

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Contracting and Procurement Administration
200 I Street, S.E., Suite#2031
Washington, DC 20003

Re: Waiver Request Review Checklist

- a. Whether the applicant conducted any pre-solicitation or pre-bid conferences to inform certified business enterprises of contracting and subcontracting opportunities;
- b. Whether the applicant advertised in general circulation, trade association, and ethnic-focus media concerning the contracting and subcontracting opportunities;
- c. Whether the applicant provided written notice to a reasonable number of specific certified business enterprises, in sufficient time to allow certified business enterprises to participate effectively, that their interest in the contract was being solicited;
- d. Whether the applicant followed up initial solicitations of interest by conducting negotiations with certified business enterprises;
- e. Whether rejections by the applicant of certified business enterprises as being unqualified were based on sound reasoning and thorough investigation of their capabilities;
- f. Whether the applicant made efforts to assist interested certified business enterprises in obtaining bonding, lines of credit, or insurance required by the applicant;
- g. Whether the applicant effectively used the services of the DSLBD in recruiting qualified and responsible certified business enterprises;
- h. Whether bids submitted by certified business enterprises were excessive or noncompetitive based upon a review of prevailing market conditions; and