

## City of Long Beach LBSBE Program

### Good Faith Effort (GFE) and Statement of GFE Compliance

Business Name:	
Project Name:	
Bid Number:	

If a Bidder/Proposer has not fully met the **established combined LBSBE goal** for this project, then the Bidder/Proposer must document it has met the GFE requirements by completing this Form and providing supporting documentation. Detailed information of the City's GFE requirements can be found in City LBSBE Program Participation Instructions included with the bid. The Bidder must submit the GFE with their bid/proposal if they were not able to meet the goal. Failure to do so constitutes grounds for rejection of the Bid. Below is a list of Good Faith Efforts as defined in the LBSBE Program Participation Instructions. Each item is worth 10 points. A Bidder must receive at least 70 of a total of 100 points to be found responsive for the LBSBE program if they have not demonstrated meeting the project specific LBSBE goal on the SBE-2 form. Please place an "X" in the first column for each item you are claiming credit. Failure to achieve the minimum number of Good Faith Efforts points stated in the box below constitutes grounds for rejection of your bid.

**NOTE: All actions necessary to earn GFE Points must be undertaken prior to Bid Opening.**

**Total Available GFE Points is: 100**

**Minimum Number of GFE Points Required for responsiveness: 70**

Points	Good Faith Effort (GFE)
<input type="checkbox"/> 10	<b>Attend the Pre-bid/Pre-Proposal Meeting.</b> The bidder/proposer must submit written evidence that he/she attended the pre-bid conference or pre-proposal meeting.
<input type="checkbox"/> 10	<b>Subdivide the Work.</b> The Bidder must demonstrate to the City's satisfaction that it broke down or combined elements of work into economically feasible units to facilitate SBE, VSBE and LSBE participation. In awarding points the City will consider the number and dollar value of the scopes of work the Bidder listed in its GFE supporting documentation and whether those scopes would be sufficient to meet the established Subcontracting Goal. Simply restating the City's subcontracting scopes as listed in the City's Solicitation Documents
<input type="checkbox"/> 10	<b>Advertise.</b> The bidder/proposer shall submit written evidence of commercial advertising (via web or print) for small business subcontractors/subconsultants at least <b>14 calendar days</b> prior to the bid/proposal due date. A copy of the advertisement showing the advertisement date(s), name of publication, type of work and amount of work that is being solicited, must be provided.
<input type="checkbox"/> 10	<b>Use Public Databases.</b> The bidder/proposer must submit written evidence of using the City's LBSBE database and/or other small business databases; minority business, and women-owned business associations and/or chambers of commerce to help solicit subcontractors in the disciplines the work was subdivided out to.
<input type="checkbox"/> 10	<b>Directly Solicit Small Businesses.</b> The bidder/proposer must submit written evidence of directly soliciting the small business subcontractors/subconsultants found in the public database search at least 14 calendar days prior to the bid/proposal due date, or as specified by City SBE staff. A copy of the written notices sent directly to each small business must be provided. A direct solicitation should include the company name, project name, scope of work, date of contact, person contacted, amount of work, and a brief specific description of the work being solicited.

<input type="checkbox"/>	10	<b>Provide Relevant Information to Interested Small Businesses.</b> The bidder/proposer must submit written evidence that he/she has provided interested small businesses with additional information about the requirements of the contract, how to obtain plans and specifications, and responded to any project specific questions.
<input type="checkbox"/>	10	<b>Conduct Follow-Up:</b> The bidder/proposer must submit written evidence of specific activities used to follow up on any unsuccessful initial solicitations from the Direct Solicitations above. A copy of the written follow-up must be provided, or phone conversations annotated on an outreach log. This GFE is not valid unless the "Directly Solicit Small Businesses" GFE has been completed.
<input type="checkbox"/>	10	<b>Offer Assistance.</b> The bidder/proposer must demonstrate that he/she has offered to assist small businesses in obtaining bonding, insurance or equipment. This can be satisfied by publishing assistance in the add, or by directly offering assistance in your outreach and solicitations.
<input type="checkbox"/>	10	<b>Negotiate.</b> The bidder/proposer must submit written evidence that he/she has negotiated in good faith with interested small businesses. Documentation must include company name, contact person, method of contact, and specific items that were negotiated (scope of work, materials, equipment, insurance, bonding, personnel, timing of project, etc.).
<input type="checkbox"/>	10	<b>Document Bid and Negotiation Results.</b> For any negotiations which were unsuccessful and/or bids/proposals received but not accepted, the bidder/proposer submitted the unsuccessful bidder's/proposer's company name, telephone number, contact person, price bid (if applicable), and the reason for rejecting the bid or proposal. If price is the reason for rejecting the bid/proposal, list the price bid by both the SBE/VSBE/LSBE and the low bidder for that element of work.

Refer to the LBSBE Program Participation Instructions for more details on GFE.

Total GFE Points (Claimed by Bidder)\_\_\_\_\_

Bidder/Proposer Representative:\_\_\_\_\_

Bidder/Proposer Signature:\_\_\_\_\_

Date:\_\_\_\_\_ Bids Due:\_\_\_\_\_