



## URA Minority and Women Business Enterprise Narrative Requirements

Effective January 1, 2018

The Urban Redevelopment Authority of Pittsburgh (URA) is committed to diversity and inclusion within all its programs and activities, and encourages the full participation of minority and women business owners and consultants on URA affiliated projects and initiatives.

Proposals submitted to the URA must include a Minority and Women Business Enterprise Narrative (“MWBE Narrative”) detailing how the respondent plans to meet the URA’s expressed minority and women-owned business enterprise (MWBE) participation goals for the contract/project, in the event that the URA awards it to the respondent.

The URA acknowledges the City of Pittsburgh’s goal of 18 percent minority and 7 percent women business enterprise participation in planning and/or professional service activities. Therefore, all respondents are required to demonstrate and document a good faith effort to obtain MWBE participation in work performed in connection with the URA contracts.

The MWBE Narrative should be written on company letterhead and emailed to [mwbe@ura.org](mailto:mwbe@ura.org) at least 10 days prior to an initial board action. The narrative should include the following information:

- A one- or two-page summary detailing how the respondent plans to meet the 18 percent minority business enterprise (MBE) goal and 7 percent women business enterprise (WBE) goal through the incorporation of MWBE firms on the project
- Potential scope areas where work can be subcontracted, along with any outreach efforts to ensure that MWBE firms are aware of the opportunity
- A list of any MWBE firms that will be included as a part of the team or invited to bid on work
- An expressed commitment to demonstrating good faith effort to meet the URA’s MWBE goals
- An expressed commitment to remaining in communication with the URA’s MWBE Program Office staff to develop a finalized MWBE plan should the project be awarded

The MWBE Narrative should be addressed to: Diamonte Walker, director of Performance and Compliance, 200 Ross Street, 12<sup>th</sup> Floor, Pittsburgh, PA 15219.

The successful respondent will be asked to submit a final MWBE plan and subsequent tracking reports.

Any questions about MWBE requirements should be emailed to [mwbe@ura.org](mailto:mwbe@ura.org).

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