



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
**Good Faith Efforts Noncompliance Supplement**  
Small Business Enterprises (SBE)

**NOTE:** Completion of this form is not required if established goals are met or exceeded. Always attach to Request for Proposal (RFP) for vendors to use if needed.

This document is to be completed if bidder fails to achieve the 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 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 6.1434. 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 SBE's listed in the School District of Palm Beach County Directory that perform the type of work to be subcontracted and advising the 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 SBE's solicited.

Provide the date letters were transmitted, SBE's 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 SBE's. 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. (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 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 SBE firms and list firms that have been made aware of this reduced scope.

**SUBCONTRACTING CATEGORY**

**SBE FIRM**



## Good Faith Efforts Noncompliance Supplement

Contractor Firm Name \_\_\_\_\_

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

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

**NAME OF SBE**

**SBE'S QUOTE**

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**VERSUS**

**NAME OF NON-SBE SUBCONTRACTOR CHOSEN**

**SUBCONTRACTOR'S QUOTE**

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

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

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

The SBE focused papers include:

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



## Good Faith Efforts Noncompliance Supplement

Contractor Firm Name \_\_\_\_\_

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

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

8. Has the bidder negotiated in good faith with interested SBE, not rejecting SBE's 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 SBE's to meet the established goals.

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

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

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

**OR**

- II) a statement from the bidder that the 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.



## Good Faith Efforts Noncompliance Supplement

Contractor Firm Name \_\_\_\_\_

9. Has the bidder effectively used the services of available community organizations; contractors' groups; local state and federal business assistance offices; and other organizations that provide assistance in the recruitment and placement of Small Business Enterprises (SBE's)?

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

**ORGANIZATION**

**PHONE**

Florida Dept. Of Management Services ..... (850) 487-0915  
PBC School District Office of Small Business Development ..... (561) 681-2403

List organizations contacted.

ORGANIZATION	PERSON CONTACTED	PHONE NUMBER	DATE CONTACTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has the bidder utilized 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 SBE Subcontractors utilized and the dollar value of the SBE Subcontractor.

PROJECT NAME	SBE 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 Small Business Development use only:**

☐ Approved

☐ Denied Date Approved/Denied \_\_\_\_\_

Reviewer Name \_\_\_\_\_ Date Reviewed \_\_\_\_\_

If denied, reason for denial: