APPENDIX C: GOOD FAITH EFFORTS (GFE) CHECKLIST

GFE CHECKLIST COVERSHEET (SUBMITTED DURING THE CSP, ALONG WITH GFE REQUIRED DOCUMENTATION):

GFE documentation must be submitted, in accordance with the CDBE guidelines, by any offeror that fails to meet at least 50% of the CDBE participation goal placed on a project. This documentation should also be maintained for a period of three (3) years.

The following *GFE Checklist Coversheet* must be submitted with your GFE documentation during the Compliance Submittal Period (CSP). GFE documentation should be in the order listed in the checklist and labeled accordingly. If you should have any questions while preparing your GFE please contact the Office of Business Opportunities at 803-545-3950.

All other offerors that did not meet or exceed the CDBE goal, those at 50% - 99%, are not required to submit GFE documentation but are required to maintain the documentation for a period of three (3) years.

AUDIT OF GOOD FAITH EFFORTS

The City reserves the right to audit GFE paperwork at any time it deems necessary. Offerors that repeatedly fail to meet or exceed the specified CDBE utilization goal placed on CDBE projects will be audited. Audit findings may result in suspension of offeror's participation in future CDBE projects.

An audit of GFE paperwork will be triggered when the offeror fails to meet the CDBE goal placed on three (3) CDBE projects over the course of a fiscal year (July 1 – June 30). The GFE committee will review the GFE paperwork and perform the audit.

DBE Directories

If you are unable to obtain CDBE subcontractors to meet the CDBE project's goal you must submit good faith efforts as defined in the CDBE guidelines and use certified DBEs through the Tiered approach to meet the project's CDBE goal. The SCDOT DBE and SMBCC directory website links can be used to help you find certified DBEs.

SCDOT DBE Directory

http://dbw.scdot.org/dbesearch/DirectoryQuery.aspx

SMBCC Directory:

http://osmba.sc.gov/directory.html

If you have any questions pertaining to the Columbia Disadvantaged Business Enterprise Program, please contact the Office of Business Opportunities at 1-803-545-3950. Please note that OBO cannot answer any questions pertaining to open procurements.

Good Faith Efforts Checklist Coversheet (Click here for link to fillable form)

Offeror Name:	Date:

Please use the GFE requirement as outline in the CDBE guidelines for detailed information on each item below:

ITEM	Good Faith Efforts	Offeror to Provide:	Yes	No	NA
#					
1	Attendance at Pre-bid/Pre- solicitation and/or Outreach	a. Signed attendance or virtual roster sheet for pre-bid/pre-solicitation included;			
	Event:	b. Copy of letter attached requesting waiver prior to pre-bid meeting; or			
		c. If applicable, signed attendance or virtual roster sheet included of outreach event.			
2	Broad-based Advertisement:	Advertisement Contains:			
		a. Name of offeror;			
		b. City of Columbia's project name and publication dates;			
		c. Proof of advertisements published on three (3) separate days in a newspaper of general circulation;			
		d. Areas listed of work available for subcontracting;			
		e. Offeror's contact person's name, phone number, and email address listed;			
		f. Information on availability of City plans and specifications included;			
		g. Offeror's policy concerning assistance to subcontractors in obtaining bonds and credit lines and/or insurance included;			
		h. Offeror's statement seeking Minority and Women Business Enterprises;			
		i. Offeror's statement that selected CDBE/DBE subcontractors must self-perform a minimum of 50% percent of their portion of the project.			
		j. Statement that offeror does not discriminate in the recruitment or hiring of subcontractors based on race, creed, color, religion, ancestry, sex, sexual			
		orientation, or national origin; and k. Statement that offeror will take affirmative steps to ensure against discrimination in all aspects of offeror's operations including subcontracts for service work.			

ITEM #	Good Faith Efforts	Offeror to Provide:	Yes	No	<u>NA</u>
3	Written or Electronic Notice to CDBE Subcontractors:	Solicitation Log Sheet (Tier One) provided with letter or email sent to listed CDBEs;			
		Solicitation Log Sheet (Tier Two) provided with letter or email sent to listed CSA DBEs; and/or			
		Solicitation Log Sheet (Tier Three) provided with letter or email sent to listed statewide DBEs.			
		Are the items a – q included in written notice to CDBE/DBE subcontractors?			
		a. Name of offeror;			
		b. City of Columbia's project name and publication dates;			
		c. Advertisements published on three (3) separate days in a print or digital newspaper of general circulation;			
		d. Areas of subcontracting work available;			
		e. Offeror's contact person's name, phone			
		number, and email address;	Ш		
		f. Information on availability of City plans and specifications;			
		g. Offeror's policy concerning assistance to subcontractors in obtaining bonds and credit lines and/or insurance included;			
		h. Offeror's statement seeking Minority and Women Business Enterprises;			
		i. Offeror's statement that selected CDBE/DBE subcontractors must self-perform a minimum of 50% percent of their portion of the project;			
		j. Statement that offeror does not discriminate in the recruitment or hiring of subcontractors based on race, creed, color, religion, ancestry, sex, sexual			
		orientation, or national origin; k. Statement that offeror will take affirmative steps to ensure against discrimination in all aspects of offeror's operations including subcontracts for			
		service work; 1. Notice sent not less than ten (10) calendar days prior to bid submittal. (Bid Submittal Date:; 10 Days Prior to Bid);			

		m. Written notice provided to a reasonable number of relevant CDBEs of its interest in receiving sub-hide.		
		in receiving sub-bids; n. Copies of metered envelopes or certified mail receipts for mailed letters to CDBEs/DBEs;		
		o. Date sent, time, and email addresses of CDBEs/DBEs for letters sent electronically;		
		 Fax transmittal confirmation slip showing CDBEs/DBEs contact information, date and time of 		
		q. Letter and list of recipients included for master notification sent by offeror.		
4	Follow-up to Initial Solicitations	 a. Offeror indicates on GFE Communication Log that follow-up was made with the same CDBEs/DBEs listed on Solicitation 		
		Log Sheets; b. The log includes name of caller, name of company called, phone number, contact person, time, date, and result of conversation;		
		c. Written documentation provided for all CDBE/DBE bids or quotes received, the date obtained, name and the telephone		
		number of subcontractor; d. If offeror has documented the rejection of any CDBE/DBE bid or quote received, offeror demonstrates that a good faith effort was made to negotiate with the CDBE/DBE;		
		e. For any bids rejected, offeror provides a copy of the written justification provided (not include pricing) to the CDBE/DBE as part of their GFE documentation;		
		f. Offeror provides summary sheet organized by work type listing subcontractor company names;		
		g. A notarized statement provided from the owner or a principal of the offeror stating that the owner or principal does not hold a financial interest in, does not have ownership of or a controlling interest in or is not significantly involved in the operation of the subcontractor; and		
		 If offeror elects to use own forces to perform a work type, offeror includes bid to show own costs for the work to be performed. 		
5	Request for Assistance	a. Request for assistance was sent not less than fifteen (15) calendar days prior to bid submittal. (Bid Submittal Date:		

			; 15 Days Prior to Bid			
);			
		b. Offe	ror made request for assistance from			
			ast one relevant agency;			
			uest includes the following:			
		_	me of offeror;			
			y of Columbia's project name and			
			lication dates;			
		_	vertisements published on three (3)			
			* * * * * * * * * * * * * * * * * * * *	Ш		
		_	arate days in a print or digital			
			vspaper of general circulation;			
		- 00	as of subcontracting work available;			
		_	eror's contact person's name, phone			
			nber, and email address;	_		
			ormation on availability of City plans			
		and	specifications;		_	
		i. Off	eror's policy concerning assistance to			
		sub	contractors in obtaining bonds and			
		cred	dit lines and/or Insurance included;			
			eror's statement seeking Minority and			
		-	men Business Enterprises;			
			tement that offeror does not			
			criminate in the recruitment or hiring			
			subcontractors based on race, creed,			
			or, religion, ancestry, sex, sexual			
			entation, or national origin; and			
			tement that offeror will take			
			rmative steps to ensure against			
			crimination in all aspects of offeror's			
			rations including subcontracts for			
			vice work.			
6	Completed Participation Log		a. Offeror provides completed			
	**CDBE substitutions in the listed		log indicating the areas for	_		
	CDBE/DBE services and/or mater	ials are	which CDBE participation			
	allowed at bid opening. Although		will be achieved at bid			
	substitutions are allowed, offerors	at bid	opening. The information			
	opening shall meet or exceed the C	CDBE	should include the anticipated			
	participation percentages reflected	d on the	CDBE participation			
	participation log submitted during	the CSP.	percentages, services, and/or			
			materials to be provided.			
7	Utilizing Certified DBEs		eror provides copies of current			
			ifications of DBEs that will be utilized			
		to n	neet the CDBE project goal.			
The Good	l Faith Efforts Committee is responsil	ole for det	ermining if the offeror has met the GFE	requiren	nents base	ed on
			ew will be objective in nature, either the			
	rided or it has not.		,	1		
•		tion:				
	offeror submitting GFE documenta					
-	submitted a CDBE bid(s) over the	_	nonths? □Yes □No			
f so, plea	ase list the project name and number	er(s)?				
Did you r	neet or exceed the CDBE goal place	ed on thos	se projects? □ Yes □No			
-	's signature (required):		Date:			

GFE SOLICITATION LOG SHEET (TIER ONE)

Tier One: Here you will log your firm's efforts to find certified CDBE firms within the eight county CSA.

illable form)	Name of Caller who called CDBEs/DBEs										
here for link to f	Type of Certification										
E #3) (Click	CDBE/DBE Selected Yes or No										
Required/GF	Telephone CDBE/DBE Selected Yes or No										
sheets May Be R	Contact Person										
Tier One Solicitation Log Sheet (Multiple Sheets May Be Required/GFE #3) (Click here for link to fillable form)	Scope of Work										
Tier One Solicitati	Name of Business										
	Date										

GFE SOLICITATION LOG SHEET (TIER TWO)

Tier Two: Here you will log your firm's efforts to find certified DBE firms within the eight county CSA.

llable form)	Name of Caller who called CDBEs/DBEs										
here for link to fi	Type of Certification										
E #3) (Click	CDBE/DBE Selected Yes or No										
equired/GF	Telephone CDBE/DBE Selected Yes or No										
sheets May Be R	Contact Person										
Tier Two Solicitation Log Sheet (Multiple Sheets May Be Required/GFE #3) (Click here for link to fillable form)	Scope of Work										
Tier Two Solicitati	Name of Business										
•	Date										

GFE SOLICITATION LOG SHEET (TIER THREE)

Tier Three: Here you will log your firm's efforts to find certified DBE firms located within the state of South Carolina.

fillable form)	Name of Caller who called CDBEs/DBEs										
k here for link to	Type of Certification										
(Clic)	CDBE/DBE Selected Yes or No										
Required/GI	Telephone CDBE/DBE Selected Yes or No										
Sheets May Be l	Contact Person										
Tier Three Solicitation Log Sheet (Multiple Sheets May Be Required/GFE #3) (Click here for link to fillable form)	Scope of Work										
Tier Three Solicita	Name of Business										
	Date										

GFE FOLLOW-UP COMMUNICATIONS LOG

Follow-up Good Faith Efforts Communications Log (Multiple Sheets May Be Required/GFE #4) (Click here for link to fillable form)

Results of Conversation														
Date														
CallTime														
Services Provided														
Business Telephone														
Contact Person														
CDBE /DBE Business Name														
Name of Caller who called CDBEs/DBEs														

GFE CDBE/DBE PARTICIPATION LOG