



## Small Business Enterprise (SBE) Contract Goal Verification and Good Faith Efforts (GFE) Documentation For Construction

<b>Project #:</b>	<b>County:</b>
<b>SBE Project Goal:</b>	<b>Prime Contractor:</b>

As required by the specifications "*Small Business Enterprise Requirements*," the dollar amount of each subcontract (both SBE and non-SBE firms) for all subcontractors, manufacturers, suppliers, and trucking companies is due by the close of business, 4:30 P.M. Hawaii Standard Time (HST) five (5) days after bid opening. **Failure to provide required information sufficient to evaluate the bid/proposal shall be cause for bid/proposal rejection.**

Calculation of the SBE contract goal for this project is the proportionate contract dollar value of work performed, materials, and goods to be supplied by SBEs. SBE credit shall not be given for mobilization, force account items, and allowance items. This SBE contract goal is applicable to all the contract work performed for this project and is calculated as follows:

1. SBE contract goal percentage = Contract Dollar Value of the work to be performed by SBE subcontractors and manufacturers, plus 60% of the contract dollar value of SBE suppliers, divided by the sum of all contract items (sum of all contract items is the total amount for comparison of bids less mobilization, force account items, and allowance items).
2. The Department shall adjust the bidder's/offeror's SBE contract goal to the amount of the project goal if it finds that the bidder/offeror met the goal but erroneously calculated a lower percentage. If the amount the bidder/ offeror submits as its contract goal exceeds the project goal, the bidder/offeror shall be held to the higher goal.

Name of Subcontractor, Supplier, Manufacturer, and Trucking Company	SBE (Y/N)	Bid Item Number and Description	Approx. Quantity/ Hours	Unit	Unit Price/ Rate	Dollar Amount

A. Dollar amount of the work to be performed by SBE subcontractors, manufacturers, and trucking companies, plus 60% of the dollar amount of SBE suppliers	
B. Sum of all work items less mobilization, force account items, allowance items	
<b>A/B = SBE contract goal</b>	

NAME and SIGNATURE of AUTHORIZED REPRESENTATIVE of PRIME CONTRACTOR:

DATE:

## Summary of Good Faith Efforts (GFE)

As required by the specifications “*Small Business Enterprise Requirements*,” documentation of GFE shall be submitted by the close of business, 4:30 P.M. HST five (5) days of bid opening. **The bidder/offeror shall respond to the following questions and describe efforts to obtain SBE participation whether or not the SBE project goal is met.** Responses must be sufficient to properly evaluate the bidder’s/offeror’s good faith efforts. Copies of correspondence return receipts, telephone logs, or other documentation will be required to support GFE. Attach additional sheets, if necessary. Based on responses given, HDOT shall make a determination of the bidders’ GFE. **Failure to provide required information sufficient to evaluate the bid/proposal shall be cause for bid/proposal rejection.**

1. Did you submit the required information by the close of business, 4:30 P.M. HST, five (5) days after bid opening (i.e. SBE name, address, NAICS code, description of work, project name, and number)?
2. Explain your GFE if any, to solicit through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified SBEs who have the capability to perform part or all of the work to be included under the contract.
  - a. Explain your GFE if any, to solicit the participation of potential SBEs as early in the procurement process as practicable.
  - b. Explain your GFE if any, to allow sufficient time for the SBEs to properly inquire about the project and respond to the solicitation.
  - c. Explain your GFE if any, to take appropriate steps to follow up with interested SBEs in a timely manner to facilitate participation by SBEs in this project.
3. Explain your GFE if any, to identify and break up portions of work that can be performed by SBEs in order to increase the likelihood that a SBE will be able to participate, and that the SBE goal could be achieved (e.g. breaking out contract items into economically feasible units to facilitate SBE participation even when you might otherwise prefer to self-perform these work items).
4. Explain your GFE if any, to make available or provide interested SBEs with adequate information about the plans, specifications, and requirements of the project in a timely manner, and assist them in responding to your solicitation.

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5. Explain your GFE if any, to negotiate in good faith with interested SBEs. Evidence of such negotiations includes documenting:
  - a) the names, addresses and telephone numbers of SBEs that were contacted; b) a description of the information that was provided to SBEs regarding the plans and specifications; and c) detailed explanation for not utilizing individual SBEs on the project.
6. Did you solely rely on price in determining whether to use a SBE? If yes please explain. The fact that there may be additional or higher costs associated with finding and utilizing SBEs are not, by themselves, sufficient reasons for your refusal to utilize a SBE or failure to meet the SBE goal, provided that such additional costs are not unreasonable. Also, the ability or desire to perform a portion of the work with your own forces, that could have been undertaken by an available SBE, does not relieve you of the responsibility to make good faith efforts to meet the SBE goal, and to make available and solicit SBE participation in other areas of the project to meet the SBE goal.
7. Did you reject SBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities? If yes, please explain. The SBEs standing within the industry, membership in specific groups, organizations or associates, and political or social affiliation are not legitimate basis for the rejection or non-solicitation of bids from particular SBEs.
8. Explain your GFE to assist interested SBEs in obtaining bonding, lines of credit, or insurance.
9. Explain your GFE if any, to assist interested SBEs in obtaining necessary equipment, supplies, materials or related assistance or services.
10. If you selected a non-SBE over a SBE subcontractor, please provide the quotes of each SBE and non-SBE subcontractor submitted to you for work on the contract; and for each SBE that was contacted but not utilized for a contract, provide a detailed written explanation for each SBE detailing the reasons for not utilizing or allowing the SBE to participate in the contract.
11. Explain your GFE if any, to effectively use the services of available minority/women community organizations, minority/women business groups, contractors' groups, and local, state and federal minority/women business assistance offices or other organizations to provide assistance in recruitment and placement of SBEs.

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