



Economically Disadvantaged Business Program (EDBP)

Sewerage and Water Board of New Orleans

DBE Documentation of Good Faith Efforts

(To be completed and submitted with all required supporting documentation if goal not met and upon request)

EDBP Office

625 St. Joseph Street

Room 305

New Orleans, LA 70165

Instructions: Prior to award of a Sewerage and Water Board (SWB) EDBP – DBE, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable SWB-DBE contracts. If you have not attained the amount of DBE participation to meet the contract goal, you are required to complete and submit this **Documentation of Good Faith Efforts Form**, along with all required supporting GFE documentation. The GFE Guidelines (for further instruction) are available **via <https://www.swbno.org/Business/DisadvantagedBusinesses>**.

Construction Bidders: Completed form, along with all required supporting documentation, must be submitted to the Purchasing Department by the two (2) apparent lowest bidders within three (3) business days of the bid opening. **Should the bidder fail to comply with this request, the bid shall be considered non-responsive.**

Goods & Services Bidders: Completed form, along with all required supporting documentation, must be submitted to the Purchasing Department within bid documents at time of the bid opening. **Should the bidder fail to comply with this request, the bid shall be considered non-responsive.**

Professional Services Respondents: This completed form, along with all required supporting documentation, must be submitted within proposal. **Should the respondent fail to comply with this request, the bid shall be considered non-responsive.**

Contract Name#/RFP/RFQ _____

Bid/Proposed Amount _____

Name of Bidder/Proposer _____ has satisfied the requirements of the bid/proposal specifications for the above referenced Contract/RFP/RFQ by the Sewerage and Water Board of New Orleans in the following manner:
(Please check the appropriate space)

- ☐ The bidder/proposer is unable to meet the DBE contract goal, however, is committed to a minimum of _____ % DBE utilization on this contract and will submit documentation demonstrating good faith efforts. (Please complete and submit DBE Documentation of Good Faith Efforts along with all required supporting documentation.)

I hereby Certify That The Information Contained Herein Is True And Correct

Print Name: _____ Signature: _____, Title: _____



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Instructions: Please complete sections A through D and include all specific supporting documentation as outlined below. All sections of this form must be completed, or your response will be deemed non-responsive. If you feel that any section of this form is not applicable, do not respond/write not applicable or N/A. You must provide a written statement as to why the section is not applicable to your response. Attach additional pages if necessary.

- A) Specific Portions of Work Identified For DBE Subcontractor: Complete section A
- B) Notifying Certified DBEs of Contracting Opportunities: Please attach a copy of the announcement and written notices distributed to DBE(s). Example: Newspaper, email, mail correspondence, and community outreach notices, etc.
- C) Initial Solicitation & Follow-up of Initial Solicitation: Bidders/Respondents may only solicit from the State and Local Disadvantaged Business Enterprise (SLDBE) or Louisiana Certification Program (LaUCP) directories located at <https://www.swbno.org/Business/DisadvantagedBusinesses>.
- D) Negotiate in Good Faith: Please provide a copy of all correspondence documenting negotiation efforts including written rejection notices and copies of DBE and non-DBE quotes.

- A. Specific Portions of Work Identified For DBE Subcontractor: Please list all selected scopes or portions of work to be performed by DBE(s) in order to increase the likelihood of meeting the contract goal for this project and the estimated value of each scope or portions of work identified. Use additional pages if needed.

Scope or Portions of Work Identified for DBE Participation		Estimated Value	% of Contract Value
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			



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B. Notifying Certified DBEs Of Contracting Opportunities: Please complete all fields below, list all sources of advertisement and outreach to DBE subs.

I. Did you attend all pre-bid and/or Outreach meeting scheduled by the SWB to inform DBE(s) of subcontracting opportunities?

YES	NO	Date of Meeting

II. Did you contact the SWB EDBP Office to request submission of your subcontracting opportunities on the DBE Opportunities page?

YES	NO	Date of Meeting

III. Advertising Subcontracting Opportunities: You must identify publications in which announcements or notifications were placed and published. Please, attach a copy of each announcement/written notice distributed to DBEs. Example: Newspaper, e-mail, mail correspondence, and community outreach.

Source of Advertising/Outreach		What subcontracting areas of work were advertised	Date of Ad	Due Date & Time for Sub Bids		EDBP Verification
				Date	Time	
1						
2						
3						
4						
5						



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- C. Initial Solicitation & Follow up of Initial Solicitation: You must complete all fields below, list all certified DBE firms that received telephone or email notification of work items to be subcontracted. If no response was received to the initial solicitation, you must indicate when forms received subsequent telephone or email solicitations (list delivery date, or read receipt date, and certified firms' response.) You must include copies of the physical and/or electronic notice(s) sent to certified firms. Use additional pages if needed.

DBE Firm & Contact		Phone	Scope of Work Solicited	Date of Written Notification	Result of Initial Communication	Date of Follow-up & Method of Contact (Phone, Fax, Email)		Result of Follow-up Communication
Ex. ABC Company/John Doe		(504) 123-4567	Legal Services/ Paper Products	12/1/2019	Will submit quote	12/1/2019	Email	Quote received
1								
2								
3								
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- D. Negotiate in Good Faith: You must provide an explanation for any rejected DBE bid or price quotation, unless another DBE is accepted for the same work. You must provide a copy of all correspondence documenting negotiation efforts including copies of DBE and non-DBE quotes and copies of written rejection notices.
- I. Where price competitiveness is not the reason for rejection, you must complete all fields below and provide a copy of the written rejection notice including the reason for rejection to the rejected DBE firm. A meeting may be held with the rejected DBE(S), if requested to discuss the rejection. Use additional pages if needed. You must attach a copy of the notice.

DBE Subcontractor	Scope	Date rejection notice sent	Reason	Meet with DBE Sub?		
				Yes	No	Not Requested

- II. Where price competitiveness is the reason for rejection, you must complete all fields below and attach copies of all DBE and non-DBE bid quotes. Use additional pages if needed. Prime contractors are not obligated to accept higher bids from DBE firms if the price difference is considered excessive or unreasonable. However, a prime contractor's ability or desire to self-perform portions of a contract does not exempt them from demonstrating good faith efforts to meet the DBE participation goal. The bidder is requested to provide a list of "All Non-DBE Subcontractors and Suppliers" that are expected to be utilized.



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DBE Subcontractor	Scope	Quote	Non-DBE Subcontractor	Scope	Quote	Price Variance (+/-)

- III. Other: Please provide narrative details of any other efforts your firm conducted to attain the DBE goal. Use additional pages if needed.



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