PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

MBE/WBE SOLICITATION FORM

Item (1) Bidder's Information

Company Name:

Address:

Contact Person:

Telephone: ( )

Item (2) Project Information

Contract Number:

Project Name:

Location:

REAA:

USE MULTIPLE SHEETS IF NECESSARY

Item (3) Firms Solicited — Company: Name, City, State, Zip Code; Contact Person: Name, Phone No.	Item (4) MBE/WBE Certification No.	Item (5) Scope of Work or Material Solicited	Item (6) Bidder's Estimated Value of Specific Scope of Work	Item (7) Date Solicited	Item (8) Quotes			Item (9) Commitments	
					Rec'd Y/N	Amount of Quote	Attach Y/N	Made Y/N	Attach Y/N

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.