

**DBE GOOD FAITH EFFORT- FORM D**

IFB/RFP Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Bidder/Proposer/Prime Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**The following is a list of the types of actions that may be considered good faith efforts. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases, however please check all that apply in this instance. Please provide documentation for ALL instances selected.**

- Selected portions of work to be performed by DBEs and, where appropriate, broke down contracts into economically feasible units to facilitate DBE participation.
- Provided interested DBE with adequate information about plans, specifications, and requirements of the contract.
- Negotiated in good faith with interested DBE, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
- Made efforts to assist interested DBE in obtaining bonding, lines of credit, or insurance required by NJ Transit or Bidder.
- Made efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- Advertised subcontracting opportunities in appropriate media.
- Used the services of minority organizations, minority contractors' groups, local state and federal minority business assistance offices and other organizations that provide assistance identifying subcontractors.
- Provided written notice to DBEs in sufficient time to allow the DBE to respond. (Provide copy of documentation with Page 2.)
- Followed up initial solicitation of interest by contacting DBE to determine interest. (Provide proof of follow up with Page 2.)

**Describe any other efforts not covered above that may indicate Good Faith Efforts to obtain DBE participation on this project and provide documentation.**

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If the dollar value of the goal for DBE participation in this project has not been met, the Bidder/Proposer/Prime is required to complete the following questions to describe efforts to obtain DBE participation. Copies of correspondence, return receipts, telephone logs, or other documentation will be required to support good faith efforts. Please provide information for each DBE.

I, \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

of \_\_\_\_\_ Bidder/Proposer/Prime

Certify that on \_\_\_\_\_, I contacted the below named DBE to obtain a Date

Bid/Proposal for work items to be performed on the Project named above.

DBE: \_\_\_\_\_ Firm Name

Type of work requested to be performed: \_\_\_\_\_

Method of Contact:  Phone  Fax  Mail  Email

Date Contacted: \_\_\_\_\_

To the best of my knowledge and belief, said DBE was unavailable for work on this project and was unable to prepare a bid for the following reason(s):

- No response
- Not interested: Indicate Reason(s)\_\_\_\_\_
- Unacceptable Sub Bid: Indicate Reason(s)\_\_\_\_\_

Please note: Unless the price difference is excessive or unreasonable, incurring additional costs in using and finding a DBE is not a sufficient reason to reject DBE quote.

\_\_\_\_\_  
Signature of Bidder/Proposer/Prime

\_\_\_\_\_  
Date

The above statement is a true and accurate account of why I did not submit a bid on this project. (Below is to be signed by DBE firm only)

\_\_\_\_\_  
Signature of DBE Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of DBE Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Telephone #: ( )