

Bid Discount /Proposal Incentive Request Form

This Bid Discount/Proposal Incentive Request Form must be included with the bid and proposal and submitted no later than the bid or proposal due date. Please complete the sections that apply.

The Minority Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) Programs provide a bid discount and proposal incentive points to eligible businesses seeking to bid on City of Columbus contracts as prime contractors/prime consultants. To be eligible for either the bid discount or the proposal incentive credits, the prime contractor must be certified with the Office of Diversity and Inclusion in the necessary work classification at the time the submittal is due.

The Proposal Incentive points apply to professional service solicitations/contracts. For these contracts, the prime contractor’s ethnicity and gender are part of the evaluation criteria. A prime contractor that is a minority-owned or a woman-owned business certified with the Office of Diversity and Inclusion in the relevant field of work is assigned 5 percentage points during the evaluation process. The Proposal Incentive points are used in scoring the proposals and ranking the submittals.

The Bid Discount applies to construction and goods and services contracts when the award is based on low bid, and the prime contractor is a minority or woman-owned business or a minority or woman-owned joint venture certified with the Office of Diversity and Inclusion in the relevant work classification. The Bid Discount is 5% for construction and goods and services bids, not to exceed \$50,000 on a single bid. The Bid Discount allows an original bid amount to be discounted by 5% for purposes of evaluating and determining the lowest responsive bid. The original bid amount is the basis for the contract award. For example, a \$100,000 bid with a 5% Bid Discount is evaluated at \$95,000. However, \$100,000 would be paid if the bidder eligible for the discount was the successful bidder.

For additional information about the Minority and Woman-Owned Business Enterprise Program, please visit the Office of Diversity and Inclusion’s website.

(Please Attach Copy of Current MBE/WBE Certification Approval Letter)

CERTIFICATION OF AFFIDAVIT		
The information provided is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Columbus of Columbus		
Bid Name:	Bid Number:	Bid Opening Date:
Contracting Department:	Bid/Project Manager Name (as listed in bid documents):	
Certified Prime Contractor/Consultant Authorized Signature & Date: X <i>Dauren Needham</i>	Printed name of the authorized signatory: X	Business Name:
Office of Diversity and Inclusion Staff Authorized Signature Only		
Office of Diversity and Inclusion Official Authorized Designee Signature: X	Date:	Approved Not Approved



Doreen Needham

Subject: FW: Columbus: Minority Business Enterprise (MBE) Certification Program Approval Notice

From: City of Columbus <columbus@diversitycompliance.com>

Sent: Thursday, December 07, 2023 4:45 PM

To: George Brown <gbrown@besolutions.org>

Subject: Columbus: Minority Business Enterprise (MBE) Certification Program Approval Notice



December 7, 2023

George Brown
Brown Enterprise Solutions LLC DBA Brown Enterprise Solutions
5935 Wilcox PL.,
Suite E
Dublin, OH 43016

Subject: City of Columbus Minority Business Enterprise (MBE) Certification Program Approval Notice
Certification Number: MBE-010668
Effective Dates: December 7, 2023 through December 7, 2025

Dear George Brown:

We are pleased to inform you that the City of Columbus, Office of Diversity and Inclusion has approved your application as a Certified Minority Business Enterprise (MBE). After careful review of the application and supporting documentation, it was determined that Brown Enterprise Solutions LLC DBA Brown Enterprise Solutions satisfactorily meets the requirements set forth in Title 39 of the Columbus City Code. This certificate is valid for two years from the effective start date and shall serve as the City's official certification document to this effect.

This document also acknowledges that Brown Enterprise Solutions LLC DBA Brown Enterprise Solutions has been categorized in the following procurement code(s):

NAICS 541511: CUSTOM COMPUTER PROGRAMMING SERVICES

NAICS 541512: COMPUTER SYSTEMS DESIGN SERVICES

As a condition of continued certification, you must submit a completed Recertification Application and Affidavit to confirm your continued eligibility for the City of Columbus diversity business certification program. Failure to do so, prior to your certification expiration date may result in the revocation of your certification status . Any changes in the business impacting ownership, location, managerial and/or operational control, and/or minority/women-owned

business status, must be reported to the City of Columbus Office of Diversity and Inclusion immediately. It is important to make our office aware of other changes in your business as well, such as company's name, business address, telephone numbers, e-mails, websites, and basic contact and commercial activity information, as soon as possible.

Your firm's participation on City of Columbus contracts will contribute to our annual Diversity Utilization Reports and further enhances our goal of creating equity in city contracting. We encourage you to share your certification status with those business with whom you may be looking to team or subcontract. Additionally, we hope that you will take full advantage of the opportunities to learn, connect, and grow with the City of Columbus.

We are excited to partner with you in fulfilling your dreams of entrepreneurship. If you need further assistance or have any questions about the City's diversity business certification programs, its objectives or its operation, please contact the Office of Diversity and Inclusion at 614-645-4764.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Jenkins". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jason Jenkins
Chief Diversity Officer

This message was sent to: gbrown@besolutions.org
Sent on: 12/7/2023 3:45:02 PM
System ReferenceID: 213711895

Doreen Needham

From: City of Columbus Vendor Services <auditoradmin@columbusauditor.org>
Sent: Saturday, February 3, 2024 7:04 AM
To: bescobids
Subject: City of Columbus Vendor Services: Contract Compliance Certification CC-010668 Added for Brown Enterprise Solutions, LLC



Dear Brown Enterprise Solutions, LLC (Vendor Number: 010668)

The Office of Diversity and inclusion (ODI) has **approved** your request to obtain a contract compliance number. Below is your contract compliance information:

Contract Compliance Number: CC-010668
Contract Compliance Effective Date: 02/02/2024
Contract Compliance Expiration Date: 02/02/2026

Prior to the expiration of your contract compliance number, you must complete the Contract Compliance Questionnaire and update your company's vendor profile on the [City of Columbus Vendor Services](#) website.

A 30-day notice for compliance renewal will be sent to your company's primary e-mail address. Please keep this email address updated to ensure timely communication from the Office of Diversity and Inclusion and the City of Columbus. Failure to complete the questionnaire will adversely impact your company's ability to submit bids on city projects and/or delay payment on existing contracts.

This contract compliance number must be used each time your company participates in the City's bidding process. Please update your compliance information should your company name, ownership, address or legal structure change. All updates can be made on the [City of Columbus Vendor Services](#) website.

Vendor Services

Please note the [Vendor Services User Guide](#) is available for your reference and includes detailed instructions for updating procurement categories associated with your account, bidding, updating your company profile including the primary email address and more.

Please direct questions about Vendor Services or purchasing with the City of Columbus to VendorServices@columbus.gov.

Thank you for your interest in doing business with the City of Columbus. If we can be of any further assistance, please contact us at (614) 645-4764 or DiversityCompliance@columbus.gov.

Sincerely,

City of Columbus Office of Diversity and Inclusion
About Office of Diversity and Inclusion:
[https://www.columbus.gov/Office-of-Diversity-and-Inclusion-\(ODI\)/](https://www.columbus.gov/Office-of-Diversity-and-Inclusion-(ODI)/)

Phone: 614-645-4764

City of Columbus Vendor Services

Email: vendorservices@columbus.gov

Phone: 614-645-8315

To [unsubscribe](#) reply unsubscribe to auditoradmin@columbusauditor.org.

Note, this will remove you from receiving further notifications from Columbus Vendor Services.