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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).