

**Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive**

**Page 1 of 4 – DMI Solicited/Utilized Schedules**

**City of Tampa – Schedule of All Solicited Sub-(Contractors/Consultants/Suppliers)**

***(FORM MBD-10)***

Contract No.: Contract Name:

Company Name: Address:

Federal ID: Phone: Fax: Email:

Check applicable box(es).Detailed Instructions for completing this form are on page 2 of 4.

**[ ] No Firms were contacted or solicited for this contract.**

**[ ] No Firms were contacted because:**

**[ ] See attached list of additional Firms solicited and all supplemental information (List must comply to this form)**

**Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses**

NIGP Code Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

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| --- | --- | --- | --- | --- | --- |
| S = SLBE W=WMBE  O = Neither | Company Name  Address  Phone, Fax, Email | Type of Ownership  (F=Female M=Male)  BF BM = African Am.  HF HM = Hispanic  AF AM = Asian Am.  NF NM = Native Am.  CF CM = Caucasian | Trade or  Services  NIGP Code  (listed above) | Contact  Method  L=Letter  F=Fax  E=Email  P=Phone | Quote  or  Response  Received  Y/N |
| Federal ID |
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|  | Failure to Complete, Sign and Submit this form with your Bid or Proposal  Shall render the Bid Non-Responsive  (Do Not Modify This Form) |  |  |  |  |
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It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub–contracting opportunities on this contract.

Signed: Name/Title: Date:

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**Forms must be included with Bid / Proposal**

MBD 10 rev./effective 02/2016

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**Page 2 of 4 – DMI Solicited/Utilized**

**Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form**

**(Form MBD-10)**

**This form must be submitted with all bids or proposals**. **All** subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

* **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
* **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
* **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
* **Address.** The physical address of your business.
* **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
* **Phone.** Telephone number to contact business.
* **Fax.** Fax number for business.
* **Email.** Provide email address for electronic correspondence.
* **No Firms were contacted or solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: Certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
* **No Firms were contacted because.** Provide brief explanation why no firms were contacted or solicited.
* **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

* **“S” = SLBE, “W” = WMBE.** Enter “**S**” for firms Certified by the City as Small Local Business Enterprises and/or “**W**” for firms Certified by the City as either Women/Minority Business Enterprise; **“O” = Non-certified others**.
* **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification and payment of the contractor/subcontractor.
* **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
* **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
* **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes aka “National Institute of Governmental Purchasing” are listed at top section of document.
* **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method(s) of soliciting for bid.
* Q**uote or Resp. (response) Rec’d (received) Y/N**. Indicate “Y” Yes if you received a quotation or if you received a response to your solicitation. Indicate “N” No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522.

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**Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive**

**Page 3 of 4 – DMI Solicited/Utilized Schedules**

**City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)**

***(FORM MBD-20)***

Contract No.: Contract Name:

Company Name: Address:

Federal ID: Phone: Fax: Email:

Check applicable box(es). Detailed Instructions for completing this form are on page 4 of 4.

**[ ] See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)**

**Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses**

**[ ] No Subcontracting/consulting (of any kind) will be performed on this contract**.

**[ ] No Firms are listed to be utilized because:**

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

Enter “S” for firms Certified as Small Local Business Enterprises, “W” for firms Certified as Women/Minority Business Enterprise, “O” for Other Non-Certified

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| --- | --- | --- | --- | --- | --- |
| S = SLBE W=WMBE  O =Neither | Company Name  Address  Phone, Fax, Email | Type of Ownership  (F=Female M=Male)  BF BM = African Am.  HF HM = Hispanic Am.  AF AM = Asian Am.  NF NM = Native Am.  CF CM = Caucasian | Trade,  Services, or Materials  NIGP Code  Listed above | $ Amount of Quote. Letter of Intent (LOI) if available | Percent  of  Scope or Contract  % |
| Federal ID |
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|  | Failure to Complete, Sign and Submit this form with your Bid or Proposal Shall render the Bid Non-Responsive.  (Do Not Modify This Form) |  |  |  |  |
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**Total ALL Subcontract / Supplier Utilization $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total SLBE Utilization $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total WMBE Utilization $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Percent SLBE Utilization of Total Bid/Proposal Amt. \_\_\_\_\_% Percent WMBE Utilization of Total Bid/Proposal Amt. \_\_\_\_\_%**

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this Contract.

Signed: Name/Title: Date:

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**Forms must be included with Bid / Proposal**

MBD 20 rev./effective 01/2021

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**Page 4 of 4 DMI – Solicited/Utilized**

**Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form**

**(Form MBD-20)**

***This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included on this form.*** Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

**Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.

* **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
* **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
* **Address.** The physical address of your business.
* **Federal ID.** FIN. A number assigned to your business for tax reporting purposes.
* **Phone.** Telephone number to contact business.
* **Fax.** Fax number for business.
* **Email.** Provide email address for electronic correspondence.
* **No Subcontracting/consulting (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal or Participation Plan Requirement was set by the City, but will self-perform all work. When subcontractors are utilized during the performance of the contract, the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: certified SLBE or WMBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors, including completion and submitting Form-10 and Form-20.
* **No Firms listed To-Be-Utilized.** Check box; provide brief explanation why no firms were retained when a goal or participation plan requirement was set on the contract. Note: mandatory compliance with Good Faith Effort outreach (GFECP) requirements applies (MBD Form-50) and supporting documentation must accompany the bid.
* **See attached documents.** Check box, if after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of MBD-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

The following instructions are for information of Any and All subcontractors To Be Utilized.

* **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
* **“S” = SLBE, “W” = WMBE.** Enter “**S**” for firms Certified by the City as Small Local Business Enterprises and/or “**W**” for firms Certified by the City as Women/Minority Business Enterprise; **“O” = Non-certified others**.
* **Company Name, Address, Phone & Fax**. Provide company information for verification of payments.
* **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
* **Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at http:/www.tampagov.net/mbd “Information Resources”.
* **Amount of Quote, Letters of Intent** (required for both SLBEs and WMBEs).
* **Percent of Work/Contract.** Indicate the percent of the total contract price the subcontract(s) represent. For CCNA only (i.e. Consultant A/E Services) you must indicate subcontracts as percent of total scope/contract.
* **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation format).
* **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
* **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
* **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid/proposal amount.
* **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522.