

APPENDIX C: GOOD FAITH EFFORTS (GFE) CHECKLIST

GFE CHECKLIST COVERSHEET (SUBMIT 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 at the time of bid opening. 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 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 | <u>NA</u> |
|--------|---|--|--------------------------|--------------------------|--------------------------|
| 1 | <u>Attendance at Pre-bid/Pre-solicitation and/or Outreach Event:</u> | a. Signed attendance or virtual roster sheet for pre-bid/pre-solicitation included; 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | <u>Broad-based Advertisement:</u> | Advertisement Contains: a. Proof of advertisement published on three (3) separate days in a newspaper of general circulation (including digital); b. Name of offeror; c. City of Columbia's project name and publication dates; d. Areas listed of work available for subcontracting; e. Offeror's contact person's name, phone number, and email address listed; f. Link to City's eBid to access plans and specifications: https://columbiasc.ionwave.net 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ITEM # | Good Faith Efforts | Offeror to Provide: | Yes | No | NA |
|--------|---|---|--------------------------|--------------------------|--------------------------|
| 4 | <u>Follow-up to Initial Solicitation</u> | a. Offeror indicates on GFE Communication Log that follow-up was made with the same CDBEs/DBEs listed on Solicitation Log Sheet(s); b. The log includes name of caller, name of company called, phone number, contact person, time, date, and result of conversation; c. 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | <u>Request for Assistance</u> | Included all items in the broad-based advertisement section (b – k) in the written notice requesting assistance from at least one relevant agency; 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. Offeror made request for assistance from at least one relevant agency; (submit copy of email or fax) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | <u>Utilizing Certified DBEs</u> | a. Offeror provides copies of current certifications of DBEs that will be utilized to meet the CDBE project goal. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The Good Faith Efforts Committee is responsible for determining if the offeror has met the GFE requirements based on the GFE documentation provided. The Committee’s review will be objective in nature, either the required information has been provided or it has not.

Name of offeror submitting GFE documentation: _____

Have you submitted a CDBE bid(s) over the past 12 months? Yes No

If so, please list the project name and number(s): _____

Did you meet or exceed the CDBE goal placed on those projects? Yes No

Offeror’s signature (required): _____ Date: _____

APPENDIX D: GFE SOLICITATION LOG SHEET

Here you will log your firm's efforts to find **certified CDBE/DBE** firms within the eight county CSA.

| Solicitation Log Sheet (Multiple Sheets May Be Required) (Click here for link to fillable form) | | | | | | | |
|---|------------------|---------------|----------------|-----------|-----------------------------|-----------------------|--------------------------------------|
| Date | Name of Business | Scope of Work | Contact Person | Telephone | CDBE/DBE Selected Yes or No | Type of Certification | Name of Caller who called CDBEs/DBEs |
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APPENDIX E: GFE FOLLOW-UP COMMUNICATIONS LOG

| Follow-up Good Faith Efforts Communications Log (Multiple Sheets May Be Required) (Click here for link to fillable form) | | | | | | | |
|--|-------------------------|----------------|--------------------|-------------------|-----------|------|-------------------------|
| Name of Caller who called CDBEs/DBEs | CDBE /DBE Business Name | Contact Person | Business Telephone | Services Provided | Call Time | Date | Results of Conversation |
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