

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Solicitation Number CFOPD-23-R-028		Page of Pages	
				1	Attachments
2. Amendment/Modification Number Amendment No. 1	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Fit Gap Analysis and Remediation Services		
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 4 th Street SW Suite E620 Washington, DC 20024		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL POTENTIAL OFFERORS Code Facility		X	9A. Amendment of Solicitation No. CFOPD-23-R-028		
			9B. Dated (See Item 11) March 3, 2023		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning a <u>1</u> written copy of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority):					
B. The above-numbered contract/order is modified to reflect the administrative changes.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority) Administrative					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The above referenced solicitation to provide Fit Gap Analysis and Remediation Services is hereby amended to respond to inquiries received (Attachment A) and, pursuant to 27 DCMR Section 1621.2(c) and (d), publish the Pre-Proposal Conference Attendance Sheet to all prospective offerors (Attachment B). ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Drakus Wiggins CPPB, CPPO		
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia <i>Drakus Wiggins</i> (Signature of Contracting Officer)		16C. Date Signed 03/10/2023	

Attachment A

The following are responses to inquiries received.

Question 1. (Section C.3.1): Please confirm that the scope includes the fit-gap analysis on what is implemented and, also review the gaps that are in the process of getting addressed as part of June-2023 and Oct-2023 releases (Phase-2). The OCFO continues to develop the response to this inquiry.

Response 1. The scope for this project does include the fit-gap analysis for what has been implemented for the October 1, 2022 Go Live. Phase 2 of the project is currently being implemented under an existing contract for implementation services. The District plans to have the awardee of this contract to address Phase 2 following Go-Live next fall via the assignment of a task order to the Contractor executed by the District and the Contactor. The task order will include the detailed scope of work for to address Phase 2.

Question 2. What is the anticipated timeframe from the DC OCFO on the completion of the initial assessment?

Response 2. The District expects the contractor to whom this is awarded to develop a project plan, including a timeline, in collaboration with the OCIO as part of developing a detailed scope of work for assignment of a task order, within two (2) weeks of the actual start date of the work. Internally, OCIO have estimated that the initial assessment will take approximately four (4) months. Please refer to the Response 1.

Question 3. Regarding mention of task orders, can multiple vendors be awarded under this contract or just one (1)? Secondly, can the Prime use more than one CBE to for the 35% subcontracting plan?

Response 3. The District intends to award a single contract to only one vendor.

The Prime may use more than one CBE to meet the 35% subcontracting requirement. Completion of Attachment J.8, Subcontracting Plan Form is a condition of responsiveness and the District will reject any proposal that fails to include a subcontracting plan that is required by law, pursuant to Section H.3. Non-CBE offeror must comply with Sections H.3.1(a) or H.3.1(b). Pursuant to Section H.3.2(a), in an instance that a CBE offeror subcontracts, the CBE must submit a subcontracting plan to show they are retaining at least 35% of the

contracting effort with its own organization and resources and that 35% of the subcontracted effort is with CBEs. Close review and follow of the CBE Subcontracting Plan Form Guide (Amendment 1, Attachment C) is important.

Question 4. Can you review again the 51% of New Hire provision?

Response 4. The 51% District residents new hire requirement provisions are referenced in Sections I.31, F.3, G.6, and Attachment J.7.

The provisions require that for any vacancy that is created by the contractor to perform the contract, the contractor must first source the employees through the Department of Employment Services First Source Register. The contractor is not required to create unnecessarily jobs opening. If the contractor does not create vacancies throughout the term of the contract, the contractor's obligations is to report out that it has had no new hires.

Completion of Attachment J.7, Department of Employment Services First Source Employment Agreement and Plan is a condition of award and must be completed. Close review and follow of the checklist within the zip file is important.

Completion of Attachment J.6, Office of Local Business Development Equal Employment Opportunity Information Report and Mayor's Order 85-85 is also a condition of award and must be completed. Close review and follow of the checklist within the zip file is important.

Question 5. Is a proposal extension to March 31st possible?

Response 5. No. The services are of a critical nature for the integrity of the new system.

Question 6. Is there a timeline under which the Fit Gap and Remediation must be completed?

Response 6. Please refer to the Response 2.

Question 7. Will the Phase II project implementation timeline be paused in the event there is significant remediation required for Phase II issues?

Response 7. No. Phase 2 will move forward under the existing implementation contract. The District plans to assign a task order for fit gap analysis and remediation services contract under this resultant contract following Go-Live of Phase 2.

Question 8. Please confirm whether the chosen partner will have access to existing and previous partners involved in the implementation?

Response 8. The District DIFS and the DIFS Support Center (DSC) teams will be available as needed and should have sufficient legacy knowledge of the original implementation. The District does not anticipate this awardee to work with the previous partners.

Question 9. Who (individuals / roles) will be on the project steering committee? If not defined, will the definition be in conjunction with the partner?

Response 9. The make-up of the project steering committee is to be determined. The District will consider recommendations from the partner.

Question 10. Are there any other major projects competing for executive commitment or intersection with this project?

Response 10. No, this project will be the top priority of the both the OCFO and OCIO. The only other project occurring at the same time will be the current Phase2 of DIFS.

Question 11. Are there any immediate (next 3 months) reporting requirements the partner will be expected to have involvement?

Response 11. Yes, there are Work Product reporting deliverables expected during the first months of the project. The detailed scope for Work Products will be developed in collaboration with the OCIO as part of assignment of a task order.

Question 12. Who will be the key persons who will be involved in the evaluation of the submitted proposals?

Response 12. A Source Selection Evaluation Board, consisting of OCFO personnel, will be established to evaluate submitted proposals and shall make recommendation to the Contracting Officer (CO). The CO will perform an independent assessment of the submitted proposals and the recommendation, and will determine to proceed with any method of negotiations, discussions or award of the contract without negotiations. Therefore, each initial offer must contain the Offeror's best terms from a standpoint of price, technical standards, and other factors.

Question 13. Can the existing workplan, requirements documentation, issues log and Risk Register for the Phase 1 Go-Live be provided for this review and for the development of our proposal response?

Response 13. Those documents will be provided to the Awardee and used in collaboration with the OCIO as part of developing a detailed scope of work for assignment of a task order to perform the services described in Section C.3 of the contract. Section L.3

provides details on what is expected for development of the proposal. This includes a technical proposal of the Offeror's technical approach and methodology, technical expertise of its key personnel, and experience and past performance performing assessment and remediation work with an Oracle ERP Cloud product for a public sector client; and a price proposal with a narrative of its budget methodology and detail cost factors, completed Section B, Pricing Schedule, and the other listed documents.

Question 14. Can the quality control/assurance review reports for the Phase 1 Go-Live be provided for this review and for the development of our proposal response?

Response 14. Those documents will be provided to the Awardee and used in collaboration with the OCIO as part of developing a detailed scope of work for assignment of a task order to perform the services described in Section C.3 of the contract. Section L.3 provides details on what is expected for development of the proposal.

Question 15. Should the proposal response address post go-live governance in addition to the items mentioned?

Response 15. No.

Question 16. Can you explain what types of procurement is done in the agency and business cluster vs the centralized Contracts and Procurement function?

Response 16. The centralized DC Office of Contracting and Procurement (OCP) provides contracting services for goods and services for 78 agencies, offices, and commissions in the District. The agencies and business clusters that have decentralized procurement responsibilities, independent of OCP, like the OCFO, DC Housing Authority, and others, only performs contracting actions for goods and services for their respective agency and office.

Question 17. Is the scope limited to the 13 modules listed in section C.2.2 of the RFP?

Response 17. Yes.

Question 18. Can you provide a list of all integrations and their descriptions?

Response 18. Those documents will be provided to the Awardee and used in collaboration with the OCIO as part of developing a detailed scope of work for assignment of a task order to perform the services described in Section C.3 of the contract.

Question 19. Can you provide the data migration strategy document?

Response 19. Those documents will be provided to the Awardee and used in collaboration with the OCIO as part of developing a detailed scope of work for assignment of a task order to perform the services described in Section C.3 of the contract.

Question 20. Can you provide the organizational change management and training plans from Phase 1?

Response 20. Those documents will be provided to the Awardee and used in collaboration with the OCIO as part of developing a detailed scope of work for assignment of a task order to perform the services described in Section C.3 of the contract.

Question 21. What is the extent of customization of the new ERP system (i.e., Oracle)?

Response 21. The new system is a SaaS product. Very limited customizations have been done to the standard Oracle products; the nature of our licensing primarily allows only for configuring the system.

Question 22. What leads you to believe that leading best practices were not implemented?

Response 22. Based on the number and types of issues encountered thus far, it is obvious that there are best practices that were not effectively implemented.

Question 23. Can the deadline for this response be extended until April 7, 2023?

Response 23. No. Per Section L.12, the Offeror shall submit its proposal in Zip folders or individual files uploaded to the Gateway portal. If Offerors do not already have a Gateway Login Account, complete a Vendor Registration Form and W-9 form at <https://dc.cobblestonesystems.com/gateway/> in the Document Library tab and send it to OCFOvendorhelp@dc.gov to receive credentials within two (2) business days to Login to the Gateway. The response due date will not be changed while an offeror receives Gateway Login credentials.

Question 24. Is Phase 2 of the implementation, including Stage 1 (June 2023) and Stage 2 (October 2023) currently on-time given the noted challenges outlined in the RFP?

Response 24. Yes, as of this date.

Question 25. How many DIFS requirements are in scope for the review?

Response 25. All DIFS requirements are in scope for the review. Pursuant to Section C.3.2, work issued via a task within the scope of the contract will be assigned to the

contractor. However, should the work produced by the contractor become part of a competitive solicitation, the contractor will be barred from the procurement.

Question 26. How many test cases are in scope for review?

Response 26. The assessment of the system by the Contractor during the fit-gap analysis phase will identify what test cases, if any, will need to be reviewed.

Question 27. How many Zendesk total tickets have you received from go-live, how many remain open?

Response 27. As of March 8, 2023, there were 8,890 tickets of which 8,382 have been closed. Of the 8,890 tickets approximately over 2,850 were user access related. The remaining are either incidents or change requests.

Question 28. Regarding end-2-end business process validations, what is the number of business decision documents and key concepts?

Response 28. As follows:

Process Area	User Stories
A2R	86
B2R	146
Budget	117
Interagency	58
O2C	99
P&G	170
P2P	264
Total	940

Total Technical Work Scope:

- 1) 77 Reports
- 2) 66 Integrations
- 3) 6 Extensions

UAT 1 Test Scripts:

Process Area	Total Executions
A2R	50
B2R	561
Budget	252
O2C	306
P&G/ IA	414

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P2P	475
P2P-PASS	274
Total:	2,332

UAT 2 Test Scripts:

Process Area	Total Executions Planned
A2R	12
B2R	211
Budget	61
O2C	236
P&G/ IA	55
P2P	271
P2P-PASS	276
Total:	1,122

Question 29. How many business process flows are in scope for review?

Response 29. Procure to Pay, Projects and Grants, Acquire to Retire, Order to Cash, Budget Execution and EPM.

Question 30. What technology are you utilizing for your ESB for integrations?

Response 30. Oracle Integration Cloud

Question 31. What types of reports are in scope for review?

Response 31. Mandatory, statutory, operational and management reports, most of which are custom reports, are in scope for review.

Question 32. How are OCM and training activities currently deployed across your 70 agencies 37,000 stakeholders?

Response 32. The District uses job aids and videos on the DIFS Support Website, Maverick, and uses Precipio.

Attachment B

Pre-Proposal Conference ATTENDANCE SHEET
Solicitation No. CFOPD-23-R-028
Fit Gap Analysis and Remediation Services
Date: March 7, 2023
Time: 10:00am to 11:00am (local time)
Location: Microsoft Teams

RESPESENTATIVE'S NAME/TITLE	AGENCY/ COMPANY	EMAIL ADDRESS	TELEPHONE #
1. Drakus Wiggins	OCFO	drakus.wiggins@dc.gov	(202) 442-7121
2. Annmarie McQueen	OCFO	Annmarie.mcqueen@dc.gov	(202) 235-6867
3. OCIO, Director	OCFO	Intentionally Omitted	Intentionally Omitted
4. OCIO Contractor	OCFO	Intentionally Omitted	Intentionally Omitted
5. Nair, Hari	Synergetic Information Systems	gopinathan.nair@gosynergetic.com	(202) 230-0351
6. Zielke, Nancy	Alvarez & Marsal Public Sector Services	nzielke@alvarezandmarsal.com	(913) 548-6245
7. Singh, Jasjit	Guidehouse	jsingh@guidehouse.com	(510) 435-5553
8. Grover, Amit	Guidehouse	agrover@guidehouse.com	(484) 868-0751
9. Sarkar, Salil	Guidehouse	ssarkar@guidehouse.com	(281) 636-7509
10. Heflin, Jennifer B.	Accenture	jennifer.b.heflin@accenture.com	(703) 947-2000
11. Robert Bobb	Washington Metrorail Safety Commission	Rbobb@wmisc.gov	Not Provided
12. Cox, Chamerro L.	KPMG	clcox@kpmg.com	Not Provided
13. Gore, Stephanie M.	KPMG	sgore@kpmg.com	Not Provided
14. Moore Jr., James H.	KPMG	jamesmoore@KPMG.com	(703) 343-2822
15. Hiller, Dan	Guidehouse	dhiller@guidehouse.com	Not Provided
16. Fuellgraf, Christian	Cherry Bekaert	christian.fuellgraf@cbh.com	(614) 446-5438
17. Gorantla, Bharat C.	KPMG	bgorantla@KPMG.com	Not Provided
18. DelPrete, George	Cherry Bekaert	george.delprete@cbh.com	(571) 242-0437

ATTACHMENT C
CBE SUBCONTRACTING PLAN FORM GUIDE

**Guidelines for completing the CBE Subcontracting Plan form Attachment J.8
Subcontracting Plan Form**

**FAILURE TO FOLLOW THESE GUIDELINES MAY RESULT IN AN OFFEROR'S
PROPOSAL BEING DEEMED NON-RESPONSIVE AND REJECTED, PURSUANT TO
SECTION H.3.3 OF THE SOLICITATION AND D.C. CODE §2-218.46(D).**

- A. If the Offeror's Total Estimated Price for the Base Period is \$250,000 or more, then the Offeror must comply with Section H.3, Certified Business Enterprise Subcontracting Requirements of the solicitation and D.C. Code §2-218.46.
- B. For an Offeror submitting a subcontracting plan:
1. When an Offeror completes its price proposal, the Total Estimated Price for the Base Period must be affixed on the line **Total Prime Contract Value** of the Subcontracting Plan form.
 2. The **LSDBE Total** line (which can be referred to as the sum of all CBE subcontracts) must be an amount that is at least 35% of the **Total Prime Contract Value** line.
 3. Under the **Subcontractor Information** sections, for each CBE subcontractor entry, **all** boxes and lines must be completed in accordance with Section H.3.4 of the solicitation. The **Total Amount Set Aside** (which can be referred to as the Subcontract Price/Value dollar amount) must be a specific dollar amount and the **Percentage of Total Set Aside Amount** is the Total Amount Set Aside divided by the LSDBE Total. The Percentage of Total Set Aside Amount is asked to represent what percentage is the Subcontract Price/Value is of the sum of all CBE subcontracts.
 4. The cumulative total of the **Total Amount Set Aside** lines, (which are the Subcontract Price/Value dollar amounts) from all of the CBE subcontractor entries, under the Subcontractor Information sections must equal the **LSDBE Total** line.
 5. The cumulative total of the **Percentage of Total Set Aside Amount** lines, from all of the CBE subcontractor entries, under the Subcontractor Information sections must equal to 100%.
- C. In accordance with Section H.3.3 of the solicitation, a proposal will be deemed non-responsive and rejected if it fails to include a subcontracting plan that is required by law **AND** if the subcontracting plan fails to provide **ALL** of the information requested on the subcontracting plan form.

SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:	
Company: <u>ABC Consulting Group LLC</u> Street Address: <u>555 State Street</u> City & Zip Code: <u>New York, NY 12109</u> Phone Number: <u>205-555-2026</u> Fax: <u>205-555-4632</u> Email Address: <u>jsmith@abccg.com</u>	Solicitation Number: <u>CFOPD-22-R-081</u> Contractor's Tax ID Number: <u>55-2545955</u> Caption of Plan: <u>Government works study and direct cost review subcontracting plan.</u>
Project Name: <u>Government Works Study Services</u> Address: <u>555 State Street</u> <u>New York, NY 12109</u> Project Descriptions: <u>Provide government works study, direct cost review, and cost allocation plan consulting</u>	Duration of the Plan: From <u>May 1, 2022</u> to <u>April 30, 2023</u> Total Prime Contract Value: \$ <u>800,000</u> . <u>00</u> LSDBE Total: \$ <u>280,000</u> . <u>00</u> equals <u>35</u> % <div style="display: flex; justify-content: space-between; width: 100%;"> LSDBE Subcontract Value Percentage Set Aside </div>

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)																
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work												
Business Solutions, Inc.	1100 Virginia Ave., NW Washington, DC 20002	Consulting Services and technical support	946-10-00	Provide direct cost review, technical calculations, and consultation												
Total Amount Set Aside: \$ <u>210,000.00</u> Percentage of Total Set Aside Amount: <u>75%</u> Tier: <u>1st</u> <small>1st, 2nd, 3rd</small> LSDBE Certification Number: <u>LSZR55995582554</u> Certification Status: (check all that apply) <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 2px;">SBE:</td> <td style="padding: 2px;">LBE:</td> <td style="padding: 2px;">DBE:</td> <td style="padding: 2px;">DZE:</td> <td style="padding: 2px;">ROB:</td> <td style="padding: 2px;">LRB:</td> </tr> <tr> <td style="padding: 2px;">x</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	x						Point of Contact: <u>John Davis</u> Name (Print) Contact Telephone Number: <u>202-555-5400</u> Fax Number: <u>N/A</u> Email Address: <u>j.davis@businesssolutions.com</u>	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:											
x																

CERTIFICATIONS

The prime contractor shall attach a statement including the following:

- a. A **description of the efforts** the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;
- b. In all subcontracts that **offer further subcontracting opportunities**, assurances that the prime contractor will include a statement, approved by the contracting officer, the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- c. **Assurances** that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of **compliance** by the prime contractor with the subcontracting plan;
- d. Listing of the type of **records** the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and
- e. A description of the prime contractor's recent efforts **to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.**

PERSON PREPARING THE SUBCONTRACTING PLAN:	
Name: <u>Marvin King</u> Telephone Number: (552) <u>555</u> - <u>2038</u> Fax Number: (552) <u>555</u> - <u>3201</u> Email Address: <u>mking@abccg.com</u>	Signature: <u>Marvin King</u> Title: <u>Vice President</u> Date: <u>4/17/2022</u>

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work												
The Counting Group, LLC	411 West Ave., SW Washington, DC 20004	Accounting services	316-15-00	Provide certified public accountant services to validate cost data.												
Total Amount Set Aside: \$ <u>70,000</u> Percentage of Total Set Aside Amount : <u>25</u> % Tier: : <u>1st</u> <small>1st, 2nd, 3rd</small> LSDBE Certification Number: <u>LSRZ12341234123</u> Certification Status: (check all that apply) <table border="1"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> <tr> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	X	X					Point of Contact: <u>Amy Mann</u> <small>Name (Print)</small> Contact Telephone Number: <u>202-555-7854</u> Fax Number: <u>202-555-8532</u> Email Address: <u>amy.mann@counting.com</u>	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:											
X	X															

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work												
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SBE:	LBE:	DBE:	DZE:	ROB:	LRB:											

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