



# City of Gainesville

## Office of Equity & Inclusion



### Small Business Efforts Checklist

Department to complete and include in backup documents for purchases over \$100,000 that require City Commission approval.

Purchase is based upon (selection section 1 or 2 to complete):

☒ 1. Formal Bid through Procurement

Type (i.e. ITB, etc.): RFP

Bid #: RTSX-240002-DS

Bid Name: Mobility-On-Demand Software App (Rebid)

Category: Software

Supplemental Bidder List included S/W/M/SDVOBs: ☐ Yes ☒ No

List Sources for Supplemental Bidders: Dept provided 11 supplemental vendors and FDOT DBE list of 147 vendors. DBMS search provided one vendor.

Bid(s) submitted by \*S/W/M/SDVOBs: ☐ Yes ☒ No

Is recommended award to a S/W/M/SDVOB: ☐ Yes ☒ No

Awardee Name: Via Transportation, Inc. Amount: \$139,000.00/5 yrs

Was the 5% preference awarded to qualified small business? N/A

Was an applicable Bidder List sufficient to generate adequate number of responses: ☒ Yes ☐ No

☒ City's Diversity Business Management System

☒ State of Florida Certified Vendor Directory

☒ Florida Department of Transportation Directory

☐ Requesting Department Personnel

☐ Internet

☐ Online Trade Journals

☐ Online Professional Associations

☒ Other: Procurement: DemandStar notified 85 suppliers (12 of those bidders self-declared their attribute(s) (african american owned, asian/hawaiian owned, hispanic owned, woman owned, and/or small business), plus 206 FDOT DBE supplemental vendors.

Was the Local Small Business Procurement Program Coordinator contacted to obtain a list of available vendors?

☐ Yes ☒ No 4/3/23 Procurement sent email to OEI notifying them of solicitation.

Was a phone survey conducted to determine interest level and was new potential sources sought out if low response anticipated?

☐ Yes ☒ No Department had researched vendors and provided supplemental vendor list with bid package.



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Identify or explain other Good Faith Efforts undertaken for this procurement to ensure that S/M/W/SDVOBs had the maximum opportunity to compete for the solicitation to provide goods and/or services.

Trade shows, exhibits, and conventions

State and federal Procurement contracts

May add the County's small business listing as a resource

This project is funded by FTA which required RTS' DBE liason to specifically provide a list of FDOT DBEs mentioned above.

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☐ **2. Method of Source Selection Form**    Type:    ☐ Continuing Contracts    ☐ Sole Source    ☐ Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend?: \_\_\_\_\_ Other: \_\_\_\_\_

\*S=Small, W=Woman, M=Minority, SDVOB=Service Disabled Veteran Owned Business