

## Small Business Programs (SBPO) Checklist for Evaluation of Waiver Request

Contract Number:

Contract Title:

Name of Contractor:

Contract Amount: \$ \_\_\_\_\_ Nonfederal -funds ☐ Federal Funds ☐

Overall DBE/MBE Goal: \_\_\_\_\_ % Full Waiver: \_\_\_\_\_ % or \$ \_\_\_\_\_ Partial Waiver: \_\_\_\_\_ % or \$ \_\_\_\_\_

Applicable NAICS codes:

Percentage/Number of firms contacted:

|   | YES | NO | DATE |
|---|-----|----|------|
| 1. Did the contractor provide written request for waiver?   |     |    |      |
| 2. Did the contractor provide detailed statements of efforts to achieve the goal that included the name, address and telephone number of all DBE/MBEs contacted, as well as the date of contact?  |     |    |      |
| 3. Did the contractor's effort include direct solicitation, use of minority/women community organizations, contractors' groups, local, state, and Federal minority/women business assistance offices?   |     |    |      |
| 4. Did the contractor's effort include identifying and assisting firms that are not certified but could possibly serve on a contract and satisfy DBE/MBE goals if the firm were to become certified?  |     |    |      |
| 5. Did the contractor's effort include identifying clear subcontractible work?  |     |    |      |
| 6. Did the contractor provide DBES/MBEs with proper information regarding the job that included plans, specifications, and anticipated time schedule for portions of the work to be performed?  |     |    |      |
| 7. Did the contractor provide a list of unavailable DBEs/MBEs including an Unavailability Certification Form signed by an owner or officer of each unavailable DBE/MBE? If the DBE/MBE refused to sign Unavailability Certification Form has a statement from the contractor been submitted regarding this refusal? |     |    |      |
| 8. If the contractor deems a DBE/MBE to be unqualified and rejects the DBE/MBE, did the contractor provide written explanation of this decision?  |     |    |      |
| 9. Did the SBPO substantiate the contractor's effort?   |     |    |      |
| 10. Did SBPO provide written response to contractor's request/inquiries?  |     |    |      |
| 11. Did the DBE's/MBE's bid come in lower which caused the prime not able to meet the overall goal.   |     |    |      |

**Reasons given waiver request:**

**Evaluation/Comments/Disposition:**

Name: Marlo Johnson, SBPO Manager

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Yes \_\_\_\_\_ No \_\_\_\_\_

|  |  |             |
|--|--|-------------|
| Typed/Printed<br>Name of Individual<br>authorizing waiver: | Meshelle Howard, SBPO Director<br><br>Signature: _____ | Date: _____ |
|--|--|-------------|

