



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 #: MOBX-230063-DS

Bid Name: Mobility Plan

Category: Professional Services

Supplemental Bidder List included S/W/M/SDVOBs:

☒ Yes ☐ No

List Sources for Supplemental Bidders: Dept staff provided supplemental list; Procurement performed DBMS search which yielded two firm names.

Bid(s) submitted by *S/W/M/SDVOBs:

☐ Yes ☒ No

Is recommended award to a S/W/M/SDVOB:

☐ Yes ☒ No

Awardee Name: NUE Urban Concepts LLC Amount: \$299,950.00

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 distributed to 175 suppliers; 40 of those bidders self-declared their attribute (small, veteran, etc)

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

☐ Yes ☒ No 6/28/23 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 Procurement emailed six planholders who were also supplemental vendors regarding their decision to not submit a bid; only one response was received back



2023-811F

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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

☐ **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