DALLAS INDEPENDENT SCHOOL DISTRICT | Small Business Office | **Short Form**

A signed SBO Short Form is required for all Professional Services and Goods & Services requisitions. The form must be dated within the last 90 days. Non-compliance may delay approval. For questions, contact the Small Business Office (SBO) at sbo@dallasisd.org

COMPANY'S INFORMATION

Company Name		Contact Person					
Address		City		State		Zip	
Phone		Email					
Is your company certified as an SBE?	☐ No ☐ Yes	Certification #					
Certification Agency		Certification Type	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB				

Is this a Cooperative Agreement?	☐ No ☐ Yes	Contract Amount	$
Original Bid/RFP #		Bid/RFP Title:	
Requesting School/Department/Org.		Board Document #	
Description of Work			

SBE SUBCONTRACTOR UTILIZATION

Will you use Subcontractors or Suppliers? ☐ No ☐ Yes

If "Yes", (a) List ALL subcontractors below and (b) attach a Letter or Intent for each certified SBE subcontractor.

If subcontractors listed below do not match the original RFQ/Master Agreement a Change of Sub form must be submitted for approval by the SBO Office.

Company Name		Contact Person's Name					
Address		City		State		Zip	
Phone		Email					
SBE	☐ No ☐ Yes	Certified	☐ No ☐ Yes	Type	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB		
Certification #		Certification Agency					
Scope of Work							
Subcontractor Contract Amount				SBE %			

Company Name		Contact Person's Name					
Address		City		State		Zip	
Phone		Email					
SBE	☐ No ☐ Yes	Certified	☐ No ☐ Yes	Type	☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☐ WOSB		
Certification #		Certification Agency					
Scope of Work							
Subcontractor Contract Amount				SBE %			

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

Required Signature. I certify this form is accurate and dated within the last 90 days.

Contact Person:		Signature:		Date:	

Letter of Intent | Goods & Services

DALLAS INDEPENDENT SCHOOL DISTRICT | Small Business Office

Both the Prime Vendor and SBE Subcontractor must sign this document, which must be completed in full by the Prime Vendor. A Letter of Intent (LOI) is required for each certified SBE Subcontractor providing services, labor, or materials under the proposal.

Providing false statements or misrepresentations may constitute a criminal offense under Section 37.10 of the Texas Penal Code.

Bid No./RFP No.		Proposal Title	
Org.		School	

Prime Vendor's Information							
Company Name							
Contact Person							
Address		City		State		Zip	

SBE Subcontractor's Information							
Tax ID#		Contract Amount	$				
Company Name							
Address		City		State		Zip	
Contact Person		Title					
Email		Phone					
Scope of Work							

SBE Subcontractor Certification Information

Is the SBE Subcontractor certified as a: ☐ 8(a) ☐ SDVOSB ☐ SBE ☐ VOSB ☑ WOSB

☐ Yes, if yes, please attach a copy of the current certificate

Required Signatures | Review the Information for Accuracy Before Signing

This Letter of Intent (LOI) confirms that the Prime Vendor and Subcontractor will engage in good faith negotiations for a subcontract agreement covering the work outlined herein. The Prime Vendor's obligation to enter into a subcontract is contingent upon executing a contract with Dallas ISD for the work defined in the bid/proposal.

SBE Subcontractor's Signature | Review the information below, complete, sign & date

SBE Print Name		Title	
SBE Signature		Date	

Prime Vendor's Signature and Acknowledgement | Review the information below, complete, sign & date

Acknowledge. The undersigned, as the authorized representative of the Prime Vendor, hereby confirms that they have personally reviewed this Letter of Intent. To the best of their knowledge, the information and representations contained in this form are true and correct, and the owner, president, or authorized agent of the SBE Subcontractor has also signed this form. No material facts have been omitted.

Prime Print Name		Title	
Prime Signature		Date	