

DIVERSITY COMPLIANCE GUIDELINES AND FORMS

Please read the Diversity Guidelines before completing the required forms.

TO BE COMPLETED BY THE BIDDER/PROPOSER

HFC OVERVIEW

Houston First Corporation ("HFC") is dedicated to promoting the growth and development of local minority, women, small, and historically underutilized businesses "certified businesses" by providing robust opportunities to participate in its procurement and service contracts. In support of this commitment, HFC has established a Diversity Program to ensure the maximum practicable inclusion of certified, diverse contractors and suppliers who can provide quality goods and services at competitive rates in all areas of its operations. It is the policy of Houston First Corporation to prohibit discrimination based on race, sex, religion, national or ethnic origin, age, or disability.

GENERAL INFORMATION REGARDING THE HFC COMPLIANCE GUIDELINES AND FORMS

1. HFC's Diversity Program "The Program" mission is to strive for competitive pricing, qualifications and demonstrated competencies in the selection of all contractors. The Program is designed to create opportunities, while requiring competitiveness and quality of work. The Program allows HFC to target more effectively and continuously improve the participation of certified businesses in contracting and procurement activities.
2. As a local government corporation created by the City of Houston, HFC recognizes the City of Houston's efforts to stimulate the growth of certified businesses by encouraging full participation in various areas of city contracting. HFC has a contractual commitment to make good faith efforts to award contracts to certified businesses and has adopted this commitment as part of this Program.
3. Nothing in the Program shall be construed to give a bidder or proposer ("Contractor") any right or interest prior to the award and full execution of a contract. Compliance with all statutory and legal requirements is expected of all Contractors.
4. Bidders/Proposers should also be sure that their selected subcontractor(s) are certified as of the date that HFC receives the bid/offer and should provide verification by attaching one copy of certification from one of HFC's acceptable agencies described below of all subcontractors identified in meeting the Diversity Contract Goal.
5. Bidders/proposers may not apply one of its subsidiary companies or its own workforce towards meeting its' subcontracting goals.
6. HFC recognizes the following as acceptable certification agencies when selecting certified businesses to meet the contract goal:
 - City of Houston
<https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=houston&XID=2803>
 - Houston Minority Supplier Development Council
 - METRO's Small Business Certification Program
<https://ridemetro.sdbbe.com/FrontEnd/VendorSearchPublic.asp>
 - Women's Business Enterprise Alliance
<http://www.wbea-texas.org/wbea-member-directory#cid=563&did=1>
 - Texas Department of Transportation's Unified Certification Program
<https://txdot.txdotcms.com>
 - State of Texas Historically Underutilized Business (HUB) Program
<https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>
 - Texas Small Business Association
<http://www.texassba.org/>
7. Bidder/Proposer must select certified businesses that have Significant Local Presence. The term "Significant Local Presence" shall mean that the required location of a business in one or more of the counties recognized by the City of Houston under its MWBE Program (as of the effective date of this Program: Austin, Harris, Galveston, Fort Bend, Montgomery, Liberty, Waller, Chambers, Brazoria, or San Jacinto Texas), with one or more of its employees regularly based therein. A location utilized solely as a post office box, mail box, or telephone message center, or any combination thereof, with no substantial work function, shall not be construed to have Significant Local Presence.

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GENERAL INFORMATION REGARDING THE HFC COMPLIANCE GUIDELINES AND FORMS (CONT'D)

8. The Certified Business must not exceed the size standards of the Small Business Administration in 13 C.F.R. Part 121 for its specific standard industry code(s), as may be amended from time to time.
9. Certified Businesses that perform a Commercially Useful Function may count toward the applicable goal. The term "Commercially Useful Function" shall mean a discrete task or group of tasks performed by a business by using its own forces or by actively supervising on-site the work by another business for whose work the Certified Business is responsible. A Certified Business will not be considered to be performing a Commercially Useful Function if it subcontracts more than fifty percent (50%) of a contract being counted toward the applicable participation goal. HFC may waive this requirement in its sole discretion when it is in the best interests of HFC and the Program.

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At Bid/Proposal Time:

1. A diversity contract goal has been established as a part of this solicitation. Accordingly, Bidders/Proposers are required to use Good Faith Efforts to utilize certified businesses to meet the contract goal.
2. Bidders/Proposers are required to submit the appropriate enclosures and if necessary complete documentation of Good Faith Efforts if bidders/proposers cannot meet the contract goal. Failure to provide complete documentation of Good Faith Efforts may result in your bid/proposal being deemed non-responsive.
3. Complete and submit HFC Form 100 "Bidder's/Proposer's Diversity Participation Plan" listing the certified businesses respondents plan to utilize on the project in meeting the contract goal. This form must be signed by an authorized company representative of the Bidder/ Proposer.
4. Bidders/Proposers are required to submit a Letter of Intent for each certified business identified in the HFC Form 100 "Bidder's/Proposer's Diversity Participation Plan" This form must be signed by an authorized company representative from the Bidder/Proposer and certified business.
5. If the Bidder or Proposer cannot meet the contract goal, the Bidder/Proposer has the burden to demonstrate "Good Faith Efforts", which shall include correctly and accurately preparing and submitting HFC Form 100 "Bidder's/Proposer's Diversity Participation Plan", a Record of Good Faith Efforts (HFC Form 101), and a Request for Deviation from the Goal (HFC Form 102.) Bidders/Proposers must provide supporting documentation evidencing their "Good Faith Efforts", as required by Houston First's Good Faith Efforts Policy. HFC will review the Bidder's/Proposer's Diversity Participation Plan and Good Faith Efforts after submission of bids/proposals.
6. No changes will be allowed to the Bidder's/Proposer's Diversity Participation Plan after the response is submitted without prior written approval from the HFC President or designee.
7. A copy of the current certification for each certified business listed on Bidder's/Proposer's Diversity Participation Plan must be submitted in order for the subcontractor/consultant to be counted toward the assigned diversity goal. The certification must be from one of HFC's accepted certifying agencies and have Significant Local Presence.

HFC DIVERSITY PROGRAM GUIDELINES FOR BIDDER(S)/PROPOSER(S)

Meeting the Contract Goal:

Contractors may meet the diversity contract goals by subcontracting portions of the work to currently certified businesses that perform a "Commercially Useful Function," which means a discrete task or group of tasks performed by a business by using its own forces or by actively supervising on-site the work by another business for whose work the certified business is responsible. Certified Business will not be considered to be performing a Commercially Useful Function if it subcontracts more than fifty percent (50 %) of a contract being counted toward the applicable participation goal. Bidder/Proposer may count toward its diversity contract goal its expenditures for materials and supplies required under the contract and obtained from a certified business, provided that the certified business assumes actual responsibility for the provision of materials and supplies.

If the Diversity Goal is not being met, contractors are required to provide a narrative description of the progress being made to reach the diversity goal on their respective contract.

The Responsive Bidder/Proposer:

To be considered a responsive Bidder/Proposer as related to the diversity contract goal, a Bidder/Proposer must meet the goal referred to in the solicitation or make a documented good faith effort to attain the goal.

DIVERSITY COMPLIANCE GUIDELINES AND FORMS

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The Responsible Bidder/Proposer:

The responsible Bidder/Proposer must submit with their response the HFC Form 100 "Bidder's/Proposer's Diversity Participation Plan" with the following to comply with the Program:

- a. Names and addresses of certified businesses participating subcontractors and the work they are to perform,
- b. The dollar value or percent, if known at time of bid date and time, of each proposed certified business contract,
- c. Project work start and completion dates, and
- d. Documentation of good faith efforts, if applicable.

NOTE: No changes will be allowed to the certified business names listed on Bidder's/Proposer's Diversity Participation Plan after the response is submitted without prior written approval from the HFC President or designee.

ENCLOSURES 1 – 4:

Requirements for the Program are addressed in Enclosures 1-4. Bidders/Proposers must complete and submit applicable enclosures at or before solicitation due date and time in a separately sealed envelope marked "Diversity."

Enclosure 1 – Bidder's/Proposer's Diversity Participation Plan Form 100

This document must be submitted by the Bidder/Proposer for every certified subcontractor/consultant Bidder/Proposer to meet the goal. It must contain the information specified and must be signed by the Bidder/Proposer. No changes may be made to the certified businesses listed and no additional subcontractors can be provided after responses have been submitted without prior written approval from the HFC President or designee. A copy of the current certification for each subcontractor listed on Bidder's/Proposer's Diversity Participation Plan must be submitted in order for the subcontractor/consultant to be counted toward the assigned diversity goal. The certification must be from one of HFC's accepted certifying agencies and have Significant Local Presence.

Enclosure 2 – Pre-Bid Efforts Good Faith Efforts HFC Form 101

This document must be submitted if the Bidder/Proposer is unable to locate or contract with certified businesses to meet the diversity goal. Bidder/Proposer must document their Good Faith Efforts to offer portions of the work to certified businesses, advertise and provide information to the small business community regarding contract opportunities on the project

Enclosure 3 – Bidder's/Proposer's Goal Deviation Request HFC Form 102

This document must be submitted if the Bidder/Proposer is unable to locate or contract with certified businesses to meet the diversity goal and seeks reduction of the diversity goal specified in the solicitation. Bidder/Proposer must document their Good Faith Efforts (HFC Form 101) to offer portions of the work to certified businesses, advertise and provide information to the small business community regarding contract opportunities on the project.

Enclosure 4 – Letter of Intent

This document must be submitted by the Bidder/Proposer for all the listed certified subcontractors/ consultants listed on the Bidder's/Proposer's Diversity Participation Plan Form 100. This document verifies the intent of the Bidder/Proposer to enter into a contract with the certified business if awarded the contract. The Letter of Intent should be signed by both the Bidder/Proposer and the Certified Business.

Please read the Diversity Guidelines before completing the required forms.

Responsibilities of Contractors and Good Faith Efforts:

Bidders/Proposers are required to make Good Faith Efforts to achieve their Contract Goal. The term "Good Faith Efforts" shall mean all commercially reasonable efforts necessary and practicable to increase the opportunities available to certified businesses in order to meet the applicable Contract Diversity Goal. Specific examples of Good Faith Efforts include, but are not limited to, the following:

1. Delivering of written notice of subcontracting opportunities on eligible contracts to the appropriate and industry-specific certified businesses;
2. Utilizing local or targeted newspapers, periodicals and local small business, minority, and women-focused associations and websites for notice purposes regarding subcontracting opportunities;
3. Responding to requests for information from certified businesses regarding the eligible contract;
4. Ensuring that written notices contain the following:
 - a. adequate information about the plans, specifications, and relevant terms and conditions of the contract and about the work to be subcontracted to, or the goods to be obtained from, subcontractors and suppliers;
 - b. a contact person with the proposer's office to answer questions;
 - c. information regarding the proposer's bonding and insurance requirements; and
 - d. the last date for receipt by the proposer of certified business price quotations.
5. Attending any special pre-proposal meeting called to inform businesses of subcontracting or supply opportunities, if set forth in the proposal documents;
6. Dividing tasks within the eligible contract, in accordance with normal industry practice, into small, economically-feasible segments that can be performed by certified businesses;
7. Developing internal policies and procedures and designating an employee to monitor compliance with the Program;
8. Documenting and maintaining accurate and accessible records of such Good Faith Efforts to utilize certified businesses;
9. Attending compliance meetings as requested by HFC;
10. Negotiating written contracts with certified businesses in good faith to provide goods or services related directly to the eligible contract; and
11. Submitting completed reports required by contract or requested by HFC completely and in a timely manner.

Please read the Diversity Guidelines before completing the required forms.

POST CONTRACT AWARD CONTRACTOR RESPONSIBILITIES

Compliance of the Contractor

To ensure compliance with diversity requirements, HFC will monitor Contractor's efforts regarding Certified Businesses (Subcontractors/Suppliers) during the performance of this Contract. This may be accomplished through job site visits, reviewing of records and reports, and interviews of randomly selected personnel. Contractor must enter in a subcontracting agreement with all certified businesses listed on the Diversity Utilization Plan submitted with Bidder's/ Proposer's response.

Reporting

To ensure that the diversity contract goal is met by Contractor during the contract award period, Contractor must update HFC's Compliance Reporting System monthly that accurately reflects payments made to certified businesses. Contractors can receive training prior to entering the system by attending sessions. Contractors should contact the Procurement Department to get dates and times when the training is available

Payments

Awarded Contractor must pay Certified Businesses for satisfactory performance no later than ten business days from the receipt of payment made to Contractor by HFC. The awarded Contractor must report payments in HFC's online Compliance Reporting system, B2GNOW. Certified Businesses must confirm payments monthly in HFC's online system and any disputes must be resolved with contractor. If payment dispute cannot be resolved with contractor, certified businesses can contact HFC's Procurement Department to assist in resolving the dispute. On construction contracts, prompt return of retainage payments from Contractor to the certified business shall be made by contract or within ten business days after the subcontractor's work is satisfactorily completed. Failure to comply with the above may be considered to be a breach of contract.

Records

Contractor shall maintain the following records for review upon request by the HFC:

- (i) Copies of Subcontractor agreements and purchase orders as executed;
- (ii) Documentation of payments and other transactions with Certified Business Subcontractors/Suppliers; and
- (iii) Appropriate explanations of any changes or replacements of Certified Business Subcontractors/Suppliers.

Defaulting Certified Business/Subcontractors and Deviation Requests

After award of a contract, Contractor shall comply with the submitted Diversity Participation Plan and must make good faith efforts to replace a defaulting certified business with another certified business. Contractor must notify HFC immediately of a Certified Business inability to perform and of the intent to obtain a substitute certified business. Contractor must provide HFC with reasonable documentation of the defaulting subcontractor's inability to perform, as well as Contractor's good faith efforts to come to terms with the defaulting Certified Business subcontractor. The substitute Certified Business must receive prior written approval by HFC's President or designee by submitting a Deviation Request Form obtained for HFC Diversity Department. When Contractor obtains a substitute Certified Business, Contractor will notify HFC and provide copies/descriptions of the new or amended subcontracts and a certification for each new Certified Business.

Termination of Certified Business Subcontract

Contractor shall not terminate a Certified Business subcontractor for convenience and then perform that work with its own forces or its affiliate without the HFC President's or designee prior written approval.

HFC DIVERSITY COMPLIANCE GUIDELINES & FORMS

This page to be completed, signed, and submitted by the Bidder/Proposer along with other required diversity documents at or before bid date/time in a separately-sealed envelope labeled "Diversity."

PROJECT TITLE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON/AUTHORIZED AGENT: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

The undersigned authorized agent agrees that he/she has read and understood the HFC Compliance Guidelines and Forms and that all information is correct to the best of his/her knowledge.

SIGNATURE: _____ DATE: _____

FOR ADDITIONAL INFORMATION REGARDING THIS FORM, CONTACT:

Houston First Corporation Diversity Department, 701 Avenida de Las Americas, Suite 200, Houston, Texas 77010
Phone: (713) 853-8100 Website: <https://www.HoustonFirst.com/do-business>

PLEASE READ CAREFULLY:

The diversity documents are a part of a Bidder's/Proposer's evaluation. This documentation is required for your proposal to be evaluated by HFC. HFC will determine whether the Bidder's/Proposer's efforts meet the minimum standards of Good Faith Effort consistent with HFC's Diversity Program. Failure to provide the required diversity documentation may be considered non-responsive.

BIDDER'S/PROPOSER'S DIVERSITY PARTICIPATION PLAN

The Bidder or Proposer shall submit this completed form with their bid/response, to demonstrate the Bidder's/Proposer's plan to meet the Diversity contract goal. If the Bidder or Proposer cannot meet the contract goal, the Bidder/Proposer has the burden to demonstrate Good Faith Efforts, which shall include correctly and accurately preparing and submitting this form, a Record of Good Faith Efforts (HFC Form 101), and a Request for Deviation from the Goal (HFC Form 102), and providing supporting documentation evidencing their Good Faith Efforts, as required by Houston First's Good Faith Efforts Policy. HFC will review the Participation Plan and Good Faith Efforts after submission of Bidder's/Proposer's response. Certified Businesses must have Significant Local Presence.

NAICS CODE (6 digit)	DESCRIPTION OF WORK/SCOPE OF WORK	PRICE OR PERCENT OF TOTAL BID (2 decimal places Example: 5.00%)	CERTIFYING AGENCY City of Houston, Metro, HMSDC, State of Texas, WBEA, TXDOT Unified Cert.	CERTIFIED FIRM NAME CONTACT NAME E-MAIL

BIDDER'S PARTICIPATION TOTAL:

SIGNATURE FOR COMPANY: _____

PRINTED NAME: _____

COMPANY NAME: _____

PHONE #: _____

DATE: _____

FORM 101

BIDDER'S/PROPOSERS PRE-BID GOOD FAITH EFFORTS

BIDDER/PROPOSER: _____ PROJECT NAME: _____

A Bidder/Proposer that may be unable to complete or follow a Participation Plan (HFC Form 100) to meet the Contract Goal must submit this completed form, the Goal Deviation Request HFC Form 102, and provide supporting documentation evidencing their Good Faith Efforts, as required by the Houston First Corporation's Good Faith Efforts Policy.

The Bidder/Proposer has the burden to demonstrate Good Faith Efforts to meet the Diversity goal, which includes correctly and accurately preparing and submitting this form and other efforts described in the HFC's Diversity Policy. HFC will review the Good Faith Efforts and Participation Plan after selection of an apparent low bidder.

NAICS CODE (6 digit)	CERTIFIED FIRM NAME CONTACT NAME E-MAIL	CERTIFIED FIRM CONTACT PERSON	METHOD OF CONTACT	PRIME CONTACT DATE	CERTIFIED FIRM RESPONSE	RESULTS OF CONTACT (WHY SUITABLE OR NOT SUITABLE FOR WORK)
			PHONE <input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/>			
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AUTHORIZED SIGNATURE: _____ DATE: _____

PRINT NAME: _____ EMAIL: _____

PHONE #: _____

BIDDER'S/PROPOSERS PRE-BID GOOD FAITH EFFORTS

NAICS CODE (6 digit)	CERTIFIED FIRM NAME CONTACT NAME E-MAIL	CERTIFIED FIRM CONTACT PERSON	METHOD OF CONTACT	PRIME CONTACT DATE	CERTIFIED FIRM RESPONSE	RESULTS OF CONTACT (WHY SUITABLE OR NOT SUITABLE FOR WORK)
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AUTHORIZED SIGNATURE: _____

DATE: _____

PRINT NAME: _____

EMAIL: _____

PHONE #: _____

FORM 102

BIDDER'S/PROPOSER DIVERSITY GOAL DEVIATION REQUEST

COMPANY NAME: _____ PROJECT NAME: _____

HFC APPROVED CONTRACT GOAL %

BIDDER'S/PROPOSER'S
PROPOSED DIVERSITY GOAL %

JUSTIFICATION: Please provide the reason the Bidder/Proposer is unable to meet the Contract Goal in the advertised solicitation named above.

GOOD FAITH EFFORTS: Please list any efforts not listed in the Bidder's Pre-Bid Good Faith Effort (Document 101) and provide supporting documentation evidencing Good Faith Efforts, as required by HFC's Good Faith Efforts Policy.

DATE: _____ COMPANY NAME: _____ EMAIL: _____

OFFICIAL USE ONLY:

APPROVED NOT APPROVED

DIVERSITY REPRESENTATIVE: _____ DATE: _____

TITLE: _____

LETTER OF INTENT

THIS AGREEMENT IS SUBJECT TO MEDIATION AND CAN BE INITIATED BY THE COMPANIES SIGNED BELOW OR HOUSTON FIRST CORPORATION. COMPLETE ALL APPLICABLE BLANKS TO BE CONSIDERED RESPONSIVE.

TO: Houston First Corporation Diversity Department

DATE: _____

PROJECT NAME: _____

BID AMOUNT: \$

DIVERSITY GOAL: %

_____, agrees to enter into a contractual agreement
Prime Contractor Name

with _____, who will provide the following goods/services in connection
Diversity Subcontractor

with the above referenced contract:

for an estimated amount of \$ _____ or _____% of the total contract value.

_____ is currently certified with one of HFC's accepted agencies to
(Diversity Subcontractor) function in the aforementioned capacity.

(Prime Subcontractor)

(Diversity Subcontractor)

Intend to work on the above-named contract in accordance with the Diversity Participation Section of the solicitation listed above, contingent upon award of the contract to the aforementioned Prime Contractor.

Signed (Prime Contractor)

Signed (Diversity Subcontractor)

Printed Name

Printed Name

Title

Title

Date

Date

LETTER OF INTENT

HOUSTON FIRST CORPORATION CERTIFIED BUSINESS SUBCONTRACTING AGREEMENT TERMS

Contractor shall ensure that all subcontracting agreements with Diversity Subcontractors and Suppliers are clearly labeled **"THIS CONTRACT IS SUBJECT TO MEDIATION"** contain the following terms:

1. _____ (Certified Subcontractor/Supplier) shall not delegate or subcontract more than 50% of the work under the subcontracting agreement to any other Subcontractor or supplier without the express written consent of Houston First Corporation Diversity Department.
2. _____ (Certified Subcontractor/Supplier) shall permit representatives of Houston First, at all reasonable times, to perform 1) audits of the books and records of the Subcontractor, and 2) inspections of all places where work is to be undertaken in connection with this subcontracting agreement.

Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract.

Nothing in this provision shall affect the time for bringing a cause of action or the applicable statute of limitations.

The HFC Diversity policy may be discussed during the pre-bid /pre-proposal conference if one is scheduled.