



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: _____

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