

# APPENDIX E

**APPENDIX E  
SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB)  
PARTICIPATION SUBMITTAL**

**Project:** RFQ 6100043911, Everyday Lives Conference Planning and Execution

**Contractor Firm:** \_\_\_\_\_

**Contractor Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Is your firm a DGS-Verified Small Diverse Business?  Yes  No (**MUST** check one)

Is your firm a DGS-Self-Certified Small Business?  Yes  No (**MUST** check one)

**SUBCONTRACTING INFORMATION:**

**Percentage Commitment for SDB and SB Subcontracting Participation**

After examination of the contract documents, which are made a part hereof as if fully set forth herein, the Contractor commits to the following percentages of the total contract cost for Small Diverse Business and Small Business subcontracting participation.

**Small Diverse Business Subcontracting percentage commitment:**

\_\_\_\_\_ %                      \_\_\_\_\_ **Percent**  
(Figure)                                  (Written)

**Small Business Subcontracting percentage commitment:**

\_\_\_\_\_ %                      \_\_\_\_\_ **Percent**  
(Figure)                                  (Written)

**Listing SDB and SB Subcontractors**

The Contractor must list in the chart below the SDBs and SBs that will be used to meet the percentage commitments provided above. Include the SDB/SB firm name, SDB or SB designation, SDB/SB Primary Contact Information, a description of the service or supplies the SDB/SB will provide, fixed percent of total contract cost committed, estimated dollar value of each commitment, and an indication as to the Contractor’s intent to utilize the SDB/SB subcontractor for contract options or renewals. Include as many pages as necessary. **Contractor must also include a Letter of Intent as indicated in RFQ Part V, Section V-2 for each SDB/SB listed.**

SDB/SB Name	SDB or SB	Primary Contact Name & Email	Description of Services or Supplies to be provided	% of total Contract Cost Committed	Estimated \$ value of Commitment	Will SDB/SB be used for options/renewals? (yes/no)