

City of Richmond Office of Minority Business Development

**Good-Faith Minority Business Enterprise
and Emerging Small Business Participation Efforts
Documentation of Contacts**

Invitation for Bids or Request for Proposals No.: _____

Project Name: _____

Name of Contractor: _____

Part I – Method of Contact

How did you contact each Minority Business Enterprise or Emerging Small Business?

A. **Telephone.** For each firm contacted:

- State the name of the firm, the name of the person contacted, the telephone number contacted and the date of the contact.

B. **Fax.** For each firm contacted:

- State the name of the firm, the fax number contacted and the date of the contact.
- Attach a copy of the fax transmittal sheet indicating receipt of the fax.

C. **E-Mail.** For each firm contacted:

- State the name of the firm, the name of the person contacted by e-mail, the e-mail address at which you contacted the person and the date of the contact.
- Attach a copy of the e-mail sent. All copies of e-mails must include metadata indicating "From," "To" and "Cc" e-mail addresses as well as the date and time of the e-mail.

D. **Newspapers and Other Publications.** For each advertisement placed in a newspaper or other publication:

- State the name of the newspaper or other publication and the date or dates on which the advertisement was published.
- Attach a copy of both the published advertisement and any solicitation advertised.

E. **Other.** For methods of contact not included above:

- Describe the nature of the contact.
- As applicable, state the name of the person contacted, the name of the firm contacted and the date of the contact.
- Attach a copy of any written documentation of the contact.

Attachment A sets forth the form in which the information required above must be submitted.

Attachment A – Form of Information Documenting Method of Contact

Telephone

Name of Firm: _____

Name of Contact Person: _____

Telephone Number: _____

Date of Contact: _____

Fax

Name of Firm: _____

Fax Number: _____

Date of Contact: _____

E-Mail

Name of Firm: _____

Name of Contact Person: _____

E-Mail Address: _____

Date of Contact: _____

Newspaper or Other Publication

Name of Newspaper or Other Publication: _____

Date(s) of Advertisement: _____

Other

Include a separate written statement with any supporting documentation for each contact.

Part II – Response of Contacted Firms

For each firm responding, provide the following information:

Name of Firm Responding: _____

MBE/ESB Response

- Yes
- No
- No Response
- Comment: _____

