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

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 yes, please list:***

5. **Were additional elements of work identified to achieve the targets?**

   Yes ☐ No ☐ ***If yes, please explain:***

   _____

   _____

6. **Was the DRJTBC's Contract Compliance Department contacted for assistance?**

   Yes ☐ No ☐ ***If yes, please complete the following:***

Contact Person (s):	
Date(s) of Contact:	
Summary of Request (s):	

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

7. Were written notices sent to Minority, Women, Small, Disadvantaged, Disabled and/or Veteran organizations?

Yes ☐ No ☐

8. Were Minority, Women, Small, Disadvantaged, Disabled and/or Veteran organizations contacted for assistance?

Yes ☐ No ☐ ***If yes, complete the following:***

Contact Person (s):	
Date(s) of Contact:	
Summary of Request (s):	

9. Is the following documentation attached to support Good Faith Effort 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);

Yes ☐ No ☐ IBE Certifications attached.