



Significant Local Presence (SLP) Form

Any M/WBE being listed for M/WBE credit on a Utilization Plan, whether prime contractor or subcontractor, that does not have a business address in the market area will be required to provide proof of their SLP to DEEO.

- To establish a SLP, a M/WBE firm must have a location in the market area of Harris, Fort Bend, Montgomery, Brazoria, or Galveston counties in Texas.
- If the M/WBE business does not have location in the counties above, documentation **MUST** be provided demonstrating that it has performed on at least three (3) contracts or subcontracts, in the market area within the last three (3) years.
- A location utilized solely as a post office box, mailbox, or telephone message center, or any combination thereof, with no substantial work function, shall not be construed as Significant Local Presence.
- Contracts that are procured with federal funds are exempt from this requirement, as geographic preference cannot be utilized on federal contracts.

Please complete the chart(s) below to verify SLP:

M/WBE Name: _____

Contract Number	Client Name	Contract Title	Contract Dates	Scope of Work

Section V- Disclosure of Non-Certified Subcontractors/subconsultants

1. Enter Name of non-M/WBE certified firm: name of non-certified firm participating in the project
2. Enter Address/City/State/Zip: information of non-certified firm
3. Enter Name, e-mail address, and phone number of Contact Person: person responsible for updates
4. Enter Percentage of Total Contract Value: percentage amount of work to be performed by firm
5. Enter Description of services: services the subcontractor will perform
6. Enter 6-digit NAICS/NIGP codes for work to be performed: NAICS/NIGP codes describe the services a subcontractor is to perform
7. The codes must match the description of services entered in 6 above.
 - (North American Industry Classification System: www.naics.com)
 - (Texas Comptroller of Public Accounts: <https://comptroller.texas.gov/purchasing/nigp/>)

SECTION V — Disclosure of Non-Certified Sub-consultants
Duplicate As Needed

Name of Non-Certified Firm	713 Concrete and Slabs
Address/ City / State / Zip	5678 Griggs Rd, Houston, TX 77096
Name of Contact Person	Paul Wall
Email address for Contract Person	paul.wall@concrete&slabs.com
Telephone number for Contract Person	713-777-9311
Percent of Subcontract	10%
Description of services	concrete work
6-digit NAICS code for work to be performed	123456

SUBMIT LETTER OF INTENT TO SUBCONTRACT:

Bidder must submit a fully executed Letter of Intent to subcontract. This letter is part of the Utilization Plan. Both parties must sign and date the Letter of Intent form. **Pending signatures will not be accepted.**

LETTER OF INTENT

A Letter of Intent must be submitted by the Bidder for each certified M/WBE firm that the Bidder intends to use in the performance of a contract.

A compliant Letter of Intent must include the following:

1. The project number and title.
2. The name of the Bidder and the M/WBE firm.



LETTER OF INTENT TO SUBCONTRACT

Project Number _____

Project Title _____

_____ (“Contractor”) agrees to enter a contractual agreement with _____ (“M/WBE Subcontractor”), who will provide the following goods/services in connection with the above-referenced contract:

3. A description of goods and services to be provided by the M/WBE firm on the contract.

4. The estimated amount and/or percentage of the total estimated contract value to be performed by the M/WBE.

Insert a brief narrative describing the goods/services to be provided. Broad categorizations (e.g., “electrical,” “plumbing,” etc.) or the listing of the NAICS Codes in which M/WBE Subcontractor is certified are insufficient and may result in this Letter of Intent to Subcontract not being accepted.

 _____,

for an estimated amount of \$ _____ or _____ % of the total estimated contract value.

5. Signature with date from BOTH the Bidder and the M/WBE. Include the printed name and title of the parties executing the Letter of Intent.

 Signature: Contractor

 Signature: M/WBE Subcontractor

 Print Name

 Print Name

 Title Date

 Title Date

PROVIDE A COPY OF M/WBE CERTIFICATIONS:

Provide a copy of the current active certification for all M/WBE firms listed on the UP. A screenshot of the firm’s active certification on the certifying’s agency’s website is acceptable. **Harris County only recognizes the certifications below for credit in meeting the M/WBE goal:**

Certifying Agency	DBE	MBE	WBE	SBA 8(a)
City of Houston	X	X	X	
U.S. Small Business Administration				X
City of Austin- TUCP	X			
Corpus Christi- TUCP	X			
North Central Texas Regional Certification Agency- TUCP	X			
South Central Texas Regional Certification Agency- TUCP	X			
Texas Department of Transportation- TUCP	X			
National Minority Supplier Development Council (NMSDC)*		X		
Houston Minority Supplier Development Council (HMSDC)*		X		
Women’s Business Enterprise National Council (WBENC)*			X	
Women’s Business Enterprise Alliance (WBEA)*			X	