

BIDDER SUBMISSION CHECKLIST

- ☐ You have reviewed the **Bidder Information Guide** following this checklist
- ☐ You have viewed the Diversity Management System website-
<https://baltimorecity.diversitycompliance.com/>

— **Cover Sheet**

- ☐ Include all requested information.
- ☐ You must include the total value of your bid.

— **Part B: Statement of Intent Form(s)**

- ☐ Name of Bidder and Name of MBE or WBE included at the top of the form.
- ☐ Form is signed by both Bidder and MBE or WBE.
- ☐ Form indicates whether the subcontractor is a MBE or WBE.
- ☐ Checked SMBA&D database to verify MBE and WBE certification.
- ☐ Listed the MBE or WBE subcontractor's City certification number.
- ☐ Checked SDAT database to verify good standing of MBE and WBE.
- ☐ Detailed Brief description of work to be provided.
- ☐ Detailed Materials/supplies to be provided (if applicable).
- ☐ Stated Percentage of Work to be performed.
- ☐ The percentages being performed by the MBE and WBE meet the goals set on the bid solicitation.

— **Part D: MBE/WBE Participation Affidavit**

- ☐ The applicable MBE/WBE goal was entered in the first paragraph (this goal should match the goal stated in the bid solicitation).
- ☐ Stated MBE or WBE percentage (%) of work to be performed (this percentage should match the goals set on the bid solicitation).
- ☐ Completed Company name and address.
- ☐ Signed your name.
- ☐ Printed name and title of the person who signed the form.

OPTIONAL FORMS, these should only be submitted if applicable

— **Part C: Statement of Self-Performance**

- ☐ You are certified MBE/WBE by Baltimore City SMBA&D.
- ☐ Included the percentage of work to be applied to the applicable MBE or WBE participation goal.
- ☐ Self-performing percentage is not over 50% of value of work to be performed by your forces.
- ☐ Detailed Brief description of work to be provided.
- ☐ Detailed Materials/supplies to be provided (if applicable).
- ☐ Stated Percentage of Work the **prime intends to self-perform as the MBE or WBE**.
- ☐ Form is signed by the Bidder.

— **Part E: MBE/WBE Participation Waiver Request**

- ☐ **You submitted an additional document addressing questions one, two and three on Part E.**
- ☐ You exercised good faith efforts to achieve the applicable contract participation goals.
- ☐ You reviewed the Bidder Information Guide for guidance regarding waivers and good faith efforts.
- ☐ You detailed all efforts that were undertaken to secure MBE and/or WBE participation on this contract in the Waiver Request Form and submitted additional documentation of these efforts.
- ☐ **You have double-checked that all bid forms that will be submitted are complete, contain the required information, and are signed and dated.**