



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.): _____ Bid #: _____

Bid Name: _____

Category: _____

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

List Sources for Supplemental 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? _____

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: _____

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

☐ Yes ☐ No

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

☐ Yes ☐ No



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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? : No, doing so would be a violation of CCNA Other: ____
In accordance with CCNA, CDM Smith is the most qualified to perform this work.

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