

**Delaware Department of Transportation**  
**Documentation of Contractor Good Faith Efforts**

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**A. Project Information**

Project  
Number(s)/Title: \_\_\_\_\_

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**B. Prime Contractor Information**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Is Prime Contractor certified as a Disadvantaged Business Enterprise (DBE)?  Yes  No

If so, please enter your firm's certification number: \_\_\_\_\_

**C. Good Faith Effort Criteria Questions**

1. Did you attend the pre-bid meetings?  Yes  No

1a. Did you contact parties who attended the pre-bid meeting to solicit their interest?  Yes  No

Describe your efforts made:

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2. Did you advertise in general circulation, trade association, minority-focus media and/or other media to solicit the interest of those who have the capability to perform the work of the contract in sufficient time for them to respond to the solicitation?  Yes  No  
**If yes, please identify all publications and attach the proof of each advertisement listed.**

Publication: _____	Date: _____	Publication: _____	Date: _____
Publication: _____	Date: _____	Publication: _____	Date: _____
Publication: _____	Date: _____	Publication: _____	Date: _____

3. Did you provide written notices to solicit the interest of those who have the capability to perform the work of the contract in sufficient time to allow them to respond to the solicitation?  
[DBE Directory of Certified Firms](#)

Yes  No  
 Identify each contact on the **Attachment A** form provided.

4. Did you follow up initial solicitations with a second contact to determine with certainty whether they were interested?

Yes  No  
 Identify each follow-up contact on the **Attachment A** form provided.

5. Did you select portions of the work to be performed by subconsultants in order to increase the likelihood that the DBE goal would be achieved? This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate subconsultant participation.

Yes  No  
 Please identify those items of work selected. This listing should correspond to the information shown on **Attachment A**.

Item No:	Estimated %:	Item No.:	Estimated %:
Item No:	Estimated %:	Item No.:	Estimated %:

6. Did you provide interested parties with adequate information about the requirements of the contract in a timely manner to assist them in responding to a solicitation?

Yes  No

Describe the efforts you made:

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7. Did you negotiate in good faith with interested subcontractors?

Yes  No

Describe the efforts you made:

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8. Did you reject subcontractors as “unqualified” with sound reasons based on a thorough investigation of their capabilities?

Yes  No

Describe your reasons:

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9. Did you make efforts to assist interested subcontractors in obtaining bonding, lines of credit, or insurance as required by the contract?  Yes  No

Describe the efforts you made:

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10. Did you make efforts to assist interested contractors in obtaining necessary supplies, materials, or related assistance or services?  Yes  No

Describe the efforts you made:

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11. Did you effectively use the services of available community organizations; contractors' groups; local, state, and federal business assistance offices; and other organizations as allowed, on a case-by-case basis to provide assistance in the recruitment and placement of subcontractors?  Yes  No  
**Identify each contact made below**

Describe the efforts you made:

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Resource:	Date Contacted:	Resource:	Date Contacted:
Resource:	Date Contacted:	Resource:	Date Contacted:
Resource:	Date Contacted:	Resource:	Date Contacted:
Resource:	Date Contacted:	Resource:	Date Contacted:

12. Please identify any additional good faith efforts, which have not been discussed in the previous responses.

Describe any additional efforts you made:

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**D. DBE Program Assurance**

NOTICE: In accordance with 49 CFR Part 26 the undersigned, a legally authorized representative of the firm listed below, must complete this assurance.

By its signature affixed hereto, assures that it will attain DBE participation as required by the Department.

I certify that the information given in this submittal is true and correct to the best of my knowledge. Sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two thousand and \_\_\_\_\_ ( 20\_\_ ).

SEALED, AND DELIVERED IN THE  
presence of

CORPORATE SEAL

\_\_\_\_\_  
Name of Contractor

Attest: \_\_\_\_\_

By:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

Dated: \_\_\_\_\_

In the case of a corporation, firm, or partnership, this must be signed by the appropriate officials of such corporation, firm, or partnership and their corporate seal must be affixed hereto.

The following is provided to help you keep track of your contacts. This information is required to verify the Good Faith Efforts made if the selected Contractor fails to achieve the DBE participation goal.

***(Duplicate this form as necessary.)***

<b>GOOD FAITH EFFORTS CONTACT INFO:</b>	
Date: _____	Time: _____
Company Name: _____	
Contact Name: _____	
Results of Contact: _____	

<b>GOOD FAITH EFFORTS CONTACT INFO:</b>	
Date: _____	Time: _____
Company Name: _____	
Contact Name: _____	
Results of Contact: _____	