

## 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 term 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 Subcontractor Plan Form. Sign in this section and submit Section A along with Subcontractor Plan Form. 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 Subcontractor Plan Form with the subcontractor's (s') participation. Submit the Subcontractor Plan Form 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 Subcontractor Plan Form 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 Subcontractor Plan Form(s). Sign in this Section and complete 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. **(Sections B and C must meet the requirements before a GFE is approved.)**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**NTTA USE ONLY: Business Diversity Management:**

Signature:	Date	Approved   Denied (circle one)
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**SECTION B - Good Faith Effort Supporting Documents | Checklist**

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

- 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 submittal and/or 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. If your response is no, provide justification.
- 7. Did you obtain a certified DMWBE list? If so, include the list, and any communication with DMWBE firms, person(s) contacted by email and/or phone, scope of work, and if a DMWBE was not selected provide detailed reasons for non-selection.
- 8. Additional GFE... *(other supporting documentation)*

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**SECTION C – To be completed if the numerical goal is/will not be achieved during or at end of contract term. Provide ALL necessary supporting GFE documents as outlined in the previous sections.**

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

\_\_\_\_\_ Contract Goal%                      \_\_\_\_\_ Goal Planned to Achieve %                      \_\_\_\_\_ Goal Amount Not Planned to Achieve %

- Subcontractor Plan Form – 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.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

**NTTA USE ONLY: Business Diversity Management:**

Signature: \_\_\_\_\_ Date \_\_\_\_\_ Approved | Denied (circle one)