

## REQUEST FOR WAIVER

INSTRUCTIONS: By submitting this form and the required information, the bidder/contractor certifies that every Good Faith Effort has been taken to promote M/WBE participation pursuant to the M/WBE requirements of at least 30% M/WBE participation set forth under the contract. Please see Page 2 for additional requirements and document submission instructions.

Bidder/Contractor Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Solicitation/Contract No: \_\_\_\_\_

**BIDDER/CONTRACTOR IS REQUESTING (check all that apply):**

**M/WBE Waiver** - A waiver of the M/WBE goal for this procurement is requested.

Total

Partial \_\_\_\_\_ %

**Waiver Pending Certification** (check here if subcontractor or supplier is not certified M/WBE, but an application for certification has been filed with a certifying agency.

Name of Agency: \_\_\_\_\_

Subcontractor/Supplier Name: \_\_\_\_\_

Date of application filing: \_\_\_\_\_

PREPARED BY (*Signature*): \_\_\_\_\_

DATE: \_\_\_\_\_

**SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER/CONTRACTOR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH IN THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR PROPOSAL DISQUALIFICATION.**

NAME AND TITLE OF PREPARER: \_\_\_\_\_

*(print or type)*

TELEPHONE No: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FOR AUTHORIZED USE ONLY

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

WAIVER GRANTED: YES / NO

TOTAL WAIVER

CERTIFICATION WAIVER

PARTIAL WAIVER

CONDITIONAL WAIVER

NOTICE OF DEFICIENCY

DATE: \_\_\_\_\_

COMMENTS:

## REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

**When completing the Request for Waiver Form, please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1-11, as listed below. If a Waiver Pending Certification is requested, please see Item 11 below. Copies of the following information and all relevant supporting documentation must be submitted along with the request.**

1. A statement setting forth your basis for requesting a partial or total waiver.
2. The names of general circulation, trade association, and M/WBE-oriented publications in which you solicited certified M/WBEs for the purposes of complying with your participation goals.
3. A list identifying the date(s) that all solicitations for certified M/WBE participation were published in any of the above publications.
4. A list of all certified M/WBEs that were solicited for purposes of complying with your certified M/WBE participation levels.
5. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all certified M/WBEs.
6. Provide copies of responses made by certified M/WBEs to your solicitations.
7. Provide a description of any contract documents, plans, or specifications made available to certified M/WBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between you, the Bidder/Contractor, and the M/WBEs undertaken for purposes of complying with the certified M/WBE participations goals.
9. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.
10. Provide the name, title, address, telephone number and email address of the Bidder/Contractor's representative authorized to discuss and negotiate this waiver request.
11. Copy of notice of application receipt issued by the Agency were certification has been sought by the M/WBE.

**NOTE: Unless a Total Waiver has been granted, Bidder/Contractor will be required to submit all reports and documents pursuant to the provisions set forth in the procurement and/or contract, as deemed appropriate by the University, to determine M/WBE compliance.**