



DBE Good Faith Efforts (GFE) Documentation

RI Contract Number: _____

Contract Goal: % _____

Instructions:

Pre-Award: In the event a Bidder is unable to secure adequate DBE participation to meet contract goal, the firm must demonstrate that it made all reasonable efforts to secure DBE participation in order to achieve the contract DBE goal. An executed DBE-006 must be attached to the submitted DBE-001 form and submitted to RIDOT Contracts no later than 4:00 pm on the 3rd business day after the bid opening. Documents must be submitted electronically to: DOT.Contracts@dot.ri.gov.

Post Award: In the event a DBE commitment outlined on the approved utilization plan is reduced and/or terminated, and the Prime is unable to identify additional DBE Participation to the extent needed to achieve the contract goal an executed DBE-006 must be submitted to RIDOT OCR to evaluate the additional efforts demonstrated. Documents must be submitted electronically to: DOT.DBE@dot.ri.gov.

To determine whether the Bidder/Prime Contractor has demonstrated Good Faith Efforts (GFE) to achieve the advertised DBE goal on named contract, OCR will consider AT A MINIMUM, the evidence of GFE as demonstrated on this completed form and required supporting documentation. See RIDOT DBE GFE Guidance for additional information.

Contract Information

Contract Name: _____

Prime Contractor: _____ **Contract Value:** _____

Contract DBE Goal

**Type of Request
(Check one only)**

Pre-Award

Post -Award
(Includes Termination and/or Reduction
in Scope of Work)

Advertised DBE Goal _____%

Approved DBE Goal _____%

VS

VS

DBE Commitment _____%

Proposed DBE Commitment _____%

Project Summary Amounts

Total Prime Bid _____

Total Dollars committed to Non-DBE Subcontractors _____

Total Dollars committed to DBE Subcontractors
(Excluding suppliers) _____

Total Dollars committed to DBE Suppliers
(DBE credit assessed at 60% of supplier commitment) _____

Total Dollars Performed by the Prime
(Prime bid minus dollars allocated to DBEs and non-DBE firms) _____



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DBE's Quoted but NOT Selected*

*All DBE quotes received but not selected must be attached.

DBE Subcontractor and Contact Information	Quoted Dollars	Type of Work Quoted	Reason Not Selected	Explanation (use separate sheet as needed)
			Price Capabilities Other	
			Price Capabilities Other	
			Price Capabilities Other	
			Price Capabilities Other	
			Price Capabilities Other	
			Price Capabilities Other	
Total Number of DBEs Solicited:				

Non-DBE Subcontract Agreements*

*In the event a DBE and non-DBE firm submitted quotes for the same type of work and the non-DBE was selected, the non-DBE quote must be attached.

Non-DBE Subcontractor and Contact Information	Subcontracted Dollars	Date Subcontract or P.O. Executed	Type of Work
Total dollars to Non-DBE for same type of work			

*Please make additional copies of this page as needed



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Methods Used by the Prime to Solicit DBE Participation
(Select all that apply)

FAX	Attach copies of sample of fax notice. Transmittal including identifying information as to each DBE such as name, fax number, and copy of fax transmission page. All fax dates must be clearly visible.
TELEPHONE	Attach copy of telephone log displaying the date and time of contact made with each DBE firm. Log should include telephone number, contact name, and brief notes as to the conversation.
E-MAIL	Attach copies of e-mails sent/responses received in addition to the distribution list
MAIL	Attach copy of sample letter, distribution list, and copies of any returned solicitations
WEBSITE	Website Address: _____
ADVERTISEMENT (attach copy)	Advertisement placed in: _____ Advertisement date: _____
COMMUNITY EVENT	Date/ location of event attended: _____ Name of Prime Staff who attended event: _____
OTHER	Describe any additional efforts taken. Attach sample copies if applicable.

Good Faith Efforts (GFE) Summary

Attach a separate detailed summary, **on your firm's letterhead**, outlining your efforts to obtain DBE participation that are not apparent from the information provided. This is an opportunity for your organization to "tell its story" of how you demonstrated adequate *good faith efforts*. OCR will utilize GFE guidance as identified in RIDOT DBE Special Provisions and 49 CFR 26, Appendix A to make a GFE determination. Please consider the questions on the **RIDOT DBE GFE Guidance Form**, when providing summary. Information that is not provided at time of submission will NOT be considered by OCR in the GFE determination.

Certification

Good Faith Efforts (GFE) summary and supporting documentation attached.

The undersigned certifies that the provided information is true the best of his/her knowledge.

Prime Representative Date

Office of Civil Rights Use Only

Date GFE received by OCR

OCR Signature Date

OCR GFE Determination

Comments:

Approved Denied

Contractor Notification Date