



Small Business Opportunity Program
SBE Solicitation Form

SBOP Form 2
(page 1 of 2)

Copy this side of Form 2 as needed, to document SBE contacts.

§Per Part C, Section 5.3.2 of the SBO Policy (v.2009)¹, to receive credit for this Good Faith Effort, a Proposer must make the required contacts no less than **14 Days** before the Proposal Due Date adhering to the Solicitation Method and Solicitation Content defined.

A Proposer must submit **SBOP Form 2** within the time specified in the City Solicitation Documents. If no time period is specified in the City Solicitation Documents, a Proposer must submit Form 2 within three (3) **Business Days** after the City requests it.

ALL supporting documentation, reflecting the Solicitation methods and content, must be submitted at the same time as SBOP Form 2.

Proposer Name:		Proposal Due Date:	
Project Name:			
Project Number:		MINIMUM SBE Contacts:	

SBE Firm:		Contact Person:	
Scope of Work:		NIGP Commodity Code:	
Initial Contact: ²	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Courier	
Follow-up: ³	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Phone <input type="checkbox"/> In person Contact Person: _____	
Response:	<input type="checkbox"/> No response <input type="checkbox"/> Not bidding <input type="checkbox"/> Is bidding \$_____		<input type="checkbox"/> Other (<i>explain</i>)
Selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SBE Firm:		Contact Person:	
Scope of Work:		NIGP Commodity Code:	
Initial Contact: ²	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Courier	
Follow-up: ³	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Phone <input type="checkbox"/> In person Contact Person: _____	
Response:	<input type="checkbox"/> No response <input type="checkbox"/> Not bidding <input type="checkbox"/> Is bidding \$_____		<input type="checkbox"/> Other (<i>explain</i>)
Selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SBE Firm:		Contact Person:	
Scope of Work:		NIGP Commodity Code:	
Initial Contact: ²	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Courier	
Follow-up: ³	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Phone <input type="checkbox"/> In person Contact Person: _____	
Response:	<input type="checkbox"/> No response <input type="checkbox"/> Not bidding <input type="checkbox"/> Is bidding \$_____		<input type="checkbox"/> Other (<i>explain</i>)
Selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SBE Firm:		Contact Person:	
Scope of Work:		NIGP Commodity Code:	
Initial Contact: ²	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Courier	
Follow-up: ³	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Phone <input type="checkbox"/> In person Contact Person: _____	
Response:	<input type="checkbox"/> No response <input type="checkbox"/> Not bidding <input type="checkbox"/> Is bidding \$_____		<input type="checkbox"/> Other (<i>explain</i>)
Selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SBE Firm:		Contact Person:	
Scope of Work:		NIGP Commodity Code:	
Initial Contact: ²	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Courier	
Follow-up: ³	<i>Date:</i>	<i>Method:</i> <input type="checkbox"/> Phone <input type="checkbox"/> In person Contact Person: _____	
Response:	<input type="checkbox"/> No response <input type="checkbox"/> Not bidding <input type="checkbox"/> Is bidding \$_____		<input type="checkbox"/> Other (<i>explain</i>)
Selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

¹ SBO Policy v.2009

² Telephone and In-Person contacts are not acceptable methods of communication for Initial SBE Contacts.

³ Follow-up contacts are to be conducted by Phone or In-Person.

As part of a Proposer's Good Faith Efforts (GFE) documentation, this Form 2 allows Proposers to record SBE firms contacted, negotiated, and/or contracted with. Per Part C, Section 4.3 of the SBO Policy (v.2009):

Good Faith Negotiation All Proposers that fail to meet the SBE Goal must negotiate in good faith with each SBE that responds to the Proposer's solicitations and each SBE that contacts the Proposer on its own accord. ("Interested SBEs")

Interested SBEs listed on Form 2 whom the Proposer does not ultimately contract with, may need to be documented on an accompanying Good Faith Negotiation Form (**SBOP Form B**), providing the rationale as defined in Part C, Section 4.4 of the SBO Policy (v.2009). The documentation of Form B should occur in the following manner:

- One (1) Form B will need to be completed for each subcontracting or subconsulting opportunity in which SBE(s) submitted a bid or proposal for, and for which an SBE was **not** chosen to perform that work.
- Proposers must provide such forms and information within the time period specified by the City.
- Failure to comply with these requirements shall constitute grounds for rejecting a Proposal.

Follow-Up Contacts: SBE contacts listed on this Form 2, for which the "Follow Up" check-box is marked would also need to comply with Part C: Section 5.3.13 of the SBO Policy (v.2009) in order to qualify for the Good Faith Effort points available for that effort.

The undersigned certifies that the information submitted on this SBOP Form 2 is true and accurate as of the date indicated below.

The undersigned further certifies that contacts by U.S. Postal Service, telephone conversations and in person contacts documented on this Form 2 were made in accordance with the requirements of Part C, Section 5.3.2 and 5.3.13 of the SBO Policy and that this shall satisfy as the affidavit confirming such contacts.

Company

Signature of Authorized Official

Title

Submittal Date