

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
Diversity Business Enterprise Program Forms
Instructions and Definitions

This guide provides essential instructions for completing MNPS Diversity Business Enterprise (DBE) Program forms. Accurate and complete information is crucial for valid submissions, used in program coordination and to assess Offerors' efforts in engaging diverse businesses. We collect this data to uphold MNPS's commitment to equal opportunities for DBE participation in procurements. The information gathered is reviewed and reported to MNPS officials, city, state, and federal authorities, and the general public. Additionally, "DBE Program Definitions" are included to clarify terms in the documents and prevent misunderstandings.

DBE FORMS INSTRUCTIONS:

2001 DBE FORM – OFFEROR'S OUTREACH DOCUMENTATION

Offerors must fill out DBE Form 2001, detailing their efforts to identify DBE firms for subcontracting opportunities in proposals. Completion of all questions is mandatory, as responses will be evaluated for scoring. The Diversity Business Consultant will review this submitted form to assess the Offeror's documentation of outreach efforts aimed at facilitating the participation of diverse firms.

Important: The form must accompany the Offeror's response. A blank submission implies no outreach effort and earns zero evaluation points for DBE outreach. Businesses classified as minority, women, small, or service-disabled-owned are NOT exempt from completing this form; all Offerors must meet DBE Program requirements.

Key Tips/Reminders when completing DBE Form 2001:

1. Ensure you complete each field requesting information, including your company information and DBE outreach.
2. If any bid from a potential DBE subcontractor is not accepted, be sure to indicate why the bid was not accepted. Examples of some common reasons for rejecting a bid are provided at the bottom of page 2 on the form.
3. Be sure to have a certifying official with your company sign and date the form.

2002 DBE FORM – OFFEROR'S PROPOSED UTILIZATION PLAN *(This form has two Sections)*

Offerors are required to fill out Section 1 of DBE Form 2002, presenting their proposed DBE Participation Plan derived from DBE Form 2001's documented outreach efforts. The plan should include services, estimated dollar value, and percentage of DBE participation. The MNPS Diversity Business Consultant will assess this form section to verify the Offeror's achievement of DBE participation.

Offerors must fill out Section 2 of DBE Form 2002 to summarize their proposed DBE Utilization Plan from Section 1. The MNPS Diversity Business Consultant will assess this section to determine the overall dollar value and percentage of DBE participation.

Important: Submit the form with the Offeror's response. A blank form indicates no outreach efforts for proposed DBE participation, resulting in zero evaluation points. Businesses classified as minority, women, small, or service-disabled-owned are NOT exempt; all Offerors must meet DBE Program requirements.

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Key Tips/Reminders when completing DBE Form 2002:

Section 1

1. Ensure you complete each field requesting information, including your company information and total dollar amount of your offer.
2. Best practice for any DBE you intend to utilize is to obtain a copy of their DBE certification to ensure it is accurate and has not expired.

Section 2

1. Ensure you complete each field requesting information, including your company name and RFQ information along with the breakdown in the dollars and percentages of work self-performed or subcontracted out.
2. Sum each DBE column and include the total amount on the Total Dollars row at the bottom of the table.
3. The percentages listed in the Total Percentages row should reflect the portion of the Total Dollars in comparison to the Offeror's Total Dollars listed at the top of Section II.
4. Ensure you have totals listed in the last column titled "Total DBE Dollars."
5. Be sure to have a certifying official with your company sign and date the form.

2002A DBE FORM – OFFEROR'S FINAL DBE UTILIZATION PLAN
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The awarded Offeror(s) must submit this form to the MNPS Contract Agent before contract execution. The final DBE Utilization Plan becomes part of the contract and is monitored through monthly reports certifying payments to DBEs. Post-execution, any DBE Utilization Plan changes need approval from the MNPS Contract Agent and Diversity Business Consultant. Modifying or replacing listed DBEs requires outreach and identification efforts by the Offeror, documented using DBE Forms 2001 and 2002. An updated DBE Form 2002A must then be provided to the MNPS Contract Agent and Diversity Business Consultant.

Clarification: If your company is classified as a Diversity Business Enterprise (minority, women, small, or service-disabled), you must complete and submit DBE Form 2002A. You should list your company and any DBE subcontractors you plan to use on the form.

Key Tips/Reminders when completing DBE Form 2002A:

1. This form is only to be completed by those who have been awarded a contract.
2. The information in this form should closely mirror what was presented in your submitted DBE Form 2002, except for any price changes due to MNPS contract negotiations.
3. Ensure you complete each field requesting information, including your company information, breakdown of dollar/percentage amounts, and DBE classification information.
4. Be sure to complete the rows near the bottom that capture the total dollar amount self-performed by you at the prime contractor level along with the total DBE subcontracting dollar amount.
5. Ensure you have totals listed in the last column titled "Total DBE Contractor/Subcontractor Dollars."
6. Be sure to have a certifying official with your company sign and date the form.

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2003 DBE FORM- REPORT OF DBE PAYMENTS

Use this form to demonstrate compliance with your commitment to utilize DBEs as outlined in DBE Form 2002A. Record DBE subcontracts awarded and corresponding payments, ensuring alignment with the information on DBE Form 2002A, titled "DBE Utilization Plan." The recorded data will be reviewed to assess adherence to the contract's DBE Utilization Plan. Failure to submit this report may cause a delay in processing your monthly pay application until all required information is received.

Clarification

If you are awarded a contract, and your company is classified as a Diversity Business Enterprise (minority, women, small, or service-disabled), you must submit DBE Form 2003 "Report of Payments to DBEs."

Important: Submit DBE Form 2003 with the monthly pay application and forward a copy of the report to MNPS Diversity Business Consultant: Gwendolyn.Davis@mnps.org

Key Tips/Reminders when completing DBE Form 2003:

Section 1 and Section 2

1. Ensure you complete each field requesting information, including your company and contract information, breakdown in the dollars/percentages of work self-performed or subcontracted out, and DBE classification information.
2. The information presented under the DBE Contracts Awarded columns should match the recorded information presented on DBE Form 2002A.
3. The information presented under the Dollars Paid (DBE Classification) columns should reflect the amount of money paid to the DBEs within the reporting period.
4. The information presented under the DBE Payments columns should reflect the sum of the total dollars paid for that row along with the remaining outstanding balance to be paid.
5. Be sure to complete the rows near the bottom that capture the total DBE dollar amount self-performed (only if your firm is a DBE) along with the total DBE subcontracting dollar amount.

Section 3

1. Record the monthly payments to you as the prime contractor and to the DBEs and then total those to provide the quarterly totals.
2. Keep a running total in the rows at the bottom of the form.
3. Be sure to have a certifying official with your company sign and date the form and submit the completed form with the monthly pay application.

Example of how to report:

1. A prime contractor who is a DBE company bills MNPS \$100,000.00 for work performed on the contract.
2. MNPS pays directly to the DBE company \$100,000.00.
3. \$60,000.00 of the \$100,000.00 is paid to subcontractors for work performed.
4. The remaining \$40,000.00 is due to the DBE for work self-performed.
5. The DBE must report on DBE Form 2003 the value of work they performed.
6. If the subcontractors are classified as DBE, the dollars paid to DBE subcontractors must also be reported on DBE Form 2003.

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2004 DBE FORM- OFFEROR'S HISTORY OF DBE PARTICIPATION AND DBE UTILIZATION PLAN (This form is only included with solicitations classified as Qualifications Based Selection/QBS that do not evaluate cost during the solicitation process)

Section 1 details your past DBE participation history on relevant projects. Identify DBE companies utilized for similar work in past projects, specifying the percentage of work they accomplished.

In Section 2, propose a reasonable DBE goal and a plan for achieving DBE participation in this procurement. The recorded information will be evaluated to assess your ability to identify, solicit, and achieve diverse business participation, ensuring compliance with MNPS Diversity Business Enterprise Program requirements.

Important: If your business is classified as a minority, women, small, or service-disabled-owned business, you are NOT exempt from completing this form. As an Offeror, you must comply with this RFQ's request for information on your company's history of achieving DBE participation. Failure to complete and return this form may result in a non-responsive offer.

Key Tips/Reminders when completing DBE Form 2004:

Section 1

1. Ensure you complete each field requesting information, including your company information, DBE status, and relevant DBE companies previously used for similar work.

Section 2

1. List the potential percentage of DBE utilization for this solicitation and the types of supplies/services that DBE companies may be able to offer.
2. Be sure to have a certifying official with your company sign and date the form.

COUNTING DBE PARTICIPATION

When an awarded Offeror is a DBE at the prime contractor level and they subcontract to other DBE firm(s), the value of the subcontracted work may be counted toward the overall DBE goal. However, work subcontracted to non-DBE firms does not count toward the goal.

When a DBE firm is a subcontractor, it must perform at least thirty percent (30%) of the subcontracting work using its own employees, equipment, materials, and resources. When this condition is met, all DBE work the subcontractor performs counts toward the DBE goal.

Note: A DBE subcontractor typically furnishes and installs work materials. One hundred percent (100%) of the prime contractor's payment to the DBE firm will count toward the contract goal. This includes payment for labor *AND* materials.

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SUBMITTING DBE FORMS

1. Make sure to submit DBE Forms in accordance with the solicitation requirements.
2. DBE Form 2001 and 2002 must always be submitted with the Offeror's response to the solicitation.
3. Awarded Offerors must submit DBE Form 2002A before finalizing the contract. The MNPS Contract Agent will request the Diversity Business Consultant's review, and upon approval, the DBE 2002A Form will be incorporated into the contract.
4. DBE Form 2003 must be completed and submitted monthly with your pay application. A copy of the DBE Form 2003 should also be provided to the MNPS Diversity Business Consultant monthly.

DBE DEFINITIONS

TERMS	DEFINITIONS/DESCRIPTION
African American	A U.S. citizen having origins in any of the Black racial groups of Sub-Sahara Africa. These countries include: Angola; Benin; Botswana; Burkina-Faso; Burundi; Cameroon; Cape Verde; Central African Republic; Chad; Comoros; Democratic Republic of Congo (DRC); Cote d'Ivoire; Djibouti; Equatorial Guinea; Eritrea; Ethiopia; Gabon; Gambia; Ghana; Guinea; Guinea-Bissau; Kenya; Lesotho; Liberia; Madagascar; Malawi; Mali; Mauritania; Mauritius; Mozambique; Namibia; Niger; Nigeria; Rwanda; Sao Tome & Principe; Senegal; Seychelles; Sierra Leone; Somalia; South Africa; Swaziland; Tanzania; Togo; Uganda; Western Sahara; Zambia; and Zimbabwe. Caribbean natives of African descent are also eligible. These islands include Aruba; Barbados; Bonaire; the Cayman Islands; Saint Croix; The Bahamas or Antigua; Cuba; Hispaniola; Puerto Rico; Jamaica; Dominica; Montserrat; Saba; Saint Kitts; Saint Lucia; Saint Thomas; Saint John; Tortola; Grenada; Saint Vincent; Guadeloupe; Martinique; and Trinidad & Tobago.
Asian-Indian	A U.S. citizen whose origins are from the Asian Indian region. These countries include Bangladesh; India; Indonesia; Nepal; Pakistan; Sri Lanka.
Asian-Pacific	A U.S. citizen whose origins are from the Asian Pacific region. These countries include the following: Cambodia; China; Guam; Japan; Korea; Laos; Malaysia; the Philippines; Samoa; Thailand; Tibet; Taiwan; the U.S. Trust Territories of the Pacific or the Northern Marianas; and, Vietnam.
Business Assistance Office (BAO)	Metro Nashville Government's Business Assistance Office (BAO) provides support and resources to minority, women-owned, small-owned, and service-disabled veteran-owned businesses in Nashville. BAO does not provide certification services. However, BAO does approve businesses for a Small Business Enterprise (SBE) status based on criteria that establish limits for annual sales and the number of employees.

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TERMS	DEFINITIONS/DESCRIPTION
Certification Agency	An authorized regulatory agency or approved organization that specializes in reviewing a business's credentials to determine its legitimacy to certify the business as a minority, women-owned, small-owned, and service-disabled veteran-owned business.
Hispanic Latin American	Hispanic Latin American A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Argentina, Belize, Bolivia, Brazil, Central America, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, South America, Uruguay, Venezuela. The Caribbean Basin only, Brazilians (Afro-Brazilian, indigenous/Indian only) shall be listed under Hispanic designation for review and certification purposes.
MNPS Recognized Certification/Approval Organizations	BAO, WBENC, NSMDC, GoDBE, MNAA, and SBA
DBE Classification Code	Codes that define diverse ethnicity, gender, and size standards. DBE Codes includes 1=African American Female, 2=African American Male, 3=Asian Female, 4=Asian Male, 5=Hispanic Female, 6=Hispanic Male, 7=Native American Female, 8=Native American Male, 9=WBE, 10=SBE, 11=SDVBE
Diversity	Diversity refers to the inherent differences that exist amongst a group of people. Diversity manifests in traits such as age, race, gender, religion, sexual orientation, and even cultural diversity, like socioeconomic status, religious belief, and education.
Diversity Business Enterprise Program	MNPS's comprehensive Diversity Business Enterprise Program provides appropriate opportunities for minority-owned, women-owned, small-owned, and service-disabled veteran-owned businesses to participate in the sourcing process for products and services. Collectively, we refer to these businesses as "Diversity Business Enterprise" or "DBE." Offerors responding to MNPS sourcing events must identify and solicit DBE firms for potential subcontracting opportunities. MNPS requires offerors to achieve a "reasonable" percentage of DBE participation.
Governor's Office of Diversity Business Enterprise (GoDBE)	The Governor's Office of Diversity Business Enterprise (Go-DBE) is the central point of contact to attract and assist minority-owned, women-owned, service-disabled veteran-owned, and small business enterprises interested in competing in the State of Tennessee procurement and contracting activities. The office certified businesses as MBE/WBE/SBE and SDVBE

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TERMS	DEFINITIONS/DESCRIPTION
National Association of Women Business Owners (NAWBO)	The National Association of Women Business Owners (NAWBO) supports women business owners across America by offering access to procurement opportunities, education, and tools for expanding their recognition and access to capital. NAWBO certifies women-owned businesses. A woman business owner (or owners) must own, operate, and control at least 51% of a US-based business to be eligible for certification and be a United States citizen or permanent legal resident.
Minority Business Enterprise (MBE)	A minority business is at least 51% (or at least 51% of the stock) owned, operated, and controlled by one or more United States citizens who are members of the following racial groups: African American, Asian-American, Hispanic-American, Native American, Asian-Pacific-American.
National Minority Supplier Development Council (NMSD)	NMSDC certifies ONLY businesses that fall into the “minority” criteria as Asian, Black, Hispanic, and/or Native American business owners. A minority business owner (or owners) must own, operate, and control at least 51% of the business. NMSD has regional offices throughout the U.S.
Metro Nashville Airport Authority(MNAA)	MNAA promotes, encourages, and stimulates the participation of local, small, minority- and woman-owned business enterprises (SMWBEs) between the Metropolitan Nashville Airport Authority (MNAA) and the Nashville community. MNAA Certifies businesses as small, minority, and woman-owned business enterprises (SMWBEs)
Native American	A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number).
Non-DBE Contractor/Supplier	Businesses that do not meet the certification criteria for a minority-owned, women-owned, service-disabled veteran-owned, or small business enterprise.
Prime Contractor/Vendor	Organization or company that has a direct contract with the MNPS. The Prime performs work/services or provides goods and bills MNPS directly for its goods or services.
Small Business Administration (SBA)	A Federal certifier of 8(a) businesses. SBA serves as a resource for small businesses, their owners, and prospective entrepreneurs. SBA operates many programs, such as bonding assistance, working capital loans, start-up loans, and technical assistance, designed to assist small businesses in their growth.

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SBE 8(a) Certified	A certification offered by the United States Small Business Administration (SBA) that enrolls a business in the SBA's Business Development Program and allows participation in federal procurements expressly set aside for 8(a) certified businesses.
Small Business Enterprise (SBE)	Eligibility for certification as a Small Business Enterprise varies depending on the issuer; requirements may relate to the number of employees, the length of time the company has been in business, and the net worth of the company's owner. SBE certification is non-industry specific.
Self-Performed Work	Self-performed work means items and components of the work (other than work relating to any General Conditions Items or Personnel Expenses) that are performed directly by the Contractor's own labor forces or the labor forces of any affiliate of the Contractor (including the joint venture partners of Contractor, if any), and not through Subcontracts or purchase orders with Subcontractors and suppliers.
Service-Disabled Veteran Business Enterprise (SDVBE)	Service-Disabled Veteran means any person who served honorably on active duty in the armed forces of the United States with at least a twenty percent (20%) disability that is service-connected, meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service.
Small Business Administration (SBA)	The U.S. Small Business Administration is a United States government agency that provides support to entrepreneurs and small businesses.
SBE: Small Business Enterprise	A small business enterprise (SBE) is defined as a privately owned corporation, partnership, or sole proprietorship that must be independently owned and operated, not be dominant in its field of operation, and not exceed the relevant small business size standard for the particular procurement action.
DBE Spend	DBE spend is the amount of procurement dollars that are directly spent with minority, women-owned, small-owned, and service-disabled-veteran-owned businesses.
Subcontractor	An organization or company that has a direct relationship with a prime contractor. The subcontractor performs work/services or provides goods 1) directly to the prime or 2) to the customer under the guidance of the prime. The subcontractor bills the prime for its goods and services. In this scenario, the prime is the Subcontractor's direct customer, regardless of which organization consumes the goods or services.
Tier 1 Spend	The amount of spend, of procurement dollars an organization spends directly with its tier 1 suppliers. In regards to supplier diversity, Tier 1 diverse spend represents only those dollars directly spent with diverse suppliers.

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Tier 1 Supplier	Tier 1 suppliers are the companies that directly sell supplies and resources to the company.
Tier 2 Spend	The amount of spend, or procurement dollars, an organization's suppliers spend with their tier 1 suppliers.
Tier 2 Supplier	A tier 2 supplier is the company that provides the tier 1 supplier with the product that is to be sold to the end-user. They don't sell directly to the company but supply the companies that do.
Tier 2: Second-level contractor; subcontractor; also referred to as Tier 2 supplier.	Tier 2: Second-level contractor; subcontractor; also referred to as Tier 2 supplier.
Women's Business Enterprise National Council (WBENC)	WBENC facilitates the development of women-owned businesses. WBENC certifies women-owned businesses. A woman business owner (or owners) must own, operate, and control at least 51% of a US-based business to be eligible for certification and be a United States citizen or permanent legal resident.
Woman Business Enterprise (WBE)	Women Business Enterprise is a business that is 51% owned and controlled by one or more persons who are classified as female.