

MBE FAQ

Where can I find current bid opportunities?

FCPS posts all available bid opportunities electronically on the following websites:

<http://www.fcps.org/bidlist>

<http://emarylandmarketplace.com>

If I am an MDOT certified MBE or Woman-owned business, can I count my work towards the accomplishment of the goals or sub-goals?

Yes, you may count your efforts towards meeting the goal in the appropriate area. However, you must still meet all of the goals and sub-goals in addition to your contribution.

If I am a MDOT certified MBE or Woman-owned business, can I self-perform without subcontracting?

No. All bidders must put forth a good faith effort to achieve both the overall goal and the established sub-goals for each project.

Can I count my participation towards the goal if my certification is pending?

No. The MDOT certification must be completed and approved.

Where can I find potential sub-contractors or suppliers?

Refer to the MDOT website to search for possible minority subcontractors:

www.mdot.state.md.us

Do I need to be pre-qualified by Frederick County Public Schools?

No. All Frederick County Public School vendors and or contractors interested in bidding on FCPS projects must register at [eMaryland Marketplace](http://emarylandmarketplace.com).

Is there any help available for completing the MBE forms for a bid?

Contact the Purchasing Department at (301) 644-5209. They can answer questions and provide help with forms.

How important is accuracy in filling out the forms?

Accuracy is of the utmost importance. A sample of completed forms is available on this website. You may refer to them as you complete your forms.

Are there any common mistakes?

The #1 mistake is blank boxes or spaces

- Make sure to mark the appropriate check-box on Attachment A
- Don't miss Boxes 8 & 9 and the bottom section on Attachment B

The 2nd mistake is errors in arithmetic

- Check the arithmetic in Boxes 8 & 9 on Attachment B
- Make Sure figures agree in different areas on Attachment B
- Make sure there are signatures where request on all forms

Are waivers granted in whole or in part?

Waivers may be granted in whole or in part in particular circumstances. However, the Goals are set based on the availability of MDOT sub-contractors and suppliers and historical data, and are felt to be achievable. Therefore, the good faith effort must be exhaustive, and the documentation must be complete. Click here for more information on [Good Faith Effort](#).

How do I find out the results of a bid?

- Attend the public bid opening.
- The results of the bid will be available in the Awarded Contracts section after the Board of Education approval.

Can I change my MBE participation once the contract is approved?

In order to remove a minority sub-contractor or supplier, the general contractor must provide to the MBE Officer written documentation of a performance issue, or a written refusal from the sub-contractor detailing his/her inability to perform. The removal request will be reviewed and either accepted or rejected by the MBE Officer. The general contractor will be expected to maintain the total level of MBE participation on the project.

Contractors are encouraged to seek additional MBE participation in their contracts during the life of the project. Any additional MBE participation from certified MBE's should be reported to the MBE liaison and should be included in subsequent monthly requisitions for payment.

What should I do if I am having trouble being paid by a general contractor?

Begin by escalating the non-payment issue within the General Contractor's company. If unsuccessful, contact the FCPS Project Manager in the Facilities Services Division. If you still have questions, you may then contact the Purchasing Agent or the MBE Officer. You will need to provide written details of unpaid invoice numbers and dates. A copy of the general contractor's payment bond may be requested in writing. Send the request to the FCPS Purchasing Agent.