



SBE Subcontracting Plan FAQs & Checklist

This Checklist and FAQs are being provided to assist you in completing the SBE Subcontracting Plan. You must submit the Subcontracting Plan for all construction and non-construction contracts for government-assisted projects and for any application for a Class A Operator, Class B Operator, or Management Service Provider (MSP) license to be issued by the Office of Lottery & Gaming (OLG). You must adhere to all District laws regarding the requirements of Subcontracting Plans, the instructions on the SBE Subcontracting Plan (below), and any instructions provided by the procuring agency or OLG.

FREQUENTLY ASKED QUESTIONS

- **Who is required to complete an SBE Subcontracting Plan?**
 - All beneficiaries of construction or non-construction contracts for government-assisted projects in excess of \$250,000 must submit an SBE Subcontracting Plan unless the subcontracting requirement is otherwise fully waived by the Director of the Department of Small & Local Business Development. A partial waiver still requires an SBE Subcontracting Plan.
- **What is the duration for allocating at least 35% of the contract value to SBE?**
 - For an agency contract at least 35% of the dollar volume of the contract shall be subcontracted to a qualified SBE for each performance period for the life of the contract.
- **I am a CBE Prime Contractor doing 100% of the work under my contract, am I required to complete the SBE Subcontracting Plan?**
 - If a CBE Prime is selected as a beneficiary of a construction or non-construction contract and will perform 100% of the work, subcontracting is not required. If 100% of the work is performed by the CBE Prime, it shall attest to completing 100% of the work. However, if a CBE Prime subcontracts any portion of the work, 35% of the total amount subcontracted must be with an SBE. For example, if a CBE Prime receives a contract for \$1,000,000 and will perform only \$900,000 of the contract, 35% of the remaining \$100,000 (*i.e.*, \$35,000) must be subcontracted to qualified SBEs. The SBE Subcontracting Plan, based on this example, should be completed.
- **Will DSLBD credit 100% of a CBE's subcontract towards my subcontracting goal?**
 - DSLBD will only provide credit towards your subcontracting goal for work whereby a SBE provides a commercially useful function. For example, if a Prime contractor awards a \$100,000 contract to an SBE subcontractor to procure software licenses at \$95,000, and the remaining \$5,000 is paid to the SBE for obtaining those software licenses, only the \$5,000 will be credited towards the subcontracting goal. Any pass-thru costs or other work where the SBE is not providing a commercially useful function--with its own organization and resources--will not be credited.
- **Does my SBE Subcontracting Plan have to cover all options periods of the contract or solely the current performance period?**
 - The SBE Subcontracting Plan should only include information for the current period of performance. Thus, the SBE Subcontracting Plan should not represent anticipated option periods. A new subcontracting plan must be submitted and executed before the start of each period of performance.
- **The base period of my contract was awarded during the COVID-19 Public Health Emergency (*i.e.*, March 11, 2020, through November 5, 2021). What is my subcontracting requirement for my performance periods that fall outside of those dates?**
 - If the base period of your contract was awarded during the public health emergency, you are required to maintain a 50% subcontracting requirement for all options and extensions associated with that contract unless otherwise reduced or waived by the Director of DSLBD.
- **I do not believe I can meet the required 35% or 50% subcontracting requirement. What must I do to waive this requirement?**
 - If you believe you cannot achieve the required subcontracting requirements, you should communicate this concern to the contracting officer or other procuring staff before signing your contract. Only the Director of DSLBD can waive the subcontracting requirements, and DSLBD does not retroactively approve waivers. For instance, if a contract is executed before a final determination has been rendered by DSLBD's Director, you will be required to achieve the subcontracting requirement, or the contract may be voided, pursuant to District law.
 - The contracting officer is required to submit a waiver request to DSLBD for the contract **for each period of performance**. Beneficiaries are not permitted to submit a waiver request. DSLBD does



not approve waivers retroactively; therefore, contracting officers and beneficiaries should ensure that the waiver is approved prior to executing the contract. Otherwise, the contract is **voidable** pursuant to District law.

➤ **Can I utilize any CBE to meet my subcontracting requirements or does it have to be an SBE specifically?**

If there are insufficient qualified SBEs to completely fulfill the subcontracting requirement, then the requirement may be satisfied by subcontracting a CBE; provided, that all reasonable efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontracting work.



SBE SUBCONTRACTING PLAN

INSTRUCTIONS: All construction & non-construction contracts for **government-assisted projects (agency contracts & private projects with a District subsidy)** over \$250,000, shall require at least 35% of the total dollar volume of the contract (i.e., the total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), and if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options, and extension, it can only be amended by the Director of the Department of Small & Local Business Development

SUBMISSION OF CBE PLAN:

- ◇ For **agency** solicitations – submit to the agency with bid/proposal.
- ◇ For **agency** options & extensions – submit to the agency before an option or extension is exercised.
- ◇ For **public-private projects** – submit to DSLBD, the agency project manager, and with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

CREDIT: For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by an SBE/CBE using *its own organization and resources*. **COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs AND CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.**

CERTIFICATION INFORMATION: Certification as a Local Business Enterprise (**LBE**) is a prerequisite to be certified in any additional business enterprise category within the CBE Program. The Small Business Enterprise (**SBE**) is a category of the Certification. However, not all CBEs have a Small Business Enterprise (SBE) category. If the subcontracting plan is with a CBE without the SBE category, the contract may not receive credit towards the subcontracting goal for work provided by the CBE if there were qualified SBEs that could have been utilized to completely fulfill the subcontracting requirement.

The certification number must include the **Local Business Enterprise (LBE)** and **Small Business Enterprise (SBE) categories**. i.e., Certification Number: **LSXXXXXXXXX2026**.

SUBCONTRACTING CREDIT PURSUANT D.C. LAW 24-39:

Pursuant to the Coronavirus Support Temporary Amendment Act of 2021 and the Public Emergency Extension and Eviction and Utility Moratorium Phasing Emergency Amendment Act of 2021, contracts awarded during the Public Health Emergency shall receive credit as follows:

- (1) For every dollar expended by a beneficiary with a resident-owned business, the beneficiary shall receive a credit for \$1.10 against the CBE minimum expenditure.
- (2) For every dollar expended by a beneficiary with a disadvantaged business enterprise, the beneficiary shall receive a credit for \$1.25 against the CBE minimum expenditure.
- (3) For every dollar expended by a beneficiary that uses a company designated as both a disadvantaged business enterprise and as a resident-owned business, the beneficiary shall receive a maximum credit for \$1.30 against the CBE minimum expenditure.

EXEMPTION: If the **Beneficiary (e.g., the Prime Contractor or Developer)** is a CBE and will perform the ENTIRE **government-assisted project** with *its own organization and resources* and will NOT subcontract any portion of the services and goods, then the CBE Beneficiary is not required to subcontract to SBEs.



SECTION 1. BENEFICIARY AND SOLICITATION/CONTRACT/SPORTS WAGERING APPLICANT INFORMATION

Section 1A. BENEFICIARY INFORMATION

Company: _____ Contact #: _____ Email address: _____
Street Address: _____ City/ State/ Zip Code: _____
Company's point of contact for agency contract, private project, or Sports Wagering Licensee:
Point of Contact: _____ Title: _____
Contact #: _____ Email address: _____
Street Address: _____

Section 1B. SOLICITATION/CONTRACT/SPORTS WAGERING APPLICANT INFORMATION

Solicitation /Contract/ApplicantNo.: _____ Solicitation Due Date: _____
Agency: _____ Total Dollar Amount of Contract: _____
Total Value of **ALL** CBE Subcontracts: _____
(Include all lower tiers)

Please select all the applicable subcontracting requirements for this solicitation:
☐ 35% Subcontracting Requirement
☐ 50% Subcontracting Requirement
☐ DSLBD approved an adjusted subcontracting requirement:
➤ Adjusted Subcontracting Requirement: _____%

I affirm that the value of all my CBE Subcontracts meets or exceeds the subcontracting requirement required under this solicitation or contract. Further, I understand that DSLBD will only provide credit towards my SBE Subcontracting Requirement for work whereby a CBE provided a commercially useful function with its own organization and resources.
☐ I AGREE
☐ I DISAGREE

Section 1C. CBE BENEFICIARY (ONLY COMPLETE IF THE BENEFICIARY IS A CERTIFIED BUSINESS ENTERPRISE)

If the Beneficiary is a Certified Business Enterprise, select all that apply and provide the following information:
☐ I am a CBE that **WILL** perform 100% of the contracting effort with my own organization and resources and will not subcontract any portion of the contract. Therefore, I am NOT required to submit an SBE Subcontracting Plan that demonstrates subcontracting.
☐ I am a CBE that **WILL NOT** perform 100% of the contracting effort with my own organization and resources and will subcontract a portion of the contract. Therefore, I understand I am required to submit an SBE Subcontracting Plan (located in Section on 2) that demonstrates that the required subcontracting amount, as indicated above, will go to qualified CBEs.

Please include the percentage of the contract the CBE Prime will perform under the contract or project.
➤ The CBE Prime will self-perform _____% of the contract's total dollar volume of the contract or project.
Please provide the current CBE Certification Number of the CBE Prime.
➤ CBE Certification No. _____



BENEFICIARY ATTESTATION

I declare, certify, verify, attest, and state under penalty of perjury that the information provided above is true and correct to the best of my knowledge and belief. Pursuant to D.C. Official Code § 22-2402, I understand that a person convicted of perjury shall be fined not more than \$5,000 or imprisoned for not more than 10 years, or both. I understand that any false or fraudulent statement that I provide or assert may be grounds for revocation of my CBE registration pursuant to D.C. Official Code § 2-218.63. Further, a Prime Contractor, Developer, CBE, Certified Joint Venture, or Sports Wagering Licensee that fails to comply with the requirements of the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2005, as amended, (D.C. Law 20-108) (the "Act"), shall be subject to penalties as outlined in the Act.

PRINT NAME: _____

SIGNATURE: _____

JOB TITLE: _____

DATE: _____

Section 2. SBE/CBE SUBCONTRACTORS (FOR EACH TIER):

| CBE Subcontractor Company Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | |
|--|---------|-------------------|---|--|---|
| _____ | _____ | _____ | _____ | _____ | |
| SBE/CBE Point of Contact: | | | CBE Subcontractor Self-Performance Indicator: | | |
| Name: _____ Title: _____ Telephone Number: _____ Email Address: _____ | | | <input type="checkbox"/> This CBE will perform the ENTIRE subcontract with its own organization and resources. <input type="checkbox"/> This CBE will subcontract a portion of the subcontract and will perform _____% of the subcontract's total dollar volume. NOTE: If the CBE will not self-perform 100% of the subcontract, it must list each lower-tier CBE subcontractor below. | | |
| LOWER TIER CBE Subcontractor Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | Tier (e.g., 1 st , 2 nd , 3 rd , 4 th , etc.) |
| _____ | _____ | _____ | \$ _____ | _____ | _____ |
| _____ | _____ | _____ | \$ _____ | _____ | _____ |
| _____ | _____ | _____ | \$ _____ | _____ | _____ |
| _____ | _____ | _____ | \$ _____ | _____ | _____ |
| _____ | _____ | _____ | \$ _____ | _____ | _____ |

| CBE Subcontractor Company Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | |
|--|----------------------|----------------------|---|--|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| SBE/CBE Point of Contact: | | | CBE Subcontractor Self-Performance Indicator: | | |
| Name: <input type="text"/> Title: <input type="text"/> Telephone Number: <input type="text"/> Email Address: <input type="text"/> | | | <input type="checkbox"/> This CBE will perform the ENTIRE subcontract with its own organization and resources. <input type="checkbox"/> This CBE will subcontract a portion of the subcontract and will perform <input type="text"/> % of the subcontract's total dollar volume. NOTE: If the CBE will not self-perform 100% of the subcontract, it must list each lower-tier CBE subcontractor below. | | |
| LOWER TIER CBE Subcontractor Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | Tier (e.g., 1 st , 2 nd , 3 rd , 4 th , etc.) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> |

| CBE Subcontractor Company Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | |
|--|----------------------|----------------------|---|--|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| SBE/CBE Point of Contact: | | | CBE Subcontractor Self-Performance Indicator: | | |
| Name: <input type="text"/> Title: <input type="text"/> Telephone Number: <input type="text"/> Email Address: <input type="text"/> | | | <input type="checkbox"/> This CBE will perform the ENTIRE subcontract with its own organization and resources. <input type="checkbox"/> This CBE will subcontract a portion of the subcontract and will perform <input type="text"/> % of the subcontract's total dollar volume. NOTE: If the CBE will not self-perform 100% of the subcontract, it must list each lower-tier CBE subcontractor below. | | |
| LOWER TIER CBE Subcontractor Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | Tier (e.g., 1 st , 2 nd , 3 rd , 4 th , etc.) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | function by the CBE | |
|--|--|--|----|---------------------|--|
| | | | \$ | | |
| | | | \$ | | |
| | | | \$ | | |
| | | | \$ | | |
| | | | \$ | | |

| CBE Subcontractor Company Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE |
|--------------------------------|---------|-------------------|---|--|
| | | | | |

| SBE/CBE Point of Contact: | CBE Subcontractor Self-Performance Indicator: |
|--|--|
| Name: Title: Telephone Number: Email Address: | <input type="checkbox"/> This CBE will perform the ENTIRE subcontract with its own organization and resources. <input type="checkbox"/> This CBE will subcontract a portion of the subcontract and will perform % of the subcontract's total dollar volume. NOTE: If the CBE will not self-perform 100% of the subcontract, it must list each lower-tier CBE subcontractor below. |

| LOWER TIER CBE Subcontractor Name | Address | Certification No. | Price to be paid to the CBE Subcontractor | Description of subcontract scope of work to be performed that shall be for a commercially useful function by the CBE | Tier (e.g., 1 st , 2 nd , 3 rd , 4 th , etc.) |
|-----------------------------------|---------|-------------------|---|--|---|
| | | | \$ | | |
| | | | \$ | | |
| | | | \$ | | |
| | | | \$ | | |
| | | | \$ | | |

**AGENCY CONTRACT AWARD**

Agency: _____
Prime Contractor: _____
Contract Number: _____
Date SBE Subcontracting Plan Accepted: _____
Date agency contract signed: _____

Anticipated Start Date of Contract: _____
Anticipated End Date of Contract: _____

Total Dollar Amount of Contract: \$ _____

**Design-Build must include total contract amount for both design and build phase of the project.*

35% of the Total Contract Amount: \$ _____

35% of the Applicable Performance Period: \$ _____

50% of Total Dollar Amount of Contract: \$ _____
(pursuant to D.C. Law 24-39)

Total Amount of All SBE/CBE Subcontracts: \$ _____
(include every tier)

(✓ if applies)

☐ Base Period Contract – Option/Extension Period: _____

☐ Multi-year Contract

First Year (Period) of Contract: _____

Current Year (Period) of Contract: _____

☐ Design-Build – Date of Guaranteed Contract: _____

☐ Check if prime contractor is a CBE and will perform the ENTIRE government-assisted project (agency contract) with its own organization and resources and NOT subcontract any portion of the services or goods.

PRIVATE PROJECT SUBSIDY AWARD

Agency Providing Subsidy: _____
District Subsidy: _____
Developer: _____
Amount of District Subsidy: _____
Date District Subsidy Provided/ contract signed: _____

Anticipated Start Date of Project: _____
Anticipated End Date of Project: _____

Project Name: _____
Project Address: _____

Total Development Project Budget: \$ _____
(include pre-construction and construction costs)

35% of the Total Development Project Budget: \$ _____

50% of Total Dollar Amount of Contract: \$ _____
(pursuant to D.C. Law 24-39)

Total Amount of All SBE/CBE Subcontracts: \$ _____
(include every lower tier)

☐ Check if developer is a CBE and will perform the ENTIRE government-assisted project (private project) with its own organization and resources and NOT subcontract any portion of services or goods.

☐ **AGENCY CONTRACTING OFFICER'S AFFIRMATION OR** ☐ **AGENCY PROJECT MANAGER'S AFFIRMATION**
(✓ which applies)

The below Agency Contracting Officer or Agency Project Manager affirms the following (✓ to affirm):

☐ If the Beneficiary is a CBE, DSLBD was contacted to confirm Beneficiary's CBE certification.

☐ The fully executed Contract (Base or Option or Extension or Multi-Year) or subsidy document, between the Beneficiary and Agency, was emailed to DSLBD at Compliance.Enforcement@dc.gov within five (5) days of signing:

☐ **FOR AGENCY CONTRACT** the SBE Subcontracting Plan, submitted by Beneficiary, was emailed to DSLBD at Compliance.Enforcement@dc.gov within five (5) days of signing the contract between the Beneficiary and Agency.

Name of Agency Contracting Officer or Agency Project Manager

Title of Agency Contracting Officer or Agency Project Manager

Signature

Date



VENDOR VERIFICATION FORM (“VVF”)

Year: 2025

Quarter: Jan-Mar

PART I. Agency Contract/ Project Details:

Contract/Project Name: _____

(✓ one)

- ☐ District Agency Contract: Prime Contractor _____ District Agency _____ & Contract # _____
☐ Private Project: Beneficiary _____

PART II. SBE/ CBE Contractor/ Subcontractor & Lower Tier Subcontractor Details:

Insert Company Name is an (✓ one) ☐ SBE/CBE Subcontractor ☐ SBE/CBE Lower Tier Subcontractor ☐ SBE/CBE General Contractor providing the following scope of work/ products using its own organization and resources (specify) : _____. The SBE/CBE Company’s CBE certification is active and the number is _____.

PART III. SBE/CBE Company’s Subcontracts to Lower Tier SBE/CBE or Non-CBE Companies: (✓ one)

- ☐ a. SBE/CBE Company provided 100% of all services and/or products provided for the Entire Project/Contract using its own organization and resources, and did not subcontract any portion to a lower tier subcontractor. (Skip to Part IV.)
- ☐ b. SBE/CBE Company provided 100% of all services and/or products provided for the Entire Subcontract using its own organization and resources, and did not subcontract any portion to a lower tier subcontractor. (Skip to Part IV.)
- ☐ c. SBE/CBE Company subcontracted a portion of the Contract/Subcontract to a lower tier subcontractor. (List every CBE and non-CBE lower tier subcontractor.)

| Lower Tier Subcontractor Name | Lower Tier Subcontractor is: SBE, CBE or Non-CBE | Total Amount of Lower Tier Subcontract | Amount Paid to Lower Tier Subcontractor This Quarter | Amount Paid to Lower Tier Subcontractor to Date | Detailed Description of lower tier subcontractor’s scope of work | CBE Certification Number | Fully Executed Lower Tier Subcontract provided with this VVF* |
|-------------------------------|--|--|--|---|--|--------------------------|---|
| 1. | Select | \$ | \$ | \$ | | | Select |
| 2. | Select | \$ | \$ | \$ | | | Select |
| 3. | Select | \$ | \$ | \$ | | | Select |
| 4. | Select | \$ | \$ | \$ | | | Select |

***THIS VVF WILL NOT BE ACCEPTED, AND NO CREDIT GIVEN, UNTIL THE FULLY EXECUTED CONTRACTS/ SUBCONTRACTS AND VVFs FOR ALL SBEs & CBEs LISTED IN PART III c. ARE PROVIDED!**

SBE/ CBE Subcontracting Credit will only be assessed for the portion of services & goods provided by each SBE/ CBE Company AND each SBE/ CBE Lower Tier Subcontractor **USING ITS OWN ORGANIZATION AND RESOURCES.**

PART IV: Provide DETAILED Description of Scope of Work Provided by SBE/CBE Company:

The total amount of the contract/subcontract = \$ _____ (amount should include all change orders); the total amount subcontracted to SBE & CBE lower tier subcontractors = \$ _____ (amount should include all change orders). SBE/CBE Company was paid total of \$ _____, during this quarter. The total amount SBE/CBE has been paid to date for portion of contract/subcontract performed with its own organization and resources is \$ _____. The remaining amount to be paid to the SBE/CBE Company for portion of contract/subcontract performed with its own organization and resources is \$ _____.

ACKNOWLEDGEMENT

I declare, certify, verify, attest or state under penalty of perjury that the information contained in this Vendor Verification Form, and any supporting documents submitted, are true and correct to the best of my knowledge and belief. I further declare, certify, verify, attest or state under penalty of perjury that I have the authority and specific knowledge of the goods and services provided under each contract/subcontract contained in this Vendor Verification Form. I understand that pursuant to D.C. Official Code § 22-2402, any person convicted of perjury shall be fined not more than \$5,000 or imprisoned for not more than 10 years, or both. I understand that any false or fraudulent statement contained in this Vendor Verification Form may be grounds for revocation of my CBE registration pursuant to D.C. Official Code § 2-218.63. I also understand that failure to complete this Vendor Verification Form properly will result in no credit towards the SBE and CBE Subcontracting Requirements. Further, a Prime Contractor, Developer, CBE, or Certified Joint Venture, if subject to, that fails to comply with the requirements of the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014 (D.C. Law 20-108) (the "Act"), shall be subject to penalties as outlined in the Act.

NOTARIZATION

The undersigned, as a duly authorized representative of _____, CBE/SBE Company, swears or affirms that the statements made herein are true and correct.

Signature: _____ Title: _____
Print Name: _____ Date: _____
District of Columbia (or State/Commonwealth of _____); to wit:

Signed and sworn to or affirmed before me on this _____ day of _____,
_____, by _____, who is well known to me or has been sufficiently verified as the person who executed the foregoing affidavit and who acknowledged the same to be his/her free act and deed.

Notary signature: _____
(Seal)

My commission expires: _____

ATTACHMENT 6

DOCUMENTATION OF ADDITIONAL OUTREACH EFFORTS

The following written documentation may be submitted as evidence of certified business enterprise "CBE" outreach and involvement efforts:

- (a) A listing of specific work scopes on a trade specific basis identified in which there are subcontracting opportunities for CBEs;
- (b) Copies of written solicitations used to solicit CBEs for these subcontracting opportunities;
- (c) A description of attempts to personally contact the solicited CBEs including the names, addresses, dates and telephone numbers of the CBEs contacted, a description of the information provided to the CBEs regarding plans, specifications and anticipated schedules for the work to be performed, and the responses of the CBEs to the solicitation;
- (d) In the event CBE subcontractors are found to be unavailable, a written request of a Statement of CBE Unavailability from the DSLBD is required;
- (e) A description of efforts to seek waiver of bonding requirements for CBEs, if bonding is required;
- (f) A copy of the request for reduction in or partial release of retainage for CBE;
- (g) A copy of the contract with each CBE subcontractor if a contract is executed between the District and the prime Contractor.