

THE MICUA MBE/LBE POLICY STATEMENT

Action Item 1: The MICUA Board of Trustees adopted the following definitions to guide its work on MBE and LBE contracting:

Minority Business Enterprise (MBE) - An MBE firm is defined as a general contractor or subcontractor that is a legal entity organized to engage in commercial transactions which is at least 51% owned by one or more minority persons or a nonprofit entity organized to promote the interests of the physically or mentally disabled. The general or subcontractor must be certified or recognized as a minority contractor by a state or local government or by another organization/association approved by the MICUA Board of Trustees. The definition of “minority” includes African American, American Indian/Native American, Asian, Hispanic, Women (regardless of race), and individuals who are physically or mentally disabled.

Local Business Enterprise (LBE) - An LBE firm is defined as a contractor that is an independently owned local business which is domiciled within a 25-mile radius of the location where the work is being conducted OR is domiciled within the county where the work is being conducted.

Action Item 2: The MICUA Board of Trustees adopted the following MBE and LBE statements and goals:

MICUA and its member institutions are committed to inclusive procurement policies and agree to voluntarily develop and embrace new initiatives to build on existing efforts to increase the value of construction contracts awarded to MBE and LBE firms. In recognition of this commitment, MICUA has instituted a segmental goal to increase the percentage of capital construction contracts awarded to minority businesses, as defined above, by at least 50% in five years. Similarly, the Board adopted a segmental goal to increase the percent of construction contracts awarded to LBE firms by 25 percent within five years. The purpose of this goal is to build on existing efforts to support local businesses. A five-year goal is appropriate given that construction contracting is cyclical. Not all institutions are engaged in capital construction every year.

Action Item 3: The MICUA Board of Trustees instructed MICUA to conduct an annual survey of MBE/LBE contracting.

MICUA conducts an annual survey of capital construction contracts awarded by member institutions to track progress on achieving MICUA’s MBE and LBE contracting goals. In addition, MICUA uses this information to identify best practices and develop training opportunities on MBE/LBE outreach and inclusion.

Action Item 4: MICUA will host a meeting for institutional finance officers and facility staff to

discuss MICUA's MBE and LBE goals, share best practices on minority outreach and inclusion, and provide technical training on MBE databases.

MICUA will host a meeting for campus finance officers and facility staff to discuss MICUA's MBE and LBE goals, share best practices on minority outreach and inclusion, and provide technical training on MBE databases. At a minimum, MICUA will invite the MDOT-OMBE to describe the MDOT process for certifying MBEs and explain the criteria for contractors to be included in the MDOT database. The MDOT representatives will be asked to demonstrate the most effective use of the MDOT database and offer tips for identifying and recruiting qualified MBE contractors. In addition, MICUA may invite other guests who are able to provide information and training on reaching out to MBE contractors, such as the Greater Baltimore Committee Bridging the Gap representative.

Action Item 5: MICUA offers technical training on MBE/LBE contracting as part of its annual Capital Projects Technical Assistance Workshops.

Annually, MICUA conducts a Capital Projects Technical Assistance Workshop for the MICUA institutions that are seeking capital grants from the State. During the workshop, MICUA staff describes the procedures that institutions must follow in order to meet the MICUA criteria for capital grants. In addition, a representative from the Department of Budget and Management describes the forms and documents that are included in the application to the State and offers useful tips on specific details institutions should provide in the project description and justification. MICUA has expanded this training session to include MBE/LBE outreach and inclusion training and has invited representatives from the Governor's Office of Minority Affairs (GOMA) to brief participants on utilizing the MDOT database and the most effective ways to solicit minority contractors.

Action Item 6: MICUA has established a web portal for MBE/LBE support and assistance.

MICUA has developed a web portal to provide support, education, capacity building, and technical assistance to its member institutions on MBE/LBE outreach and inclusion. The portal includes web links to MBE/LBE contractor lists, including the MBE lists maintained by state and local governments. In addition, the portal serves as a resource for MICUA members to learn about upcoming events dedicated to MBE and LBE advancement. MICUA will develop a Help and Resources section of the site to provide information on best practices, define the eligibility criteria for MBE and LBE contractors, and describe the process for becoming an MBE certified firm.

Action Item 7: The Board of Trustees has revised MICUA's State Capital Grant Program and policies to include provisions related to MBE and LBE participation.

A MICUA member institution that seeks a State capital grant must submit a request to the MICUA Capital Projects Committee for its consideration and endorsement. The MICUA Board has developed guidelines and procedures to evaluate those capital grant requests. The Board has revised these procedures to require requesting institutions to submit information on MBE and LBE participation and outreach efforts. In addition, the Board revised its "minimum requirements for a State capital grant" to provide that an institution must demonstrate a commitment to MBE

and LBE inclusion by demonstrating past success in awarding contracts to MBE/LBE firms and/or action plans to include MBE and LBE contractors in construction and renovation projects. Institutions must demonstrate a “good faith effort” to recruit MBE/LBE contractors and maintain records of the solicitation process for the capital project. In addition, the Board has revised its standards for prioritizing capital grant requests to include “MBE/LBE outreach and inclusion” as one of the criteria to be used in prioritizing capital grant requests.

Action Item 8: The Board of Trustees will host a MICUA forum for MBE and LBE contractors.

MICUA will organize a forum to create opportunities for MBE and LBE contractors to meet with campus facility administrators and learn about doing business with the MICUA member institutions. Each MICUA institution will have a booth, staffed by administrators who are knowledgeable about construction contracting opportunities at each campus. The forum will be focused exclusively on the MICUA member institutions and the construction contracting opportunities. Working in conjunction with GOMA and other organizations, MICUA will invite prime construction contractors and subcontractors. The forum will serve as a networking opportunity for all contractors who want to do business with Maryland independent colleges and universities. Additionally, the forum will present an opportunity for the MICUA member institutions to create a network of MBE and LBE contractors for future construction needs. The MICUA forum will be held periodically as construction opportunities dictate.