

CBI FORM 2: Solicitation Form

Copy this Form 2 as needed to document contacts.

Per Part B, Section 5.3.1 and Part C, Section 5.1 of the CBI Policy, the Bidder must make the required contacts no less than ten (10) Days before Bid Opening to receive credit for this Good Faith Effort. All contacts must be verifiable with supporting documentation reflecting the methods and content of the solicitation. All documentation must be submitted with CBI Form 2.

A Bidder must submit CBI Form 2 within the time specified in the City Solicitation Documents. If no time period is specified in the City Solicitation Documents, the Bidder must submit CBI Form 2 within three (3) Business Days after the City requests it.

Bidder Name:									
Project Name:									
Project Number:									
Number of Business Enterprises contacted by Bidder: Total:				MBE:	W	BE:	SBE:		
MBE/WBE/SBE Firm					Contact				
(Circle One):					Person:				
Scope of Work:					NIGP Con	nmodity C	ode:		
Initial Contact:	Date:	Method:		☐ Email	☐ Fax	 K		☐ Courier	
Follow-up:	Date:	Method:		☐ Phone	☐ In-Pers	☐ In-Person			
Response:	☐ No response	nse 🗆 Not bidding			☐ Is bidd	ling\$		☐ Other (explai	n)
Selected:	☐ Yes ☐ NO (explain on CBI For				m 2A)				
MBE/WBE/SBE Firm (Circle One):					Contact Person:				
Scope of Work:						l nmodity C	odo:		
	D					illiouity C	oue.	П.	
Initial Contact:	Date:	Method:		☐ Email	□ Fax			☐ Courier	
Follow-up:	Date:			☐ Phone		☐ In-Person		П ОМ / l - :	
Response:	☐ No response☐ Not bidding☐ Yes☐ NO (explain on CBI For					☐ Is bidding \$ ☐ Other (explain)			
Selected:	□ Yes		(expia	ain on CBI For	m ZA)				
MBE/WBE/SBE Firm (Circle One):					Contact Person:				
Scope of Work:					NIGP Con	nmodity C	ode:		
Initial Contact:	Date:	Metho	Method: ☐ Ema		☐ Fax	□ Fax		☐ Courier	
Follow-up:	Date:	Metho	Method: ☐ Phone		☐ In-Pers	☐ In-Person			
Response:	☐ No response	☐ Not bidding			☐ Is bidd	☐ Is bidding \$		☐ Other (explai	n)
Selected:	☐ Yes	☐ NO (explain on CBI For			m 2A)				
MBE/WBE/SBE Firm (Circle One):					Contact Person:				
Scope of Work:					NIGP Con	nmodity C	ode:		
Initial Contact:	Date:	Metho	od:	☐ Email	☐ Fax			☐ Courier	
Follow-up:	Date:	Metho	Method: ☐ Phone		☐ In-Person				
Response:	☐ No response	□ Not	☐ Not bidding			☐ Is bidding \$		☐ Other (explai	n)
Selected:	□ Yes	☐ NO (explain on CBI Fori			m 2A)			•	