

**(SUBMIT AFFIDAVIT WITH BID)**

**MWBE GOOD FAITH EFFORT DOCUMENTATION**

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

Contractor Firm: \_\_\_\_\_

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

This document is to be completed if the bidder fails to achieve the Minority and Women-Owned Business Enterprise (M/WBE) established goals for the project. The bidder must, at the time of response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted M/WBE percentage.

Criteria listed below are excerpted from the Memphis-Shelby County Schools M/WBE Program Administrative Procedures Manual. A response is required to address each cited 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 M/WBEs that attended and the pre-bid or pre-proposal meetings to discuss subcontracting and supplier opportunities and contacted M/WBEs listed in the MSCS online directory;
3. Notification of Subcontracting Opportunities: Bidder must provide to MSCS copies of solicitations for quotes sent to MSCS – M/WBE listed firms in the online directory. Please attach list of all firms notified, detail when and how they were notified (*form attached*);
4. M/WBE Contact: A detailed statement of the efforts made by the contractor up to 10 days before the bid opening to solicit MWBEs through written notices that describe the categories of work for which bid documents can be reviewed, representative of the Prime Bidder 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 M/WBEs at the time of MWBE contact but no less than 10 days before the bid due date;
6. Identified and designated portions of the work to be performed by M/WBEs 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 M/WBE Support Organizations: Worked with MWBE Support Organizations within the 12-month period before bid opening provided training or facilitated workshops sponsored by the MWBE 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;

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- 9. Negotiate in Good Faith: Negotiated in good faith with interested M/WBEs and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing. Provide the names of the M/WBE businesses and email addresses;
- 10. Financial Assistance: Aided an otherwise qualified M/WBE 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 M/WBEs in obtaining the same unit pricing with the bidder's suppliers in order to help the M/WBEs in establishing credit;
- 11. Joint Ventures: Negotiated joint venture and partnership arrangements with M/WBEs in order to increase opportunities for M/WBE participation when possible;
- 12. Quick Pay Agreements: Provided quick pay agreements and policies to enable M/WBE to meet cash-flow;
- 13. M/WBE Participation on Non-MSCS Contracts: The Bidders must submit documentation that during the eighteen (18) month period before bid opening, the bidder paid M/WBEs on non-School Board contracts. Bidders must list, document and submit for each non-School Board contract the MWBE subcontractors: (a) the name of the project and parties to the contract; (b) the name of the MWBEs the bidder paid on the project; (c) the amount the bidder paid each MWBE during such period. The MWBE firm must be certified and registered at the time of the MSCS bid or proposal receipt.
- 14. Bidder notified MSCS MWBE Office at [mwbe@scsk12.org](mailto:mwbe@scsk12.org) concerning difficulties with the established project MWBE 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 \_\_\_\_\_