

9.1.10 DOCUMENTATION OF GOOD FAITH EFFORTS – SBE Goal Requirement



DATE: _____

Please read the statements below and check the box that is applicable to you.

- The Bidder/Proposer is **able to meet** the SBE contract goal and has completed and submitted 9.1.8 – Contractor Utilization Plan and 9.1.9 – Intent to Perform for SBE Goal Requirements.

(Please note: Both SBEs and DBEs can be used to satisfy SBE participation goals.)

If the above statement is true, please **STOP HERE**.

- The Bidder/Proposer is **unable to meet** the SBE contract goal. Please continue to page 2 of this section.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

PRINTED NAME: _____ SIGNATURE: _____ TITLE: _____

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DATE: _____

If you have not demonstrated attainment of the required SBE participation needed to meet the contract goal, you MUST complete and submit this form along with 9.1.8 – Contractor Utilization Plan – Small Business Enterprise (SBE) and 9.1.9 – Intent to Perform for SBE Goal Requirements.

BIDDERS/PROPOSERS: *If the Bidder/Proposer is unable to meet the SBE Goal, this completed form MUST BE furnished along with all required supporting documentation at the time of bid submittal. Should the Bidder/Proposer fail to comply with this request, the bid shall be considered non-responsive.*

Bid/Proposal # _____

Bid/Proposal Amount: \$ _____

Project Title: _____

_____ has not fully satisfied the requirements of the bid/proposal specifications for the above bid by VIA in the
Name of Bidding Firm

following manner. *Please check the appropriate box.*

- The Bidder/Proposer is unable to meet the SBE contract goal, however the Bidder/Proposer is committed to a minimum of _____ % SBE and/or DBE utilization on this contract and has completed 9.1.9 – Intent to Perform for SBE Goal Requirements, along with all Good Faith Efforts documentation
- The Bidder/Proposer is unable to meet the SBE contract goal and has completed and submitted 9.1.8 – Contractor Utilization Plan along with all required supporting Good Faith Efforts documentation.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

PRINTED NAME: _____ SIGNATURE: _____ TITLE: _____

INSTRUCTIONS: Please, complete Sections A through C, and include all specific supporting documentation, as outlined below. If you feel that any section of this form is Not Applicable, DO NOT write Not Applicable or N/A. You must provide a written statement as to why the section is Not Applicable to your response.

- SPECIFIC PORTIONS OF WORK IDENTIFIED FOR SBE and/or DBE SUBCONTRACTOR(S): Complete Section A.
- NOTIFYING CERTIFIED SBEs OF CONTRACTING OPPORTUNITIES: Please, attach a copy of the announcement and written notices distributed to SBEs and/or DBEs.
Example: Newspaper announcement, mail or email correspondence, community outreach notices, etc. Complete Section B.
- INITIAL SOLICITATION & FOLLOW-UP: Bidder/Proposers may solicit from any local or state certifying agency. Complete Section C.

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A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR SBE SUBCONTRACTOR(S): You MUST list all selected scopes or portions of work to be performed by SBE and/or DBE firms in order to increase the likelihood of meeting the contract goal for this project and the estimated value of each scope or portions of work identified. Use additional pages, if warranted.

Scope or Portions of Work Identified for SBE and/or DBE Participation	Estimated Value	% of Contract Value
1	\$	
2	\$	
3	\$	
4	\$	
5	\$	
6	\$	
7	\$	
8	\$	
9	\$	
10	\$	
11	\$	
12	\$	
13	\$	
14	\$	
15	\$	
16	\$	
17	\$	
18	\$	
19	\$	
20	\$	
TOTALS		

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B. NOTIFYING CERTIFIED SBEs OF CONTRACTING OPPORTUNITIES: Please complete all fields below, list all sources of advertisement and outreach to SBE firms.

I. Did you attend all pre-bid and/or outreach meeting(s) scheduled by VIA to inform SBEs of subcontracting opportunities?

YES	NO	Date of Meeting

II. You MUST identify publications in which announcements or notifications were placed and published. Include a copy of each notification. *Shaded area to be completed by ODFC office staff only.*

Source of Advertising/Outreach	What subcontracting areas of work were advertised?	Date of Ad	Deadline for Submittal		ODFC VERIFICATION
			Date	Time	
1.					
2.					
3.					
4.					

C. INITIAL SOLICITATION & FOLLOW-UP: You MUST complete all fields below, list all certified SBE and/or DBE firms that received written notification of work items to be subcontracted. If no response was received to the initial solicitation, you must indicate when firms received subsequent telephone or email solicitation (list delivery or read receipts date and certified firm’s response). You must include copies of the physical and/or electronic notice(s) sent to certified firms.

SBE Firm & Contact	Phone	Scope of Work Solicited	Date of Written Notification	Result of Initial Communication	Date of Follow-Up and Method of Contact		Result of Follow-Up Communication
					(P = Phone, F = Fax, E = Email)		
Ex: ABC Company/Jane Smith	(337) 321-4567	Legal Services	01/01/19	Will submit quote	01/10/19	E	Quote received on 01/12/19
1.							
2.							

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					(P = Phone, F = Fax, E = Email)		
Ex: ABC Company/Jane Smith	(337) 321-4567	Legal Services	01/01/19	Will submit quote	01/10/19	E	Quote received on 01/12/19
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							