

ACCEPTABLE DOCUMENTATION

1. Attendance at a pre-bid or pre-proposal meeting.
 - Verified by MWSBE Division based on the signature of firm representative on the meeting sign in sheet.
2. Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.
 - Respondent should include documentation of correspondence with the MWSBE Division as **Attachment 1** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Physical mail with postmark sent to the correct MWSBE Division address.
 - ii. Electronic mail sent to the correct MWSBE Division address.
3. Copies of advertisements placed by the Respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.
 - Respondent should include documentation of advertisement as **Attachment 2** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Email from publication confirming purchase of the advertisement, including the date of publication.
 - ii. Advertisement as printed in the publication, including the date of publication.
 - iii. Notarized Proof of Publication.
4. Copies of written correspondence sent to a certified MBE or WBE firm. The correspondence should include: 1) the specific work the contractor intends to subcontract; 2) that interest in participation by the MWBE firm on the contract is being solicited; and 3) how to obtain information for the review and inspection of contract plans and specifications.
 - Respondent should provide documentation of correspondence with MBE or WBE firms in **Attachment 3** to the Good Faith Effort Form.
5. Documentation that the respondent selected economically feasible portions of work to be performed by MBE and/or WBE firms, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units. (The ability of the Respondent to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet contract goals).
 - Respondent should include documentation of selecting economically feasible portions of the work as **Attachment 4** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Cost estimates, including a selection of portions of the work to be performed by MBE and/or WBE firms.
 - ii. Analysis generated by a project or cost estimator.
6. Documentation that the respondent negotiated in good faith with interested MBE and/or WBE firms and did not reject any interested MBE and/or WBE firms without sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MBE and/or WBE firm.
 - Respondent should provide documentation of good faith negotiation with MBE or WBE firms in **Attachment 3** to this Form.
7. Documentation that the respondent reviewed all quotations received from MBE and/or WBE firms, and for those quotations not accepted, an explanation of why the MBE and/or WBE will not be used during the course of the contract. (Receipt of a lower quotation from a non-MWBE firm will not in itself excuse a contractor's failure to meet contract goals).
 - Respondent should provide documentation that it reviewed all quotations received from MBE and/or WBE firms in **Attachment 3** to the Good Faith Effort Form.
8. Documentation detailing respondent's effort to contact MBE and/or WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MBE and/or WBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.
 - Respondent should provide documentation of effort to contact MBE and/or WBE firms with ample time to respond in **Attachment 3** to the Good Faith Effort Form.
9. Documentation that the respondent offered to provide interested MBE and/or WBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MBE and/or WBE firms.
 - Respondent should provide documentation that it offered to provide MBE and/or WBE firms with assistance in reviewing the solicitation at no charge in **Attachment 3** to the Good Faith Effort Form.
10. Documentation of follow-up telephone calls with potential MBE and/or WBE firms encouraging their participation.
 - Respondent should provide documentation of follow up calls with potential MBE and/or WBE firms in **Attachment 3** to the Good Faith Effort Form.