

**SECTION IV – IBE COMPLIANCE PLAN CHECKLIST**

The IBE *Contract Compliance Plan* must be completed, signed, and submitted by the date specified in the Contract documents. If the targets were not achieved, Bidder’s Good Faith Efforts documentation must be submitted with the IBE *Compliance Plan*. **All questions in Section IV must be completed and submitted with the Contract Compliance Plan if targets are not met.**

1. **Were written notices sent to all IBEs in the local business area at least seven (7) business days prior to the submission of this Compliance Plan?** Yes  No

2. **Were two (2) separate methods (i.e., facsimile, e-mail, mail and/or telephone) used to contact all IBEs at least seven (7) business days prior to the submission of this Compliance Plan?** Yes  No

*Please list the two (2) methods used to contact IBEs (i.e. facsimile, e-mail, mail, and/or telephone.)*

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3. **Were steps taken to follow up with interested IBEs?** Yes  No

4. **Were advertisements placed with a local publication or other outlets, such as a newspaper, minority or women organizations, or electronic/social media)?** Yes  No

*If so, please list:*

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5. **Were written notices sent to Minority, Women, Small, Disadvantaged, Disabled and/or Veteran organizations?** Yes  No

6. **Were additional elements of work identified to achieve the targets?** Yes  No

*If yes, please explain:*

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7. **Was the DRJTBC’s Contract Compliance Department contacted for assistance?** Yes  No

*If yes, please complete the following:*

<b>Contact Person (s):</b>	
<b>Date(s) of Contact:</b>	
<b>Summary of Request (s):</b>	

**SECTION IV – IBE COMPLIANCE PLAN CHECKLIST, (Continued)**

8. **Were Minority, Women, Small, Disadvantaged, Disabled and/or Veteran organizations contacted for assistance?**  
Yes  No

*If yes, complete the following:*

<b>Contact Person (s):</b>	
<b>Date(s) of Contact:</b>	
<b>Summary of Request (s):</b>	

9. **Is the following documentation attached to support Good Faith Efforts requirements to achieve targets? (Documentation is not limited to this list.)**

Yes  No  Copy of written solicitation sent to IBEs;

Yes  No  Two (2) separate methods of notices sent to IBEs in the local business area  
(*facsimile transmittals, e-mails, and/or telephone log(s)*);

Yes  No  Copy of advertisements;

Yes  No  Copy of notices sent to Minority, Women, Small, Disadvantaged, Disabled  
and/or Veteran organizations; *and*

Yes  No  Documentation that demonstrates efforts made to reach agreements with  
the IBEs who responded to Bidder's written notice, (i.e., copy of  
bids/proposals, spreadsheet breakdown of IBEs considered follow-up  
e-mails/telephone logs, and/or correspondence between Bidder  
and interested IBEs).