



INSTRUCTIONS: MBE/WBE Solicitation Form

Item (1) Self-explanatory; the Contact Person should be the person familiar with the information on the Form; if the company submitting a Bid Proposal is a Certified MBE/WBE, state so in Item (3), and record the MBE/WBE Certification Number in Item (4).

Item (2) Self-explanatory; the REAA for each contract is specified in the Special Instructions to Bidders.

Item (3) All Certified MBE/WBE who were solicited must be listed, along with the name and telephone number of the person contacted at the MBE/WBE. Additionally, all Non-Minority Firms who were solicited for the same scopes of work and/or materials for which Certified MBE/WBE were solicited must be listed. Solicitations for scopes of work and/or materials which did not include any Certified MBE/WBE need not be listed.

Item (4) List the DGS Certification Number for any MBE/WBE solicited. If the MBE/WBE does not have a DGS Certification Number, list the certifying agency and any similar certifying number or identification used by that agency.

Item (5) List the scope of work and/or materials solicited; use the Technical Specification Division number, if possible and appropriate.

Item (6) Identify your estimate of the value of the scope of work and/or materials being solicited. Credit towards the REAA is only given once for each scope of work and/or materials being solicited; several solicitations for the same scope of work and/or materials are encouraged, but several solicitations for the same scope of work and/or materials cannot count more than once for the cumulative REAA.

Item (7) Identify the date the solicitation was issued; attach written evidence of that solicitation (letter or fax).

Item (8) Identify whether or not a quote was received from the solicited firm; identify the dollar value of that bid or quote; indicate whether written evidence of that quote (letter or fax) is attached; negative responses from solicited Certified MBE/WBE (letter or fax) should also be attached

Item (9) Identify whether or not your firm made a commitment based on the solicitation; indicate whether the commitment letter, either to a Certified MBE/WBE or to a Non-Minority Firm, is attached.