



EXHIBIT F

CITY OF DALLAS Office of Economic Development – Business and Workforce Inclusion Business Inclusion and Development Documentation Form (BWI-FRM-215)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Project Name

Bid #:

Firm Name and Address:

1. Did you meet with a staff member of the Office of Economic Development Business and Workforce Inclusion (BWI)?

Please make a selection:

Name of staff member:

2. Did you utilize a current M/WBE directory provided by BWI staff for this project?

Please make a selection:

Date of Listing:

3. Did you provide plans and specifications, bids or proposals to potential M/WBEs or information regarding the location of plans and specifications, bids, or proposals for this project?

Please make a selection:

4. If M/WBE bids and proposals were received and rejected, you must attach documentation of the received bid and the reason for rejection. (i.e. letters, memos, telephone calls, meetings, etc.)

5. Complete the attached Documentation Form(s) to further explain good faith efforts to obtain M/WBE participation on this project. If there is written documentation of efforts with the M/WBEs who responded affirmatively to the bidder's written notice please attach documentation (i.e. quotes, or e-mails).



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(Note: Please use the Tab button, arrows or mouse to move from one section to the next. Please *DO NOT* use the “Enter” key.)

Project Name #: _____

Bid #: _____

Firm Name and M/WBE Certification Number	Person Contacted and Date	Telephone Number and Email Address	Type of Work	Method of Communication (Telephone/Email)	Response
		- -			
		- -			
		- -			
		- -			
		- -			
		- -			
		- -			

Please use the form(s) below if additional space is needed. Intentional misrepresentation could result in criminal prosecution.

Officer's Signature: _____

Title: _____

Date: _____

Printed Name: _____

Date: _____



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(Note: Please use the Tab button, arrows or mouse to move from one section to the next. Please DO NOT use the “Enter” key.)

Project Name & Bid/Contract #: _____ **#:** _____

Firm Name and M/WBE Certification Number	Person Contacted and Date	Telephone Number and Email Address	Type of Work	Method of Communication (Telephone/Email)	Response
		- -			
		- -			
		- -			
		- -			
		- -			
		- -			
		- -			

Please use the form below if additional space is needed. Intentional misrepresentation could result in criminal prosecution.

Officer's Signature: _____ **Title:** _____ **Date:** _____

Printed Name: _____ **Date:** _____

CITY OF DALLAS

**Office of Economic Development - Business and Workforce Inclusion
Pre-Bid/Pre-Proposal Form (BWI-FRM-623)**

Sections II and III are worth 15 Total Points: Section II = 5 Points Maximum, Section III = 10 Points Maximum

Solicitation Number: _____ Project Name: _____ Company Name: _____

Section I: Business Inclusion Affidavit

It is the policy of the City of Dallas to involve qualified Minority and Women-Owned Business Enterprises (MWBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. On September 23, 2020 the City Council adopted the following MWBE participation goals without consideration for specific ethnicity or gender (Resolution Number 20-1430):

Construction - 32.00%, Architectural & Engineering - 34.00%, Professional Services - 38.00%, Other Services - N/A, Goods - 32.00%

By signing below, I certify that the information included in sections II and III are true and complete to the best of my knowledge and belief. I further understand and agree that all information will be reviewed and verified by the Office of Economic Development, Business and Workforce Inclusion (BWI). I agree to provide the City of Dallas with a completed copy of all required forms provided within the BWI Inclusion document package. I understand that, for the purpose of MWBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents, my bid may be deemed "non-responsive" and I may be denied award of the contract.

Typed or Printed Name of Company's Certifying Official	Signature	Date

Section II: Historical Utilization

Entity Name Address, City, State, Zip	Contact Person, Title Phone Number	Month/Year of Project	Total Contract Amount	M/WBE Goal (%)	Project Name/ Contract Type	M/WBE Actual Participation (\$)	M/WBE Actual Participation (%)
			\$ -			\$ -	#DIV/0!
			\$ -			\$ -	#DIV/0!
			\$ -			\$ -	#DIV/0!

Include historical M/WBE utilization for the last three projects completed ONLY. Not limited to City of Dallas contracts, but should only include projects performed with municipalities.

Section II = 5 Total Points: 3 Projects = 5 Points: 2 Projects = 3 Points: 1 Project = 1 Point

Section III: Team Make-Up/Schedule of Work

[illegible]

Include all subcontractors who will be performing on this project, both MWBEs and Non-MWBEs. This section should include the Prime Contractor's value of work, and the total contract amount will auto populate.

Section III = 10 Total Points: Meets Goal = 5 Points: Exceeds Goal. Additional 3 Points: Diverse Team Make-Up. Additional 2 Points



CITY OF DALLAS
Office of Economic Development – Business and Workforce Inclusion
Ethnic Workforce Composition Report (BWI-FRM-627)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. *Please DO NOT use the “Enter” key.*)

Company name: _____

Address: _____

Bid #: _____

Telephone Number: _____ - _____ - _____ Ext. _____

Email Address: _____

Please complete the following sections based on the ethnic composition of the (location) entity in the address line above.

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
Administrative/ Managerial										
Professional										
Technical										
Office/Clerical										
Skilled										
Semiskilled										
Unskilled										
Seasonal										
Totals:										
# of employees living in Dallas:										
Total % of employees living in Dallas										

Officer's Signature

Title

Typed or Printed Name

Date



CITY OF DALLAS
Office of Economic Development – Business and Workforce Inclusion
Subcontractor Intent Form (BWI-FRM-214)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

TO: City of Dallas DATE: _____

Office of Economic Development - Business and Workforce Inclusion

Project Name: _____ Bid # _____

_____ will provide the following

_____ M/WBE Subcontractor on the project

good(s)/service(s): _____

to _____

_____ Prime Contractor on the project

MWBE subcontractor is currently certified by the following agency: _____

M/WBE Certification Number: # _____

Certification must be kept current / valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.

For the purpose of M/WBE subcontracting participation, the City of Dallas does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime	\$ _____	_____ NCTRCA
		_____ DFWMSDC
MWBE/DBE Sub Participation Amount	\$ _____	_____ % WBCSW

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the City of Dallas contract. The undersigned understands that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, the prime contractor must submit a Change of M/WBE subcontractor/supplier form to the Business and Workforce Inclusion division for approval prior to any changes in the team make-up. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.

Officer's Signature (Prime Contractor)

Officer's Signature (M/WBE/DBE Subcontractor)

Printed Name (Prime Contractor)

Printed Name (M/WBE/DBE Subcontractor)

Title (Prime Contractor)

Title (M/WBE/DBE Subcontractor)

Date

Date

Please select or list all Chambers or Advocacy groups you are a member of:

	Prime	Sub		Prime	Sub
Greater Dallas Asian American Chamber of Commerce	☐	☐	Asian Contractors Association	☐	☐
Greater Dallas Black Chamber of Commerce	☐	☐	Regional Black Contractors Association	☐	☐
Greater Dallas Hispanic Chamber of Commerce	☐	☐	Regional Hispanic Contractors Association	☐	☐
U.S. Pan Asian American Chamber of Commerce	☐	☐			

Other _____



CITY OF DALLAS
Office of Economic Development - Business and Workforce Inclusion
Contractor's Affidavit - Schedule of Work and Actual Payment (BWI-FRM-213)

Project Name: _____ Bid/Contract #: _____

Instructions:

Column 1: List type of work to be performed by Prime and 1st tier subcontractors.

Column 6: Indicate firm's location as L=local (within Dallas county limits);

N=Non-local (Outside Dallas county limits).

Column 2: City of Dallas Vendor Number for Prime and Subcontractors/Suppliers (if none, register online: www.bids.dallascityhall.org). ALL Prime and Subcontractors/Suppliers must be registered with the City of Dallas.

Column 7: Indicate dollar amount of value of work for the Prime contractor, subcontractors, and suppliers.

Column 3: List name of firm; M/WBE Certification Number (if applicable).

Column 8: Indicate percentage of total contract amount.

Column 9: Indicate total payments to date.

Column 10: Indicate payments during current pay period.

Column 4: List firm(s); contact name; address; telephone number.
 Column 5: List ethnicity of firm(s) owner as B=African American; H=Hispanic; I=Asian Indian; N=Native American; P=Asian Pacific; W=Woman; NON=other than M/WBE.

Type of Work [1]	City of Dallas Vendor Number [2]	Name of Firm & M/WBE Certification (if Applicable) [3]	Contact Name Address, City, State, Zip & Tel. Number [4]	Type of Firm L or N [5]	Value of Work (\$) [7]	Percent (%) [8]	Payments to Date (\$) [9]	Payment this Period (\$) [10]
Notes:						#VALUE!		
						#DIV/0!		
Notes:						#DIV/0!		
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						#DIV/0!		

Type of Work	City of Dallas Vendor Number	Name of Firm & M/WBE Certification (if Applicable)	Contact Name Address, City, State, Zip & Tel. Number	Type of Firm	L or N	Value of Work (\$)	Percent (%)	Payments to Date (\$)	Payment this Period (\$)
							#DIV/0!		
Notes:									
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							#DIV/0!		
Notes:									
							#DIV/0!		
Notes:									
						Total Bid Amount: \$	-	#VALUE!	\$ -

[Note: Totals and Percentages will automatically calculate.]

The undersigned intends to enter into a formal agreement with the subcontractors listed, conditioned upon being awarded the City of Dallas contract. If any changes are made to this list, the Prime contractor must submit to the City for approval a revised schedule with documented explanations for the changes and the Change of M/WBE Subcontractor Form. Failure to comply with this provision could result in termination of the contract, sanctions against the Prime contractor, and/or ineligibility for future City contracts.

Officer's Signature: _____ Title: _____
Printed Name: _____ Date: _____
Company Name: _____