

business must be certified as meeting the defining standards in §1507.2(c). To preserve the integrity and foster the objectives of the program, the Board must be satisfied that the defining standards of ownership and control are fulfilled by a tentatively identified firm. The Board's staff shall:

(1) Develop certification procedures, including procedures for certifying M/WOB firms that have previously certified their status to other government agencies and instrumentalities under criteria equivalent to the criteria under this program;

(2) If necessary, and subject to compliance with applicable requirements of law, request documentation from M/WOB firms for submission to the Board; and

(3) Review certification documents to assure that firms satisfy the definitions of §1507.2(c).

#### **§1507.5 Promotion.**

(a) The promotion of the outreach program will include the following Board staff activities:

(1) Ongoing promotion of the outreach program within the minority/women owned business community; and

(2) Ongoing promotion of the outreach program to other firms to make such firms aware of the Board's outreach program.

(b) The ongoing promotion of this program within the M/WOB community is necessary to assure awareness of the outreach program by all potential

M/WOB contractors, including newly formed M/WOB firms, and encourage their participation. The Board's contracting staff shall:

(1) Develop a promotional campaign to inform the M/WOB community of the Board's contracting needs and its commitment to involving M/WOB firms in Board contracting;

(2) Participate regularly in conferences attended by M/WOB firms to promote Oversight Board contracting opportunities;

(3) Cooperate with local agencies devoted to the promotion of minority/women owned businesses to promote Board contracting opportunities;

(4) Assist M/WOB firms in understanding and complying with the Board's contracting requirements;

(5) Assist M/WOB firms in understanding the Board's contracting needs; and

(6) Take measures to ensure that all Board staff are knowledgeable about and promote this program.

(c) Promotion of the Board outreach program to other firms interested in contracting with the Board is necessary to make such other firms aware that, under the outreach program, the Board will also ensure inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in the performance of all Board contracts, including contracts with other firms. All firms should be informed that Board contract provisions will require the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in contract performance. The Board's contracting staff shall:

(1) Develop a promotional campaign to inform M/WOB and other firms interested in contracting with the Board of the Board's policy to ensure inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in the performance and subcontracting of all Board contracts;

(2) Assist other firms in understanding and complying with Board contracting requirements respecting the inclusion of minorities and women and entities owned by minorities and women, to the maximum extent possible, in contract performance and subcontracting;

(3) Encourage other firms to work jointly with M/WOB firms for the purpose of contracting with the Board; and

(4) Take measures to ensure that all Board staff are knowledgeable about this aspect of the program.

#### **§1507.6 Solicitation and contract award guidelines.**

Board contracting shall maximize the award of contracts to M/WOB firms and other firms that provide opportunities, to the maximum extent possible, for the inclusion of minorities and

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women and entities owned by minorities and women in the performance of Board contracts. The Board's staff shall formulate and implement guidelines directed to this objective which shall include:

(a) Consideration of the capabilities of M/WOB firms, including, but not limited to, determination of delivery schedules and the timing of offers that may facilitate offers from M/WOB firms;

(b) Inclusion of M/WOB firms in the Board's contracting database, which will identify eligible firms in each service category;

(c) Solicitation for a contract of as many bids or quotes from M/WOB firms in the database as is feasible under the circumstances; the contracting officer shall also solicit offers from other firms, but for any contract for which the contracting officer does not solicit bids from M/WOB firms, the contracting officer must document the reasons therefor;

(d) Placing notices of Board contracting in newspapers and communications media directed to

M/WOB firms, where feasible, when solicitations are publicly advertised; and

(e) Development of standard contract provisions to ensure inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in the performance and subcontracting of all Board contracts.

**§ 1507.7 Oversight and monitoring.**

(a) The Board recognizes that the success of this program involves com-

mitment and leadership by senior management and by the staff. The Board pledges the continuing involvement of the Board's staff, at all levels, to make this program a success.

(b) The President of the Board shall establish an internal education program concerning the outreach program and the Board's commitment to the program.

(c) The President of the Board shall develop and implement such additional procedures as may facilitate reaching the goals of the outreach program.

(d) The Board's contracting staff shall report the results of the program to the Outreach Director on a periodic basis. Such reports shall include:

(1) The number of M/WOB firms that have participated in the contracting process, reporting separately minority owned or controlled firms and women owned or controlled firms;

(2) The number of contracts awarded to M/WOB firms, reporting separately awards to minority owned or controlled firms and to women owned or controlled firms; and

(3) Data concerning the inclusion of minorities and women, and entities owned by minorities and women, in the performance and subcontracting of contracts with M/WOB and other firms.

(e) The Outreach Director shall report to the President and the General Counsel of the Board on the implementation of the program. The President and the General Counsel of the Board, in turn, shall report to the members of the Board, annually or more frequently, on the implementation of the program.