

Request Goals for a Design or Construction Project

The Municipal Construction Affirmative Marketing Program (MCAMP) and Veteran Business Program require political subdivisions to incorporate Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE)/Service-Disabled Veteran-Owned Business Enterprise (SDVOBE) goals into both the design and construction procurements for state-assisted¹ contracts for the construction, reconstruction, alteration, remodeling, repair, or demolition of any public building by any political subdivision.

Information must be provided as soon as possible to ensure goals are set properly. Allow up to 10 business days for turn-around time. **Do not procure your designer or constructor prior to receiving the assigned goals from the Supplier Diversity Office (SDO).** To request the SDO-assigned project goals, follow the instructions below.

Design Projects

Email SDO.Construction@mass.gov the following:

- Estimated total project cost
- Estimated designer fee
- Project type (House Doctor or straight design)
- Primary discipline (architecture, engineering, mechanical, etc.)
- Split between primary disciplines (ex. 60% architecture, 40% engineering)
- Copy of the RFQ/designer RFS

Construction Projects

Email SDO.Construction@mass.gov the following:

- Reconciled estimate/construction documents in CSI format
 - UniFormat estimates are not accepted.
 - These documents must be the most recent estimate available prior to bidding. If there are extenuating circumstances (e.g., fast-tracking), explain as much in the body of the email. **Do not bid out the project without the project-specific goals provided by the SDO.**
- Source of state financial assistance
- Email addresses for
 - the project owner,
 - the owner's project manager, and
 - any other individuals to be carbon copied on SDO-related correspondence

¹ That is, any funding/financial support, whether in whole or in part, provided by the Commonwealth.