



GOOD FAITH EFFORTS CHECKLIST

Solicitation # _____

Company Name: _____

Failure to complete this form may render the bid "non-responsive". If any other efforts were made to obtain DB participation in addition to the items listed below, attach a detailed written explanation. Initial all that apply below.

INITIAL HERE

	PROVIDE the Equal Opportunity Plan (EOP) that demonstrates the company's efforts in contracting and equal opportunity hiring. The EOP must contain the company's policy statement, workforce demographic, program objectives, internal monitoring and dissemination of the plan. <i>(required with all bid submissions)</i>
	DID YOU MEET THE SPECIFIED MINIMUM PARTICIPATION LEVEL (MPL) in the solicitation? Yes_____ No_____ <i>(please check one) If YES, stop here.</i> If you did not meet the specified MPL, complete by initialing in boxes below next to all items that apply and include any pertinent documentation demonstrating good faith efforts with your bid packet.
DEMONSTRATION OF GOOD FAITH EFFORTS WHEN NOT MEETING THE MPL	
	Within 90 days before bid submission, conducted pre-bid meetings, networking sessions, mentoring partnerships, attended diverse business outreach events, advertised in trade and/or diverse business publications soliciting the types of services that your firm typically subcontracts.
	Demonstrate efforts to identify available DBs, including contact with the Pennsylvania Unified Certification Program, Women's Business Enterprise National Council (WBENC), Small Business Administration (8a), Veterans Administration, and the National Minority Supplier Development Council, trade associations, for work on this contract.
	Demonstrate solicitation in a timely manner to the diverse business community that include pertinent information, specifications and requirements to assure a fair and equitable opportunity to bid on subcontracting work for this project. Efforts to support this may be printed, email, faxed, in social media or magazine ads targeting the diverse business community.
	Demonstrate efforts to negotiate, assist with bonding, specialized trainings, issue lines of credit or insurance to assist diverse businesses in subcontracting opportunities.
	Enclose all subcontractor (DB and non-DB) quotes to support non-diverse business low bid justification that includes line items, quantity and bid price for consideration. All quotes received from subcontractors/suppliers must be on the subcontractors'/suppliers' letterhead that shows the quote date and the date /time received.

Signature below affirms the accuracy of Good Faith Efforts and authority to provide the above information.

Print Name: _____

Signature: _____

Position: _____

Telephone: _____

Email: _____

Date: _____