

**METROPOLITAN ST. LOUIS SEWER DISTRICT
BUSINESS DIVERSITY**

**Minority and Women Workforce Utilization Program
Non-Engineering Professional Service Projects**

Effective October 2014

PURPOSE

The Metropolitan Sewer District (MSD or District) has established workforce goals for businesses in compliance with efforts to increase utilization of underutilized class, and provide meaningful and representative opportunities.

The purpose of this procedure is to set guidelines and establish procedures for minority and women workforce participation by applicable consultants, bidders, contractors, service providers and any person, corporation, business, or other entity doing business with the District on Non-Engineering Professional Service Projects.

PROCEDURE

A. Minority and Women Workforce Requirements

1. The Metropolitan St. Louis Sewer District (District or MSD) has established minority workforce goals of 18% and women workforce goals of 32% on all non-engineering professional service contracts in the amount of \$500,000 or more.

Minority is a male or female African American, Asian American, Hispanic American or Native American employed in the consultant's local office. Female is defined as a Caucasian female employed in the consultant's local office.

2. Prime firms who fall under this requirement and demonstrate on an annual basis, with the first report occurring after the first 30 days of the agreement, that the workforce make-up of their local office registered with the District meets this requirement will have been considered to have met these goals.
3. Prime firms who fall under this requirement and are unable to demonstrate on an annual basis, with the first report occurring after the first 30 days of the agreement, that they can meet these goals will be required to perform the following good faith activities on an annual basis:

- a. Report the actual current workforce make-up of the local office registered with the District. In the rare occasion that there is no local office, then workforce goals will be measured by the numbers of employees working on MSD's project. Provide the District with Employment Data to include the make-up of professional staff by specified categories including management, technical, ethnic background, and gender.
- b. Submit a workforce plan for review and approval by the District regarding efforts to be taken during the next annual contract period to increase the workforce make-up of the local office. These efforts should consist of but not be limited to the following:
 1. Include Equal Employment Opportunity (EEO) policy statement in all policy manuals, and publicize on company's website and newsletters, annual reports, etc.
 2. Develop and implement targeted recruitment, outreach, and marketing strategies through collaboration with;
 - Local Universities
 - Slate
 - NSBE
 - Stem Program and Mentoring Programs
 - Minority and Women Internship Program
 - Business and Local Community
 - Advocacy Groups
 - Underutilized subcontractors
 3. Implement atraining needs assessment, internal promotion and retention program;
 4. Provide sufficient resources and efforts to enable the organization to continue diversity goals;
 - Management commitment
 - Financial support
 - Manpower
- c. Submit a quarterly Workforce Report by month to MSD;
- d. Submit documentation of status of previous year workforce plan.

B. Workforce Non-Compliance

In the event the prime fails to comply with the requirements on this Program the prime firm must furnish to the District, in writing, the reasons for non-compliance. If, in the sole judgment of the District, there have not been sufficient good faith

efforts taken on the part of the prime firm to meet the originally stated obligations, the District will advise the prime firm, in writing, of corrective actions to be initiated. If the prime fails to fully initiate the corrective actions in a timely manner the District may institute appropriate actions pursuant to the provisions incorporated into the Prime Consultant's contract. This can include sanctions on doing future work with the District and up to and including a complete prohibition from performing work on District projects for a time period to be determined solely by the District.

C. Proposal Credit Opportunity for MWBE

In an effort to promote a more diverse workforce on all Non-Engineering Professional Service contracts. Firms have the option to complete the attached Multiplier Calculation Worksheet where a multiplier will be applied to the RFP evaluation scoring process to receive credit for minority and women workforce participation.

**NON-ENGINEERING PROFESSIONAL SERVICES DIVERSITY
MULTIPLIER CALCULATION SHEET**

Starting multiplier- **1.000**

Vendor Diversity

Is prime firm MBE or WBE owned? If yes, enter 0.100- _____

PRIME CONTRACTOR VENDOR MULTIPLIER SUB-TOTAL (1.000 to 1.100) _____

ENTER THIS VALUE ON LINE 1 OF LAST SHEET

Workforce Diversity- Prime Consultant (Minority Women may count as either Women or Minorities at the proposer’s discretion, but not both). Count all full time personnel working in your office for this calculation regardless of job duties. Full time personnel shall have worked for the company for the past three months and during that period averaged 30 hours of work per week. COUNT FULL-TIME PERSONNEL ONLY!

- a. Total Local Office Workforce- _____
- b. Women in Local Office Workforce- _____
- c. Minorities in Local Office Workforce- _____
- d. “b” divided by “a” (drop all decimals/fractions)- _____%
- e. “c” divided by “a” (drop all decimals/fractions)- _____%
- f. If “d” is 32% or greater, ENTER 0.025 ON LINES 2 AND 3 OF LAST SHEET
- g. If “d” is 16% or greater, ENTER 0.025 ON LINE 3 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED
- h. If “e” is 18% or greater, ENTER 0.025 ON LINES 4 AND 5 OF LAST SHEET
- i. If “e” is 9% or greater, ENTER 0.025 ON LINE 5 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED

Sub-consultant workforce scoring. Can only be used if a minimum of 25% of work is to be sub-contracted. Minority Women may count as either Women or Minorities at the proposer’s discretion, but not both). Count all full time personnel working in your office for this calculation regardless of job duties. Full time personnel shall have worked for the company for the past three months and during that period averaged 30 hours of work per week. COUNT FULL-TIME PERSONNEL ONLY!

Names of sub-consultants performing at least 25% of total contract included in calculation (add more lines if needed)

Name of Sub-Consultant

Signature of Representative

- j. Combined Total Local Office Workforce of all listed sub-consultants- _____
- k. Women in Combined Total Local Office Workforce- _____
- l. Minorities in Combined Total Local Office Workforce- _____
- m. "k" divided by "j" (drop all decimals/fractions)- _____%
- n. "l" divided by "j" (drop all decimals/fractions)- _____%
- o. If "m" is 32% or greater, ENTER 0.025 ON LINES 2 AND 3 OF LAST SHEET UNLESS A VALUE IS ALREADY ENTERED
- p. If "m" is 16% or greater, ENTER 0.025 ON LINE 3 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED
- q. If "n" is 18% or greater, ENTER 0.025 ON LINES 4 AND 5 OF LAST SHEET UNLESS A VALUE IS ALREADY ENTERED
- r. If "n" is 9% or greater, ENTER 0.025 ON LINE 5 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED

FINAL MULTIPLIER TABULATION

- 1. PRIME CONTRACTOR VENDOR MULTIPLIER _____
- 2. WOMAN WORKFORCE 32% OR GREATER _____
- 3. WOMAN WORKFORCE 16% OR GREATER _____
- 4. MINORITY WORKFORCE 18% OR GREATER _____
- 5. MINORITY WORKFORCE 9% OR GREATER _____
- 6. **FINAL MULTIPLIER (TOTAL OF 1 THRU 5) (1.000 thru 1.200)** _____

The undersigned certifies on behalf of the entity submitting this Report that the above information is true and accurate as of the date set forth below:

Prime Firm Name

Date

Authorized Representative Name

Representative Title

Authorized Representative Signature