



DATE: November 14, 2016
TO: Contractors and Bidders
FROM: Rene' Thomas, Director of Procurement and Supplier Diversity *RT*
SUBJECT: MSD Interim Supplier Diversity Policy and Guidelines (Interim Policy)

At the Louisville and Jefferson County Metropolitan Sewer District (MSD), Supplier Diversity remains a top business priority and strategy! As a reminder, the MSD Board approved the MSD Interim Supplier Diversity Policy and Guidelines (Interim Policy) for implementation of a "good faith efforts" procurement method on competitively bid construction projects. The Interim Policy, effective December 1, 2015, now supersedes the former MSD Supplier Diversity Contractor Compliance Program ("CCP") policy.

In an effort to maximize your opportunities to obtain a contract with MSD, please make sure you are familiar with the current Interim Policy, as satisfying the Interim Policy requirements remains an element of responsiveness in our bids and/or contracts. **That said, Bidders must submit the following when bidding MSD construction projects or their bid will be found non-responsive:**

1. Completed M/WBE Goal Compliance Plan Cover Page - Due with the sealed bid at bid opening.
2. All remaining required documentation must be submitted no later than 3pm (local time) the next business day after the bid opening. All documentation must be thoroughly completed. The forms should be sent directly to the Supplier Diversity Office joy.walker@louisvillemad.org or diana.mosby@louisvillemad.org or by fax at 502-540-6232 or hand deliver to the Main Office Receptionist. As a best practice, bidders are encouraged to include all of the supplier diversity documentation with the sealed bid at the bid opening, regardless of your bid price, to ensure compliance.
3. **MSD will only count 60% of materials or supplies purchased from an MBE/WBE Supplier.** The Bidder shall list the entire cost of all materials on MSD supplier diversity bid documents to ensure accurate calculation.
4. All certified, MSD recognized Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) firms must perform/exercise responsibility for at least **75%** of the total cost of its contract with its own workforce.
5. Bidders are prohibited from submitting pre-signed MBE/WBE proposals and Bid Certificates and prohibited from maintaining these documents on file. Any bidder, who submits an MBE/WBE as a potential subcontractor without written consent from the MBE/WBE and/or modifies their respective bid prices, may be found non-responsive.

Please visit MSD's Supplier Diversity website at <http://www.louisvillemad.org/insidemad/diverse> to download the Interim Policy, required bid documentation and a list of certified MBE/WBEs recognized by MSD. Additionally, MSD conducts monthly "How to do Business with MSD" sessions the 4th Wednesday of each month starting at 9am at 700 W. Liberty Street.

Please contact Ms. Joy L. Walker, Supplier Diversity Manager at joy.walker@ouisvillemad.org or 502.540.6503 for additional information.

Respectfully,

MRT/jlw