

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.

[\(Click here for link to fillable form\)](#)

Date: _____

[illegible]

		<p>m. Written notice provided to a reasonable number of relevant CDBEs of its interest in receiving sub-bids;</p> <p>n. Copies of metered envelopes or certified mail receipts for mailed letters to CDBEs/DBEs;</p> <p>o. Date sent, time, and email addresses of CDBEs/DBEs for letters sent electronically;</p> <p>p. Fax transmittal confirmation slip showing CDBEs/DBEs contact information, date and time of transmission for faxed letters sent; and</p> <p>q. Letter and list of recipients included for master notification sent by offeror.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Follow-up to Initial Solicitations</u>	<p>a. Offeror indicates on GFE Communication Log that follow-up was made with the same CDBEs/DBEs listed on Solicitation Log Sheets;</p> <p>b. The log includes name of caller, name of company called, phone number, contact person, time, date, and result of conversation;</p> <p>c. Written documentation provided for all CDBE/DBE bids or quotes received, the date obtained, name and the telephone number of subcontractor;</p> <p>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;</p> <p>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;</p> <p>f. Offeror provides summary sheet organized by work type listing subcontractor company names;</p> <p>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</p> <p>h. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<u>Request for Assistance</u>	<p>a. Request for assistance was sent not less than fifteen (15) calendar days prior to bid submittal. (Bid Submittal Date:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

[illegible]

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.

[illegible]

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.

[illegible]

GFE FOLLOW-UP COMMUNICATIONS LOG

[illegible]

