SBE RFQ Special Reminder

Equal Opportunity and Small Business Enterprise (SBE) forms and appendices must be fully and accurately completed and returned at the time of the submission of documentation. Failure to do so may result in the proposal being considered nonresponsive. These forms will be used to determine if the firm complies with Chapter 1.07 and State Law.

Consultants for public works and improvement-type projects are required to be inclusive of Small Business Enterprise. The criteria for determining whether inclusion has been made are set forth in the City's SBE regulations. Consultants are also subject to the City's SBE ordinance and regulations pertaining to having an Equal Employment Opportunity policy prohibiting discrimination. RFQ's will be evaluated on an individual basis to determine compliance with this section. The Personnel Inventory Form and SBE Utilization Form, when required, should accompany your submittal. Contact the SBE Office at (253) 591-5224 if there are questions about this requirement.

A list of SBE subcontractors can be downloaded at:

http://www.cityoftacoma.org/Page.aspx?nid=136.