



Federal Compliance Procurement Bonus Evaluation Checklist

Date of Review:

Procurement #

Purpose: Provide guidance to Evaluation Committee to complete review of the procurement submittal for consideration for Bonus Points.

This Checklist provides guiding points on what and how to evaluate Section 3 Status for a business or Registered M/WBE status for a business.

RFP language will depend on the applicability of Section 3 covered project (\$200,000 housing construction, housing rehabilitation or public construction) and covered contracts Over \$100,000 for contracts for housing construction, housing rehabilitation or public construction.

M/WBE depends on threshold for the contract. All contracts over \$10,000 using CDBG-DR funding are considered covered contracts.

RFP LANGUAGE:

“Preference of 5 points Section 3 Business Concern and/or M/WBE

The PRDOH shall provide a preference of five (5) points in the evaluation criteria of the method of rating, for a greater participation of Section 3 Business Concern and/or M/WBE Registered Puerto Rico Business.

The Proposer seeking the Section 3 preference must be able to demonstrate that they meet one of the following criteria:

Section 3 Business:

Business concerns that are at least 51% or more owned by a low or very low income person (using HUD income limits for Section 3 for this year or previous annualized calendar year).

Busines concerns that are at least 51% or more owned by a current public housing resident or residents who currently live in Section 8 assisted housing.

Businesses with over 75% of the labor hours performed for the business over the prior 3 month period are performed by Section 3 workers.

M/WBE Business:

Proposers seeking M/WBE preference should provide a copy of their MWBE certification from an agency to evidence their status."

Instructions: complete the tables below and follow embedded instructions in cells.

Checklist status	Action item
<input type="checkbox"/> Completed <input type="checkbox"/> Still Pending to Complete	Review the Section 3 Policy Guide from PRDOH and understand what Section 3 is and how to identify Section 3 businesses and Individuals. <ul style="list-style-type: none">https://cdbg-dr.pr.gov/wp-content/uploads/2021/06/SECTION-3-POLICY-V.2.pdfhttps://cdbg-dr.pr.gov/wp-content/uploads/2021/06/SECTION-3-POLICY-ES-V.2.pdf
<input type="checkbox"/> Completed <input type="checkbox"/> Still Pending to Complete	Review the MWBE PRDOH policy guide and understand what an MWBE registered business is and how to identify one. <ul style="list-style-type: none">https://cdbg-dr.pr.gov/en/download/mwbe-policy/https://cdbg-dr.pr.gov/download/politica-mwbe/
<input type="checkbox"/> Completed <input type="checkbox"/> Still Pending to Complete	Verify if the contractor responded to the Bonus Points by providing documentation for review.
<input type="checkbox"/> Completed <input type="checkbox"/> Still Pending to Complete <div>I have completed the review, No bonus points will be considered.</div>	If no documentation is provided to review, proceed to document that no documentation was provided and conclude review with Zero bonus points being authorized.
<input type="checkbox"/> Completed <input type="checkbox"/> Still Pending to Complete	If yes, documentation is provided to review, identify which status the contractor is claiming to have: <ul style="list-style-type: none"><input type="checkbox"/>Section 3 Business<input type="checkbox"/>Minority Business Enterprise<input type="checkbox"/>Women Business Enterprise

Section 3 Business Submission of Documentation of Section 3 Business Status	
<input type="checkbox"/> Completed <input type="checkbox"/> Business did not choose to certify with this clause	Business concerns that are at least 51% or more owned by a low or very low income person (using HUD income limits for Section 3 for this year or previous annualized calendar year). <input type="checkbox"/> YES <input type="checkbox"/> NO Evidence they are owners of 51% or more.



	<div><input type="checkbox"/>YES <input type="checkbox"/>NO Evidence they meet the Income limits for HUD Section 3.</div> <div>If one of these responses is no, then you may not use this to authorize bonus points.</div>
<div><input type="checkbox"/>Completed</div> <div><input type="checkbox"/>Business did not choose to certify with this clause</div>	<div>Busines concerns that are at least 51% or more owned by a current public housing resident or residents who currently live in Section 8 assisted housing.</div> <div><input type="checkbox"/>YES <input type="checkbox"/>NO Evidence they are owners of 51% or more.</div> <div><input type="checkbox"/>YES <input type="checkbox"/>NO Evidence they live in public housing or Section 8 assisted housing.</div> <div>If one of these responses is no, then you may not use this to authorize bonus points.</div>
<div><input type="checkbox"/>Completed</div> <div><input type="checkbox"/>Business did not choose to certify with this clause</div>	<div>Businesses with over 75% of the labor hours performed for the business over the prior 3 month period are performed by Section 3 workers.</div> <div><input type="checkbox"/>YES <input type="checkbox"/>NO Did they provide information for all their workforce labor hours for the last 3 months?</div> <div><input type="checkbox"/>YES <input type="checkbox"/>NO Did they provide evidence of the labor hours for Section 3 workers for the last 3 months?</div> <div><input type="checkbox"/>YES <input type="checkbox"/>NO Did the ratio of hours equal to 75% or more?</div> <div>If one of these responses is no, then you may not use this to authorize bonus points.</div>

MBE or WBE Submission of Documentation of M/WBE Status/ Presentación de Documentos MBE o WBE

<div><input type="checkbox"/>Completed</div> <div><input type="checkbox"/>Still Pending to Complete</div> <div><input type="checkbox"/>Business did not choose to certify with this clause</div>	<div>Review the documentation provided by the contractors, if any, for the bonus points for MBE or WBE Status.</div> <div><input type="checkbox"/> Yes, provided documentation for evaluation.</div> <div><input type="checkbox"/> No documentation was provided for evaluation. Will proceed to complete the evaluation.</div> <div>If one of these responses is no, then you may not use this to authorize bonus points.</div>
<div><input type="checkbox"/>Completed</div> <div><input type="checkbox"/>Still Pending to Complete</div>	<div>Businesses who have completed this process can show evidence demonstrating that the entity is owned and/or controlled by one or more individuals claiming disadvantaged status of such individuals.</div> <div>Verify if they provided certificates to show they are registered with an entity that certifies them as a Minority or Women Owned Business.</div> <div>A sample list of the entities that certify minority and women businesses is offered below:</div> <div><div><div><div><div><div></div><div></div></div><div><div>SBA 8A, WOSB, Preliminary Assessment Tool</div></div></div><div><div>EPA Office of Small Business Programs (OSDBU)</div></div><div><div>DOT Department of Transportation DBE Program</div></div><div><div>MBSDC Minority Business Supplier Development Council PR</div></div><div><div>WBENC Women's Business Enterprise National Council FL- PR</div></div><div><div>Or Other</div></div></div></div><div>Contact the agency to verify their registration is still valid. The certificates of MBE or WBE may have expiration dates that should be verified.</div><div><input type="checkbox"/>YES <input type="checkbox"/>NO Their Certificate is Valid</div><div>If one of these responses is no, then you may not use this to authorize bonus points.</div></div>

Recordkeeping: Once you complete the Section 3 Plan checklist, it is a best practice to maintain the files with the procurement documents.

You can use this checklist for completing your evaluation and documenting all the steps taken to receive the technical assistance

Name of Evaluation Committee Member:

Signature of Evaluation Committee Member:

Date Completed: