

Request for Proposal Number: \_\_\_\_\_

RFP Item Description: \_\_\_\_\_

**Affirmative Action Certification (AAC) for Minority Business Enterprises (MBE), Woman Business Enterprises (WBE) and Indiana Veteran Business Enterprise (IVBE)**

I hereby certify that my company intends to affirmatively seek out and consider certified Minority Business Enterprises (MBEs), Woman Business Enterprises (WBEs) and Indiana Veteran Business Enterprises (IVBEs) to participate as part of this proposal. I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I understand and agree that I must meet, or make good faith efforts to meet each of the goals.

If a firm is certified as both a WBE and an MBE, I understand that the firm may only be used to fulfill either the MBE goal or the WBE goal, but not both. I certify that I have consulted the following website to confirm that the MBE/WBE firms listed below are currently certified MBEs and WBEs: <http://www.in.gov/idoa/mwbe/2743.htm> and that I have consulted the following IVBE website to confirm that the IVBE firms listed are currently certified <http://www.in.gov/idoa/2862.htm>.

I certify that contact has been made with the certified firms listed below, and if my company becomes the CONSULTANT, the certified firms have tentatively agreed to perform the services as indicated. I understand that neither my company nor I will be penalized for MBE/WBE or IVBE utilization anticipated over the goal. After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the goals must have prior approval by the Indiana Department of Administration.

**I. MBE Subconsultants to be applied toward MBE goal for the RFP item:**

Certified MBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

**II. MBE Subconsultants to be utilized beyond the advertised MBE goal for the RFP item:**

Certified MBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

**III. WBE Subconsultants to be applied toward WBE goal for the RFP item:**

Certified WBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

**IV. WBE Subconsultants to be utilized beyond the advertised WBE goal for the RFP item:**

Certified WBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

**V. IVBE Subconsultants to be applied toward IVBE goal for the RFP item:**

Certified IVBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

**VI. IVBE Subconsultants to be utilized beyond the advertised IVBE goal for the RFP item:**

Certified IVBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

Estimated Total Percentage Credited toward MBE Goal: \_\_\_\_\_

Estimated Percentage of Voluntary MBE Work Anticipated over MBE Goal: \_\_\_\_\_

Estimated Total Percentage Credited toward WBE Goal: \_\_\_\_\_

Estimated Percentage of Voluntary WBE Work Anticipated over WBE Goal: \_\_\_\_\_

Estimated Total Percentage Credited toward IVBE Goal: \_\_\_\_\_

Estimated Percentage of Voluntary IVBE Work Anticipated over IVBE Goal: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*It is understood that these individual firm percentages are estimates only and that percentages paid may be greater or less as a result of negotiation of the contract scope of work.