

BDD DOCUMENTS | GOOD FAITH EFFORT

Contract #	
Vendor name	

This checklist is being provided to assist you in readily identifying when and what BDD documents to submit for NTTA Contracts. It is important to adhere to the instructions and provide completed and fully executed (signed) documents as specified. Failure to do so may render your bid/proposal incomplete.

SECTION A – “Good Faith Effort” – Complete this Section to see if further actions are needed:

Check one.

- 1. If the goal is a **GFE on an RFB** and you have NOT found subcontracting opportunities, there is nothing you need to submit at this time. Sign and submit Section A. You commit to looking for D/M/DWE opportunities throughout the life of the contract.
- 2. If the goal is an **GFE on an RFB** and you have identified subcontracting/supplier opportunities for certified D/M/WBE and/or non-minority firm, complete the Commitment Form 4906. Sign in this section and submit Section A along with Commitment Form 4906. No other forms are required at this time.
- 3. If the goal is a **GFE on an RFP or RFQ** procurement type, check here if you have found subcontracting opportunities and will be submitting a Commitment Form 4906 with the subcontractor's (s') participation. Submit Commitment Form 4906 and information requested in the evaluation section of the solicitation. For example, answer questions about previous meaningful business with D/M/WBEs and if you were a part of a Mentor/ Protégé-type program with a D/M/WBE. Sign in this section and submit Section A along with Commitment Form 4906 and other information requested in the solicitation.
- 4. If the goal is a **GFE on an RFP or RFQ** procurement type, check here if you have NOT found subcontractor's participation and submit information requested in the evaluation section of the solicitation. For example, answer questions about previous meaningful business with D/M/WBEs and if you were a part of a Mentor/ Protégé-type program with a D/M/WBE. Sign in this section and submit Section A along with other information requested in the solicitation.
- 5. If there is a **numerical goal** on an **RFB, RFP, or RFQ** procurement type, check here if you have NOT found enough subcontracting participation to meet the entire numerical goal. You will need to complete Section B , Section C, and Commitment Form 4906. Sign in this Section and go to Sections B and C on the next page. Additionally, submit information requested in the evaluation section of the solicitation. For example, answer questions about previous meaningful business with D/M/WBEs and if you were a part of a Mentor/ Protégé-type program with a D/M/WBE.

Printed Name: _____

Signature: _____

Title: _____

Date: _____

NTTA USE ONLY: Business Diversity Management:

Signature: _____ Date: _____ Approved | Denied (circle one)

SECTION B - Good Faith Effort Supporting Documents | Checklist

Please indicate your response and provide supporting documentation as stated. Check all that apply.

- 1. Did you attend any pre-bid, pre-proposal meetings, or obtain a D/M/WBE list to discuss subcontracting opportunities? Provide sign-in sheets with the contractor name noted as signed-in.
- 2. Did you advertise in general circulation, trade association, and/or D/M/WBE focused media identifying subcontracting and supplier opportunities? Provide documentation of the advertisement.
- 3. Did you contact and solicit D/M/WBE firm(s) at least 5 business days prior to bid opening? *Provide supporting documentation*
- 4. Did you consider breaking down selected portions of the work to be performed by D/M/WBE firm(s)? Demonstrate willingness to divide up scopes of work to provide opportunities for D/M/WBE firm(s) to quote/bid.
- 5. Did you evaluate all quotes/bids, and upon rejection provide sound reasons to the D/M/WBE firms for non-utilization? *Provide supporting documentation*
- 6. Did you utilize the services of D/M/WBE organizations: chambers, contractor associations, or any other organizations that provide assistance with identification of D/M/WBE firms? Provide acceptable documentation, such as lists, facsimiles, telephone and email communications, and marketing brochure or flyers.
- 7. Did you use the certification agencies list of certified D/M/WBEs from our website to locate firms to fulfill the goal? Provide documentation of the firms, persons you spoke with, scope of work and details of why you chose not to use them.

SECTION C – To be completed if a D/M/WBE numerical goal is not or suspected not to be achieved during or at the end of the contract.

If numerical goal is not achieved, complete Section B, Section C, and then sign below. Check all that apply.

 Contract Goal%

 Goal Commitment Achieved %

 Goal Amount Not Achieved %

- Commitment Form 4906 – ensure a contract value exists, form is signed by all parties, scope is specified, and Tax ID is provided.
- The GFE is being completed in advance to alert NTTA of the risk of not making the goal.
- Met with NTTA staff (Project Manager and/or BDD staff) to discuss options to achieve goal.
- Good Faith Effort Section B is completed as well.

Printed Name:

Signature:

Title:

Date:

NTTA USE ONLY: Business Diversity Management:

Signature: _____

Date _____

Approved | Denied (circle one)