

METROPOLITAN NASHVILLE PUBLIC SCHOOLS DIVERSITY BUSINESS ENTERPRISE PROGRAM

2001 DBE FORM - OFFEROR'S OUTREACH DOCUMENTATION

INSTRUCTIONS				COMPANY NAME	
PLEASE RESPOND TO ALL QUESTIONS IN BOTH SECTIONS OF THIS FORM. Use this form to record your OUTREACH EFFORTS to achieve DBE participation in this solicitation. The information recorded on this form will be evaluated to determine your compliance with MNPS Diversity Business Enterprise Program requirements. Failure to respond to all questions and submit this form may result in a non-responsive offer. <i>NOTE: If your business is classified as a minority, women, small, or service-disabled-owned business, you are NOT exempt from completing this form. As a responder to this procurement, you must make an effort to reach out to DBEs. Further, if you are a DBE, DO NOT list your company as being outreached to in the section below.</i>				COMPANY ADDRESS <i>(City, State, Zip)</i>	
				COMPANY CONTACT NAME & PHONE#	
				RFQ NUMBER & TITLE	
Is your company certified as a DBE?		"If Yes" indicate your *DBE Classification		Certification Agency's Name	

***DIVERSITY BUSINESS ENTERPRISE CLASSIFICATIONS CODES**

1=African American Female, 2=African American Male, 3=Asian Female, 4=Asian Male, 5=Hispanic Female, 6=Hispanic Male, 7=Native American Female, 8=Native American Male, 9=WBE, 10=SBE, 11=SDVBE

1. DBE COMPANY/ADDRESS (City, State, Zip)			*DBE CODE	NAME OF PERSON CONTACTED	DATE OF CONTACT	TYPE OF SERVICES/SUPPLIES SOLICITED	
OUTREACH EFFORTS Based on your method of communication with the DBE, check the appropriate box(s) below.					DBE RESPONSE TO OUTREACH EFFORTS <i>(Indicate below "Yes" or "No")</i>		Indicate why bid was not valid/not accepted **(See instructions on Page 2)
Via Telephone	Face-to Face	Email	DBE Email Address	Responded to Outreach Efforts	Submitted Bid	Valid Bid	

2. DBE COMPANY/ADDRESS (City, State, Zip)			*DBE CODE	NAME OF PERSON CONTACTED	DATE OF CONTACT	TYPE OF SERVICES/SUPPLIES SOLICITED	
OUTREACH EFFORTS Based on your method of communication with the DBE, check the appropriate box(s) below.					DBE RESPONSE TO OUTREACH EFFORTS <i>(Indicate below "Yes" or "No")</i>		Indicate why bid was not valid/not accepted **(See instructions on Page 2)
Via Telephone	Face-to Face	Email	DBE Email Address	Responded to Outreach Efforts	Submitted Bid	Valid Bid	

3. DBE COMPANY/ADDRESS (City, State, Zip)			*DBE CODE	NAME OF PERSON CONTACTED	DATE OF CONTACT	TYPE OF SERVICES/SUPPLIES SOLICITED	
OUTREACH EFFORTS Based on your method of communication with the DBE, check the appropriate box(s) below.					DBE RESPONSE TO OUTREACH EFFORTS <i>(Indicate below "Yes" or "No")</i>		**Indicate why bid was not valid/not accepted (See examples of reasons on Page 2)
Via Telephone	Face-to Face	Email	DBE Email Address	Responded to Outreach Efforts	Submitted Bid	Valid Bid	

4. DBE COMPANY/ADDRESS (City, State, Zip)			*DBE CODE	NAME OF PERSON CONTACTED	DATE OF CONTACT	TYPE OF SERVICES/SUPPLIES SOLICITED	
OUTREACH EFFORTS Based on your method of communication with the DBE, check the appropriate box(s) below.					DBE RESPONSE TO OUTREACH EFFORTS <i>(Indicate below "Yes" or "No")</i>		Indicate why bid was not valid/not accepted **(See instructions on Page 2)
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7. DBE COMPANY/ADDRESS (City, State, Zip)			*DBE CODE	NAME OF PERSON CONTACTED	DATE OF CONTACT	TYPE OF SERVICES/SUPPLIES SOLICITED	
OUTREACH EFFORTS Based on your method of communication with the DBE, check the appropriate box(s) below.					DBE RESPONSE TO OUTREACH EFFORTS (Indicate below "Yes" or "No")		Indicate why bid was not valid/not accepted **(See instructions on Page 2)
Via Telephone	Face-to Face	Email	DBE Email Address	Responded to Outreach Efforts	Submitted Bid	Valid Bid	

****INSTRUCTIONS:** Below are "reasons" to explain why the bid was invalid or not accepted. This information is used to provide feedback to DBEs. Equipped with the information, DBEs will have a clearer understanding of why their bid was unsuccessful and some valuable insights into where improvements can be made. Further, feedback allows DBEs to learn from the exercise and understand their strengths and weaknesses, which can be used when submitting their next bid.

EXAMPLE: (1) Price not in line with budget, (2) Unclear offering of price, (3) Unable to meet schedule, (4) Lack of necessary expertise, (5) Inadequate experience, (6) Did not conform to the applicable specifications, (7) No response to the request to clarify the bid (8) If other reason(s) please explain.

VERIFICATION STATEMENT: By signing below, I certify that all information provided is accurate. This form documents the contractor/supplier named above claim of DBE outreach. I understand that if I fail to provide this required form, my offer may be deemed "non-responsive," and I may be denied the contract award.

COMPANY NAME		DATE	
SIGNATURE OF CERTIFYING OFFICIAL		TITLE	