

(SUBMIT AFFIDAVIT WITH BID)

SBE GOOD FAITH EFFORTS DOCUMENTATION

Note: Completion of this form is **not** required if established goals are met or exceeded.

BIDDER, CONTRACTOR, OR RESPONDENT: _____

Project Title: _____ Project Number: _____

This document is to be completed if the BIDDER, CONTRACTOR, OR RESPONDENT fails to achieve the Small Business Enterprise (SBE) established goals for the project. The BIDDER, CONTRACTOR, OR RESPONDENT must, at the time of response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted SBE percentage.

The criteria listed below are excerpted from the Memphis-Shelby County Schools SBE Program Administrative Procedures Manual. A response is required to address each paragraph. Failure to provide documentation (evidence) as outlined in the criteria listed below may deem a bid or proposal non-responsive and not further considered for review.

Additional pages may be added as necessary.

1. Attendance at pre-bid meeting, if held: Yes, No, Not Held;
2. Followed up with SBEs that attended and the pre-bid or pre-proposal meetings to discuss subcontracting and supplier opportunities and contacted SBEs listed in the MSCS online directory;
3. Notification of Subcontracting Opportunities: BIDDER, CONTRACTOR, OR RESPONDENT must provide to MSCS copies of solicitations for quotes sent to MSCS – SBE listed firms in the online directory. Please attach list of all firms notified, detail when and how they were notified (*form attached*);
4. SBE Contact: A detailed statement of the efforts made by the contractor up to 10 days before the bid opening to solicit SBEs through written notices that describe the categories of work for which bid documents can be reviewed, representative of the Prime BIDDER, CONTRACTOR, OR RESPONDENT to contact, and location, date and time when quotes must be received;
5. Made Project Documents Available: Made the pertinent construction plans, specifications, and requirements available for review by prospective SBEs at the time of SBE contact but no less than 10 days before the bid due date;
6. Identified and designated portions of the work to be performed by SBEs to increase the likelihood of meeting the Contract Goals (including where appropriate breaking down the contract into reasonably sized subcontracts to ensure participation);
7. Engaged with SBE Support Organizations: Worked with SBE Support Organizations within the 12-month period before bid opening provided training or facilitated workshops sponsored by the SBE Support Organization;
8. Bonding or Insurance Assistance: Aided in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors or sub-consultants;
9. Negotiate in Good Faith: Negotiated in good faith with interested SBEs and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a small business

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based on lack of qualification should have the reasons documented in writing. Provide the names of the SBE businesses and email addresses;

- 10. Financial Assistance: Aided an otherwise qualified SBE in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted SBEs in obtaining the same unit pricing with the BIDDER, CONTRACTOR, OR RESPONDENT's suppliers in order to help the SBEs in establishing credit;
- 11. Joint Ventures: Negotiated joint venture and partnership arrangements with SBEs in order to increase opportunities for SBE participation when possible;
- 12. Quick Pay Agreements: Provided quick pay agreements and policies to enable SBE to meet cash-flow;
- 13. SBE Participation on Non-MSCS Contracts: The BIDDER, CONTRACTOR, OR RESPONDENT must submit documentation that during the eighteen (18) month period before bid opening, the BIDDER, CONTRACTOR, OR RESPONDENT paid SBEs on non-School Board contracts. BIDDER, CONTRACTOR, OR RESPONDENT must list, document and submit for each non-School Board contract the SBE subcontractors: (a) the name of the project and parties to the contract; (b) the name of the SBEs the BIDDER, CONTRACTOR, OR RESPONDENT paid on the project; (c) the amount the BIDDER, CONTRACTOR, OR RESPONDENT paid each SBE during such period. The SBE firm must be certified and registered at the time of the MSCS bid or proposal receipt.
- 14. BIDDER, CONTRACTOR, OR RESPONDENT notified MSCS Office of Economic Opportunity mwbe@scsk12.org concerning difficulties with the established project SBE goal (**must attach copy of notification**). Yes or No

15. Other good faith efforts:

Name of Authorized Officer: _____

Signature: _____

Title: _____

State of Tennessee

County of _____

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public

My commission expires _____