

TWDB-0216

**TEXAS WATER DEVELOPMENT BOARD
AFFIRMATIVE STEPS SOLICITATION REPORT**

I. PROJECT INFORMATION

A. TWDB Project No.	B. Applicant/Entity Name	C. Total TWDB Funding Request	D. 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 Prime Contractor: _____

Project Phase: Application Planning/Design Construction Contract # _____

II. PROJECT BIDDERS LIST:

Instructions Columns 1 - 4	List on this form, or provide on a separate list, each business entity solicited for procurement, the following: 1-Full business name & point of contact, 2-business address, 3-telephone number and 4-email for each business or firm. Entities must solicit to a minimum of 3 business/firms for each type of contract sought (i.e. three engineering, financial advisor, and bond counsel firms) to demonstrate a Good Faith Effort .
Instructions Column 5	Enter one of the following procurement or contract categories: CONSTRUCTION – SUPPLIES – EQUIPMENT – SERVICES
Instructions 6	Enter the type of business: Minority Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), or OTHER (NOTE! "OTHER" = Company or firm is Non-MBE or WBE)
Instructions Column 7	To achieve a "Good Faith Effort" a minimum of two methods must be utilized for solicitation, however, additional methods are encouraged by the TWDB should any of the attempted methods fail to meet DBE program requirements. Adequate backup documentation must be attached to this form for each method used. Methods of solicitation include: <ol style="list-style-type: none"> 1. Newspaper Advertisements 2. Direct Contact by Phone, Fax, USPS Mail, E-mail 3. Meetings or Conferences 4. Minority Media 5. Internet & Web Postings 6. Trade Association Publications 7. Other Government Publications

Notice: Entities receiving federal SRF loans must create and maintain a bidder's list if the recipient of the loan is subject to competitive bidding requirements. The list must include all firms that bid or quote on subcontracts under EPA assisted projects, including both MBE/WBEs and non-MBE/WBEs. Entities must keep the bidders list until the project is complete, the project period has expired, and the recipient is no longer receiving EPA funding under the loan.

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

Use additional sheets if necessary

Signature - Applicant/Entity or Prime Contractor	Title	Certification Date

III. TWDB APPROVAL SIGNATURE

Form meets DBE Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
DBE Coordinator	Approval Date