



## MBE/ESB PARTICIPATION FORM (MBE-2)

**Minority Business Development**  
 1500 East Main Street, 5<sup>th</sup> Floor  
 Richmond, VA 23219  
 Office: (804) 646-5947  
 Fax: (804) 646-0136  
<https://www.rva.gov/mbd>

All firms listed in this directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.

COMPANY DATA	<b>COMPANY NAME:</b>		<b>PROJECT NAME/CONTRACT No.</b>			
	<b>CONTACT NAME:</b>	<b>PHONE #</b>	<b>Fax#</b>	<b>Email:</b>		
	<b>BUSINESS LICENSE No.</b>	<b>BUSINESS LICENSING JURISDICTION:</b>		<b>FED ID NO/SSN</b>		
<b>PROPOSED PARTICIPATION CODES</b>	A= First, Second, and/or Third Tier Subcontracting B=Supply Purchases C=Joint Venture D= Mentor-Protégé E = Other Credibly Viable Method				<b>ENTER CODES BELOW</b>	
<b>OWNERSHIP CODES</b>	1 = African American    2 = Hispanic American    3 = Asian American 4 = American Indian    5 = Other (Specify Below)					
Minority / Emerging Small Business Commitments	<b>SUBCONTRACTOR NAME</b>	<b>PHONE</b>	<b>SCOPE OF WORK FOR PARTICIPATION IN CONTRACT</b>	<b>DOLLAR AMOUNT</b>	<b>PARTICIPATION</b>	
	<b>ADDRESS</b>	<b>FED ID NO./SSN</b>		<b>% OF CONTRACT</b>	<b>OWNERSHIP</b>	
	1	ABC Co., Inc.	(XXX) 555-5555	Concrete Work	\$20,000	A
		110 Main Street Anywhere, USA	54-XXXXXXX	Other Excavation	10%	2
	2					
	3					
	4					
	5					
	*IF OWNED TYPE "5 = OTHER" SPECIFY HERE:			<b>TOTAL DOLLAR AMOUNT</b>		
	MBE/ESB PROJECT GOAL ESTABLISHED BY THE CITY OF RICHMOND			<b>TOTAL % OF CONTRACT</b>		
Bidder and the MBE/ESB agree that the MBE/ESB shall not subcontract or assign any work described herein to another entity without prior written approval of the City of Richmond.						
<b>THE UNDERSIGNED HEREBY CERTIFIES THAT S/HE HAS READ THE TERMS OF THIS COMMITMENT AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENT HEREIN SET FORTH.</b>						
<b>SIGNATURE OF AUTHORIZED OFFICIAL:</b>				<b>DATE:</b>		

## **INSTRUCTIONS / DEFINITIONS**

1. **SUBCONTRACTOR** – a business hired by the prime contractor to perform a specific aspect of the contract. (Provide name of company, address and telephone number.)
2. **SCOPE OF WORK** – A commercially useful function performed by the contractor.
3. **EMERGING SMALL BUSINESS (ESB)** – A business that (1) has been certified by the Office of Minority Business Development (OMBD) for a period of seven years or less, (2) has annual gross receipts for each of its three fiscal years preceding application for certification of \$500,000 or less if engaged in the construction business or of \$250,000 or less if engaged in non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.
4. **MINORITY BUSINESS ENTERPRISE (MBE)** – A business at least 51% of which is owned and controlled or 51% operated by minority group members or, in case of a stock corporation, at least 51% of the stock, which is owned and controlled by minority group members. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American and American Indian.
5. **FIRST, SECOND, AND/OR THIRD-TIER SUBCONTRACTING** – The scope of work that is initially contracted by the prime contractor to a subcontractor is considered 1<sup>st</sup>-tier subcontracting. If that subcontractor further subcontracts all or a portion of the work, it becomes 2<sup>nd</sup>-tier subcontracting. Likewise, if the 2<sup>nd</sup>-tier subcontractor decides to subcontract a portion of the work, it is 3<sup>rd</sup>-tier subcontracting. The prime contractor will receive credit for 100% of the dollar value of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>-tier subcontracting for MBE/ESB participation. [In summary, only work performed by MBE/ESBs counts toward the minority participation goal. Refer to City of Richmond Office of Minority Business Development Policy and Procedures Section 6 -1.0 through 6-5.10.](#)
6. **SUPPLY PURCHASES** – The prime contractor will receive credit for 100% of the dollar value of supplies purchased from an MBE/ESB.
7. **MENTOR/PROTÉGÉ** – An arrangement based on a written development plan, approved by the City, which clearly sets forth the objectives of the parties and their respective roles, the duration of the arrangement and the services and resources to be provided by the mentor to the protégé. **MBE/ESB credit for a legitimate mentor/protégé arrangement will be four (4) points toward the satisfaction of the MBE/ESB goal for the specified project.**
8. **JOINT VENTURE** – An arranged partnership of the MBE/ESB and one or more other firms to carry out a single, for-profit project, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the MBE/ESB is responsible for a distinct, clearly defined scope of work and whose share of the capital contributions, control, management, risks, and profits of the joint venture are commensurate with its ownership interest. **MBE/ESB credit for legitimate joint ventures will be five (5) points toward the satisfaction of the MBE/ESB goal for a specified project.**
9. **OTHER CREDIBLY VIABLE METHODS – BLANKET BONDING** – The prime contractor covers the bonding requirement for the subcontractor. **MBE/ESB credit for Blanket Bonding will be two (2) points toward the satisfaction of the MBE/ESB goal for a specified project.**  
  
**Apprenticeship** – An apprentice that is bound to work for another for a designated amount of time in return for instruction in a trade or business. **MBE/ESB credit for Apprenticeship will be one (1) point toward the satisfaction of the MBE/ESB goal for a specified project.**
10. **DOLLAR AMOUNT & PERCENTAGE OF CONTRACT** – MBE/ESB monetary value and percentage of the subcontract.