THE SCHOOL DISTRICT OF PALM BEACH COUNTY
DIVERSITY IN BUSINESS PRACTICES

Good Faith Efforts Noncompliance Supplement

◯ **Minority/Women Business Enterprise (M/WBE)** ◯ **Small Business Enterprise (SBE)**

NOTE: Completion of this form is not required if established goals are met or exceeded. Always attach to RFPs for vendors to use if needed.

This document is to be completed if bidder fails to achieve the Minority/Women Business Enterprise (MWBE/SBE) goals established for the project. The bidder is allowed to use an alternate method that demonstrates the "good faith efforts" made to meet the goals established as long as all of the requested information is included. Failure to include all requested information shall result in the bid being determined as non-responsive to the MWBE/SBE requirements.

Contractor Firm Name _____

Project Name _____

Project Number _____ Date _____

The following list is not intended to be exclusive or exhaustive, and the School District will look not only at the different kinds of efforts the bidder has made, but also the quality, quantity, intensity and timeliness of those efforts. It is the responsibility of the bidder to exercise "Good Faith Efforts." Any act or omission by the District shall not relieve the bidder of this responsibility.

Criteria listed below are excerpted from the School District of Palm Beach County Policy 6.143. A response is required to address each cited paragraph. Additional pages may be added as necessary.

1. Attendance at pre-bid conference, if held: ☐ Yes ☐ No ☐ Not Held
2. Whether and when the bidder provided written notice to all certified MWBE/SBE listed in the School District of Palm Beach County Directory that perform the type of work to be subcontracted and advising the MWBE/SBE of the specific work the bidder intends to subcontract; that their interest in the contract is being solicited; and how to obtain information for the review and inspection of contract plans and specifications.
   Provide complete list of all MWBE/SBE solicited.

   Provide the date letters were transmitted (MWBE/SBE will be canvassed as to who sent them letters and what date they were received.) Provide a copy of solicitation and all other letters sent to MWBE/SBE. Recommended information in your solicitation letter can include, but not be limited to, the following:

   - Project specific information.
   - Your willingness to assist with supply purchases.
   - Bonding requirements of your firm.
   - Availability of specifications and plans through your office.
   - Best time to reach you by phone. (MWBE/SBE firms will be canvassed regarding your responsiveness to their calls and project information they received from your firm.)
   - Bid opening date and all addendum information.
   - Your requirements/time frames/payment schedules.
3. Has the bidder selected feasible portions of work to be performed by MWBE/SBE, including, where appropriate, breaking contracts or combining elements of work into feasible units? The ability of the bidder to perform work with its own work force will not in itself excuse a bidder from making positive efforts to meet the established goals.

   If appropriate, detail any subcontracting category that you have broken down to assist MWBE/SBE firms and list firms that have been made aware of this reduced scope.

SUBCONTRACTING CATEGORY	MWBE/SBE FIRM

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Contractor Firm Name _____

4. Has the bidder considered all quotations received from MWBE/SBE's and for those quotations not accepted the bidder shall provide an explanation of why the MWBE/SBE will not be used during the course of the contract? Receipt of lower quotation from non-MWBE/SBE will not in itself excuse a bidders failure to meet project goals.

   List all M/WBE/SBE firms who quoted this project; the amount quoted and the successful Subcontractor (if not the MWBE/SBE firm) and their quote.

NAME OF MWBE/SBE	MWBE/SBE'S QUOTE

VERSUS

NAME OF NON-MWBE/SBE SUBCONTRACTOR CHOSEN	SUBCONTRATOR'S QUOTE

5. Has the bidder provided interested MWBE/SBE assistance in reviewing the contract plans and specifications?

   Name the MWBE/SBE firms provided assistance, and describe how your firm provided such assistance.

6. Whether the bidder advertised in general circulation, trade association, and/or minority/women - focused media concerning the subcontracting opportunities.

   The minority focused papers include:

BLACK	HISPANIC	MAJORITY	OTHER
None	None	Palm Beach Post	

List which papers carried your ad and attach a copy of the ad.

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Contractor Firm Name _____

7. Has the bidder followed up initial solicitations of interest by contacting MWBE/SBE's to determine with certainty whether the MWBE/SBE was interested?

   Name the MWBE/SBE you followed up with and describe your follow up efforts.

8. Has the bidder negotiated in good faith with interested MWBE/SBE, not rejecting MWBE/SBE as unqualified without sound reasons and based on a thorough investigation of their capabilities?

   a) Provide a detailed statement of the reasons why subcontracts were not entered into with a sufficient number of MWBE/SBE to meet the established goals.

   b) Provide a list of MWBE/SBE Subcontractors you deemed unqualified and provide an explanation of the conclusion you reached.

   c) For those MWBE/SBE Subcontractors contacted, but determined to be unavailable, provide either:

      I) a signed letter to the bidder from the MWBE/SBE stating they are unavailable;

      OR

      II) a statement from the bidder that the MWBE/SBE Subcontractor refused to submit a letter after a reasonable request; and a detailed statement from the Bidder of the reasons for the bidder's conclusion.

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Contractor Firm Name _____

9. Has the bidder effectively used the services of available minority/women community organizations; minority/women contractors' groups; local state and federal minority/women business assistance offices; and other organizations that provide assistance in the recruitment and placement of minority/women business enterprises?

The following is a partial list of MWBE/SBE organizations that may be helpful in locating eligible MWBE/SBE.

ORGANIZATION	PHONE
Florida Dept. Of Management Services	850-487-0915
PBC School District Office of Diversity in Business Practices	561-434-8508

List minority/women organizations contacted.

ORGANIZATION	PERSON CONTACTED	PHONE NUMBER	DATE CONTACTED

Has the bidder utilized MWBE/SBE Subcontractors on other School District contracts within the past six (6) months?
List any School District of Palm Beach County projects your firm has performed in the last six (6) months, the MWBE/SBE Subcontractors utilized and the dollar value of the MWBE/SBE Subcontractor.

PROJECT NAME	M/WBE FIRMS USED	DOLLAR VALUE

Describe any additional efforts or circumstances which may assist the School District in determining "Good Faith Efforts."

Signature of Company Official _____ *Date* _____ *Company Address* _____

Printed Name of Company Official _____ *City/State/Zip* _____

Title _____ *Phone Number* _____ *Fax Number* _____

For Office of Diversity in Business Practices use only:

Reviewer Name _____ Date Reviewed _____

☐ Approved
☐ Denied

Date Approved/Denied _____

If denied, reason for denial:

_____

_____

_____