

FOR OFFICE USE ONLY  
Commitment # \_\_\_\_\_

**TWDB-0216  
TEXAS WATER DEVELOPMENT BOARD  
AFFIRMATIVE STEPS SOLICITATION REPORT**

**I. PROJECT INFORMATION**

TWDB Project Number	Applicant/Entity Name	Total TWDB Funding Request	Program Type (insert "X" for all that apply)
			<input type="checkbox"/> Drinking Water SRF (DWSRF)
			<input type="checkbox"/> Clean Water SRF (CWSRF)

**Project Name:** \_\_\_\_\_

**Solicitation By:**  Applicant/Entity OR  Prime Contracted Business: \_\_\_\_\_

**Project Phase:**  Prior to Closing       Release of funding for PADs       Construction Contract # \_\_\_\_\_

**II. SOLICITATION METHOD(S) UTILIZED**

At least two methods of solicitation are required. Select the method(s) utilized for the solicitation. Copies of the actual postings, direct contact email/phone log, etc. must be attached to this form as support documentation for each method used. Failure to adequately follow these steps will result in the requirement to complete additional steps in order to become compliant.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Newspaper Advertisements                           | <input type="checkbox"/> Meetings or Conferences | <input type="checkbox"/> Trade Association Publications |
| <input type="checkbox"/> Minority Media                                     | <input type="checkbox"/> Internet & Web Postings | <input type="checkbox"/> Other Government Publications  |
| <input type="checkbox"/> Direct Contact by Phone, Fax, USPS Mail, or Email* |  |   |

*\*If using direct contact, entities must solicit to a **minimum of 3** businesses/firms (at least one being a DBE) for each category of contract sought (i.e., construction, supplies, equipment, or services) to demonstrate a Good Faith Effort.*

**III. PROJECT BIDDERS LIST:**

List on the following table, or provide on a separate list, each business entity directly solicited for procurement or that submitted a bid for consideration.

<b>Instructions for Columns 1 - 4</b>	1 - Full business name (line one) & point of contact (line two) 2 - Business address 3 - Telephone number 4 - Email address for the business
<b>Instructions for Column 5</b>	Enter one of the following procurement or contract categories: <b>CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES</b> <i>For detailed definitions, review guidance document, TWDB-0210.</i>
<b>Instructions for Column 6</b>	Enter the type of business: <b>MBE</b> - Minority Business Enterprise, <b>WBE</b> - Women-owned Business Enterprise, or <b>OTHER</b> - Company or firm is Non-MBE or WBE

**Notice:** Entities receiving State Revolving Fund financial assistance must create and maintain a Bidders List if the entity is subject to, or chooses to follow, competitive bidding. The Bidders List must include all firms that bid or quoted on contracts under EPA assisted projects, including both MBE/WBEs and non-MBE/WBEs. Entities must keep all Bidders Lists until project completion or the recipient is no longer receiving EPA funding under the loan, whichever is later. Entities with loans totaling less than \$250,000 during a state fiscal year are exempt from the Bidders List requirement, but must still meet DBE program requirements. The Bidders List requirement also applies to all Prime Contracted Businesses/Firms that make subcontracting.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Business Name & Point of Contact	Business Address	Telephone Number	E-Mail Address	Procurement Category	MBE/WBE Status
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Use additional sheets if necessary

Signature – Authorized Representative	Title (print legibly)	Date

**IV. TWDB APPROVAL SIGNATURE**

Signature indicates the form meets DBE requirements.

DBE Coordinator	Approval Date