RE: Project # & Project Name

University of Missouri - Campus

To evaluate your Supplier Diversity participation on the referenced project, I request the following information.

1. Your log of bid cards sent, facsimiles sent, phone calls made, e-mails sent to Diverse firms to solicit bids, including follow-up efforts.
2. A copy of any advertisement made in a publication that reaches Diverse firms.
3. A Diversity Compliance Evaluation form and Certification letter for each Diversity firm included in your bid.
4. A listing of all bids received from Diverse firms indicating the Diversity’s firm’s dollar bid and the successful bidder’s name and bid. This should also indicate the effect of the bid alternates.
5. If you have any identified Diverse lower tier firms since the bid opening, I require a Diversity Compliance Evaluation form and Certification Letter for each firm.
6. The attached Affidavit of Diverse participation completed for each certified firm, signed by both parties and returned to my attention.

Please reply and return documents **within the next 48 hours**. Call me directly at phone # with your questions.