



# 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-230065-DS

Bid Name: Maintenance Management System for Transit (Rebid)

Category: Software

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

List Sources for Supplemental Bidders: Proposers from original bid (6) and FDOT DBE list (312). DBMS search provided no bidders.

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

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

Awardee Name: \_\_\_\_\_ Amount: \_\_\_\_\_

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 87 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 443 FDOT DBE supplemental vendors.

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

Yes       No      7/20/23 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      Original RFP received four proposals; rebid received responses from original four plus three new bidders



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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.

**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