

# Office of Business Diversity

## Good Faith Effort Checklist



In making a determination that the contractor has made a good-faith effort to meet the City's MWBE goals, the Office of Business Diversity shall consider specific documentation concerning the steps taken to obtain MWBE participation, with a consideration of the following factors:

If a contractor fails to submit the Good Faith Efforts checklist, with document, by the deadline for submission will be considered non-responsive.

- Contractor attended the City's pre-bid or pre-proposal meeting.
- Contractor advertised in general circulation, trade association, and/or MWBE-focused media regarding subcontracting and/or supplier opportunities.
- Contractor solicited through reasonable and available means (e.g., written notices, advertisements) M/WBEs certified in the anticipated scopes of subcontracting of the contract, within sufficient time to allow them to respond. Attach detailed Contacts Log, including date, method of contact, person contacted and contact information, and the result of the contact.
- Contractor selected those portions of the contract consistent with the available M/WBEs, including breaking down the work into economically feasible units to facilitate M/WBE participation even when the proposer would prefer to perform those scopes with its own forces. Provide description of work selected.
- Contractor provided timely and adequate information about plans, specifications, scope of work and contract requirements to interested MWBEs. Followed up initial solicitations to answer questions and encourage M/WBEs to submit proposals or bids. Attach evidence of information provided, including the date, e.g., letters, emails, telephone logs, etc.
- Contractor negotiated in good-faith with interested MWBEs that have submitted proposals or bids and thoroughly investigated their capabilities, using good business judgement, and taking into consideration the MWBE subcontractor's price quote and not rejecting reasonable quotes from interested MWBE. Evidence of such negotiations includes the names, addresses, email addresses and telephone numbers of M/WBEs with whom the vendor negotiated; a description of the information provided to M/WBEs regarding the work selected for subcontracting; and explanations as to why agreements could not be reached with M/WBEs to perform the work.
- Contractor made effort to assist interested MWBEs to obtain bonding, lines of credit, or insurance as required by the City or the vendor for performance of the contract (if applicable).
- Contractor effectively utilized the services of M/WBE assistance groups; local, state, and federal M/WBE business assistance offices and other organizations that provide assistance in the recruitment and placement of MWBEs.

**Signature Prime Contractor:**

**Print Name:**

**Title**

**Date:**