RE: Project # & Project Name

University of Missouri - Campus

To evaluate your MBE/WBE/SDVE Participation on the above-referenced project, I request the following information.

1. Your log of bid cards sent, facsimiles sent, phone calls made, and e-mails sent to MBE/WBE/SDVE firms to solicit bids, including follow-up efforts.
2. A copy of any advertisement made in a publication that reaches MBE/WBE/SDVE firms.
3. An MBE/WBE/SDVE Compliance Evaluation form and Certification letter for each MBE/WBE/SDVE firm included in your bid.
4. A listing of all bids received from MBE/WBE/SDVE firms indicating the MBE/WBE/SDVE firm’s bid amount and the successful bidder’s name and bid. This should also indicate the effect of any bid alternates.
5. If you have any identified lower tier MBE/WBE/SDVE firms since the bid opening, I require an MBE/WBE/SDVE Compliance Evaluation form and Certification Letter for each firm.
6. The attached Affidavit of MBE/WBE/SDVE Participation completed for each certified MBE/WBE/SDVE firm, signed by both parties and returned to my attention.

Please reply and return documents **within the next 48 hours**. Call me directly at phone # with your questions.