



CITY OF FORT WORTH

Purchasing Division

REQUEST FOR BUSINESS EQUITY CONTRACTING/SUPPLIER AGREEMENT GOAL

When a Buyer submits this Request for Goal Form to the Business Equity Division for the requesting department, it is the Buyer's responsibility to provide the Business Equity Division Staff with copies of all documentation and meeting notices relevant to this procurement.

Check type of Project: ITB RFP RFQ Sole Source Other _____

Bid/Project Number: _____ Bid/Project Name: _____

Agreement Estimated \$ _____ Advertisement Date: _____ 2nd Advertisement Date: _____

Requesting Department _____ Ext: _____ Buyer Name _____ Ext: _____ Date: _____

(Please ATTACH a line item cost breakdown of the requested Scope of Work)

If this is not the initial change order/amendment, submit copies of all previous change orders/amendments regardless of whether a M&C was required for funding. Email to: DVIN_BEOffice@fortworthtexas.gov

FEDERALLY FUNDED? Yes No IF yes, explain funding source _____

Is this a Revision? Yes No IF yes, enter revision number? _____ Amendment? Change Order? CO/A#

PORTION BELOW TO BE COMPLETED BY BUSINESS EQUITY DIVISION:

Project Goal Type:	M/WBE GOAL	DBE GOAL	
	%	%	Signature of DVIN-BE Authorized Personnel _____

NOTE: If a goal is set the Business Equity Division will participate in all meetings related to this procurement.

WAIVER OF COMMODITY OR SERVICES

Business Equity requirements may be waived upon written approval of the Department of Diversity and Inclusion-Business Equity Division (DVIN-BE) Assistant Director. If one of the conditions listed below exists, the DVIN-BE Staff shall notify the DVIN-BE Assistant Director via this form, stating the specific reason(s) for requesting approval.

Check appropriate reason below:

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirements is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy; or

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible; or

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirements is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the application of the provisions of this ordinance will impose an economic risk on the City or unduly delay acquisition of the goods or services; or

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirements is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the Business Equity Waiver is based on the sole source information provided by the Purchasing Division Buyer.

Other: _____

Compliance Specialist Justification for Waiver:

Waiver Approved _____ Date _____ Ext. _____

Signature of Business Equity Authorized Personnel