



Procurement Form (DOC)

Effective Date: 1/2/2021	Document #: FSA_PRO_DOC_0014	Revision Date: 1/12/2024	Revision#: 2
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Document Title: Business Inclusion and Diversity Program	Document Owner/Department: Procurement Team
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Business Inclusion and Diversity (B.I.D.) Program

In accordance with GLWA’s Procurement Policy, amended on November 25, 2020, all vendors responding to solicitations budgeted at \$1 million or greater will be required to submit a Business Inclusion and Diversity Plan. Please note that this requirement is applicable to all vendors whether certified as small, disadvantaged, minority-owned, women-owned, or other.

The goal of the vendor’s Diversity Plan is to demonstrate how they presented and maximized economic opportunities for qualified small, minority-owned, and economically disadvantaged business enterprises within the Great Lakes Water Authority’s service territory area.

Under the awarded contract, the plan will become part of the executed contract and may be negotiated during contract finalization. Vendor performance and B.I.D. Program compliance monitoring will be assessed during the length and completion of the contract.

B.I.D. Program Submission Requirements

1.1. B.I.D. Diversity Plan (Pass/Fail Requirement)

1.1.1. Proposed Diversity Plan — Each vendor shall provide their method for maximizing opportunities for inclusion and diversity participation for this solicitation. Good faith efforts in reporting will include the firms contacted and why they declined as well as firms recommended for award and other pertinent information.

Please complete the form included at the end of this document and attach all supporting documentation.

1.1.2. Certification Review and Assessment — Vendors must submit a copy of any certifications that they currently hold. If a vendor has certified subcontractors, then submit the subcontractor’s certifications as well.

The following certifications from a federal agency, the state of Michigan, or a Michigan local unit of government (including certifications upon which those entities might rely) will be accepted and must be submitted with the vendor’s plan. This list is not exclusive, and vendors may include other types of diversity certifications.

DBE - Disadvantaged Business Enterprise	MBE - Minority Business Enterprise
WBE- Woman Business Enterprise	SBE - Small Business Enterprise

1.1.3. Small Business Directory Resources/Registrations —

U.S. SBA - https://web.sba.gov/pro-net/search/dsp_search-help.cfm

State of Michigan - <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

Michigan United Certification Program - www.michigan.gov/mucp

MDOT Certification Program - www.michigan.gov/mdotdbe



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1.2. Economic Equity (Scored Categories) — To receive the economic equity credit, complete the B.I.D. questionnaire in Bonfire and submit with your solicitation response. A maximum of 3% points can be added to the vendor’s overall score based on the requirements below. (Please note: If GLWA is using federal funding, the economic equity criteria will not apply during the solicitation scoring process.)

1.2.1. **Business Presence in the State of Michigan — 1%** — A business presence in the State of Michigan means that a business is eligible to be a Certified Michigan Based Business as defined by the state of Michigan law: a) files a Michigan single business tax return; b) has a Michigan income tax return statement showing income generated in, or attributed to, the state of Michigan or c) withheld Michigan income tax from compensation paid to the vendors/owners and remitted the tax to the Michigan Department of Treasury. (MCL 18.1268).

1.2.2. **Business Presence in a GLWA Service Territory Area — 1%** — GLWA is a regional utility that serves communities in as many as eight counties. A business presence in a GLWA Service Territory Area indicates that the vendor’s business is located in one of the following GLWA Service Territory Areas.

Community	County
City of Flint	Genesee
Village of Almont	Lapeer
Imlay Township	Lapeer
City of Imlay City	Lapeer
City of Lapeer	Lapeer
Mayfield Township	Lapeer
Bruce Township	Macomb
City of Center Line	Macomb
Chesterfield Township	Macomb
Clinton Township	Macomb
City of Eastpointe	Macomb
City of Fraser	Macomb
Harrison Township	Macomb
Lenox Township	Macomb
Macomb Township	Macomb
Village of New Haven	Macomb
Village of Romeo	Macomb
City of Roseville	Macomb



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Community	County
Shelby Township	Macomb
City of St Clair Shores	Macomb
City of Sterling Heights	Macomb
City of Utica	Macomb
City of Warren	Macomb
Washington Township	Macomb
Ash Township	Monroe
Berlin Township	Monroe
Village of South Rockwood	Monroe
Village of Carleton	Monroe
Village of Estral Beach	Monroe
Commerce Township	Oakland
City of Farmington	Oakland
City of Farmington Hills	Oakland
City of Ferndale	Oakland
City of Hazel Park	Oakland
City of Keego Harbor	Oakland
City of Madison Heights	Oakland
City of Novi	Oakland
City of Oak Park	Oakland
Royal Oak Township	Oakland
City of Sylvan Lake	Oakland
City of Troy	Oakland
City of Walled Lake	Oakland
West Bloomfield Township	Oakland
City of Wixom	Oakland
Village of Lake Orion	Oakland
City of Rochester Hills	Oakland
City of Auburn Hills	Oakland
Orion Township	Oakland
City of Pontiac	Oakland
City of Rochester	Oakland
City of Berkley	Oakland
Village of Beverly Hills	Oakland



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Community	County
Village of Bingham Farms	Oakland
City of Birmingham	Oakland
Bloomfield Township	Oakland
City of Bloomfield Hills	Oakland
City of Clawson	Oakland
City of Huntington Woods	Oakland
City of Lathrup Village	Oakland
City of Pleasant Ridge	Oakland
City of Royal Oak	Oakland
City of Southfield	Oakland
Southfield Township	Oakland
City of Orchard Lake Village	Oakland
Burtchville Township	St. Clair
Greenwood Township	St. Clair
Augusta Township	Washtenaw
Pittsfield Township	Washtenaw
Superior Township	Washtenaw
York Township	Washtenaw
City of Ypsilanti	Washtenaw
Ypsilanti Township	Washtenaw
City of Allen Park	Wayne
City of Belleville	Wayne
Brownstown Township	Wayne
Canton Township	Wayne
City of Dearborn	Wayne
City of Dearborn Heights	Wayne
City of Detroit	Wayne
City of Ecorse	Wayne
City of Flat Rock	Wayne
City of Garden City	Wayne
City of Gibraltar	Wayne
Grosse Ile Township	Wayne
City of Grosse Pointe Park	Wayne
City of Grosse Pointe Shores	Wayne



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Community	County
City of Grosse Pointe Woods	Wayne
City of Hamtramck	Wayne
City of Harper Woods	Wayne
City of Highland Park	Wayne
Huron Township	Wayne
City of Inkster	Wayne
City of Lincoln Park	Wayne
City of Livonia	Wayne
City of Melvindale	Wayne
Northville Township	Wayne
City of Northville	Wayne
City of Plymouth	Wayne
Plymouth Township	Wayne
Redford Township	Wayne
City of River Rouge	Wayne
City of Riverview	Wayne
City of Rockwood	Wayne
City of Romulus	Wayne
City of Southgate	Wayne
Sumpter Township	Wayne
City of Taylor	Wayne
City of Trenton	Wayne
Van Buren Township	Wayne
City of Wayne	Wayne
City of Westland	Wayne
City of Woodhaven	Wayne



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1.2.3. Business Presence in an Economically Disadvantaged GLWA Service Territory Area — 1% — A business presence in an Economically Disadvantaged Service Territory Area means the vendor is in a municipality designated as having one of the five lowest median household incomes in that respective county as defined by the U.S. Census Bureau every five years.

Community
Center Line
Roseville
Eastpointe
Lapeer
Imlay
Flint
Royal Oak Charter Township
Pontiac
Hazel Park
Keego Harbor
Oak Park
Hamtramck
River Rouge
Ecorse
Detroit
Ypsilanti
Ypsilanti Charter Township
Superior Charter Township



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Please complete the following form and attach all supporting documentation.

A. Prime Vendor: Name and Contact Information (mandatory)

1. Vendor Name(s):

2. Vendor Mailing Address(es):

3. Contact Person(s) and Title(s):

4. Contact Email(s):

5. Contact Phone/Cell:

B. Prime Vendor: Diversity Certifications (if applicable)

Vendor Name	Certifying Organization	Certifying Public Agency (if applicable)	Date of Certification

C. Prime Vendor: Diversity and Inclusion Efforts Summary (mandatory)

Instructions: Provide a summary of diversity and inclusion efforts undertaken or strategies employed to maximize opportunities for small, minority-owned, and disadvantaged subcontractors on the specific GLWA solicitation to which you are responding.



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D. Prime Vendor: Targeted Outreach Efforts Summary (mandatory)

Instructions: Provide a summary of the targeted outreach efforts undertaken or strategies employed to encourage participation by small, minority-owned, and disadvantaged subcontractors on the specific GLWA solicitation to which you are responding.

E. Prime Vendor: Targeted Outreach Communications Log (mandatory)

Subcontractor Name	Certifying Organization	Date of Outreach	Subcontractor Response (bid, no bid, and why)



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F. Prime Vendor: Resources Utilized (*mandatory*)

Instructions: Please note the resources used to identify small, minority-owned, and disadvantaged subcontractors (e.g., Federal or Michigan-based databases, certification programs, websites, listservs, or advertisements).

G. Prime Vendor: Additional Diversity and Inclusion Efforts Summary (*optional*)

Instructions: Please describe or summarize below any additional diversity and inclusion efforts undertaken (as related to the specific GLWA solicitation to which you are responding) that are not addressed in the above fields.

H. Prime Vendor: Internal Diversity and Inclusion Efforts Summary (*optional*)

Instructions: Please describe below any inclusion and diversity efforts, programs, initiatives, professional associations, or awards that your organization has undertaken, belonged to, or won.



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I. Proposed Subcontractor(s) Information (mandatory)

Subcontracted Goods and/or Services	Subcontractor Name	Certifying Organization

J. Supporting Documentation (mandatory)

Instructions: Provide a short description of any supporting or supplemental documentation included with this form.

Document No.	Description
1.	
2.	
3.	
4.	
5.	
6.	