

Minority/Women Business Department

A-4: Good Faith Efforts (GFE) Checklist



This form must be completed, executed and submitted with all required documentation by any Bidder who has failed to meet the established EBE goal, in its entirety, for this project. Failure to successfully accomplish and document all seven (7) criteria will be grounds to disqualify your bid.

In accordance with the requirements for bidders under the Eligible Business Opportunity Program, and in consideration of the privilege to submit bids for contracts funded, in whole or in part, by the School District of Pittsburgh, I _____ representing _____ affirm that we have exercised the following good faith efforts in addition to our regular and customary solicitation process:

Mandatory Good Faith Efforts	Required Documentation	Check when Complete
<p>1. Identify Potential Subcontracting Opportunities. We have divided the contract into economically feasible segments that can be performed by a subcontractor.</p>	<p>a. An itemization of services and materials necessary for this project; identify items made available to potential subcontractors and show the dollar value or percent of total bid amount for each subcontract opportunity.</p>	
<p>2. Demonstrate your Intention to Self-Perform All or Some Portion of the Labor. We have the ability to and will self-perform the following portions of work for this project.</p>	<p>a. A brochure, pamphlet or literature detailing your capabilities, and b. A notarized statement, identifying the areas you can and will self-perform, and indicating that your submission is true.</p>	
<p>3. Request Assistance from the PPS Minority/Women Business Department. We have contacted a representative of the District's Minority/Women Business Department to request assistance to meet the established goal for this project at least one (1) week before the bid due date.</p>	<p>a. A copy of your phone log with contacts, dates, and times or a copy of any correspondence sent to representatives of the M/WB Department, and b. A copy of the fax transmission report, email, or registered mail receipt for each request sent to representatives of the M/WB Department, and c. A copy of any response received from representatives of the M/WB Department.</p>	
<p>4. Request Assistance from Local Agencies. We have contacted and attempted to utilize the services of at least two (2) available minority/women community organizations, contractors' groups, and/or trade associations at least three (3) days in advance. Some available organizations include but is not limited to the: Eastern Minority Supplier Development Council of PA, NJ, DE (EMSDC), African American Chamber of Commerce for Western Pennsylvania, M/W/DBE Governmental Committee, Diversity Business Resource Center (DBRC), Allegheny County M/W/DBE Department, Small Business Administration, and the Government Assistance Coordinating Office (GACO).</p>	<p>a. A copy of your phone log with contacts, dates, and times, and b. A copy of any correspondence, via U. S. mail or e-mail, sent to these agencies, and c. Responses received from representatives of these agencies, and d. A copy of the fax transmission, email or registered mail receipt.</p>	
<p>5. Contact Firms that are Currently Certified as MBEs, WBEs, DBEs or 8(a) Firms. We have delivered written notice to at least three M/W/DBEs, with current certification, for each potential subcontracting opportunity for this contract at least one (1) week in advance of the bid due date. Written notice must include clear information as to the scope of work you want quoted, availability of plans, bonding requirements, and the last date and time for receipt of price quotations. This is the initial attempt.</p>	<p>a. A copy of the dated letter/email sent to each certified MWDBE or 8(a) firm, and b. A copy of the fax transmission report, e-mail or registered mail receipt for each letter sent.</p>	

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<p>6. Follow Attempts to Potential EBE Firms. We have made at least three (3) follow-up attempts within that one (1) week period, by phone, email or fax, to contact each of the M/W/DBE firms that were sent an initial written request. At least one attempt should be made by phone. A total of 4 attempts are required for mandatory efforts 5 & 6.</p>	<p>a. A copy of the email and/or fax transmission report for each or a copy of your phone log with contacts, dates, times and results, and</p> <p>b. Copy of any correspondence sent.</p>	
<p>7. Rejection of Responsive M/W/DBE Firms. We have provided a written explanation for rejection of any potential subcontractor that could have been used to meet the EBE goal, including the name of the firm proposed to be awarded the subcontract for materials and/or services for that portion of this project.</p>	<p>a. A copy of the dated price quotes from all who expressed an interest in providing services or materials for that portion of the project, and</p> <p>b. A list on your letterhead, of all M/W/DBE firms rejected including the contact, phone number, and your reason(s) for rejecting the firm(s).</p>	

Bidders may be exempted from using subcontractors for services they can and will self-perform for this project. This permission **will not** serve as an indication of compliance for the entire bid submission. The determination for compliance will be made based on the remaining scope of work and the successful documentation of all items on the Good Faith Efforts Checklist.

All actions listed above are mandatory and must be completed (except as provided above), and submitted with your bid, in order for your submission to be found compliant with the provisions of the Eligible Business Opportunity Program and therefore responsive. You may submit a narrative in addition to the mandatory actions, but not in lieu of, to explain any extenuating circumstances. For a list of our registered EBE firms, feel free to visit our website at www.pps.k12.pa.us/mwbe, then click on link at left for EBE directory.

My signature on this document verifies that all submissions are true and accurate. By signing this form I fully agree, if awarded this contract, to continue to work to identify subcontract opportunities whereby EBE firms can participate on this project even after contract award. I will document this attempt by providing weekly updates of our continued efforts. I further agree to report any subcontracts that are entered into with new EBEs after contract award.

Project Name: _____ Project #: _____

Full Company Name: _____

Printed Name of Authorized Agent (Bidder): _____

Title of Authorized Agent: _____

Signature of Authorized Agent: _____ Date: _____

Area Code/Phone Number: _____

