



# SMALL BUSINESS REPORTING FORM

The Leon County Schools, Small Business Enterprise Policy requires all Construction Management Firms to submit this Small Business Reporting Form to ensure contractors are eligible for review and consideration of projects initiated by the LCS Board. Preference will be given first to those contractors who comply with the Leon County Schools Small Business Enterprise Policy. Please find the check list below which may be helpful to ensure your company complies with the Leon County School Policy 6325. Please submit this form to the Small Business Enterprise Office located at 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303, the office number is (850) 617-1800 fax number is (850) 617-1790 or you can email the form to [mcqueenl@leonschools.net](mailto:mcqueenl@leonschools.net) or [blackl@leonschools.net](mailto:blackl@leonschools.net).

1). \_\_\_\_\_  
(Your Company Name)

2). \_\_\_\_\_  
Project

3). \_\_\_\_\_  
Award Date

4). How did you advertise for the Small Business participation from the provided SBE list of participants?

- A). Newspaper \_\_\_\_\_ B). Phone \_\_\_\_\_ C). Social Media \_\_\_\_\_  
D). E-Mail \_\_\_\_\_ E). Other \_\_\_\_\_

5.) Please provide list of subcontractors contacted.

- A. \_\_\_\_\_  
B. \_\_\_\_\_  
C. \_\_\_\_\_  
D. \_\_\_\_\_  
E. \_\_\_\_\_

6.) Please provide company names and contract amount awarded to all qualified Small Business for this project.

<u>Firm:</u>	<u>Contract Amount:</u>
A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____
E. _____	\$ _____

**X**

\_\_\_\_\_  
Signature