



PROCUREMENT DIVISION

Department of Social Services Division of Child, Family, and
Adult Services

Mecklenburg County Micro Transit Feasibility Study

Request for Quote
487-DL-DSS002003

October 6, 2025



**Procurement Division
700 East 4th Street, 4th Floor
Charlotte, North Carolina 28202**

October 6, 2025

This serves as official notice that Mecklenburg County located in Charlotte, North Carolina through its Department of Social Services Division of Child, Family, and Adult Services is requesting quotes from organizations for the performance of a Micro Transit Feasibility Study for Mecklenburg County. Requirements are outlined in the following specifications. Please review them carefully.

Questions regarding the Solicitation must be submitted by the date noted in the Schedule of Events.

- Email to Meckbids@mecklenburgcountync.gov.
- In the Subject Line include:
 - Attention: Transportation Consultation Services - 487-DL-DSS002003
 - Demetrius Littlejohn, Procurement Analyst

Quotes are to be emailed to Meckbids@mecklenburgcountync.gov on the date notated in the Schedule of Events. Use the Checklist on the following page as a guide in preparing and submitting your response to the Solicitation.

Please contact the Business Diversity & Inclusion (BDI) Department for help completing and submitting the required BDI forms:

- Email: bdi@mecklenburgcountync.gov
- Division Telephone: 980-314-2863

Sincerely,

Demetrius Littlejohn
Procurement Analyst II

1. Schedule of Events

The following chart shows the schedule of events associated with the Request for Quotes.

DATE	Time (EST)	LOCATION/Submittal Requirement	EVENT
10/6/2025	N/A	MECKProcure	Issue Solicitation Notice
10/15/2025	Before 2:00pm	Meckbids@mecklenburgcountync.gov	Questions Due
10/22/2025	Before 2:00pm	MECKProcure	Post County Response to Questions
11/6/2025	Before 2:00pm	Meckbids@mecklenburgcountync.gov	Quotes Due
11/14/2025	8:00am to 5:00pm	To Be Determined	Meetings/Demonstrations <i>If desired by the County, vendors selected will be contacted and scheduled.</i>

Note: Mecklenburg County reserves the right to adjust this schedule as it deems necessary.

2. Quote Format

The following items must be submitted in the following order at the time of quote submission. Vendors are encouraged to check off each item as the required action is completed:

- Section 3.1 - Letter of Transmittal
- Section 3.2 - Executive Summary
- Section 3.3 - Statement of Work
- Section 3.4 - Insurance
- Section 3.5 - Permits and/or Licenses, if applicable
- Form A, Pricing Worksheet
- Form B, Vendor Company Information - Background and Experience Form
- Form C, Vendor Reference
- Business Diversity & Inclusion (BDI) Forms
 - Attachment 1: BDI Solicitation Coversheet
 - Attachment 2: BDI Form B – Identification of Subcontractor Participation
 - Attachment 3: BDI Form C – Statement of Intent to Perform Contract with OWN Workforce
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1. Introduction

1.1. Objective

Mecklenburg County, located in the State of North Carolina, is seeking Bids/Quotes from qualified vendors to perform a Micro Transit Feasibility Study for the Mecklenburg County area.

Award of a Contract will be made to one (1) vendor on a competitive basis following the process, terms and conditions as described in the Solicitation.

Contract term will be for one year.

Vendors shall provide price based on the requirements. The proposed cost shall remain in effect for the duration of the Contract.

1.2. Business Diversity & Inclusion (BDI) Program

It is the practice of the Mecklenburg County's Business Diversity and Inclusion Program (the "BDI Program"), in conjunction with the County Procurement Division, to foster greater competition, increase opportunities for participation by all segments of the business community, and maximize value for the taxpayers' dollars through efficient use of public funds.

The BDI Program accordingly is intended to promote full and equal business opportunities for all businesses contracting with Mecklenburg County by increasing the opportunity for purchase of goods and services from minority-owned and women-owned enterprises.

The [BDI Program Provisions Guide](#) details all reasonably necessary steps Contractors and Subcontractors must take to ensure maximum inclusion opportunity for the participation of Minority-owned, Women-owned, and Small Business Enterprises (collectively "MWSBE"), herein referred to as MBE, WBE or MWBE firms as well as other responsible vendors with fair and reasonable opportunity to participate in conducting business with Mecklenburg County.

1.3. Mecklenburg County Rights and Options

- County may in its discretion require one or more vendors to make presentations to the evaluation team or appear before management and/or its representatives for an interview.
- During such interview, the vendors may be required to orally and otherwise present its Quote and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate.
- Vendors will be notified in advance of the time and format of such meetings. Since Mecklenburg County may choose to award a Contract without engaging in discussions or negotiations, the Quotes submitted shall define the vendors best offer for performing the services described in this Solicitation.
- The commencement of such discussions, however, does not signify a commitment by County to execute a Contract or to continue discussions. County may terminate discussions at any time and for any reason.
- County will decide which Quote best meets the criteria outlined in the Solicitation.
- County reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the Quote or prejudice other offers, or to reject, for good and compelling reasons, any and all Quotes submitted.
- Should vendors find discrepancies or omissions in this Solicitation, or any other documents provided by Mecklenburg County, the vendors should immediately notify the County of such potential discrepancy in writing via email as noted above, and a written addendum will be made available, if the County determines clarification necessary.

- Vendors are encouraged to make a good faith effort to include environmental considerations supporting waste reduction, recycling and buy-recycled products supporting markets for recycled and other environmentally preferable products whenever practical.
- County has [Solicitation Terms & Conditions](#) posted on the internet site which speaks to non-discrimination and equal opportunity. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of minority business enterprise in procurement activities and provides equal opportunity for all businesses and does not discriminate against any vendor regardless of race, color, religion, age, sex, and national origin or disability.
- County reserves the right to reject any and/or all Quotes in connection with this project, and to waive formalities in the Quote during any step of the procurement or awarding process (even after negotiations have begun).
- Final award of Contract is contingent upon availability of funds from Federal, State and/or local governing bodies.

2. Submission Process

2.1. Submission of Responses

- Responses must be emailed to Meckbids@mecklenburgcountync.gov.
- Responses sent by fax, or flash drive will not be accepted.

2.2. Quote Opening

- As required by North Carolina General Statute 143 – 131 according to type of Solicitation:
 - Procurement staff will open the proposals received after the Due Date.
 - Quotes will not be read aloud or made available to inspect or copy until any trade secret issues/proprietary and/or confidential information has been resolved and a Contract has been awarded.
 - Public Bid Opening required for Federally funded projects.

2.3. Evaluation

The standard of award will be based on the most comprehensive, competitive, and best value solution for the County. Interviews may be conducted with vendors at the sole discretion of the County. Any costs associated with interviews is the sole responsibility of the vendor. Attending interviews is not an offer or guarantee of a contract award.

3. Quote Content and Format

3.1. Letter of Transmittal

The Quote must include a cover letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the vendor.

- The cover letter shall provide the name, address, telephone, and facsimile numbers of the vendor along with the name, title, address, telephone, and facsimile numbers of the executive that has the authority to Contract with County.
- Each vendor shall make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its Quote: **“The information contained in this Quote or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to County, is true, accurate, and complete. This Quote includes all information necessary to ensure that the statements therein do not in whole or in part mislead County as to any material facts.”**
- The cover letter must identify any trade secret issues/proprietary and/or confidential information.

3.2. Executive Summary

A summary describing the vendor’s understanding of the County’s requirements/specifications and the proposed solution.

- A proposed total cost for the project.
- A brief summary of the proposed total cost.
- A summary of the approach to be undertaken to perform the services.
- Highlights any superior or unique aspects of the Quote.
- If applicable, identification of the proposed project team (including responsibilities).
- If you wish to add supplemental information, please be sure the additional attachment(s) is labeled "Supplemental Information."

3.3. Statement of Work

Vendors must submit a Statement of Work to demonstrate competency in performing services as defined in this Solicitation.

- Include detailed description of the services to be completed along with sufficient information for the County to determine if the vendor meets each requirement.
- The County has identified the requirements for this Solicitation in the Scope of Work.
- Format for submission:
 - File size not to exceed 2MB
 - Single-spaced pages
 - One-inch margins
 - Font Times New Roman, size 12

3.4. Pricing

- Pricing will include all aspects of the project.
- Pricing will include travel at the [IRS Per Diem](#) rates for Charlotte NC.
- Any costs incurred in the process of preparing and/or submitting a Quote shall be borne by the proposer.

3.5. Insurance

- Evidence of adequate insurance or ability to obtain insurance must be include in the bid/response.
- Provide one of the following documents for the required insurance minimums marked below:
 - A Certificate of Insurance.
 - A signed and dated letter from your insurance provider on their company letterhead stating your ability to obtain coverage.
 - Mecklenburg County must be listed as Certificate Holder on the accord.
 - Commercial General Liability**
 - Minimum \$1,000,000
 - Mecklenburg County must be listed as additionally insured.
 - Automobile Liability**
 - Minimum \$100,000/\$300,000
 - Professional Errors & Omissions**
 - Minimum \$1,000,000
 - Worker's Compensation and Vendors Liability**
 - State of North Carolina statutory requirements
 - If less than three (3) employees (including the owner(s), provide signed statement on business letterhead that Worker's Compensation not required and state the number of full-time and part-time employees including owner(s)

4. Digital Accessibility Compliance

Mecklenburg County has a Digital Accessibility Policy related to all public-facing digital communications initiatives. The policy supports Mecklenburg County's goal of providing equal access to all members of the public and complying with all applicable digital accessibility laws. Mecklenburg County has obligations under

laws including (but not limited to): The Americans with Disabilities Act of 1990 (or “ADA”, 28 CFR Parts 35 and 36), Section 508 of the Rehabilitation Act of 1973 (or “Section 508”, 36 CFR 1194).

This policy should be used when procuring third-party products, components or services related to the “public-facing digital communications” that are considered to be in scope for accessibility compliance and defined as:

- **Mobile Websites and Applications:** Mobile optimized websites and native applications (e.g. iOS®, Android®) that can be used by the public to interact with any services offered by Mecklenburg County.
- **Websites & Social Media:** Websites and digital content (HTML or non-HTML) that can be accessed by the public via internet browser or social media platform (e.g. Facebook, etc.).
- **Other Public Facing Websites:** Other Mecklenburg County public-facing sites such as: E-Parks, EastwayRec.com, and other department websites.
- **Any other digital communications** effort towards public recipients.

To ensure compliance with this policy, a [Voluntary Product Accessibility Template \(VPAT\)](#) must be submitted to Public Information’s Web Services Manager prior to any product public implementations.

5. Scope of Work

5.1. Project Overview

Mecklenburg County operates the Mecklenburg Transportation System (MTS) which provides coordinated non-emergency medical and general public transportation to eligible residents. Services are provided for adults aged 60 and above or adults living with disabilities. The demand response system is provided with both County staff and through contracted vendors seven days a week.

For Fiscal Year 2026, MTS was awarded a grant from the CITY OF CHARLOTTE, (the "City) through the Charlotte Regional Transportation Planning Organization ("CRTPO") for a transit project for planning process, public participation, and management, operations, and program support administration. The focus of this grant is to conduct a feasibility study to determine if a potential integration of micro transit services into the existing MTS operations would provide a benefit to the community.

5.2. Specifications/Qualifications

Vendors must meet the following requirements for consideration:

- 5.2.1 **Specialized experience:** The firm should have substantial prior experience in providing similar services, public transportation planning, as well as corridor and systems planning.
- 5.2.2 **Public sector experience:** For projects involving public infrastructure, the firm must have a strong history of working with government agencies, including state Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs).
- 5.2.3 **Regulatory compliance:** Demonstrate knowledge and understanding of, and the ability to comply with, applicable federal, state, and local regulations and procedures.
- 5.2.4 **References:** A list of professional references from past clients for similar projects, demonstrating satisfactory past performance.
- 5.2.5 **Technical analysis skills:** Expertise in transportation planning and engineering principles, including:
 - 5.2.5.1 Data collection and analysis (e.g., traffic counts, travel surveys)
 - 5.2.5.2 Modeling and forecasting (e.g., travel demand, traffic impact)
 - 5.2.5.3 Evaluation of alternatives and future scenarios
 - 5.2.5.4 **Communication skills:** Strong verbal and written communication skills for producing technical reports, presenting findings, and conducting public outreach.

5.3. Service Tasks and Deliverables (service levels, reporting, milestones, etc.)

Service Tasks

- 5.3.1 Map out current Micro transit services available in the region and any potential partnering or mutual assistance opportunities.
- 5.3.2 Conduct public and stakeholder engagement and surveys to assist in determining community needs.
- 5.3.3 Conduct a capital needs analysis for potential Micro transit implementation.
- 5.3.4 Provide service recommendations for specific issues such as, but not limited to, Veteran's services and food insecurity.
- 5.3.5 Provide research and information for potential sustainable funding sources for Micro transit services.
- 5.3.6 Provide guidance and recommended strategies for the potential integration of services within MTS.

Deliverables

- 5.3.7 Project Management and Kickoff
 - i. Shortly after contract execution with the selected Consultant, a kickoff meeting will be held where goals and objectives for the study as well as a project management plan will be discussed. We further anticipate bi-weekly to monthly coordination meetings between the County and the Consultant where progress on the study's major deliverables will be reviewed and discussed. Consultant will be responsible for drafting the agenda for these meetings, as well as providing minutes for the meetings in a reasonable timeframe upon conclusion.
- 5.3.8 Market Analysis
 - i. Consultant is to complete a full market analysis of the study area. This analysis should include the latest demographic information from the U.S. Census Bureau or Mecklenburg County sources, current and future zoning and land use framework, and travel pattern information.
 - ii. Consultant is to complete stakeholder and public engagement including sign in sheets and report with electronic attendance sheets or other agreed method of recordkeeping.
 - iii. Travel pattern information can include data for commute trips as well as other trip purposes. Mecklenburg County will provide the consultant with relevant demographic, land use, and travel pattern data to help complete this analysis, but it is expected that the consultant also gathers information from outside sources.

5.3.10 Service Analysis

- i. Consultant is to complete an analysis of different service scenarios in the study area. Using results from the market analysis, Consultant should analyze different viable service alternatives (i.e. Node-to-node or door-to-door) in the study area. Ridership for each scenario and travel time projections to and from major points of interest should be included. Recommendations from this analysis will include service area boundaries, service design parameters and service standards, node locations, hours of operation, fleet composition and vehicle needs, and transfer opportunities to other nearby transit systems.
- ii. Finally, this deliverable should be released to the County in draft format for review and comment. This should also include a detailed summary of the public engagement results.

5.3.11 Capital and Operating Implementation Plan

- i. Using results from the service analysis, Consultant is to complete a capital and operating implementation plan for five years of revenue service, including projected costs. Capital costs should also include quantity and types of vehicles in revenue service needed.
- ii. This deliverable should be released to the County in draft format for review and comment before finalization.

5.3.12 Project Close Out

- i. Full scope of study shall be completed 90 days after contract execution.

PERFORMANCE MEASURES		
Title	Due Date	Contents
Project timeline updates	30 th of the Month	Project management document that shows estimated, actual, and adjusted due dates for each contract task.
Project status reports	15 th of the Month	Narrative document detailing the progress made by the vendor in the previous month.
Final Report	90 days after contract execution	Completed feasibility study report.

Form A. Pricing Worksheet

Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars.

If there are additional costs associated with the Services, please add to the budget. Your Price Proposal must reflect all costs for which the County will be responsible. *Milestone budget template attached in meckprocure.com.

1. Provide an all-inclusive annual rate for the proposed services.

Service	Proposed Cost
	Year 1

2. Provide hourly billing rates for key personnel that may be needed to complete additional services not included in the Scope of Services.

Job Title/Labor Category	Hourly Rate

Good/Service	Amount	Estimated Costs per unit, hour, etc.	Total Cost
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
Sum:			

Additional Comments:

Form B. Vendor Company Information - Background and Experience

Vendor Background	
Question	Response
Vendor Identification	
Vendor Legal Name:	
Vendor Assumed or DBA Name:	
Vendor Address:	
Vendor Contact Information:	
Corporate Notes	
Ownership:	
State company ownership status <ul style="list-style-type: none"> • Business • Sole Proprietor • Partnership • Corporation • Limited Liability Corporation (LLC) • Other 	
State what city and state the company was legally formed.	
State the date the company was formed.	
Certified Partnerships:	
Identify certifications held for implementing another firm's products. Include how long the partnership or certification has been effect.	
Organization Size:	
Describe organization, including any parent companies, subsidiaries, affiliates and other related entities. <ul style="list-style-type: none"> • If a Subsidiary <ul style="list-style-type: none"> ○ # Of employees of proposing company/division ○ Identify revenues of proposing company/division 	
Vendor Experience	
Customer Base:	
# Of public sector clients.	
# Of clients that are municipalities/counties	
# Of clients served similar in size to the County	
Terminated Projects:	
List any terminated projects. Please disclose the jurisdiction and explain the reason for the termination.	

Litigation:	
List any litigation that you have been involved with during the past two (2) years regarding services provided.	
Additional Narrative Response	
Background:	
Describe company in terms of size, type of services offered, and clientele served.	
Describe track record for providing services and/or deliverables similar to the Scope of Work in the Solicitation.	
Financial Information:	
State whether the company or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or government body.	
Project Team	
Describe the project team key individuals responsible for performing the Statement of Work services and/or deliverables. <ul style="list-style-type: none"> • Provide resume with information regarding <ul style="list-style-type: none"> ○ Experience ○ Qualifications ○ Professional certifications/licensures ○ Other information as deemed necessary 	
Communication	
Describe communication scheme you will use to keep the County informed about services?	
What risks are associated with project? What contingencies have been built in to mitigate those risks?	

Form C. Vendor Reference Form

Please provide the following information for three (3) customers of comparable size and scope as outlined in this Solicitation, particularly North Carolina public sector customers that the vendor has been under Contract with during the past five (5) years, as well as any additional municipality references.

References may be called at any time during the procurement process. The County will not notify Vendors before reference checks begin.

The County reserves the right to check any other reference(s) that might be indicated through the explicitly specified contacts or that result from communication with other entities involved with similar projects.

If your Bid/Quote includes a Third-Party Provider, you must also submit a separate copy of this form for each Third-Party Provider.

REFERENCE 1:

Name of Client: _____ Phone: _____

Address:

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates:

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

REFERENCE 2:

Name of Client: _____ Phone: _____

Address:

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates:

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees:

REFERENCE 3:

Name of Client: _____ Phone: _____

Address:

Primary Contact: _____ Title: _____

Email Address: _____ Phone: _____

Service Dates:

Summary and Scope of Services Provided:

Client Operating Budget: \$ _____ Client # of Employees: _____

10/2018

BDI SOLICITATION COVERSHEET

The County maintains a strong commitment to the inclusion of MWBEs in the County's contracting and procurement process. Accordingly, BDI provides information and forms that Bidders will supply to be considered for the Program.

Bidders are expected to review the entire BDI Program Provisions Guide and this BDI Solicitation Coversheet as they are planning to submit the BDI form(s) with their Bid/Proposal. The Bid/Proposal should outline any supplies and/or services to be provided by Subcontractors, including each certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) for the Contract. Submittals (forms) and time frames can be referenced in Section-4.

PROJECT NAME: Mecklenburg County Micro Transit Feasibility Study 487-DL-DSS002003

INDUSTRY CATEGORY

Architect & Engineering Construction Professional Services Other Services Goods

Review the established participation goal type selected with the below for this specific solicitation.

PARTICIPATION GOAL TYPES

A. CONTRACT-BY-CONTRACT GOALS

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ **MBE** _____ **WBE**
**Note: the goals must be achieved independently and not in combination*

Required Bid forms associated with this participation goal type are:

- [Form A] Listing of Good Faith Efforts (GFE)
- [Form B] Identification of Subcontractor Participation
- Joint Ventures Documentation (include when is selected)

B. ACHIEVEMENT GOALS

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ % **MBE** _____ % **WBE**
**Note: the goals must be achieved independently and not in combination*

Required Bid forms associated with this participation goal type are:

- [Form B] Identification of Subcontractor Participation
- [Form C] Statement of Intent to Perform Contract with Own Workforce
- [Form D] MWBE Inclusion Plan
- Joint Ventures Documentation (include when is selected)

C. SPECIAL PROJECTS

THE ESTABLISHED PARTICIPATION GOALS FOR THIS PROJECT ARE:

_____ **MBE** _____ **WBE**
**Note: the goals must be achieved independently and not in combination*

Required Bid forms associated with this participation goal type are:

- [Form D] MWBE Inclusion Plan
- Joint Ventures Documentation (include when is selected)

Attachment 2: BDI Form B – Identification of Subcontractor Participation

BUSINESS DIVERSITY & INCLUSION (BDI) PROGRAM PROVISIONS GUIDE

Mecklenburg County Government

Formal Documents

Form B – Identification of Subcontractor Participation

[Submit with Bid]

The County maintains a strong commitment to the inclusion of MWBEs in the County’s contracting and procurement process when there are viable subcontracting opportunities. Bidders must submit this form with their Bid/Proposal outlining any supplies and/or services to be provided by all Subcontractors, including each MBE, WBE, and non-certified firms for the Contract.

Prior to submission, review your documents for accuracy and ensure all items are complete

Name of Bidder: _____ **Certification Status** MBE WBE NCSBE
 (Company Name) (check all that apply): CBI-SBE NCDOT-DBE

Project Name: _____ **Solicitation #:** _____ **Total Bid Amount:** _____

Authorized Person: _____ **Telephone:** _____ **Email:** _____

I, the Authorized Person, do hereby certify that on this Contract, we intend to use the following certified **MWBEs** and non-certified firms as Subcontractors (subconsultants, vendors, suppliers, and/or providers of professional and/or other services). We intend to expend the amounts/percentages below of the total dollar amount of the contract with the businesses listed

****MBE and WBE Certification with the NCHUB Office is required to be counted toward participation goals.**

Total Utilization Amount	Total Utilization Percentage	Total MBE Amount	Total MBE Percentage	Total WBE Amount	Total WBE Percentage	Total Non-Certified Amount	Total Non-Certified Percentage

#	Firm Name / Contact Person	Telephone / Email	County / State	Scope of Work	MBE Amount	WBE Amount	Non-Certified Amount
1							
2							
3							
4							
5							
6							

7							
8							
9							
10							
11							
12							
13							
14							
15							

(add additional sheets if needed)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with the firms listed on this form, conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract, giving rise to all contract and/or statutory remedies, including but not limited to cancellation of the contract.

The undersigned hereby certifies that he or she has read the BDI Program Provisions Guide and the terms of this commitment and is authorized to bind the Bidder to the commitment herein set forth.

Signature of Authorized Person

Title

Date

Attachment 3: BDI Form C – Statement of Intent to Perform Contract with OWN Workforce

BUSINESS DIVERSITY & INCLUSION (BDI) PROGRAM PROVISIONS GUIDE
Mecklenburg County Government Formal Documents

Form C – Statement of Intent to Perform Contract with OWN Workforce
[Submit with Bid]

Prior to submission, review your documents for accuracy and ensure all items are complete

Name of Bidder: <i>(Company Name)</i> _____	Certification <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> NCSBE
Telephone: _____	Status: <input type="checkbox"/> CBI-SBE <input type="checkbox"/> NCDOT-DBE
Project Name: Mecklenburg County Micro Transit Feasibility Study	Emails: _____
Solicitation #: 487-DL-DSS002003	
Total Bid Amount: _____	

I hereby certify that it is our intent to perform 100% of the contract required for this Contract.

1. In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type of project, normally performs, has the capability to perform, and will perform **all elements of the work** (labor) on this project with his/her own current workforces – **including any aggregation of material, equipment or supplies required for the project provided by the Bidder’s company for utilization on a County Project, with the total value of which is ten percent (10%) or more of the value of the contract or \$2,000, whichever is less; and**

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

2. If it should become necessary to subcontract some portion of the work at a later date, the Bidder will comply with all "Good Faith Efforts" requirements in providing equal opportunity to MWBE firms to Subcontract the Work. The BDI Program Office should be notified immediately and approved, and respective BDI Program Provisions and Forms should be adhered to.

The undersigned hereby certifies that he or she has read the BDI Program Provisions Guide and this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____	Name of Authorized Person: _____
	Signature: _____
	Title: _____
	State of _____, County of _____
	Subscribed and sworn to before me this _____ day of _____ 20 _____
	Notary Public Name/Signature _____
	My commission expires _____



Form D – MWBE Inclusion Plan

[Submit with Bid, when selected in the BDI Solicitation Coversheet]

Create a detailed description of the strategies and actions the Bidder will take to outreach fairly and equitably, support, and contract with MWBEs.

*****Prior to submission, review your documents for accuracy and ensure all items are complete*****

The following are elements to incorporate into the MWBE Inclusion Plan to help collaborate with MWBEs by addressing the following, but not be limited to:

- the firms you contacted, when, and how you made contact, and their contact information, the outreach strategy used to meet this Contract’s MWBE achievement goals;
- the specific resources and resource contacts utilized to locate MWBE firms for this Contract;
- the plan for building a connection with MWBEs and developing a project team;
- the plan to strengthen business relationships;
- the methods that will be used to improve lines of communication;
- the approach(es) that will be taken to resolve disputes;
- detailed description of the supportive services and activities that will be established for business development and how the plan will be executed;
- the mentorship opportunities that will be made available and how those opportunities will be executed; and
- the efforts that will be made available for capacity building and how those efforts will be executed.

(add additional sheets if needed)