

CONTRACTOR'S NAME	IFB OR RFP OR RFQ NUMBER	DATE
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BIDDER/PROPOSER INSTRUCTIONS: Submittal of only the Disadvantaged Business Enterprise (DBE) Information form, ADM-0227F, may not provide sufficient documentation to demonstrate that adequate good faith efforts (GFE) were made by the bidder/proposer. Bidder/proposer should always submit documentation for making GFE to protect its eligibility for award should Caltrans, in its evaluation, find that the bidder/proposer did not meet the DBE goal. If a bidder/proposer does not meet the DBE goal, a bidder/proposer must make an adequate GFE to be responsive. Bidder/proposer shall complete this Bidder/Proposer Disadvantaged Business Enterprise (DBE) Good Faith Efforts Documentation form, ADM-0312F, and submit the requested information below with its bid by the bid due date and time.

1. OUTREACH DOCUMENTATION

Describe the bidder's/proposer's outreach efforts to identify and solicit the interest of all certified DBEs that have the capability to perform the work of the contract. Provide copies of supporting documentation.

DESCRIPTION OF OUTREACH	DATE(S)	LOCATION (IF APPLICABLE)	RESULTS

2. DBE DOCUMENTATION

- a. List the names of certified DBEs and all dates on which they were solicited to bid on the contract.
- b. Include the items of work offered and the dates and methods used for initial and follow-up solicitations to determine with certainty whether the DBEs were interested.
- c. Attach copies of solicitations, e-mail messages, telephone records, fax confirmations, etc.

Check the appropriate box: ☐ IFB ☐ RFP ☐ RFQ

SOLICITATIONS

NAME OF DBE SOLICITED	DATE OF INITIAL SOLICITATION	ITEM(S) OF WORK OFFERED	FOLLOW-UP METHODS AND DATES

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2. DBE DOCUMENTATION (Continued)

SOLICITATIONS

NAME OF DBE SOLICITED	DATE OF INITIAL SOLICITATION	ITEM(S) OF WORK OFFERED	FOLLOW-UP METHODS AND DATES

3. ITEMS OF WORK

List the items of work made available to DBE firms. Identify items of work the bidder/proposer might otherwise perform with its own forces; items that have been broken down into economically feasible units to facilitate DBE participation; and items for which the bidder/proposer has established flexible timeframes for performance and delivery schedules in a manner that encourages and facilitates DBE participation. For each item listed, show the dollar value and percentage of the total contract. The bidder/proposer must demonstrate that sufficient work to meet the goal was made available to DBE firms.

ITEMS OF WORK OFFERED, SERVICES OFFERED, OR MATERIALS SUPPLIED	BIDDER/PROPOSER NORMALLY PERFORMS ITEM (Y/N)	ITEM BROKEN DOWN TO FACILITATE PARTICIPATION (Y/N)	ESTABLISHED FLEXIBLE TIMEFRAMES FOR PERFORMANCE AND DELIVERY SCHEDULES (Y/N)	AMOUNT (\$)	PERCENTAGE OF CONTRACT

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4. DBE RESPONSES

For each item of work made available, indicate whether the bidder/proposer provided plans and specifications specific to the item(s) of work being offered; list the selected firm and its status as a DBE; the DBEs that provided quotes; the price quote for each firm; and the price difference for each DBE if the selected firm is not a DBE. Provide copies of each DBE and non-DBE quote submitted to the bidder/proposer when a non-DBE firm was selected over a DBE for work on the contract.

ITEM(S) OF WORK	PROVIDE PLANS/SPECIFICATIONS FOR WORK OFFERED (Y/N)	NAME OF SELECTED FIRM	DBE or non-DBE	NAME OF REJECTED FIRM	QUOTE (\$)	PRICE DIFFERENCE (\$)

5. ASSISTANCE TO DBEs - Plans/Specifications/Contract requirements

Describe the bidder's/proposer's efforts made to provide interested DBEs with adequate information about the plans, specifications, and requirements of the contract to assist them in responding to a solicitation. Identify the DBEs assisted, the type of information provided, and the date of the contacts. Provide copies of supporting documents.

6. ASSISTANCE TO DBEs - Bonding/Lines of Credit/Insurance

Describe the bidder's/proposer's efforts made to assist interested DBEs in obtaining bonding, lines of credit, or insurance. Identify the DBEs assisted, the type of assistance offered, and the dates. Provide copies of supporting documents.

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7. ASSISTANCE TO DBEs - Equipment/Supplies and Materials/Related Assistance or Services
Describe the bidder's/proposer's efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE purchases or leases from the prime contractor or its affiliate. Identify the DBEs assisted, the type of assistance offered, and the dates. Provide copies of supporting documents.

8. ASSISTANCE RECRUITING AND PLACING DBEs
List the names of agencies and the dates on which they were contacted to provide assistance in contacting, recruiting, and using DBE firms. If the agencies were contacted in writing, provide copies of supporting documents.

NAME OF AGENCY/ORGANIZATION	METHODS/DATE OF CONTACT	RESULTS

9. ADDITIONAL DATA TO SUPPORT A GOOD FAITH EFFORT
Include additional data to support a demonstration of good faith efforts.