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| **Section III *—* IBE *Compliance Plan* Checklist (Form C)** |

The IBE ***Contract Compliance Plan*** must be completed, signed, and submitted by the date specified in the Contract documents. ***All questions in 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*? Attach documentation

Yes  No

1. Were at least two (2) separate methods used to contact all IBEs at least seven (7) business days prior to the submission of this *Compliance Plan?* Please list two (2) methods used to contact IBEs. *(i.e., facsimile, e-mail, mail, and/or telephone)? Attach Documentation*

Yes  No

List Methods: \_\_

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

List Methods: \_\_\_\_\_\_\_\_

1. Were advertisements placed with a local publication? (i.e., newspaper, minority or women organizations, or electronic/social media)?

Yes  No

List Methods:

1. Were written notices sent to Minority, Women, Small, Disadvantaged, Disabled, or Veteran organizations? Yes  If yes, provide notices No
2. Were additional elements of work identified to achieve the targets?

Yes  No

If yes, please list and explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Summarize your Good Faith Efforts - Attach additional paper if necessary

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| **Section IV *—* IBE *Compliance Plan* Checklist ((Form C continued)** |

1. Was Contract Compliance Department contacted for assistance? Yes  No

If yes, complete following:

Contact Person(s):

Date(s) of Contact:

Summary of Request(s):

1. Were Minority, Women, Small, Disadvantaged, Disabled, or Veteran organizations contacted for assistance?

Yes No

If yes, complete following:

Organization(s):

Contact Info, Date(s):

Summary of Request(s):

1. 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 IBE(s).

Yes  No  Copy of dated phone logs and contact person

Yes  No  All completed Contract Compliance forms (A through E) attached.

Yes  No  Copy of fax submittals – fax failures are not contacts.

Yes  No  Copy of any additional formats sent to IBE(s).

Yes  No Two (2) separate methods of notices sent to IBE(s) 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.

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 IBE(s) considered follow-up e-mails/telephone logs, and/or correspondence between Bidder and interested IBE(s).