DALLAS INDEPENDENT SCHOOL DISTRICT | Small Business Office

COVERSHEET

COMPETITIVE SEALED PROPOSALS (CSP)

SMALL BUSINESS ENTERPRISE COMPLIANCE GUIDELINES AND FORMS FOR CONSTRUCTION

The information provided in these forms will be used in the Small Business Office (SBO) evaluation process. All respondents must complete, sign, and return the Small Business Enterprise (SBE) Compliance Guidelines and Forms with their submission. These forms carry an evaluation value of up to 20 percentage points. Incomplete, unsigned, undated, or unreturned forms will result in a score of zero for the SBE component. To ensure your responses are clear. We recommend using the fillable forms at www.dallasisd.org/sboforms. Handwritten responses are accepted. Please print legibly with a pen.

BID INFORMATION

Org. # :

CSP # :

Bid Total $:

School Name :

Bid/CSP Title :

COMPANY INFORMATION

Company Name :

Tax ID # :

Address :

City :

State:

Zip Code:

AUTHORIZED AGENT

The individual who has legal authority to enter into a binding contract with Dallas ISD on behalf of the company.

Name :

Title :

Phone :

Email Address :

AUTHORIZED AGENT'S REQUIRED SIGNATURE AND DATE

Required Signature. The authorized agent confirms that they have read and understand the SBE Compliance Guidelines and Forms, and that the information provided is true and accurate to the best of their knowledge.

Signature :

Date :

Failure to complete, sign, date, and return these forms will result in a zero numerical SBE score.

Small Business Enterprise Program

It is the district's goal to foster the participation of small business enterprises in all facets of the district's contracting and purchasing activities. The district's aspirational small business enterprise (SBE) goal is 30% of the total dollar value of all district contracts for goods, services, and construction. For bond-funded contracts, the district's aspirational SBE goal for construction is 30% and 35% for professional services.

Pursuant to Section 3 of the Small Business Act and Small Business Administration Regulations (13 CFR Part 121), a small business enterprise is defined as a for-profit business that is independently owned and operated and meets the size standards set by the U.S. Small Business Administration (SBA).

For more details, including SBA size standards, please visit the Small Business Office website: www.dallasisd.org/sbo.

SECTION 1. | SMALL BUSINESS CERTIFICATION INFORMATION

Is your company certified as a ☐ 8(a) Certification ☐ Service-Disabled Veteran-Owned Small Business (SDVOSB) ☐ Small Business Enterprise (SBE) ☐ Veteran-Owned Small Business (VOSB) ☐ Woman-Owned Small Business (WOSB) by one of the Dallas ISD approved certification agencies listed below?

☐ No

☐ Yes, *if yes, please provide the information below and attach a copy of your certificate.*

Certification Agency	
Certification Number	
Certification Expiration Date	
Did You Attach Your Certificate?	☐ Yes ☐ No

Approved Certifications:

- 8(a) Certification
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Small Business Enterprise (SBE)
- Veteran-Owned Small Business (VOSB)
- Woman-Owned Small Business (WOSB)

Approved Certification Agencies:

- Cherokee Tribal Employment Rights Office
- Chickasaw Nation
- Choctaw Nation of Oklahoma
- City of Austin
- City of Houston
- Corpus Christi Regional Transportation Authority
- Dallas/Fort Worth Business Council
- Muscogee Nation
- National Supplier Development Council
- North Central Texas Regional Certification Agency
- Small Business Administration
- South Central Texas Regional Certification Agency
- Texas Department of Transportation
- Texas Comptroller of Public Accounts
- Women's Business Council Southwest
- Women's Business Enterprise National Council

SECTION 2. | SMALL BUSINESS OFFICE SCORING CRITERIA

The scoring criteria provides guidance on how your submission will be evaluated by the Small Business Office (SBO). Scores are based on the information provided in the compliance guidelines and forms. All master agreements must be signed by all parties and notarized.

A.	**SBE Enhancements and Capacity Building**	**Up to 3 Points**

The proposer demonstrates commitment to the district's Small Business Enterprise (SBE) Program by implementing processes and initiatives that support and build SBE capacity. Responses should describe current strategies and activities that promote SBE growth, development, and long-term participation in district contracts, with supporting documentation provided. Examples may include, but are not limited to:

- Expedited payments to SBEs to support cash flow
- Business development programs, such as coaching, mentoring, or mentor-protégé partnerships
- Early release of retainage to assist SBEs with project sustainability
- Expanding opportunities for certified subcontractors, particularly firms that have not conducted business with the district within the past five (5) years
- Outreach activities designed to strengthen SBE engagement, such as workshops, trainings, networking sessions, or one-on-one consultations

B.	**SBE References**	**Up to 2 Points**

The proposer has provided a list of two (2) SBE subcontractor references (*not required to be certified*) that have previously performed work for them. Please provide the most current information. Only two (2) attempts will be made to contact each reference. Section 5, Page 4

C.	**Certified SBE | Joint Venture /Prime Subcontractor Teaming Agreement**	**Up to 5 Points**

- The proposer is a certified SBE (Section 1, Page 2); **or**
- The proposer has submitted a signed, dated & notarized Dallas ISD Master Joint Venture Agreement **or** Dallas ISD Master Prime Subcontractor Teaming Agreement with a certified SBE

D.	**SBE Subcontractor Utilization**	**Up to 5 Points**

- Proposer has provided a list of certified SBE subcontractors, subconsultants, or suppliers that will be utilized to meet or exceed the district's aspirational SBE goal of 30% for goods, services and construction. Section 7, Page 5 **or**
- Good Faith Effort. Proposer has demonstrated a bona fide good faith effort to engage certified SBEs toward the 30% aspirational goal. Section 10, Page 7

Note: A Change of Subcontractor Form may be found at www.dallasisd.org/sboforms

E.	**SBE Participation Plan**	**Up to 5 Points**

Proposers intending to utilize SBE-certified subcontractors to meet the district's Small Business Enterprise participation goals may submit a detailed SBE Participation Plan. This plan should demonstrate your company's commitment to meaningful utilization of SBEs and provide clear procedures for oversight, compliance, and accountability.

The plan should address how you will implement the following:

- Engage and collaborate with your proposed SBE-certified subcontractors
- Identify the individual responsible for SBE compliance and oversight
- Ensure that all proposed subcontractors are utilized as committed
- Meet or exceed your proposed SBE commitment
- Obtain approval from the Small Business Office prior to making any changes.
- Submit proof of certified SBE subcontractor payments monthly in B2G Compliance Audit Summary

Note: A Change of Subcontractor Form may be found at www.dallasisd.org/sboforms

Total Possible Points	**Up to 20 Points**

SECTION 3. | JOINT VENTURE

Are you bidding as a Joint Venture (JV)?

☐ Yes [Visit www.dallasisd.org/sboforms for instructions on how to bid as a Joint Venture for CSP].
The Dallas ISD Master Joint Venture Agreement must be signed, dated, notarized, and attached with your response.

☐ No

SECTION 4. | PRIME-SUBCONTRACTOR TEAM

Are you bidding as a Prime-Subcontractor Team?

☐ Yes [Visit www.dallasisd.org/sboforms for instructions on how to bid as a Prime-Subcontractor Team for CSP].
The Dallas ISD Master Prime-Subcontractor Teaming Agreement must be signed, dated, notarized, and attached with your response.

☐ No

SECTION 5. | SBE REFERENCES

List two (2) small business enterprise subcontractors *(not required to be certified)* that have performed work for your company. *Provide the most current information. Only two (2) attempts will be made to contact your references.*

Company Name	
Contact Person	
Email	
Phone Number	
Project Name	

Company Name	
Contact Person	
Email	
Phone Number	
Project Name	

SECTION 6. | MENTOR PROTEGE

Does your company participate in a Mentor Protégé Program as a mentor to an SBE company?

☐ Yes [If yes, attach a signed, dated, notarized copy of the Mentor Protégé Agreement, notarized minutes, and any supporting documents. It is the responsibility of the mentor to create and provide the agreement.
The Mentor Protégé Agreement must be attached with your response.]

☐ No

SECTION 7. | SUBCONTRACTOR UTILIZATION

Will you utilize any subcontractors, subconsultants or suppliers as part of this bid/proposal?

☐ Yes [Complete Sections 8 and 9]

☐ No

SECTION 8. | SUBCONTRACTOR COMPLIANCE REPORTING

The Small Business Office utilizes B2G Now, a Contract Compliance System, to monitor monthly compliance reporting. Please identify the individual responsible for entering and maintaining subcontractor payment information in the B2G Now system and who is knowledgeable about Small Business Enterprise (SBE) utilization for this project.

Contact Person:	
Title:	
Email:	
Phone:	

SECTION 9. | SUBCONTRACTOR LISTING

List all subcontractors, suppliers, subconsultants, or sole proprietors that will be utilized in this bid/proposal. Attach a copy of the current certification for each certified subcontractor.

Only certified small business enterprises (SBE) subcontractors, suppliers, subconsultants, or sole proprietors will be counted towards the small business enterprise goals.

Need to include more subcontractors? You may make copies of Page 6 or complete a Subcontractor Utilization Listing Form, available at www.dallasisd.org/sboforms

Subcontractor/Supplier Information | Complete All Fields Below							
Company's Name							
Address							
City				State		Zip	
Contact's Name	First Name		Last Name				
Phone		Email					
SBE	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ OSB ☐ WOSB			Certified SBE	☐ Yes ☐ No		
Certification Agency				Certification #			
Scope of Work							
Contract Amount	$				SBE %	%	

Subcontractor/Supplier Information | Complete All Fields Below							
Company's Name							
Address							
City			State		Zip		
Contact's Name	First Name		Last Name				
Phone		Email					
SBE	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB		Certified SBE	☐ Yes ☐ No			
Certification Agency			Certification #				
Scope of Work							
Contract Amount	$				SBE %	%	

Subcontractor/Supplier Information | Complete All Fields Below							
Company's Name							
Address							
City			State		Zip		
Contact's Name	First Name		Last Name				
Phone		Email					
SBE	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB		Certified SBE	☐ Yes ☐ No			
Certification Agency			Certification #				
Scope of Work							
Contract Amount	$				SBE %	%	

Subcontractor/Supplier Information | Complete All Fields Below							
Company's Name							
Address							
City			State		Zip		
Contact's Name	First Name		Last Name				
Phone		Email					
SBE	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB		Certified SBE	☐ Yes ☐ No			
Certification Agency			Certification #				
Scope of Work							
Contract Amount	$				SBE %	%	

Failure to complete, sign, date and return these forms will result in a zero numerical SBE score.

SECTION 10. | GOOD FAITH EFFORT

Vendors are not required to submit Good Faith Effort documentation if certified SBE subcontractors are listed in Section 9, Pages 5–6 of these forms.

The Good Faith Effort (GFE) Program provides an opportunity for prime vendors who plan to use only non-certified SBE subcontractors to demonstrate their collaborative efforts to engage and include Small Business Enterprises (SBEs) in the project.

To qualify, the vendor must show that a reasonable and comprehensive effort was made to identify, solicit, and engage qualified SBE subcontractors. The submission should include sufficient documentation supporting these efforts, such as outreach records, communications, or other engagement activities.

The GFE criteria allows Dallas ISD to determine whether a prime vendor has made a bona fide good faith effort to meet SBE aspirational goals. Vendors who do not demonstrate a good faith effort may forfeit up to 5 points, as outlined in Scoring Criteria Section D, Page 3 of the SBE forms.

For additional explanation view the Good Faith Elements and Required Documentation form by visiting www.dallasisd.org/sboforms.

The good faith elements and point assignments are:

Good Faith Element	**Points**
Advertising and marketing opportunities to SBEs	5 Points
Providing outreach opportunity to identify qualified SBEs	15 Points
Participating in the pre-bid meeting to engage potential SBE subcontractors	5 Points
Providing timely written notice to qualified SBEs at least two weeks before bid opening	30 Points
Providing sufficient time for SBEs to prepare and submit competitive bids	10 Points
Soliciting work scopes that are feasible for SBEs to perform	10 Points
Negotiating in good faith with qualified SBEs	15 Points
Offering help with financing, bonding, insurance, certification, or mentoring to SBEs	10 Points
Total	**100 Points**

SECTION 11. | ONLINE RESOURCES

The following forms and information can be found by visiting www.dallasisd.org/sboforms

- Certified SBE Listing Request Form
- Change of Subcontractor Form
- Dallas ISD Master Joint Venture Agreement
- Dallas ISD Master Prime-Subcontractor Teaming Agreement
- Frequently Asked Questions (FAQ)
- Good Faith Effort Explanation and Required Documentation
- Instructions on Completing the SBE Forms
- Letter of Intent to Subcontract Form *(to be submitted after contract is awarded)*
- Pay Activity Report (PAR) *(to be submitted after contract is awarded)*
- SBE Compliance Guidelines and Forms for Goods and Services - Fillable
- Subcontractor Utilization Listing Form (Section 8)