

**STATE SYSTEM OF HIGHER EDUCATION, COMMONWEALTH OF PENNSYLVANIA
SMALL DIVERSE BUSINESS (SDB) SOLICITATION FORM**

Bidder Information

Company Name:

Address:

Contact Person:

E-mail:

Telephone: ()

Project Information

Contract Number:

Project Name:

Location:

REAA:

Firms Solicited	SDB or Non-SDB	Scope/Materials	Estimated Value	Date Solicited	Quotes			Commitments	
					Rec'd Y/N	Amount	Attached Y/N	Made Y/N	Attached Y/N

SDB SOLICITATION FORM CONTINUATION SHEET

Bidder (Company Name):				Project (Contract Number):					
Firms Solicited	SDB or Non-SDB	Scope/Materials	Estimated Value	Date Solicited	Quotes			Commitments	
					Rec'd	Amount	Attached	Made	Attached

Instructions for SDB Solicitation Form

Bidder Information: Self-explanatory. The Contact Person should be the person familiar with the information on the Form. If the prime bidder itself is an SDB, state so on the form. SDBs must be in the PA DGS SDB database. If the prime bidder is an SDB, no proactive solicitation is required.

Project Information: Self-explanatory. The REAA for each contract is specified in the Special Instructions to Bidders.

Firms Solicited: All SDB who were solicited must be listed. List the SDB firm's name and address, along with the name and telephone number of the person contacted at the SDB. Additionally, any Non-SDB Firm who was solicited for the same scopes of work and/or materials for which SDB were solicited, and from whom a written quote was received that is lower than the lowest quote received from an SDB and which is the basis of a commitment to that Non-SDB Firm, must be listed. However, any Non-SDB Firm who was solicited for the same scopes of work and/or materials for which SDB were solicited, and from whom a written quote was not received, or from whom a written quote was received but which is not the basis of a commitment to that Non-SDB Firm, need not be listed. Solicitations for scopes of work and/or materials which did not include any SDB need not be listed.

SDB or Non-SDB: Identify whether the firm is an SDB or not. SDBs must be in the PA DGS SDB database.

Scope/Materials: List the scope of work and/or materials solicited. Use the Technical Specification Division number, if possible and appropriate.

Estimated Value: Identify your (the prime bidder's) estimate of the value of the scope of work and/or materials being solicited. Credit towards the REAA is only given once for each scope of work and/or materials being solicited. Multiple solicitations for the same scope of work and/or materials are encouraged, but multiple solicitations for the same scope of work and/or materials cannot count more than once for the cumulative REAA.

Date Solicited: Identify the date the solicitation was issued. Attach written evidence of that solicitation (letter, fax, or e-mail).

Quotes: Identify whether or not a quote was received from the solicited firm. Identify the dollar value of that bid or quote. Indicate whether written evidence of that quote (letter, fax, or e-mail) is attached. Negative responses from solicited SDB (letter, fax, or e-mail) should also be attached.

Commitments: Identify whether or not your firm made a commitment based on the solicitation. Indicate whether the commitment letter, either to an SDB or to a Non-SDB Firm, is attached.

Use Multiple Sheets and/or Continuation Sheets if Necessary