

Columbus Public Schools – Pricing Request

SECTION M---OFFEROR DOCUMENTS LEDE PARTICIPATION FORM

Columbus Public Schools **Offeror Documents LEDE Participation Form** **Goods and Services**

Columbus Public Schools is committed to the Outreach Program and requires, as a part of your submission, that all Offerors make a good faith effort to meet the goals of the Program. As required by this PR, each Offeror must demonstrate a good faith effort to meet the goals of the Outreach Program to be responsive.

Instructions

Demonstration of this good faith effort will be assessed using responses to this portion of the PR. Please:

1. Complete the Preliminary Information Section (on this page) of the LEDE Participation Form.
2. Complete either Section A or B or C. Only one of these sections must be completed.
3. Make sure the appropriate section is signed by the responsible person in the company.
4. Return the completed form with your offer.

Preliminary Information

Offeror's Name: _____

Contract: _____

Amount of Base Offer: _____

Individual Responsible for Outreach Program Compliance:

(Name)

(Phone Number)

(Title)

It is only necessary to complete one of the following three Sections: A, B, or C.

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Section A – Goal Attained – Service and Supply Subcontracts

If the goals of the Outreach Program will be met, complete this section.

The following LEDEs have agreed to participate in this contract in the event that the undersigned is awarded the contract.

1. LEDE COMPANY NAME: _____

Individual at LEDE who was contacted:

(Name) (Title or Position) (Telephone Number)

Date contacted: _____

Type of work to be performed or supplies purchased: _____

Agreed price for work/supplies listed above. \$ _____

2. LEDE COMPANY NAME: _____

Individual at LEDE who was contacted:

(Name) (Title or Position) (Telephone Number)

Date contacted: _____

Type of work to be performed or supplies purchased: _____

Agreed price for work/supplies listed above. \$ _____

3. LEDE COMPANY NAME: _____

Individual at LEDE who was contacted:

(Name) (Title or Position) (Telephone Number)

Date contacted: _____

Type of work to be performed or supplies purchased: _____

Agreed price for work/supplies listed above. \$ _____

The undersigned certifies that it will meet the goals of the Outreach Program as stated in this PR. In the event the undersigned is awarded the contract with the Columbus Public Schools, the undersigned certifies that it will enter into formal agreements with the above-listed LEDEs and agrees to provide the Outreach Program Office with proof of contracts, payments or other agreements upon request. The undersigned further agrees that it will immediately notify the Purchasing Department in the event that any LEDE is unable to complete the work outlined above for any reason.

Signature of Offeror

Title

Date

Note: A Letter of Intent to Subcontract must be signed by each LEDE listed in this section and included with the offer.

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Section B – Goal Attained – Joint Venture

If the goals of the Outreach Program will be met by establishing a joint venture, complete this section.

The undersigned certify that they have entered into a joint venture agreement which meets the goal of the Outreach Program as stated in this PR.

1. NAME OF COMPANY: _____

Responsible individual:

(Name) (Title or Position) (Telephone Number)

Describe the Company's role in the joint venture: _____

Is this Company an LEDE? _____

If so, is the company registered with the Outreach Program Office? _____
(At least one company must be certified by the Outreach Program Office as an LEDE to constitute a valid joint venture.)

2. NAME OF COMPANY: _____

Responsible individual:

(Name) (Title or Position) (Telephone Number)

Describe the Company's role in the joint venture: _____

Is this Company an LEDE? _____

If so, is the company certified by the Outreach Program Office? _____
(At least one company must be certified by the Outreach Program Office as an LEDE to constitute a valid joint venture.)

3. NAME OF COMPANY: _____

Responsible individual:

(Name) (Title or Position) (Telephone Number)

Describe the Company's role in the joint venture: _____

Is this Company an LEDE? _____

If so, is the company registered with the Outreach Program Office? _____
(At least one company must be certified by the Outreach Program Office as an LEDE to constitute a valid joint venture.)

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4. IS THERE A FORMAL JOINT VENTURE AGREEMENT? _____

If yes, attach the agreement. If not; describe the LEDE role in the joint venture:

1. Profit and loss sharing _____
2. Capital contributions _____
3. Day-to-day management of financial matters: _____

4. Day-to-day management decisions such as estimating, marketing and sales, personnel decisions, purchases of major items or supplies: _____

5. Supervision of field operations: _____

In the event the joint venture is awarded the contract with Columbus Public Schools, the undersigned certify that they will abide by the joint venture agreement as outlined in the attached Agreement or as set forth above. The undersigned further agree that they will immediately notify the Purchasing Department in the event that any member of this joint venture is unable to complete the work outlined above for any reason.

Company Name

Company Name

Company Name

Responsible individual

Responsible individual

Responsible individual

Title

Title

Title

Date

Date

Date

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Section C – Goal Not Attained – Good Faith Effort Made

If the goal of the Outreach Program could not be met at the time of PR submission, but a good faith effort to reach the goal was made, please complete as much of this section as is applicable.

The undersigned certify that it was not able to reach the Outreach Program Goal as required by this PR, but certify a good faith effort as follows:

1. The Offeror certifies that the following LEDEs have agreed to participate in this contract in the event the undersigned is awarded the contract to partially meet the stated goal:

a. LEDE Company Name: _____

Individual at LEDE who was contacted:

(Name)

(Title or Position)

(Telephone Number)

Date contacted: _____

Type of work to be performed or supplies purchased: _____

Agreed price for work/supplies listed above. \$ _____

b. LEDE Company Name: _____

Individual at LEDE who was contacted:

(Name)

(Title or Position)

(Telephone Number)

Date contacted: _____

Type of work to be performed or supplies purchased: _____

Agreed price for work/supplies listed above. \$ _____

AND/OR

2. Offeror was unable to meet the goal, in full or in part, and certifies the following good faith efforts to achieve the goals:

- a. Offeror contacted the Outreach Office on _____ and sought assistance in contacting eligible LEDEs.
(Describe advice given by Outreach Program Office and steps taken to follow up on advice.) _____

- b. Offeror contacted the following LEDEs but was unable to obtain a commitment for work: (Please provide sufficient information so that the Outreach Program Office can contact the LEDEs.)

1. LEDE Company: _____

Individual contacted:

(Name)

(Title)

(Telephone No.)

Date contacted: _____

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Reason LEDE could not perform the work: _____

2. LEDE Company: _____

Individual contacted:

(Name) (Title) (Telephone No.)

Date contacted: _____

Reason LEDE could not perform the work: _____

3. LEDE Company: _____

Individual contacted:

(Name) (Title) (Telephone No.)

Date contacted: _____

Reason LEDE could not perform the work: _____

AND/OR

3. Offeror made the following additional efforts. (Describe any other attempts or program initiatives that the Offeror used to solicit LEDEs.) _____

AND/OR

4. Offeror certifies that it will not be subcontracting any work or purchasing any supplies for the following reasons: _____

The undersigned certifies that if it is awarded the contract by Columbus Public Schools, it will continue to work with the Outreach Program Office to fulfill the goal as stated in Section D of this PR. In the event the undersigned is awarded the contract with Columbus Public Schools, the undersigned certifies that it will enter into formal agreements with any of the LEDEs identified above as being able to perform work or provide supplies required for the contract, and agrees to provide the Outreach Program Office with proof of contracts, payments or other agreements with LEDEs upon request. The undersigned further agrees that it will immediately notify the Purchasing Department in the event that any of the information provided in this section changes in any material way.

Signature of Offeror

Title

Date

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SECTION N---LETTER OF INTENT TO SUBCONTRACT TO LEDE FIRMS

COLUMBUS PUBLIC SCHOOLS LETTER OF INTENT TO SUBCONTRACT TO LEDE FIRMS

Offeror's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Contract: _____

Name of LEDE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by LEDE:

The LEDE is committed to providing the supplies or completing the work described above. The estimated dollar value of this work is \$_____.

Affirmation:

The above-named LEDE company affirms that it will perform the portion of the contract stated above for the estimated dollar value stated above.

By: _____

(Signature of Owner or Officer of LEDE)

(Title)

If the Offeror does not receive award of the prime contract, any and all representations in this Letter of Intent shall be null and void.

(This page should be submitted for each LEDE subcontractor.)

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SECTION O---GOOD FAITH EFFORT GUIDELINES

In order to assist vendors in making the required judgment concerning good faith efforts, this list includes efforts vendors may make in obtaining LEDE participation. It is not intended to be mandatory, exclusive or exhaustive. Other factors or types of efforts may be relevant.

In determining whether a vendor has made good faith efforts, Columbus Public Schools will look at not only the different kinds of efforts that the vendor has made but also the quantity and intensity of these efforts.

Columbus Public Schools may require prime vendors to provide supporting documentation that they have made good faith efforts. In attempting to determine whether a vendor that has failed to meet LEDE participation goals may be awarded the contract, the vendor must demonstrate that the efforts it made to obtain LEDE participation were “good faith efforts” to meet the goals. If the vendor fails to achieve the contract goal stated herein, it will be required to provide documentation demonstrating that it made good faith efforts in attempting to do so.

A vendor that fails to meet these requirements will be considered non-responsive.

Efforts that are merely pro forma are not good faith efforts to meet the goals. Efforts to obtain LEDE participation are not good faith efforts to meet the goals, even if they are sincerely motivated, if given all relevant circumstances, they could not reasonably be expected to produce a level of LEDE participation sufficient to meet the goals.

In order to award a contract to a vendor that has failed to meet LEDE participation goals, Columbus Public Schools must be convinced that the vendor’s efforts were those that, given all relevant circumstances, a vendor aggressively seeking to meet the goals would make.

In evaluating a vendor’s good faith efforts, Columbus Public Schools may consider whether the vendor:

1. Attended any pre-solicitation or pre-response meetings that were scheduled by Columbus Public Schools;
2. Advertised in general circulation, trade association, and minority-focused media concerning subcontracting opportunities;
3. Provided written notice to a reasonable number of specific LEDEs that their interest in the contract is being solicited, in sufficient time to allow the LEDEs to participate effectively;
4. Followed up initial solicitations of interest by contacting LEDEs to determine with certainty whether the LEDEs were interested;
5. Selected portions of the work to be performed by LEDEs in order to increase the likelihood of meeting the LEDE goals (including where appropriate, breaking down contracts into economically feasible units to facilitate LEDE participation);
6. Provided interested LEDEs with adequate information about the plans, specifications and requirements of the contract;
7. Negotiated in good faith with interested LEDEs, not rejecting LEDEs as unqualified without sound reasons based on a thorough investigation of their capabilities;
8. Made efforts to assist interested LEDEs in obtaining bonding, lines of credit, or insurance required by Columbus Public Schools;
9. Effectively used the services of available minority community organizations; minority contractors’ groups; local, state and federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of LEDEs.