



**S/M/WBE PARTICIPATION
GOOD FAITH EFFORT FORM**

DATE:

CONTACT INFORMATION

Solicitation Title:			
Solicitation #:			
Prime Contractor:			
Contact Person:			
Phone #:		Email:	

GOOD FAITH EFFORT DOCUMENTATION

The purpose of this form is to demonstrate good faith efforts in meeting the required subcontracting goal. Respondents must obtain a total of **seventy (70) or more points in order to pass**, indicating that good faith efforts were sufficient. The good faith efforts demonstrated must be with Broward County Public Schools S/M/WBE Certified firms.

The following actions outline evidence of the minimum good faith effort to meet the SDOP S/M/WBE subcontracting goal and describe the criteria to quantify good faith efforts.

SECTION A – Advertising Effort **5 points**

Please provide documentation and supporting evidence to show how the criteria was fulfilled.

Advertise opportunities for SBBC-certified S/M/WBEs a minimum of three (3) times in print and/or digital media outlets at least two (2) weeks prior to the bid opening.

Publish these opportunities in the general circulation media, minority-focused media, trade association publications, or trade-related publications, unless SBBC waives this requirement due to time constraints.

Additional efforts, if any: (Provide information in space provided below)

Requirements:

Attach copy of advertisements (i.e. newspaper Tear Sheet) with the name and location of the project, the location where plans and specifications can be viewed, the subcontractor proposal due date, and the items of work or specialties being solicited.



SECTION B – Outreach to Identify S/M/WBE Firms

15 points

Please provide documentation and supporting evidence to show how the criteria was fulfilled.

Identify the scope of work required

Seek relevant companies to perform the specified work

Contact S/M/WBEs by utilizing the SDOP approved online database of certified firms

Additional efforts, if any: (Provide information in space provided below)

Requirements:

Attach dated documentation of all correspondence to target S/M/WBE Certified firms listed on www.BrowardSchools.com/sdop

Include in dated documentation the business name, telephone number, fax number, email address, and type of work solicited to perform

SECTION C – Pre-Bid Meeting Attendance

5 points

Please provide documentation and supporting evidence to show how the criteria was fulfilled.

Attend pre-bid meeting to comply with the good faith effort requirement. Attendance is mandatory.

Note: If a pre-bid meeting is not offered, five (5) points will be deducted from the seventy (70) point minimum score.

Additional efforts, if any: (Provide information in space provided below)

Requirements:

Signature on SBBC's pre-bid meeting sign-in sheet to document the proposer's presence.



SECTION D – Timely Written Notification Effort	20 Points
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Please provide documentation and supporting evidence to show how the criteria was fulfilled.

Solicit, in writing, relevant S/M/WBE subcontractors for bids and material quotes.

Solicit relevant S/M/WBEs, in a timely manner, to result in meeting the goal.

Note: Relevant S/M/WBEs are firms that could feasibly provide services or supplies required to complete the scope of services provided in the bid document.

Additional efforts, if any: (Provide information in space provided below)

Requirements:

Attach dated written correspondence with the subcontractor's name, address, and contact person.

Correspondence must be transmitted at least ten (10) business days prior to the bid due date.

Correspondence must include verification of transmission date. Such verification may include emails, or copies of certified mail return receipts.

SECTION E – Initial Contact Follow-up	15 Points
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Please provide documentation and supporting evidence to show how the criteria was fulfilled.

Follow-up with S/M/WBEs, in writing, on initial outreach prior to the bid opening to determine with certainty their interest in performing the specific scope of work on the project.

Follow-up contact must be made in a timely manner to allow the prospective S/M/WBE subcontractor an opportunity to submit a competitive sub-bid.

Follow-up correspondence date should differ from original outreach to verify the additional effort expended to secure bidders.

Additional efforts, if any: (Provide information in space provided below)

Requirements:

List of subcontractors contacted for follow-up

Results of follow-up effort, documented by a telephone log, e-mail printout, copies of certified mail return receipts, or fax transmittal documents

Follow-up record should include the S/M/WBEs name, telephone number, person contacted, date(s) of contact, and the result.



SECTION F – Identify Items of Work	15 Points
Please provide documentation and supporting evidence to show how the criteria was fulfilled.	
<p>Identify specific items of the work to be performed by subcontractors.</p> <p>Offer S/M/WBEs portions of the work or other assistance that could reasonably be expected to produce a level of S/M/WBE participation to meet the goals</p> <p>Additional efforts, if any: (Provide information in space provided below)</p>	
Requirements: <ul style="list-style-type: none">Include list utilized to define the specific items of work solicited, including the identification process to solicit S/M/WBE firmsList of specific items of work must meet goal-setting requirements	

SECTION G – Negotiate in Good Faith	15 Points
Please provide documentation and supporting evidence to show how the criteria was fulfilled.	
<p>Negotiate in good faith with the S/M/WBE</p> <p><i>Note: Proposals, bids, or quotes prepared by S/M/WBE firms may not be unjustifiably rejected.</i></p> <p>Additional efforts, if any: (Provide information in space provided below)</p>	
Requirements: <ul style="list-style-type: none">Submit written statements of the subcontractors contacted to negotiate price or servicesInclude name, address, and telephone number of each subcontractor contacted for negotiationInclude documentation of quotes and/or proposals received from S/M/WBEs and date of negotiations	



SECTION H – Bonding Requirements Effort	5 Points
Please provide documentation and supporting evidence to show how the criteria was fulfilled.	
Waive or reduce bonding requirements for subcontractors.	
Additional efforts, if any: (Provide information in space provided below)	
Requirements: Include copy of commitment to waive or reduce bonding requirements for S/M/WBEs.	

SECTION I – Assist in Financing, Bonding, and Insurance Effort	5 Points
Please provide documentation and supporting evidence to show how the criteria was fulfilled.	
Advise and make efforts to assist interested S/M/WBEs in obtaining bonds, lines of credit, or insurance that SBBC requires.	
Additional efforts, if any: (Provide information in space provided below)	
Requirements: Include written statements of the type of assistance offered to S/M/WBEs, including the name, contact person, and telephone number of the bonding company or financial institution offering assistance.	

Respondents will be considered non-responsive upon denial of the S/M/WBE Participation Good Faith Effort Form and Subcontractor Utilization Plan. For more information, please contact the SDOP Office at (754) 321-0505.

AFFIRMATION

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS ACCURATE AND COMPLETE, AND UNDERSTAND THAT IF THIS REQUEST FOR WAIVER IS DENIED AND I FAIL TO MEET THE REQUIREMENTS OF THIS SOLICITATION, MY RESPONSE TO THIS SOLICITATION WILL BE DEEMED NON-RESPONSIVE.

Signature:

Print Name/Title:

SDOP Office	Approved	TOTAL SCORE:
	Denied	____/100