



DBE GOOD FAITH EFFORTS SUBMISSION REFERENCE

Documented Good Faith Efforts must be submitted at time of bid when DBE Commitment is less than the assigned goal.

See the Good Faith Efforts section in the contract language for guidelines.

The bidder must show that it took all necessary and reasonable steps to achieve the DBE goal which by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if not fully successful. For reference, a list of actions to be considered is provided; the list is not exclusive or exhaustive.

The bidder's good faith efforts information submission should address the following:

1. Narrative statement

A statement of the bidder's efforts and overall plan for obtaining DBE participation noting barriers or challenges encountered in obtaining DBE participation. Specifically, detailing how all necessary and reasonable steps to achieve the DBE goal or other requirements which, by their scope, intensity, and appropriateness to the objective of achieving the DBE goal, could reasonably be expected to obtain sufficient DBE participation were taken – even if the bidder was not successful.

2. Documented solicitation efforts

The solicitation requirement includes the **initial solicitation** and appropriate **follow-up**.

- Evidence of solicitation efforts to DBEs, such as copies of requests for quotes sent via email or fax to DBE firms with identification of the firms clearly stated
- List of all DBE firms contacted to date, contact name, and response; or, email distribution lists with date and time clearly indicated
- Evidence the solicitations to DBEs provided sufficient information about the type of work available on the project
- Evidence the current [DBE Directory](#) was used to identify DBE firms
- Evidence of efforts taken to break out and solicit for work in economically feasible units
- Evidence solicitations included work that the bidder would otherwise self-perform

3. Timely notice

- Evidence the solicitation notices (email/fax) were sent timely to DBE firms allowing sufficient time for response
- Evidence the solicitation notice included sufficient information about the project, such as:
 - Name and location of project
 - Bid due date
 - Scope of work requested
 - Location where DBEs can review plans and specifications
 - Date and time to submit quote
 - Contact name for technical assistance
 - Any special requirements

4. Assistance

- A detailed explanation of efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance
- A detailed explanation of the efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

5. Follow-up

- Evidence of sufficient efforts to follow up with DBE firms. The bidder is encouraged to keep a communication log that documents follow-up efforts. Information on the log shall include:
 - Type of contact (fax, telephone, email)
 - Name of contact person
 - Name of DBE firm
 - Date and time of DBE contacted
 - Response received
 - Reason for DBE not bidding project (if applicable)

6. Outreach and advertisements

- Evidence of DBE informational workshops and/or Metropolitan Council-sponsored DBE events, such as networking sessions, DBE conferences, DBE/contractor meetings, etc., that the bidder hosted or attended
- A detailed explanation of the effective use of the services of available community organizations; contractor's groups; local, state, and federal small business assistance offices; and other organizations as allowed on a case-by-case basis to aid in the recruitment and placement of DBEs
- Copies provided of any advertisements placed on hardcopy or websites. Advertisements should include information about the project(s), type(s) of work for which quotes are being solicited, and specific contact information for the bidder

7. Copies of quotes

- Provide copies of quotes from all **non-DBEs**.
 - Indicate which quotes are being utilized.
- Provide copies of quotes from all **DBEs**.
 - Indicate which quotes are being utilized.
 - For DBEs quoted but not selected, provide explanation as to why quote was not accepted.

8. Explanation of rejected DBE quotes

- Provide a detailed explanation for not accepting any DBE quotes submitted but not selected.
- Each non-accepted quote should be addressed individually.
- Provide an explanation of the efforts made to negotiate in good faith with interested DBEs.
- Provide information about any cost comparisons that were considered in the decision to not accept DBE quotes.
 - The fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for failure to meet the contract DBE goal, as long as such costs are reasonable.
- The bidder is not required to accept higher quotes from DBEs if the price difference is excessive or unreasonable. Provide a written explanation for this conclusion if such a determination is made.

9. Self-performance

The bidder shall provide a detailed list of scopes and dollar value of those scopes for which they intend to self-perform.