



**CITY OF SAINT PAUL**  
**Vendor Outreach Program Ordinance Questionnaire**  
**Business Inclusion Data – Mandatory Submission \***

Company/Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Supplier Portal (stpaulbids) Event #: \_\_\_\_\_

Failure to complete and include this questionnaire with the bid/quote/request for information/request for proposal/request for qualifications, or any other type of solicitation not listed herein, will deem it non-responsive and it will be rejected.

\_\_\_\_ (check if applicable) At this time there are no subcontracting opportunities as we are self-performing all work. If the scope of our work changes and we will not be self-performing this work, we will (1) consult the CERT list to look for a qualified subcontractor to perform the work and (2) notify compliance of the change.

Anticipated percent of available business opportunity for this project that will be awarded to CERT certified businesses:

MBE \_\_\_\_\_%    SBE \_\_\_\_\_%    WBE \_\_\_\_\_%

**Percentages and estimated dollar amounts are required. Attach additional pages if necessary.**

Name of Certified Vendor	MBE, SBE, or WBE	Type of Work or Supplies	Estimated Subcontract Dollar Amount

\* I understand that, pursuant to Chapter 84 of the City of St. Paul Code of Ordinances, the Vendor Outreach Program applies to this bid, and under the Vendor Outreach Program, the City requires submission of the Vendor Outreach Program Questionnaire in order for the bid to be responsive. I further understand that I will have up until the time of award, or 10 days after bid opening, whichever occurs first, to complete and submit my Vendor Outreach Program Questionnaire. Failure to submit this form will result in my bid being treated as nonresponsive.