



MBECO GFE Submission – Step-by-Step Checklist

<p style="text-align: center;">Step 1: Conduct Outreach (Good Faith Efforts)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify all RI-certified MBEs for applicable scopes of work - MBECO website <input type="checkbox"/> Send outreach (email, phone, etc.) with project details and scopes – Keep a Log <input type="checkbox"/> Allow at least 10-15 business days for responses from subcontractors <input type="checkbox"/> Record all activity in a solicitation log 	<p style="text-align: center;">Step 2: Document Your Good Faith Efforts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain a complete solicitation log, including: <ul style="list-style-type: none"> <input type="checkbox"/> Subcontractor names <input type="checkbox"/> Communication method (email, phone, etc.) <input type="checkbox"/> Dates of contact <input type="checkbox"/> Notes and outcomes <input type="checkbox"/> Keep proof of outreach and response timeframe
<p style="text-align: center;">Step 3: Complete Required Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> MBE Utilization Plan (Signed & Dated) <ul style="list-style-type: none"> <input type="checkbox"/> No blank fields, No N/A entry <input type="checkbox"/> Detailed scope(s) of work included <input type="checkbox"/> Attach additional pages if needed <input type="checkbox"/> MBE Utilization Checklist (Signed & Dated) 	<p style="text-align: center;">Step 4: Gather Procurement Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include ALL the following: <ul style="list-style-type: none"> <input type="checkbox"/> Tentative Award <input type="checkbox"/> Award Letter <input type="checkbox"/> Notice of Intent
<p style="text-align: center;">Step 5: Prepare Your Submission Package</p> <ul style="list-style-type: none"> <input type="checkbox"/> Combine ALL documents into ONE complete package to email in PDF format <input type="checkbox"/> Double-check: <ul style="list-style-type: none"> <input type="checkbox"/> All documents are signed and dated <input type="checkbox"/> No missing fields on Util Plan <input type="checkbox"/> All required documents included 	<p style="text-align: center;">Step 6: Submit via Email</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send to: mbe.compliance@doa.ri.gov <input type="checkbox"/> Include identifiers in subject line (MPA / RFP / RFQ) <input type="checkbox"/> Include in email body: <ul style="list-style-type: none"> <input type="checkbox"/> Project details <input type="checkbox"/> Scope(s) of work
<p style="text-align: center;">Step 7: After Submission</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allow up to 21 business days for review <input type="checkbox"/> Ensure submission was complete (incomplete packages will be returned) 	<p style="text-align: center;">Final Confirmation</p> <ul style="list-style-type: none"> <input type="checkbox"/> All steps completed <input type="checkbox"/> Package is accurate, complete, and submitted with all required documents

Follow each step to ensure compliance and avoid delays!