



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.



GOOD FAITH EFFORTS

Subject: Proposal for _____
(Name of Project)

Pursuant to the requirements for Participants under the Procurement Non-Discrimination Program, and in consideration of the privilege to submit Proposals on contracts funded, in whole or in part, by the Metropolitan Government, I/We, attest that I/We have made the following efforts to ensure that potential MWBE subcontractors were notified of the opportunity to participate as a subcontractor or joint venturer on this project.

- _____ I/We have made efforts to include MWBE's, certified by certifying entities recognized by the Metropolitan Government, in the procurement process and to ensure that businesses are not discriminated against on the basis of race, ethnicity or gender;
- _____ I/We have delivered appropriate notice to three available MWBEs certified by certifying entities recognized by the Metropolitan Government for each potential subcontracting or supply category in the Contract AND all potential subcontractors or vendors which requested information on the Contract.
- _____ I/We have provided all potential subcontractors or vendors with adequate and timely information as to the plans and specifications of this project as well as information necessary to provide a bid or quote as well as and the last date and time for receipt of price quotations.

Additionally, _____ has made the following Good Faith Efforts to include MWBEs as subcontractors or joint venturers on this project.

- _____ I/We have attended a special meeting called to inform business and individuals of subcontracting or supply opportunities.
- _____ I/We have, in accordance with normal industry practices, divided the contract into economically feasible segments that can be performed by a MWBE.
- _____ I/We have provided a written explanation for rejection of any potential subcontractor or vendor to the BAO, included the name of the firm proposed to be awarded the subcontract or supply agreement, where price competitiveness is not the reason for rejection.
- _____ I/We have actively solicited, through sending letters or initiating personal contact, MWBEs in all feasible and appropriate categories providing subcontracting opportunities for the contract under consideration.
- _____ I/We have utilized the services of available community organizations and associations, contractors' groups, and trade associations known to publicize contracting and procurement opportunities, for the purpose of obtaining assistance in the contacting and recruitment of MWBEs for the Metropolitan Government contract under consideration.

_____ I/We have advertised in publications of general circulation in the Nashville Metropolitan Statistical Area (“MSA”), trade publications and other media owned by, or otherwise focused or marketed to MWBEs, and the advertisement identifies and describes the specific subcontracting or other opportunity in reasonable detail.

_____ I/We have conducted discussions with interested MWBEs in good faith, and provided the same willingness to assist MWBEs as has been extended to any other similarly situated subcontractor.

_____ I/We have taken steps to ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the obligation to maintain a non-discriminatory work environment, free of harassment, intimidation and coercion at all construction sites, offices and other facilities to which employees are assigned to work.

Printed Name of Company Official

Date

Signature

Title of Company Official

Full Company Name

Mailing Address

Area Code/Phone Number

City, State, Zip

Please contact the Business Assistance Office (615) 880-2814 with any questions about information which may be required.



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 _____

