

**SDB-2**  
**SDB PARTICIPATION SUBMITTAL**

**CHECK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.**

*Click on bold titles to navigate to that specific page.*

**I agree to meet the SDB participation goal in full.**

I have completed and am submitting with my bid or proposal an **SDB Utilization Schedule (SDB-3)**, which is required in order to be considered for award.

**I am requesting a partial waiver of the SDB participation goal.**

After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.

I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award:

1. an **SDB Utilization Schedule (SDB-3)** for that portion of the SDB participation goal that I will meet; AND
2. a **Good Faith Efforts Waiver Request** for the portion of the SDB participation goals that I am unable to meet.

**I am requesting a full waiver of the SDB participation goal**

After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal.

I have completed and am submitting with my bid or proposal a **Good Faith Efforts Waiver Request** for the complete SDB participation goal, which is required in order to be considered for award.

NOTE: SDB primes who are submitting as bidders or offerors must complete an **SDB Utilization Schedule (SDB-3)** identifying any self-performance towards the SDB participation goal.

**SDB-3**  
**SDB UTILIZATION SCHEDULE**

**Bidder/Offeror to complete the following:**

**Amount of SDB participation goal to be met through the use of SDB subcontractors, suppliers, or manufacturers:** Bidders/offerors are not required to identify the specific SDB subcontractors, suppliers, or manufacturers within this SDB Utilization Schedule, but must identify the total percentage (%) of work to be performed by SDB subcontractors, suppliers, or manufacturers. However, the selected bidder/offeror must submit Utilization Reports identifying the SDB subcontractors, suppliers, or manufacturers used to meet the portion of the SDB participation goal listed below. To receive credit toward meeting the SDB participation goal, the SDB subcontractor, manufacturer, or supplier must be a DGS-verified SDB as of the date the work to be completed by the SDB commences.

Percentage of work to be performed by SDB subcontractors, suppliers, or manufacturers:

\_\_\_\_\_ %

**If the Prime Bidder/Offeror is a DGS-verified SDB,** complete the following:

SAP Vendor Number (6-digit number): \_\_\_\_\_

SDB Verification Number (located on DGS SDB verification):

\_\_\_\_\_

- Type of SDB:  MBE  
 WBE  
 LGBTBE  
 DOBE  
 SDVBE

Description of Work to be Performed (Statement of Work/Specification reference):

Percentage of work to be self-performed by SDB bidder/offeror: \_\_\_\_\_ %

**SDB-5**

**GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL**

|  |  |
|--|--|
| <b>Project Description:</b>            |  |
| <b>Commonwealth Agency Name:</b>       |  |
| <b>Solicitation #:</b>                 |  |
| <b>Solicitation Due Date and Time:</b> |  |

|                                      |  |
|--------------------------------------|--|
| <b>Bidder/Offeror Company Name:</b>  |  |
| Bidder/Offeror Contact Name:         |  |
| Bidder/Offeror Contact Email:        |  |
| Bidder/Offeror Contact Phone Number: |  |

**Part 1 – Anticipated Scopes of Work Offeror Made Available to SDBs**

Identify those anticipated scopes of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. It is the Offeror’s responsibility to demonstrate that the total percentage of the anticipated scopes of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

| Anticipated Scopes of Work | Does Offeror normally self-perform this work?               | Was this work made available to SDB Firms? If not, explain why. |
|----------------------------|---|---|
|                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |

Attach additional sheets if necessary.

**SDB-5**

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**Part 2 – Identified SDBs and Record of Solicitations**

Identify the SDBs solicited to provide quotes for the Anticipated Scopes of Work made available for SDB participation. Include the name of the SDB solicited, items of work for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the SDB is being used toward meeting the SDB participation goal.

Note: Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB listed below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

| Name of Identified SDB and Classification   | Describe Item of Work Solicited | Initial Solicitation Date & Method   | Follow-up Solicitation Date & Method   | Details for Follow-up Calls                                    | SDB interested in Anticipated Scope of Work?                | Will SDB be Used?   | Reason SDB Rejected  |
|---|---------------------------------|--|--|--|---|---|--|
| SDB Name:<br><br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                 | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date and Time of Call:<br><br>Spoke with:<br><br>Left Message: | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> Used other SDB<br><input type="checkbox"/> Used non-SDB<br><input type="checkbox"/> Self performing |
| SDB Name:<br><br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                 | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date and Time of Call:<br><br>Spoke with:<br><br>Left Message: | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> Used other SDB<br><input type="checkbox"/> Used non-SDB<br><input type="checkbox"/> Self performing |

Attach additional sheets as necessary.

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**SDB PARTICIPATION GOAL**

**Part 3 – SDB Outreach Compliance Statement**

- 1. List the Anticipated Scopes of Work for subcontracting opportunities for the solicitation along with specific work categories:**

- 2. Attach to this form copies of written solicitations (with Bid or Proposal instructions) used to solicit Identified SDBs for these subcontract opportunities. NA**

- 3. Offeror made the following attempts to contact the Identified SDBs:**

- 4. Bonding Requirements (Please Check One):**

\_\_\_\_\_ This project does not involve bonding requirements.

\_\_\_\_\_ Offeror assisted Identified SDBs to fulfill or seek waiver of bonding requirements.  
(DESCRIBE EFFORTS):

- 5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):**

\_\_\_\_\_ Offeror did attend the pre-Bid/Proposal/Quote conference or Supplier Forum

\_\_\_\_\_ No pre-Bid/Proposal/Quote conference or Supplier Forum was held

\_\_\_\_\_ Offeror did not attend the pre-Bid/Proposal/Quote conference or Supplier Forum

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**Part 4 – Additional Information Regarding Rejected SDBs**

This form must be completed if Part 2 indicates that an SDB quote was rejected because the Offeror is using a non-SDB or is self-performing the Anticipated Scopes of Work. List the Anticipated Scopes of Work, indicate whether the work will be self-performed or performed by a non-SDB, and if applicable, state the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of each quote.

| <b>Describe Anticipated Scope of Work not being performed by SDBs</b> | <b>Self-performing or using non-SDB (provide name of non-SDB if applicable)</b>             | <b>Reason why SDB quote was rejected along with brief explanation</b>                                     |
|---|---|---|
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |

Attach additional sheets as necessary.

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**Part 5 – SDB Subcontractor Unavailability Certificate**

1. It is hereby certified that the firm of \_\_\_\_\_  
(Name of SDB)

located at \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

was offered an opportunity to bid on Solicitation No. \_\_\_\_\_

by \_\_\_\_\_  
(Name of Prime Contractor's Firm)

\*\*\*\*\*

2. \_\_\_\_\_ (SDB), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

\_\_\_\_\_  
(Signature of SDB's Representative) (Title) (Date)

\_\_\_\_\_  
(DGS SDB Certification #) (Telephone #)

\*\*\*\*\*

3. If the SDB does not complete this form, the prime contractor must complete the following:

To the best of my knowledge and belief, the above-listed SDB is either unavailable for the anticipated scopes of work for this project or did not provide a response. **NA**

\_\_\_\_\_  
(Signature of Bidder/Offeror) (Title) (Date)