

GOOD FAITH EFFORT (GFE) SUBMITTAL CHECKLIST

- Include the following completed forms:
 - DBE Subcontractable Items List (Form 25A-324)
 - Contact Report (Form 25A-321A) (one for each mandatory contact in the work categories specified on the DBE Subcontractable Items List)
 - DBE Utilization Report (Form 25A-325C)
 - Summary of GFE Documentation (Form 25A-332A)
 - Subcontractor List (Form 25D-5)
 - Copy of the Request for Bid Solicitation to DBEs

- Notify all DBEs in each subcontractable work category at least 7 calendar days prior to bid opening, with no less than 5 days to respond
- Follow-up contact to all DBEs who did not initially respond
- May reject quotes received after deadline/must be consistent with all quotes received for the project
- For DBE bids declared non-competitive, include copies of the DBE and non-DBE bid quotes. DBE quotes may be rejected as non-competitive with documentation supporting that the DBE sub is more than 10.0% higher than the non-DBE. The prime must contract with the non-DBE sub when declaring a DBE firm non-competitive.
- Offered bonding/insurance assistance to DBEs
- Offered assistance to DBEs with information about securing equipment, supplies, materials, or related assistance/services
- Provided DBEs with adequate information to provide a quote.

All GFEs must meet all criteria in Specification 120.

All bidders (prime and subcontractors) must submit a *Bidders Registration* form (25D-6) annually (July 1) to the Civil Rights Office.