



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION
FORM A – CONTRACTOR COMPLIANCE PLAN

This compliance plan must be completed in its entirety and is a required submission with an Invitation to Bid or a Request for Proposal (RFP) if the solicitation includes an SBE requirement and/or if a Proposer is seeking to earn SBE bonus points as it relates to an RFP. Additionally, in order to qualify, an active (non-expired) certificate confirming Small Business Enterprise (SBE) certification issued by the City of Milwaukee Office of Equity and Inclusion for each SBE firm must accompany this form. The SBE firm must be certified at the time of bid opening and/or RFP closing.

I. GENERAL INFORMATION (REQUIRED)

Bid/RFP # _____ Total SBE % _____ Total proposed Bid/RFP amount \$ _____

Description of SBE Firm Participation

[Empty rectangular box for description of SBE firm participation]

II. PRIME CONTRACTOR INFORMATION (REQUIRED)

Contractor Name _____
Address _____
City, State, Zip Code _____
Contact Person _____ Title _____
Phone Number _____ E-mail Address _____
Prime Contractor City of Milwaukee SBE certified? Yes _____ No _____

III. ACKNOWLEDGEMENT (REQUIRED)

I certify that the information included in this Compliance Plan is true and complete to the best of my knowledge. I further understand and agree that this compliance plan is a condition of my Bid/RFP responsiveness. Failure to submit this form with my response and/or meet the specified SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative _____ Signature _____
Title _____ Date _____

FOR STAFF USE ONLY

SBE Firm(s) providing service/commodity consistent with NAICS Code(s) and Prime's scope of service? Yes _____ No _____
SBE certification(s) verified? Yes _____ No _____
OEI Analyst _____ Signature _____ Date _____
Department Representative _____ Signature _____ Date _____



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION

FORM A – CONTRACTOR COMPLIANCE PLAN

List all subcontractor information in its entirety, identifying the Contractor’s SBE designation. Individual subcontractor SBE percentages should equal the overall participation as listed on Page 1. Please visit the following website to access the list of City of Milwaukee SBE certified firms: <https://milwaukee.diversitycompliance.com/>

IV. SUBCONTRACTOR INFORMATION

Contractor Name _____
Address _____
City, State, Zip Code _____
Contact Person _____ Title _____
Phone Number _____ E-mail Address _____
Subcontractor SBE-certified? Yes _____ No _____

Please identify the proposed commodity or service, award amount and contract percentage the subcontractor will fulfill.

Proposed award amount \$ _____ Percentage of contract _____ %
Work performed/materials provided _____
Name of Owner/Representative _____
Signature of Owner/Representative _____ Date _____

Contractor Name _____
Address _____
City, State, Zip Code _____
Contact Person _____ Title _____
Phone Number _____ E-mail Address _____
Subcontractor SBE-certified? Yes _____ No _____

Please identify the proposed commodity or service, award amount and contract percentage the subcontractor will fulfill.

Proposed award amount \$ _____ Percentage of contract _____ %
Work performed/materials provided _____
Name of Owner/Representative _____
Signature of Owner/Representative _____ Date _____

If you need to provide additional subcontractor information, please duplicate this page as needed.