

**STATE SYSTEM OF HIGHER EDUCATION, COMMONWEALTH OF PENNSYLVANIA  
SDB SOLICITATION FORM**

**Bidder Information**

Company Name:  
Address:  
Contact Person:  
E-mail:  
Telephone: (      )

**Project Information**

Contract Number:  
Project Name:  
Location:  
REAA:

Firms Solicited	SDB Number	Scope/Materials	Estimated Value	Date Solicited	Quotes			Commitments	
					Rec'd Y/N	Amount	Attached Y/N	Made Y/N	Attached Y/N

## Instructions for SDB Solicitation Form

**Bidder Information:** Self-explanatory. The Contact Person should be the person familiar with the information on the Form. If the prime bidder itself is an SDB, state so on the form, and list the SDB verification or certification number.

**Project Information:** Self-explanatory. The REAA for each contract is specified in the Special Instructions to Bidders.

**Firms Solicited:** All SDB who were solicited must be listed. List the SDB firm's name and address, along with the name and telephone number of the person contacted at the SDB. Additionally, all Non-Minority Firms who were solicited for the same scopes of work and/or materials for which SDB were solicited must be listed. Solicitations for scopes of work and/or materials which did not include any SDB need not be listed.

**SDB Number:** List the SDB's DGS verification number, certification number, or other substantiating information. Any Non-Minority Firms listed will not have an identification number to list.

**Scope/Materials:** List the scope of work and/or materials solicited. Use the Technical Specification Division number, if possible and appropriate.

**Estimated Value:** Identify your (the prime bidder's) estimate of the value of the scope of work and/or materials being solicited. Credit towards the REAA is only given once for each scope of work and/or materials being solicited. Multiple solicitations for the same scope of work and/or materials are encouraged, but multiple solicitations for the same scope of work and/or materials cannot count more than once for the cumulative REAA.

**Date Solicited:** Identify the date the solicitation was issued. Attach written evidence of that solicitation (letter, fax, or e-mail).

**Quotes:** Identify whether or not a quote was received from the solicited firm. Identify the dollar value of that bid or quote. Indicate whether written evidence of that quote (letter, fax, or e-mail) is attached. Negative responses from solicited SDB (letter, fax, or e-mail) should also be attached.

**Commitments:** Identify whether or not your firm made a commitment based on the solicitation. Indicate whether the commitment letter, either to an SDB or to a Non-Minority Firm, is attached.

**Use Multiple Sheets and/or Continuation Sheets if Necessary**

**SDB SOLICITATION FORM CONTINUATION SHEET**

**Bidder (Company Name):**

**Project (Contract Number):**

Firms Solicited	SDB Number	Scope/Materials	Estimated Value	Date Solicited	Quotes			Commitments	
					Rec'd	Amount	Attached	Made	Attached