



Metropolitan Government of Nashville Procurement Non-discrimination Program Form Submission Procedures

Demonstrating compliance with the Procurement Non-discrimination Program requires the submission of the following forms: **PLEASE NOTE ALL OUTREACH MUST BE CONDUCTED PRIOR TO THE SUBMISSION OF A RESPONSE TO METRO. NO OUTREACH CONDUCTED AFTER THE SUBMISSION OF THE BID OR PROPOSAL WILL BE CONSIDERED ACCEPTABLE.**

1. **Statements of Interested, Notified, and Successful Subcontractors** – This completed form is required at the time of bid/proposal submission to provide Metro with information regarding your outreach efforts. The first section of this form should list those firms that have contacted you as well as those with whom you have made contact regarding potential participation on this project. The second section of this form should list the MWBE subcontractors with whom you have decided to work with on this project if awarded. Also, only MWBE firms certified by certifying entities recognized by Metro can be considered for GFE outreach. NOTE: OUTREACH MUST BE DONE IN WRITING. EMAILS ARE RECOMMENDED. INCLUDE A COPY OF THE EMAIL SENT OR OTHER DOCUMENTATION OF WRITTEN OUTREACH WITH YOUR RESPONSE. IF YOU REACH OUT INITIALLY VERBALLY, YOU MUST FOLLOW UP WITH A WRITTEN METHOD. OUTREACH MUST BE CONDUCTED PRIOR TO SUBMISSION OF RESPONSES.

Submitted forms should be fully completed and specify the MWBE company names, individual(s) contacted, date contacted, M/WBE Certificate Type, percentage of total contract value to be awarded, a description of the work to be performed, and the UNSPS Code of the work. A copy of the codes can be provided upon request to the BAO.

NOTE: Reasons for declining offers made by potential MWBE partners must be noted on this form. If a bid was submitted by the MWBE, the amount of the bid must be included on this form.

This form must be signed by a principal of your company and dated. **ALL MWBE PARTNERS PROPOSED TO BE USED MUST ALSO BE INCLUDED SEPARATELY ON THE APPROPRIATE SUBCONTRACTOR FORM REQUIRED BY THE SOLICITATION.**

2. **Letter of Intent to Perform as a Subcontractor/Joint Venture**--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.** It should specify the names of the MWBE's with whom the prime contractor intends to subcontract or joint venture. Additionally it should detail the work to be performed, the total value of the MWBE participation on the contract in dollars and percentage and must be signed by both the MWBE subcontractor/joint venture partner AND the prime contractor and dated.

NOTE: A separate Letter of Intent to Perform as a Subcontractor/Joint Venture form must be completed for each individual MWBE subcontractor/joint venture partner noted on Part II of the Statements of Interested, Notified, and Successful Subcontractors.

Any additional questions regarding required detail and documentation to demonstrate Procurement Non-discrimination Program compliance should be directed to the Business Assistance Office at 615-880-2814. Please specify the RFP/ITB to which the question is applicable.



STATEMENTS OF INTERESTED, NOTIFIED AND SUCCESSFUL SUBCONTRACTORS

Please complete this form to provide Metro with information regarding your outreach efforts. OUTREACH MUST BE CONDUCTED PRIOR TO THE SUBMISSION OF YOUR RESPONSE TO METRO. NO OUTREACH CONDUCTED AFTER THE RESPONSE IS SUBMITTED WILL BE CONSIDERED ACCEPTABLE UNLESS OTHERWISE INDICATED BY METRO. Please include information appropriately regarding those certified MWBEs that you contacted, who contacted you and those that you have decided to work with on this project. Please add additional copies of this sheet as necessary so that you may list ALL MWBEs with whom you've had contact. Please contact the Business Assistance Office with any questions at 615-880-2814. Part I of this form must be completed and Part II should be completed if you have identified MWBE firms with whom you will work on this project.

Project Name _____

RFP/ITB Number _____

As part of our regular and customary good faith efforts to include MWBE subcontractors, suppliers and joint venturers, _____ has delivered written notice to the following 3 certified MWBEs related to our bid/proposal. Any MWBEs who contacted our company are also listed.

Part I

Table with 8 columns: Business Name & Contact, Phone No, MBE/WBE Certificate Type, Date of Contact, Method of Contact, Who Initiated Contact?, Offer Accepted or Declined, Reason(s) for Declining.

*STATEMENT OF BID/PRICE QUOTATION

Having submitted a Proposal/bid for the above referenced project, if awarded the resulting contract or Purchase Order, _____ advises that contingent upon award of the contract to our company, our subcontractor, suppliers, or joint venture partnership participation is projected to be as follows:

Part II

Table with 7 columns: Business Name & Contact, Phone No, MBE/WBE Certificate Type, Dollar value, Estimated % of total contract value, UNSPS Code # for work to be performed, Work to be performed.

Name _____ Title _____

Date _____

