contractor.
- E. Bonding/Insurance – Contractor should document any efforts made by the Contractor to assist Small Business Enterprises in obtaining bonds, credit lines and insurance if the project requires special bonding/credit line or insurance.