



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

SUMMARY OF GOOD FAITH EFFORT DOCUMENTATION
Federal-Aid Contracts

Project Name and Number _____

Contractor: _____

List all items considered for DBE utilization. GFE requires at a minimum that the Contractor consider all items identified on Form 25A-324.

a. MATERIAL OR SPECIFIC ITEM OF WORK (SPECIFY PAY ITEM)	b. ACCEPTABLE DBE QUOTE RECEIVED ¹	c. # OF DBEs CONTACTED IN DBE DIRECTORY	d. # OF DBEs THAT RESPONDED ²	e. # OF DBE QUOTES RECEIVED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

1. Check if acceptable DBE quote was received (if so, skip c, d, and e)
2. Attach completed Contact Reports, Form 25A-321A

LIST ADDITIONAL ITEMS ON REVERSE SIDE

a. MATERIAL OR SPECIFIC ITEM OF WORK (SPECIFY PAY ITEM)	b. ACCEPTABLE DBE QUOTE RECEIVED ¹	c. # OF DBEs CONTACTED IN DBE DIRECTORY	d. # OF DBEs THAT RESPONDED ²	e. # OF DBE QUOTES RECEIVED
9.				
10.				
11.				
12.				
13.				
14.				
15.				

1. Check if acceptable DBE quote was received (if so, skip c, d, and e)

2. Attach completed Contact Reports, Form 25A-321A

Comments:



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CONTACT REPORT
Federal-Aid Contracts

Project Name and Number

Specific Work or Materials (by pay Item): _____

DBE Firm Contacted:

Name Address () Phone Number

A. INITIAL CONTACT: (See important contact information on instruction sheet)

Method:

1. Date _____ ☐ Phone ☐ Publication ☐ Email ☐ FAX ☐ Other

2. Person _____
Contacted _____
Name Title

3. DBE's Response: Date: _____ Method: ☐ Phone ☐ Email ☐ FAX ☐ Other

☐ Submitted an acceptable sub-bid. (If sub-bid accepted, skip to Section D)

☐ Not interested: Indicate Reason(s) _____

☐ Needs more information: Date Prime provided requested information _____

☐ Will provide quote by: Date _____

☐ Received unacceptable sub-bid (complete Section C)

B. FOLLOW-UP CONTACT:

Method:

1. Date _____ ☐ Phone ☐ Publication ☐ Email ☐ FAX ☐ Other

2. Person _____
Contacted _____
Name Title

3. DBE's Response: Date: _____ Method: ☐ Phone ☐ Email ☐ FAX ☐ Other

☐ Submitted an acceptable sub-bid. (If sub-bid accepted, skip to Section D)

☐ Received unacceptable sub-bid (complete Section C)

☐ Other result: _____

C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID:

1. Were the following required efforts made?

a. ☐ Yes ☐ No Identified specific items of work, products, materials, etc. when asking for quote(s).

b. ☐ Yes ☐ No Offered assistance in acquiring necessary bonding, insurance, and business development related assistance.

c. ☐ Yes ☐ No Provided all appropriate information concerning the specific work items or materials.

2. Was the DBE's quote non-competitive? ☐ Yes ☐ No

3. Was the DBE unable to perform in some capacity? ☐ Yes ☐ No If "Yes", explain: _____

D. CERTIFICATION: I certify that the information provided above is accurate and that efforts to solicit sub-bids were made in good faith.

SIGN _____
Signature of Company Representative Title Date

Name of DOT&PF Reviewer Title Date

INSTRUCTIONS

Project Name and Number: Enter project name and number as they appear on bid

documents. **Work or Materials:** Identify the specific work item or material that you

requested this firm to furnish. **Firm Contacted:** Enter name of firm as it appears in

the current DOT&PF DBE directory.

Address: Enter address of firm contacted. **Phone Number:** Enter phone number of firm contacted.

A. INITIAL CONTACT (Must be made at least seven calendar days prior to bid opening.)

1. **Date and Method of Initial Contact:** Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a "please call me" message does not constitute a contact. Attach a copy of dated letter or fax.
2. **Name and Title of Person Contacted.** Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. **DBE's Response:** Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to section D.

B. FOLLOW-UP CONTACT

If no response or an inconclusive response was received from the initial contact, a follow-up contact is required to determine for a certainty that the firm does not intend to submit a sub-bid or to conclude discussions with a sub-bid submittal.

1. **Date and Method of Follow-up Contact:** Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a "please call me" message does not constitute a contact. Attach a copy of dated letter or fax.
2. **Name and Title of Person Contacted.** Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. **DBE's Response:** Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to section D.

C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID

1. A NO response to items 1a., b., or c. will result in rejection of this contact. Be specific on results of discussions.
2. A YES answer to item 2. is grounds for rejecting a DBE sub-bid.
3. A YES answer to item 3. is grounds for rejecting a DBE sub-bid, only if the inability to perform is in an area of work specifically identified as a sub-item under the applicable bid item.

D. CERTIFICATION

This certification of accuracy and good faith by the Contractor will be verified by contact with the listed firm. Falsification of information on the DBE Contact Report is grounds for debarment action under AS 36.30.640(4).