



Exterior Landscape Maintenance RFP – ROWEN FOUNDATION

Addendum 1

CLARIFICATION ON SMWBE PARTICIPATION

All applicants are encouraged to meet the Rowen Foundation's goal of 30% SMWBE participation as detailed on page 7 of the RFP. This goal may be achieved through contracting and/or material suppliers if the contracted firm is not itself SMWBE-designated. SMWBE participation is a high priority goal for Rowen, and is a scoring criterion for this solicitation, but not mandatory.

Rowen's SMWBE Statement is provided below.

SMWBE Statement

A minimum goal of 30% for small, minority and women-owned business enterprise (SMWBE) participation based on total contract amount in all procurement contracts with vendors and contractors involved with the Rowen Project. Each vendor/contractor must provide along with their proposal a SMWBE Utilization Plan which details their efforts for achieving the minimum objectives as set forth above. Success of individual Plans will be reported through a SMWBE Utilization Report prepared by the vendor/contractor through the invoicing process. Each Plan must accomplish the following:

- Address efforts at outreach to the County and State SMWBE community to make them aware of specific opportunities. Information regarding individuals, organizations and media used during outreach are to be included in the Plan. Rowen Foundation is prepared to serve as a resource to assist with outreach efforts.
- Provide the names of specific individuals who were contacted for business and work opportunities and when those individuals were contacted along with their response. Rowen Foundation will verify all information provided.
- Contain, as a minimum, the definition of the scope of work to be contracted, estimated dollar value of the scope of work and the name of the SMWBE to be utilized. If for some reason an identified SMWBE is later dropped from the Plan, Rowen shall be notified immediately. Any replacement for a dropped SMWBE shall satisfy the minority component of the Plan and Rowen's permission must be given before any substitution is made.
- Show evidence that each SMWBE has a current up-to-date certification as such (and the government jurisdiction providing the certification). Copy of certification materials will be provided to Rowen in the RFP response for documentation and reporting.
- Provide a monthly report to Rowen Foundation indicating the progress made toward achieving the objectives of the Plan. Each monthly report shall list the businesses used, the amount paid to them and the type of work they performed.