**SPECIAL CONDITIONS- ALL CONTRACTS**

**SUPPIER DIVERSITY REQUIREMENTS**

The Supplier Diversity Program (SDP) requirements are summarized here and can be found in Contract Part 1(Notice to Contractors) and Contract Part 3 (Appendix B)

This contract includes a combined participation goal of 10.4% of the bid price for minority-owned business enterprises and women-owned business enterprises. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or do not include a reasonable amount of participation by both MBE and WBE firms to meet the combined goal, will not be considered responsive.

The contract also includes the participation of Veteran-Owned Business Enterprises (“VOBE”). The Veteran-Owned Business Enterprise participation benchmark for this contract is 3.0%.

The contractor should consider these participation goals of 10.4% MBE/WBE and 3.0% VOBE as requirements under the contract. Compliance will be monitored by DCR throughout the duration of the work and will be included as part of periodic payments, contract close-out and contractor final evaluation.

At the time of award, the contractor will be expected to provide Letter of Intent for all SDP commitments to document adherence to these requirements. Letters should be returned within Five (5) calendar days of being notified that you are the apparent low bidder for the project. Documentation should be included with required bond and insurance information and will be needed prior to contract approval and issuance of notice to proceed.

Progress will be monitored throughout the duration of the contract and SDP spending report will be required for each 3-month period (at a minimum) after issuance of NTP. The SDP spending report may be requested more frequently and may be considered a requirement for processing and approval of monthly invoices if necessary. Failure to provide quarterly reports and/or failure to adhere to the required level of SDP spending will subject the contractor to penalties including reduction of contract value and contract termination for non-compliance.

Contractors are instructed to visit the state Supplier Diversity Program site for additional information and listing of available contractors: <https://www.mass.gov/supplier-diversity-program-sdp>

The Awarding Authority reserves the right to reduce or waive the MBE or WBE participation goals established for this Contract upon written request made by a Bidder.  **Requests to reduce or waive the M/WBE participation goals for this Contract must be received by the Awarding Authority no later than ten (10) working days before the date set for the receipt of general Bids**. THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY REQUEST TO REDUCE OR WAIVE THE M/WBE PARTICIPATION GOALS FOR THIS CONTRACT THAT IS RECEIVED AFTER THESE DEADLINES.