

00485 - DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOOD FAITH EFFORTS (GFE) SUBMISSION REFERENCE

(Must be submitted at time of bid when DBE Commitment is less than the assigned goal)

See Section 3.4, Good Faith Efforts Determination, section of the DBE 00485 Subcontracting Policy and Procedure for guidelines in applying Good Faith Efforts

The bidder must show that it took all necessary and reasonable steps to achieve the DBE goal which by their scope, intensity and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if not fully successful. For reference, a list of actions to be considered is provided; the list is not exclusive or exhaustive.

The bidder's good faith efforts information submission should address the following:

1. Narrative statement

- A statement of the bidder's efforts and overall plan for obtaining DBE participation noting barriers or challenges encountered in obtaining DBE participation. Specifically, detailing how all necessary and reasonable steps to achieve the DBE goal or other requirements which, by their scope, intensity, and appropriateness to the objective of achieving the DBE goal, could reasonably be expected to obtain sufficient DBE participation were taken- even if the bidder was not successful.

2. Documented solicitation efforts

The solicitation requirement includes the initial solicitation and appropriate follow up.

- Evidence of solicitation efforts to DBEs such as copies of requests for quotes sent via email or fax to DBE firms with identification of the firms clearly stated
- List of all DBE firms contacted to date, contact name and response; or, email distribution lists with date and time clearly indicated
- Evidence the solicitations to DBEs provided sufficient information about the type of work available on the project
- Evidence the current [DBE Directory](#) was used to identify DBE firms
- Evidence of efforts taken to break out and solicit for work in economically feasible units
- Evidence solicitations included work that the bidder would otherwise self-perform

3. Timely notice

- Evidence the solicitation notices (email/fax) were sent timely to DBE firms allowing sufficient time for response.
- Evidence the solicitation notice included sufficient information about the project such as:
 - Name and location of project
 - Bid due date
 - Scope of work requested
 - Location where DBE's can review plans and specifications
 - Date and time to submit quote
 - Contact name for technical assistance
 - Any special requirements

4. Assistance

- A detailed explanation of efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance.
- A detailed explanation of the efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

5. Follow up

- Evidence of sufficient efforts to follow up with DBE firms. The bidder is encouraged to keep a communication log that documents follow up efforts. Information on the log shall include:
 - Type of contact (fax, telephone, e-mail)
 - Name of contact person
 - Name of DBE firm
 - Date and time of DBE contacted
 - Response received
 - Reason for DBE not bidding project (if applicable)