**Good Faith Effort Documentation**

Documentation Required:

Formal Good Faith Effort submittal on company letterhead- including the following information:

o Type of contract (i.e. Architect/Engineer, Criteria AE, General Contract, Design Build, Construction Manager at Risk etc.)

o Detailed explanation of the scope of work included in the contract.

o Dollar value of contract

o What scope of work was solicited to SEBEs

o What means were used to solicit SEBEs

o What Information was shared with the SEBE sol cited

o When was the information shared

o What was the time frame the businesses were given to respond

o What negotiations were made or attempted with interested businesses

o If negotiations were terminated or SEBE businesses were deemed unqualified - provide

 reasoning

 Completed and signed Demonstration of Good Faith Effort form

 Copy(ies) of the SEBE Affidavit(s) and SEBE Utilization Plan Form

 Print out of SEBE businesses search results from websites

 Documentation that the vendor utilized reasonable and available means to solicit SEBEs that have the capability to perform the scope of work

 Copy(ies) of dated written communications, fax confirmation, personal contact follow up and negotiations with all solicited SEBEs that have the capability to perform the scope of work

 Proof that the bidder or contractor selected portions of the contracted work to increase the likelihood of participation by SEBEs.

 Copy(ies) of dated written communication and/or fax confirmation that SEBE bidders solicited were provided with adequate information about the plans, specifications, and requirements of the contact in a timely manner to assist them in responding to a solicitation.

 Copy(ies) of dated written communication and/or fax confirmation of each SEBE vendor not awarded a contract that includes the dollar value of each reference item and the type of work

 Documentation of negotiating efforts and basis for rejecting bids include - names, addresses, dates and telephone number of the SEBEs considered

 Copy(ies) of dated written communication and/or fax communication showing that the bidder or contractor utilized the services of one or more organizations that provide contractor assistance in the identification and recruitment of SEBEs

 Copy(ies) of dated written communication and/or dated fax confirmation of SEBEs that were not interested in providing a quote or did not respond