



REQUEST FOR PROPOSALS (RFP) 5742 Mobile County-Wide Recycling Education

1.0 Introduction

The City of Mobile, in partnership with the Cities of Bayou La Batre, Chickasaw, Creola, Dauphin Island, Semmes, Saraland, and Satsuma, and Mobile County (hereinafter referred to as the Mobile County-Wide Recycling Committee or Committee), are seeking a Consultant to develop an education and marketing plan to promote recycling across Mobile County, promote best practices for recycling, and debunk myths associated with recycling. A grant from the Alabama Department of Environmental Management (ADEM) funded the municipalities across Mobile County to work together to determine how to expand recycling through public education and outreach.

1.1 Background

In 2021, the City of Mobile surveyed residents to determine their interest and commitment to recycling and found that 90.6% of city residents believe it is somewhat or very important to recycle. Additionally, 47% of residents stated their reason for not recycling was not enough information. Working across multiple jurisdictions, the Consultant will be tasked with creating materials for multiple communities with varying levels of recycling availability. The end goal for all materials and planning created is to encourage residents to recycle, recycle properly, and to understand the value and long-term impacts of recycling.

2.0 Scope of Work

2.1 Task 1 – Assessment of Current Conditions

Consultant will perform an assessment of current recycling and other litter abatement education materials used by the partner cities and Mobile County with particular emphasis on existing recycling off facilities (The City of Mobile's two single stream drop off sites and the Mobile County Recycling Center owned by the Mobile County Commission).

Subtask 2.1a – Recycling Education Needs Analysis

CONSULTANT will work with the Mobile County-Wide Recycling Committee to understand what is needed by the community, collect data on existing opportunities, review current branding for recycling education efforts and identify any gaps in any current programming.

Subtask 2.1b – Assess Existing Tools/Materials/Programs

Consultant will prepare up to two (2) recycling program education and marketing case studies from cities with a comparable size and economy to Mobile County and the municipalities within Mobile County. The purpose of the case studies is to benchmark comparable project attributes, identify lessons learned, ensure the Mobile cities and County include best practices and avoid mistakes made by other communities. Additionally, Consultant should review materials from The Recycling Partnership for inclusion of recycling education best practices at a minimum.

Task 2 – Materials and Plan creation

Consultant will develop and outline the implementation of a Marketing/Education campaign with the goal of increasing recycling in Mobile County and its municipalities. The Consultant should maximize the use of existing resources when developing materials to ensure efficient use of the budget including locally created materials as well as those from state and national organizations focused on promoting recycling education.

Subtask 2.2a – Develop Materials

Consultant will present up to four branding concepts, tag lines, and education concepts for the Committee to review and provide comments on. The draft marketing materials should include collateral materials that will work for social media, print, and television usage and include a suite of digital resources that staff can reuse, post project. Consultant will take two rounds of comments before the final approval of materials.

Subtask 2.2b – Develop Education Plan

Consultant will present up to two education concepts for the Committee to review and provide comments. The draft plan must include how each municipality would need to implement the overall education plan to achieve saturation and impact over a defined timeline. Consultant will take two rounds of comments before the final approval of materials and plan. The final plan will also include a cost per year need to achieve the desired impacts.

Subtask 2.2c – Address Ways to Maximize Implementation

Consultant will outline a draft implementation plan for review by the Committee. Consultant will include potential options to improve the reach of the education program including County-Wide cooperation that may enable the cities and county to achieve “economies of scale.” Consultant should find additional partners, events, or other opportunities to take advantage of in-kind or earned media. Consultant should also identify potential sources of funding for long-term implementation. It is expected that a portion of the grant funds will go toward implementation.

Task 3 – Presentation of Findings

Consultant will prepare a preliminary report that summarizes the data, analysis, and findings based on the activities detailed in Tasks 1 – 2 and present the recommendations to the Mobile County-Wide Recycling Committee for review. Following the review and adjudication of the comments, Consultant will prepare a final summary presentation and the materials for the cities and County to use. In addition, Consultant will prepare a summary presentation including frequently asked questions. Consultant will prepare one draft visual presentation for review by Mobile County-Wide Recycling Committee. We expect that the committee will provide one set of consolidated comments on the presentation, and Consultant will revise the presentation to address the comments as appropriate.

A. Deliverables

- a. Preliminary and final Recycling Education and Marketing Options Analysis summary letter report (in .pdf format).
- b. Draft and final (in .docx format) collateral materials (in .pdf format).
- c. Draft and final Education plan (in .ppt format).
- d. Draft and final Implementation plan (in .ppt format).
- e. Assist the City of Mobile in preparing performance reports for submission to ADEM by supplying data as requested.

B. Desired Qualities - Selected Consultant must:

1. Possess attention to detail, organization, and time management skills which are fundamental requirements in serving in the role of the Consultant.
2. Be diverse and multi-disciplined with experience working with municipalities at various levels, community engagement, and analytical study.
3. Exhibit excellent written and oral communication skills.
4. Possess effective public speaking and adaptability skills to cater the presentation to the public.

3.0 PROPOSAL REQUIREMENTS

Consultant interested in performing the work will be considered based on a written response to this Request for Proposals (RFP). Please limit the Project Approach and Methodology Section to no more than 10 pages. All proposals should be organized in the following manner:

3.1 Cover Letter

The Proposal must include a cover letter and acknowledge receipt of any issued amendments to the RFP. The letter should be addressed to:

**MOBILE COUNTY-WIDE RECYCLING COMMITTEE REVIEW TEAM
CITY OF MOBILE OFFICE OF RESILIENCE
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602**

1. The letter should indicate a primary contact for the Proposal and that person's title, address, phone number, and email address.
2. The letter should introduce the Consultant's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each.
3. The letter should include a general statement of prior relevant experience and proposed approach for this project.
4. The letter should include a statement that the Project Team is adequately staffed and will execute the Project in a timely manner.

3.2 Project Approach and Methodology (10-page limit):

Describe the Technical Approach that will be used to complete the items identified in the Scope of Work, including:

1. A detailed project time schedule, showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.)
2. A cost breakdown that will not exceed the allotted grant funding through the Alabama Department of Environmental Management's Alabama Recycling Fund of \$50,000 should be submitted with the proposal.
3. The Consultant's plan to reach the defined components of the Scope of Work.

3.3 Experience and Background

Consultants interested in performing the work will be considered based on a written response to the RFP. All applicants must submit their qualifications and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

1. Statement of registration of the firm.
2. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their experience and qualifications.
3. Statement as to professional standing including any pending lawsuits and/or controversies. If no lawsuits or controversies exist, such a statement should be made.
4. Statement of experience in the fields that the proposed services are requested and work of a similar nature which the proposed staff for requested services was in responsible charge, including a description of the work, the client for whom it was performed, the location of the work, and dates of performance. Provide proposed staff names and specific experience.
5. Statement of experience within the local jurisdictions and knowledge of local standards and specifications.
6. Statement of experience with conducting the technical research needed for this type of project. Please include specific examples of successful feasibility studies in a similar field.
7. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
8. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
9. Statement as to whether the firm is operating on a sound fiscal basis.

10. Statement of where the work will be accomplished.

3.4 Project Team and Level of Participation

The Proposal shall provide the following information so that it can be clearly understood by the Evaluation Team and City personnel.

1. Identify Key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the study.
2. Identify Key Project Team members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit through the duration of the planning process. See attached additional information regarding the City of Mobile's DBE requirements and complete and submit Exhibit A to this RFP with your proposal.
3. Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability, and decision-making hierarchy.

4.0 SUBMITTAL OF PROPOSALS:

Questions concerning this Request for Proposals should be directed to: **Office of Resilience** at callaway@cityofmobile.org. Responses will be received until **4:30pm CST on Monday, December 5, 2022**.

Please limit Project Approach and Methodology to 10 pages.

Please submit three (3) copies and a flash drive to:

**Mobile County-Wide Recycling Education/Marketing Plan SUBMISSION
CITY OF MOBILE OFFICE OF RESILIENCE
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602**

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Any items submitted as part of a response to this RFP shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may be required to clarify any portions of the proposal. The following is a tentative schedule for the selection process. The schedule is subject to change.

10/31/2022	Request for Proposals posted and emailed
11/14/2022	Q&A Meeting with prospective applicants at 1pm CST via TEAMS (email callaway@cityofmobile.org for link)
11/18/2022	Final questions must be submitted via email before Noon - 12 pm CST
11/22/2022	Addendum with responses to questions and Q&A meeting minutes emailed to attendees
12/5/2022	Proposals submitted by 4:30pm CST .
12/12/2022	Short list selected; interview requests sent if City deems appropriate. Those not selected will be notified.
12/14- 12/16/2022	Short list interviews
12/23/2022	Selection
1/13/2023	Target date for contract approval by City Council
1/27/2023	Target date for notice to proceed

PLEASE NOTE: Presentations may be required and conducted in conjunction with this Request for Proposals.

5.0 OTHER CONDITIONS:

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. Furnish proof of Insurance as follows:
 - a. General Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 per occurrence, or
 - iii. Combined single limit - \$1,000,000
 - b. Automobile Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 each occurrence, or
 - iii. Combined single limit - \$1,000,000
 - c. Excess/Umbrella and Employer’s Liability Insurance in the minimum amount of:

- i. Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
 - ii. Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - iii. Professional Liability Insurance in the minimum amount of: \$1,000,000.
- 4. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.
- 5. *Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.
- 6. *Additional Insured* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to name the City of Mobile as an Additional Insured
- 7. *Primary Insurance* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by the City of Mobile.
- 8. *Notice of Cancellation* - Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.
- 9. *Certificates of Insurance* - Within ten (10) calendar days from the date of issuance of Contract forms for execution, Contractor shall deliver to the City of Mobile, certificates of insurance (standard ACORD format) certifying the existence and limits of the insurance coverages along with separate policy endorsements as described above. Contractor shall also be responsible for delivering policy renewal certificates to the City of Mobile.
- 10. *Equal Employment Opportunity Compliance Requirement* -
 - a. Bid awardee (or "consultant") shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all consultants performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subconsultants they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.
 - b. During the performance of this contract, the bid awardee agrees as follows:

- i. The consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- ii. The consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- iii. The consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the consultant's legal duty to furnish information.
- iv. The consultant will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the consultant's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. The consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. The consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

vii. In the event of the consultant's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

viii. The consultant will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subconsultant or vendor. The consultant will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

11. Consultant will be required to certify that they are not on the Federal list of debarred, suspended, or voluntarily excluded consultants and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected consultant will also have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program. The attached forms must be filled out by all successful applicants: UEI Number Documentation and Verification Form, FFATA Disclosure Statement, and the SAM Registration Process.

6.0 MISCELLANEOUS:

1. RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. The City of Mobile will (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
3. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.
4. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)

5. Project Funding - Costs for this project will be paid from the City of Mobile's Recycling Grant from the Alabama Department of Environmental Management's Alabama Recycling Fund, FY 2023.

7.0 EVALUATION:

Submittals received will be fully reviewed by an evaluation team and responses will be considered in the following categories:

1. Cover Letter and Comprehensive Project Team (5%)

- a. Completeness of information on proposed project team.
- b. Conciseness and ingenuity of the statement of approach.
- c. Timeliness of approach.

2. Project Approach & Methodology (40%)

- a. Plan to generate the following points:
 - i. Collateral Materials;
 - ii. Education Plan; and
 - iii. Implementation Plan including timeline and potential funding sources.
- b. Rationale for comparable benchmark cities and incorporating existing materials and best practices.
- c. Ability to begin implementation.

3. Experience and Background (45%)

- a. Diversity of expertise of key team members.
- b. Years of experience in undertaking similar research and documentation efforts by key team members.
- c. Demonstrated team experience engaging diverse, historic communities and their residents.
- d. Project experience conducting educational programs.
- e. Demonstrated team experience in completing projects, from project conception through completion and assessment, on budget and on schedule.
- f. Provision of at least two references.

4. Project Team and Level of Participation (10%)

- a. Roles, availability, and time allocation of key Project Team members are clearly defined and reasonable, including DBEs.
- b. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

8.0 QUESTIONS AND CONTACT:

An optional Question and Answer (Q&A) meeting will be hosted by project managers and appropriate Mobile County Wide Recycling Committee Members on **11/14/2022 at 1pm CST via Teams**. The Chief Resilience Officer and the Committee will accept additional questions about the RFP beyond the Q&A meeting until **Noon (12pm) CST on 11/18/2022**. An addendum including answers and Q&A meeting minutes will be provided to all attendees no later than **11/22/2022** via email. All interested firms should send a request for the Q&A meeting link to the email callaway@cityofmobile.org not later than 24 hours before the meeting.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.

If you are submitting a proposal in response to a Request for Qualifications, Request for Proposal, or other solicitation (“Solicitations”) issued by the City of Mobile, the bid specification may require you to utilize disadvantaged business enterprise (“DBE”) subcontractors and suppliers. If DBE participation is required, you must complete and submit these forms with your proposal. If required, failure to submit this form will render your bid non-responsive. NOTE: To satisfy participation requirements for a federally funded project, you must utilize DBEs certified through the Alabama Unified Certification Program.

If DBE participation is required, and you fail to satisfy the participation requirement, you must show that you made a good faith effort to include such participation; you will be required to submit DBE Compliance Form 2 and include additional information if needed. When so required, failure to address adequately the good faith effort factors on Form 2 will render your bid or proposal non-responsive. The “good faith effort” factors on Form 2 are not intended to be a mandatory, exhaustive, or exclusive.

You are encouraged to work with the City of Mobile Supplier Diversity Manager when preparing this form. Please consult with the City Supplier Diversity Manager for a list of eligible DBEs. The “good faith effort” factors on **Form 2** are not intended to be mandatory, exhaustive, or exclusive; they are a tool to help you, and the City of Mobile, determine whether you made efforts which, by their scope, intensity, and appropriateness to the objective, would reasonably be expected to fulfill the participation requirement.

About “**DBEs**”: Disadvantaged business enterprise or DBE means a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

About “**Good Faith**” **Effort**: Good faith efforts means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team.

Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsive.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
 Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
 questions on completing this form.
 Via email: Archnique.kidd@cityofmobile.org
 251.208.7967
 205 Government Street, 5th Floor

FORM 1: Background and Plan

Section I. Information about your company

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work force demographics	Male _____ Female _____ Minority _____ Non-minority _____ SDVO _____ Total #of Employees _____

Subcontractor/Major Supplier Plan submitted by:

Printed Name: _____

Signature: _____ Date: _____

Title: _____

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: _____ Title: _____

Email: _____ Phone: _____



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CITY OF MOBILE
Subcontracting and Major Supplier Plan

Form 2: Good Faith Effort Documentation

Name of Bidder: _____

Contact Person: _____ Phone _____ Email _____

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

YES (<input type="checkbox"/>)	NO (<input type="checkbox"/>)	Did you do these suggested areas for DBE recruitment and engagement
		PRE-BID MEETING(S): The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		CMDBE/ALDOT DBE LIST(S): The bidder utilized the Office of Supplier Diversity's list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		SMALL CONTRACT(S): The bidder selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Consider support services, including insurance, accounting, temporary labor, and transportation, landscaping, and janitorial as potential areas for DBE use.
		FOLLOW-UP: The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		GOOD FAITH NEGOTIATIONS: The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities. Bidders are not expected to engage unqualified subcontractors or subcontractors whose pricing, after negotiation, remains excessive or unreasonable. (Please document qualification deficiencies or unreasonable pricing if it prevented your engagement of specific DBE subcontractors.)
		ADVERTISEMENT: The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		INTERNET ADVERTISING: The bidder advertised DBE and/or subcontracting opportunities in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.



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CITY OF MOBILE
 Subcontracting and Major Supplier Plan

		INFORMATION: The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		WRITTEN NOTICE(S): The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		COMMUNITY RESOURCES: The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.

CONTRACT RECORDS:

The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity:

1. Name, address, email address and telephone number
2. A description of information provided by the bidder/proposer or subcontractor; and
3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.

Section 2(B)

_____ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers. Provide further detail in Section 2(c) if the inability to break-out 15% of the value of the contract was the reason, or a reason, you could not meet the participation requirements.

_____ Could not find sufficient DBEs to provide subcontracting or supplier services.

_____ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. _____
