

## DOCUMENTATION OF GOOD FAITH EFFORTS (Contracts with established goal)

Good Faith Efforts (as described in III.4 of this contract provisions) to obtain DBE participation may be satisfied in one or more of the following ways. This list is not intended to be exclusive or exhaustive:

1. Attend a pre-Bid meeting, if any, scheduled by the City to inform DBEs of subcontracting opportunities under a given solicitation and/or to inform potential participants of the DBE Program requirements;
2. Advertise in general circulation media, trade association publications, and disadvantaged focus media for at least twenty (20) days before Bids or proposals are due. If twenty (20) days are not available, publication for a shorter reasonable time is acceptable;
3. Written notification to DBEs of subcontracting opportunities;
4. Efforts made to select portions of the Work proposed to be performed by DBEs in order to increase the likelihood of achieving DBE participation;
5. Efforts to negotiate with DBEs for specific sub-Bids including at a minimum:
  - A. The names, addresses and telephone numbers of DBEs that were contacted;
  - B. A description of the information provided to DBEs regarding the plans and specifications of portions of the work to be performed; and
  - C. A statement of why additional subcontracts with DBE's were not reached.
6. Identify each DBE that was contacted but rejected as unqualified, and explain the reasons for the DBE's rejection; and
7. Efforts made to assist DBEs in obtaining bonding or insurance required by the City.