



Department of Civil Rights

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Affirmative Action Division

Good Faith Efforts for Meeting TBE Goals by General Contractors on Developer Projects

Projects for which the City of Madison has provided financial assistance are covered by Section 39.02 of the Madison General Ordinances. This means that prime contractors are required to take all necessary affirmative steps to assure that Targeted Business Enterprises (TBEs), including those owned and operated by women and minorities, are provided the maximum feasible opportunity to participate on such projects, and are used whenever possible. Such steps include, but are not limited to:

- Attendance at the pre-bid meeting.
- Using the City of Madison's directory of certified TBEs to identify TBEs from which to solicit bids. The City of Madison TBE Directory is available at:
[http://www.cityofmadison.com/civil-rights/contract-compliance/TBE Directory](http://www.cityofmadison.com/civil-rights/contract-compliance/TBE%20Directory)
- Assuring that TBEs are solicited whenever they are potential sources.
- Referring prospective TBEs to the City of Madison Affirmative Action Division, Department of Civil Rights for certification.
- Dividing total project requirements into smaller tasks and/or quantities, where economically feasible, to permit maximum feasible TBE participation.
- Establishing delivery schedules, where requirements permit, which will encourage participation by TBEs.
- Providing TBEs with specific information regarding the work to be performed.
- Contacting TBEs in advance of the deadline to allow such businesses sufficient time to prepare a bid.
- Utilizing the bid of a qualified and competent TBE when the bid of such a business is deemed reasonable (i.e., 5% above the lowest bidder), although not necessarily low.
- Contacting TBEs which submit a bid, to inquire about the details of the bid and confirm that the scope of work was interpreted as intended.