

**SBE GOOD FAITH EFFORT DOCUMENTATION**

The intent of this form is to document the good faith effort attempts made by the apparent low bidder in soliciting SBE firms to meet the SBE project goal. Please note that the project goal will not be waived and the contractor must make efforts to achieve the goal throughout the life of the contract.

Every work type where there is a certified SBE, the apparent low bidder must submit the form as follows:

- 1 available SBE – must contact 1 SBE
- 2-5 available SBEs – must contact 3 SBEs minimum
- 6-7 available SBEs – must contact 4 SBEs minimum
- 8-9 available SBEs – must contact 5 SBEs minimum
- 10 or more available SBEs – must contact 6 SBEs minimum

**All information submitted on this form is subject to audit by the SBE Goal Committee**

Date Submitted: \_\_\_\_\_

State Project Number: \_\_\_\_\_ Parish: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Goal Percentage: \_\_\_\_\_

Commitment Percentage: \_\_\_\_\_

Unattained Percentage: \_\_\_\_\_

I certify that the information contained in this good faith effort documentation form is true and correct to the best of my knowledge. I further understand that any willful falsification, fraudulent statement or misrepresentation will result in appropriate sanctions which may involve debarment and/or prosecution under applicable State and Federal laws.

Bidder/Authorized Representative Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>Work Type Number</b>	<b>Description of Work, Service or Material</b>	<b>SBE Firm Name</b>			
<b>Contact Name (First and Last)</b>	<b>Contact Date</b>	<b>Contact Method</b>	<b>Contact Results</b>	<b>Bid Amount</b>	
1.					
2.					
3.					
<b>Comments:</b>					
<b>Work Type Number</b>	<b>Description of Work, Service or Material</b>	<b>SBE Firm Name</b>			
<b>Contact Name (First and Last)</b>	<b>Contact Date</b>	<b>Contact Method</b>	<b>Contact Results</b>	<b>Bid Amount</b>	
1.					
2.					
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<b>Comments:</b>					
<b>Work Type Number</b>	<b>Description of Work, Service or Material</b>	<b>SBE Firm Name</b>			
<b>Contact Name (First and Last)</b>	<b>Contact Date</b>	<b>Contact Method</b>	<b>Contact Results</b>	<b>Bid Amount</b>	
1.					
2.					
3.					
<b>Comments:</b>					

## EXAMPLES OF GOOD FAITH EFFORT DOCUMENTATION

The following is a list of types of actions a bidder should take when documenting good faith efforts. This list is not intended to be exclusive or exhaustive, nor is all the actions mandatory. Other factors or types of efforts may be relevant in appropriate cases.

**SOLICITATION /ADVERTISEMENT EFFORTS** - should include your efforts to solicit quotes, through all reasonable and available means, the interest of all certified firms who have the capability to perform the work of the contract. The bidder should ensure that the requests are made within sufficient time to allow SBE firms to respond. The contractor should take the initiative to contact firms which have indicated an interest in participating as a subcontractor/supplier.

**NEGOTIATION EFFORTS** - should include your efforts to make a portion of the project work available consistent with the availability and capabilities of our SBE firms in order to facilitate SBE participation. You are encouraged to break down contract work items into smaller economically feasible subcontracts to ensure SBE participation. As a part of your negotiation you should make plans/specifications available to the SBE firms which have shown an interest in participating. When negotiating with SBE firms, a contractor should use good business judgment by considering price and capability, as well as, project goals. A contractor is not expected to accept a price that is not reasonable and is excessive. Comparison figures should accompany your good faith effort submittal which supports the price differential.

**ASSISTANCE EFFORTS** - should include your efforts to assist SBE firms in obtaining bonding, lines of credit, insurance, equipment, materials, supplies or other project related assistance. Contractors are encouraged to assist firms with independently securing/obtaining these resources. A contractor may not provide these resources to the SBE firm, except in certain instances where joint checks are permissible with DOTD's prior approval on the SBE firm's behalf.

**ADDITIONAL EFFORTS** - could include any additional efforts to utilize the services of minority/women organizations, groups; local, state and federal business offices which provides assistance in the recruitment and placement of SBE firms. Utilizing the services offered by the department's SBE supportive services consultant for assistance with advertisement and recruitment efforts. Contractors are encouraged to undertake and document any other efforts taken in their attempt to fulfill the project goal.