



**TxDOT Disadvantaged Business Enterprise
Contractor Certification of Good Faith Efforts**
(Submit completed GFE pages 1-5 only with back-ups, if any)

Form 2603
(rev. 05/16)
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Purpose

The certification's intent is to document the good faith efforts (GFE) undertaken by the Contractor in soliciting and utilizing Disadvantaged Business Enterprises (DBE) to meet the good faith effort requirements for the contract. The completed certificate will assist the Texas Department of Transportation (TxDOT) to determine if the Contractor performed its due diligence in taking all necessary and reasonable steps by their scope, intensity, and appropriateness that could reasonably be expected to secure DBE participation, even if the contractor was not fully successful. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. TxDOT will determine if the Contractor made satisfactory good faith efforts to achieve DBE participation. The burden of proof rests with the Contractor.

General

The information requested in this certificate is the information required by TxDOT to evaluate your firm's good faith efforts. TxDOT reserves the right to request further documentation from the Contractor to support and validate actions undertaken to secure participation.

Prime Contractor: _____

Project No or CSJ	County	Contract Amount	DBE Percentage	
			TxDOT Goal \$ _____ % _____	Proposed Goal to be met (GFE)

Provide a brief summary on why you believe your firm is unable to meet the assigned DBE goal on this contract. Attach additional pages if necessary.

GFE Activities

A. Notifying DBE Firms of Contracting Opportunities

1. List all DBE firms assigned to this contract:

Firm Name and Address	Subcontract Amount

2. Outreach: List all DBE firms and their description of work on this contract:

[illegible]

3. List all attendance at pre-bid and business matchmaking meetings and events, advertising and/or written notices, posting of Notices of Sources Sought and/or Requests for Proposals, organizations or publications that received announcements or written notifications from the Contractor, date published/sent and provide follow-up activity details. Provide explanation if no follow-up activities were performed. TxDOT reserves the right to request copies of all announcements or notifications listed.

Published Announcement / Publication (Provide brief description)	Date Sent	Association / Organization	Contact Person & Phone	Date of Follow-Up Activities

List all attendance at pre-bid and business matchmaking meetings and events

Pre-Bid/Business Matchmaking Events	Association/Organization	Date Attended

B. Identifying Subcontractor Work Units

The Contractor is strongly encouraged to select portions of work to be subcontracted to increase the likelihood of achieving the DBE participation. In selecting work to be subcontracted, the Contractor shall consider, where it is appropriate, breaking down the project into economically feasible work units to facilitate and promote DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces. This may include, where possible, establishing flexible timeframes for performance and delivery schedules in a manner that encourages and facilitates DBE participation.

1. Which portions or sections of the Scope of Work are able to be subcontracted?

2. Is there a DBE firm currently on the contract/project team able to perform the Scope of Work above or a portion of the work?

☐ Yes ☐ No Name of firm _____

C. Providing Assistance to DBEs

1. Explain any efforts undertaken to provide DBE firms with adequate information in a timely manner about contract Scope of Work and requirements of this contract:

2. Describe any efforts undertaken to assist interested DBE firms in obtaining insurance bonding, lines of credit, or insurance required by TxDOT or the Contractor: Prior written approval from TxDOT required.

3. Describe any efforts undertaken to assist interested DBE firms in obtaining necessary equipment, supplies, materials, or related assistance or services: Prior written approval from TxDOT required.

4. Describe any efforts used to obtain services of available minority/women community organizations or other organizations:

D. Negotiating in Good Faith

Contractors shall solicit services in good faith with interested DBE firms listed in the Texas Unified Certification Program (TUCP) DBE directory with the certification NAICS code to perform the areas of work desired and which are located in the area or surrounding areas of the project. Proposals from interested DBE firms shall not be rejected by Contractors without sound business justification.

1. Provide the firm name, contact information and work proposed of all DBE firms that submitted a proposal for this contract that were not selected. The reason for rejection must be provided for CIV to determine the Contractor's satisfactory good faith efforts. If no DBE proposals were rejected, state "NONE":

NOTE: If subcontractor proposals are rejected due to excessive costs, the Contractor must submit copies of the quote to TxDOT to evaluate.

DBE Firm and Contact Person	Work Proposed	Explanation for Rejecting Proposal

2. Other comments or information you want CIV to consider as part of your good faith effort.

The undersigned, (Printed Name) certifies that the information provided on this certificate is true and correct to the best of my knowledge and belief.

Signature: Date:

Contractor/Authorized Representative

Note: The GFE form must be signed by an authorized signatory for the Contractor.

TxDOT Internal Use Only	
Date GFE Received: <u></u>	Processed by: <u>(Printed Name)</u>
Signature: <u></u>	Date: <u></u>
Management Concurrence	
GFE Request ☐ Approved ☐ Denied: <u></u>	Date <u></u>
Manager, Supervisor: <u>(Printed Name)</u>	
Signature: <u></u>	Date: <u></u>
DD, DE, or Designee: <u>(Printed Name)</u>	
Signature: <u></u>	Date: <u></u>