



Department of Administration  
Division of Equity, Diversity & Inclusion (DEDI)  
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## **MBE CONTRACT COMPLIANCE**

### **PRIME VENDOR QUICK REFERENCE GUIDE**

#### **MBE/WBE PARTICIPATION REQUIREMENTS**

- Minimum 15% total participation (minimum 7.5% MBE / minimum 7.5% WBE) 220-RICR-80-10-2 RIGL 37-14.1
- Applies to all State-funded projects, including CMAR and PLA
- PLA or union requirements do not exempt compliance participation requirements

#### **WHEN AWARDED**

- Submit MBE Utilization Package within five (5) business days to [mbe.compliance@doa.ri.gov](mailto:mbe.compliance@doa.ri.gov)  
**(Prepare during bid process)**
- Include: Award letter, MBE Utilization Plan, Checklist, GFE documentation (if requested), Procurement ID
- Incomplete packages will not be reviewed

#### **GOOD FAITH EFFORTS (GFEs)**

- Outreach to all RI-certified firms for applicable scopes
- Document emails/calls, dates, and outcomes
- Allow minimum 15 business days for bid solicitations to subcontractors
- Use State directory; existing vendors alone are insufficient [MBE, WBE, AND VBE/SDVBE Programs | Rhode Island Office of Division of Equity Diversity and Inclusion](#)

#### **CONTACT**

- [mbe.compliance@doa.ri.gov](mailto:mbe.compliance@doa.ri.gov)