



Notice of Intent to Award

Solicitation Number	354250	Award Date	12/6/2023 5:07 PM CST
Solicitation Title	General Benefit Consulting Services		
Buyer Name	Brad Wall	Buyer Email	brad.wall@nashville.gov
BAO Rep	Evans Cline	BAO Email	evans.cline@nashville.gov

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Deloitte Consulting LLP	Company Contact	Kelley Lewis	
Street Address	424 Church Street Suite 2400			
City	Nashville	State	TN	Zipcode 37219

Company Name		Company Contact		
Street Address				
City		State		Zipcode

Company Name		Company Contact		
Street Address				
City		State		Zipcode

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable. No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable. No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

MHL
 _____ Supervisor (Initial)
Michelle A. Hernandez Lane

 Michelle A. Hernandez Lane
 Purchasing Agent & Chief Procurement Officer

RFQ: 354250 General Benefit Consulting Services

Offeror	Deloitte Consulting LLP
Cost (30 Points)	30.00
Firm Experience and Qualifications (15 Points)	15.00
Team Experience and Qualifications (25 Points)	25.00
Project Approach and Process (30 Points)	30.00
Total	100.00

Evaluation Comments

Deloitte Consulting LLP
<p>Strengths - Overall responses were clear and demonstrated vendor has the experience and resources to serve Metro. Vendor listed a large number of health and welfare resource within their company that Metro could access when issues and/or questions arise. Staff assigned to Metro’s account have years of experience and understand Metro’s needs. The vendor response shows they understand the health and welfare issues facing large cities today including benefits plans, rate setting, etc. The vendor demonstrates they have a communication group for Metro to work with when Metro needs to send out information and/or brochures, guides, etc., to its members. Vendor demonstrated ways they stay abreast of new laws and their impact to Metro. Vendor has a strong ability to keep Metro up to date on federal, state and local compliance issues. Vendor has ability to assist with mass benefit communication projects with their six-step communication methodology. Vendor has ability to provide strategic workforce planning process. Overall proposal is acceptable to Metro.</p>
Weaknesses - N/A



Metropolitan Government of Nashville and Davidson County

Equal Business Opportunity (EBO)

Subcontractor Inclusion Bid Submission Checklist

For use on Solicitations with MBE and WBE Subcontracting Goals

Please be sure the following items are completed and included in your bid response for a bid with MBE and WBE subcontracting goals. Failure to submit all the forms required below will result in a bid being deemed “Non-Responsive” by Metro Procurement and/or BAO:



Form Name/Description	Required?	Completed
Statement of MWBE Utilization	Yes	<input checked="" type="checkbox"/>
Statement of Interested Subcontractors/Vendors.	Yes	<input type="checkbox"/>
Statement of Bid Proposals/Price Quotations	Yes	<input checked="" type="checkbox"/>
Good Faith Efforts Summary Sheets (applicable if MWBE utilization doesn't meet the established goals)	Yes; if applicable	<input type="checkbox"/>

It is highly recommended that you review the Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) Instructions Contained within this packet prior to completing and submitting the required forms to ensure that you are adhering to the Equal Business Opportunity (EBO) program requirements. Failure to adhere to the EBO program requirements in submitting the required forms may cause your bid to be deemed non-responsive.

INSTRUCTIONS

The requirements of Title 4 of the Metropolitan Code, BL2018-1419 are a part of this contract and are incorporated by reference. **THE FAILURE OF ANY BIDDER/PROPOSER, CONTRACTOR, OR SUBCONTRACTOR TO COMPLY WITH BL2018-1419 AND THE IMPLEMENTING REGULATIONS SHALL BE A BREACH OF CONTRACT.**

Highlights of Metro Nashville's Equal Business Opportunity (EBO) program are noted below. A complete copy of BL2018-1419 and the implementing regulations are available on the website at: <https://www.nashville.gov/Metro-Clerk/Legislative/Ordinances/Details/0ac32c47-2f7f-490f-ba86-5a5edab9edf1/2015-2019/BL2018-1419.aspx> or by request from the Office of Minority and Women Business Assistance.

1. BID/PROPOSAL REQUIREMENTS

Bid/Proposal must include a commitment to utilize MBEs and WBEs at a percentage that equals or exceeds the contract goals indicated in the contract specifications. Bidder/Proposer must submit the following completed documents WITH THE BID/PROPOSAL:

Statement of MWBE Utilization Plan
Statement of Interested Subcontractors/Vendors
Statement of Bid Proposals/Price Quotations

Good Faith Efforts Summary Sheets (if applicable)

Any bid/proposal that does not include a completed Statement of MWBE Utilization, Statement of Interested Subcontractors/Vendors, or Statement of Bid Proposals/Price Quotations will be considered non-responsive to the minimum requirements of the solicitation. **(see BL2018-1419, 4.46.070 Bid Requirements)**

Bidder/Proposer must provide a record of its Good Faith efforts to obtain MBE and WBE participation if bid/proposal doesn't commit to utilize MBEs and WBEs at a percentage that equals or exceeds the required MBE and WBE subcontractor goals **(see 4.46.080 Evaluation of Bid for Program Compliance C & D)**

2. VERIFYING CERTIFICATION

Bidder/Proposer is responsible for verifying that each MBE and WBE to be used on a contract is registered with Metropolitan Government of Nashville & Davidson County and certified by one of Metro Nashville's Reciprocal Certification entities at the time of the bid opening/proposal submission. The MBEs and WBEs named must be certified to provide the services that they are listed to perform, and those services must be required as part of the work on this contract. A directory of certified MBE and WBE firms are available online at <https://nashville.diversitycompliance.com/>.

3. COUNTING MBE AND WBE PARTICIPATION

a) Participation of M/WBEs

A business enterprise that is certified as both an MBE and WBE (M/WBE) may not be counted toward both MBE and WBE goals for the same project. The bidder/proposer must select the goal to which the business enterprise is to be counted.

b) Credit for Self-Performance

A bidder/proposer that is an MBE or WBE may not count the work it intends to perform with its own forces toward the applicable MBE or WBE goal.

c) Commercially Useful Function

The bidder/proposer may count toward the contract goals only expenditures to MBEs and WBEs that perform a commercially useful function in the execution of the contract.

Commercially Useful Function: Means performance or provision of real and actual services by a Participant under a contract with the Metropolitan Government or under a subcontract with another business enterprise under a contract with the Metropolitan Government. In determining whether a business is performing a commercially useful function, the following non-exclusive factors will be considered:

1. the nature and amount of work contracted;
2. whether the MWBE has the skill and expertise to perform work for which it has been certified;
3. whether the MWBE performs, manages and supervises the work;
4. whether the MWBE intends to purchase commodities and/or services from a non-MWBE and simply resell same to the general or prime contractor for the purpose of allowing those commodities and/or services to be counted towards assessment of a Benchmark or fulfillment of a goal (if implemented);
5. standard industry practices relating to the use of subcontractors. Consistent with standard industry practices, a MWBE subcontractor may enter into second tier subcontracts provided that no more than twenty-five percent of the work thereunder will be performed by a non-MWBE unless the subcontractor demonstrates to the satisfaction of the Metropolitan Government that the subcontracting arrangement is consistent with standard industry practice. **(4.46.020**

Definitions)

d)Supplier Participation:

Where a Participant utilizes suppliers to satisfy the goal(s) in whole or in part, the MWBE suppliers must perform a commercially useful function. Supplier participation may be approved upon review of the following factors:

- i. the nature and amount of supplies to be furnished;
- ii. whether the MWBE is a manufacturer, wholesaler or distributor of the supplies and has the capabilities to deliver same in accordance with its certification;
- iii. whether the MWBE performs, manages and supervises the work to furnish the supplies; and

whether the MWBE intends to purchase supplies from a non-MWBE and simply resell same to the general or prime contractor for allowing those supplies to be counted towards fulfillment of the goal(s). **(4.46.060 Annual Aspirational Goal and Project-By-Project Goals, D3)**

e) Joint Ventures

A bidder/proposer may count toward the contract goal the portion of its expenditure to a joint venture that is equal to the percentage of the MBE or WBE participation in the joint venture. **(4.46.060 Annual Aspirational Goal and Project-By-Project Goals, D4)**

Joint Venture: Means an association of two or more independent persons, partnerships, corporations (or any combination of them) formed, consistent with the laws of the State of Tennessee, to perform one or more specific contracts limited in scope and duration. . **(4.46.020 Definitions)**

f) Good Faith Efforts

If a bidder/proposer is unable to comply with the contract goal, the bidder/proposer may submit Good Faith Efforts Summary Sheets with their bid. Good Faith Efforts will only be considered If the Bid submitted by the First Ranked Bidder in response to a solicitation issued by the Purchasing Agent includes the documents required by Section 4.46.070 of BL2018-1419, and if the Bidder has not met the applicable goal Approval of Good Faith Efforts shall not be granted unless the Good Faith Efforts Summary Sheets include documentation that demonstrates good faith efforts to meet the goals **(4.46.080 Evaluation of Bid for Program Compliance)**



Statement of M/WBE Utilization

Proposer's/Firm's Name: Deloitte Consulting LLP	Proposer's Phone #: 615-500-5329
Solicitation Title: General Benefit Consulting Services	Proposer's Email Address: angelawatts@deloitte.com
Solicitation #: 354250	Amount Self-performed : \$4,054,775
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: \$4,429,775
Proposed EBO Goal (%) : 4 <u> </u> MBE% 4 <u> </u> WBE%	EBO Goal Met? (Y/N) NO

The following MWBE* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

MBE/WBE Firm Name		MBE/WBE Firm Address		Certificate		Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
				Type (MBE or WBE)	* MBE/WBE Group Type *				
1	High Fidelity Communications, LLC	265 Sunrise Ave, Nashville, TN 37211	615-512-8899	WBE	1	8211700 and 82141500	Creative Writing and Art Design Services	\$375,000	8.5%
2				Select	Select				
3				Select	Select				
4				Select	Select				
5				Select	Select				
6				Select	Select				
7				Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature) Angela Watts, Managing Director	Date 11/27/2023
<i>Angela Watts</i>	

*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

For Internal Office Use ONLY Has Prime Complied with EBO Goal? NO <input type="checkbox"/>	If No, Good Faith Efforts Met? YES <input type="checkbox"/>
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BAO Representative: Evans Cline/Christopher S. W Metro Buyer: Brad Wall Project Manager: HR Date: 10/27/23

Total MBE Subcontracting	0	%	\$	0
Total WBE Subcontracting	8.5	%	\$	375,000
Total MBE/WBE Participation:	8.5	%	\$	375,000

BAO Notes:



EQUAL BUSINESS OPPORTUNITY PROGRAM FORM

Please complete this form to provide Metro with information regarding each individual or entity requesting information about the project or solicited for participation on the project. The list of subcontractors shall include those persons who did not actually submit a price quotation or bid, rather just requested information. Please contact the Business Assistance Office with any questions at 615-880-2814.

Project Name General Benefits Consulting Services

RFP/ITB Number 354250

Part I STATEMENT OF INTERESTED M/WBE SUBCONTRACTORS AND VENDORS

As part of our regular and customary good faith efforts to include MWBE subcontractors, suppliers and joint venturers,
Deloitte Consulting LLP **has contacted or was contacted by the following certified MWBEs related to our bid/proposal.**
 (Company Name)

<i>Business Name & Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Date of Contact</i>	<i>Method of Contact</i>	<i>Who Initiated Contact?</i>	<i>UNSPS Code # for work to be performed</i>	<i>Information Requested</i>
Broadwater And Associates Group, Inc.	615-256-6707	MBE	11/08/23	Phone and email	Deloitte Consulting	82121507	Capabilities, experience, pricing
High Fidelity Communications, LLC	615-512-8899	WBE	10/30/23	Phone	Deloitte Consulting	8211700 and 82141500	Capabilities, experience, pricing

Part II STATEMENT OF BID/PRICE QUOTATION

This Statement shall include only those potential subcontractors not selected that actually submitted a bid or proposal for the project.

<i>Business Name & Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Dollar value</i>	<i>Estimated % of total contract value</i>	<i>UNSPS Code # for work to be performed</i>	<i>Work Requested To Be Performed</i>
Broadwater And Associates Group, Inc.	615-256-6707	MBE	\$66,365	1.5%	82121507	Printing of the annual enrollment materials that Metro HR will request each year

Name Angela Watts

Title Managing Director

Date 11/27/2023

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR/JV



This form is to be completed and submitted by the apparent successful participant by the end of the second business day following notice of intent to award from Metro.

Project Name/RFQ #:

Established Subcontractor Participation
Goals: MBE/WBE% _____ SBE/SDV%

Total Contract Value:

PRIME CONTRACTOR INFORMATION

Prime Name:

Project Mgr:

Phone #:

Email:

Prime Company Address:

City: Nashville

State: TN

Zip Code:

SUBCONTRACTOR/JV INFORMATION

Subcontractor/JV Name:

Project Mgr:

Phone #:

Email:

Sub/JV is a (check) MBE/WBE: SBE/SDV: Joint Venture:

Sub/JV Company Address:

City:

State:

Zip Code:

BID, MBE/WBE and SBE/SDV PARTICIPATION

Total value of M/WBE or SBE/SDV participation under this Subcontractor/Joint Venture Agreement is:

MBE/WBE Participation: Dollar Amount

Percentage

SBE/SDV Participation: Dollar Amount

Percentage

Check One: Will Meet MBE/WBE Participation Goal

Will **NOT** Meet MBE/WBE Participation Goal

Detailed description of work items to be performed:

THIS PLAN MUST BE SIGNED BY BOTH PRIME AND SUBCONTRACTOR/JOINT VENTURER

I certify that the information included in this Letter of Intent to Perform as a Subcontractor/Joint Venture is true and complete to the best of my knowledge and belief. I further understand and agree that this is a written agreement between the Prime and Subcontractor/JV for the work described upon award and execution of a contract with Metropolitan Government of Nashville and Davidson County.

Print Name and Title of Prime

Print Name and Title of Subcontractor/JV

Signature

Signature

Date: 11/27/2023

Date:

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

SUMMARY SHEET

THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL
(Due with Bid Submission if Applicable)

Project Name: General Benefits Consulting Services		Project Number: 354250	
Company Name: Deloitte Consulting LLP		Date Submitted: 11/27/2023	Total Contract Value: \$4,429,775
Address: 1033 Demonbreun St., Suite 400, Nashville, TN 37203		Federal Tax ID# 06-1454513	
Contact Person: Angela Watts	Email: angelawatts@deloitte.com	Phone #: 615-500-5329	

GOOD FAITH EFFORTS SUMMARY SHEET

Number	Bidder Action(s)	BAO Only
1.	<p>Solicitation and written notice to available and certified MWBEs: Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ul style="list-style-type: none"> I. Enough information about the plans, specs, and terms & conditions of the solicitation; II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract; III. Information regarding the Bidder's bonding requirements; IV. The deadline for submission of price quotations. 	<p>Pass <input type="button" value="v"/></p>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
	MBE	Printing	Email	Submitted bid but was cost prol	\$66,365	NO
	WBE	Creative Writing and Art Design Services	Phone	Interested; submitted bid	\$328,000	YES

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

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GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST		
Number	Bidder Action(s)	BAO Only
2.	Meetings: Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	Pass <input type="checkbox"/>

List all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable
No meetings were held. We searched Metro's directory of WBE for creative writing and graphic design and MBE for printing.	After searching the directory, we did outreach to the one MBE printing co. that appeared to have the	
	capability to meet the requirements to provide the type of printing Metro HR needs for their Annual Enrollment of benefits	
	communications	

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

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Company Name: Deloitte Consulting LLP	Date Submitted: 11/27/2023	Total Contract Value: \$4,429,775
Address: 1033 Demonbreun St., Suite 400, Nashville, TN 37203		Federal Tax ID# 06-1454513
Contact Person: Angela Watts	Email:	Phone #: 615-500-5329
GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST		
Number	Bidder Action(s)	BAO Only
3.	Unbundling. Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	Pass <input type="button" value="v"/>

What Scope of Project Was Divided?

1. Creative writing and graphic design	2. Printing
3.	4.
5.	6.

METROPOLITIAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

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GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST

Number	Bidder Action(s)	BAO Only
4.	Rejection: Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	Pass <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection
Broadwater And Associates Group, Inc./ 3904 Hillshire Dr., Nashville, TN/ Ernest Broadwater/ 615-256-6707/ ernest.broadwater@broadwaterprint.com	Printing Metro's employee Annual Enrollment materials	Cost prohibitive. The printing co. that has been printing
		Metro's AE materials for the last 10 years provided lower quote
		than Broadwater quote.

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Contact Person: Angeia Watts	Email:	Phone #: 615-500-5329	

GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST

Number	Bidder Action(s)	BAO Only
5.	Non-discrimination: Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Pass <input type="checkbox"/>

For each training, list the type of training and date.

Type of Training	Date of Training
Ethics and Professional Conduct	09/06/2023
Integrity in the Workplace	04/15/2022
Preventing Workplace Harassment	10/30/2022
Preventing Workplace Harassment	11/06/2023

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GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST

Number	Bidder Action(s)	BAO Only
6.	Community and Other Organizational Services Support: Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	N/A <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Publication Name	Date of Publication	Please provide copy.
Not applicable. There is no trade publication for General Benefits		
Consulting to advertise for creative writing, graphic design and printing.		

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Number	Bidder Action(s)	BAO Only
7.	Assistance: Bonding/Lines of Credit/Insurance: Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	N/A <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance
Not applicable for General Benefits Consulting	

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8.	Database Utilization Accessed all reasonable and available means to include, but not limited to the following examples: https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx or https://nashville.diversitycompliance.com/	Pass <input type="checkbox"/>

For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Database Accessed	Date of Access	Results
https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx	10/27/23	Used to outreach to vendors

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Address: 1033 Demonbreun St., Suite 400, Nashville, TN 37203		Federal Tax ID#: 06-1454513	
Contact Person: Angela Watts		Email:	Phone #: 615-500-5329

GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST

Number	Bidder Action(s)	BAO Only
9.	Mentor Protégé' Relationship/Technical Assistance: Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	N/A 

For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature: Angela Watts Print Name: Angela Watts Title: Managing Director