Disadvantaged Business Enterprise (DBE) Good Faith Effort Plan Form
Regional Housing Study

This is an interactive form. Please fill it out completely and review your entries carefully. After completing the form, save it to your computer, and include it with the Price Quote submission as described in the Invitation to Submit a Price Quote for Contractor Services.

Lead Firm Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Telephone:_____

E-mail Address: _____

Is your firm listed in the Pennsylvania Unified Certification Program Directory (www.paucp.com)?

____ No ____ Yes (If yes, attach proof of PAUCP certification. Screen shot from PAUCP website is acceptable.)

If yes, what Class Type: ____DBE ____MBE ____WBE

Age of Firm (Number of Years in Business): _____ years

Annual Gross Receipts of the Firm:

_____ Less than $500,000
_____ $500,000 to $1 million
_____ $1 million to $2 million
_____ $2 million to $5 million
_____ Over $5 million

1. List all firms you contacted with subcontracting/supply opportunities for this contract by choice of the lead firm, subcontractor, or supplier. ***Written notices to firms contacted by the lead firm for specific scopes of service identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than fifteen (15) calendar days prior to the Price Quote submission due date.***

The apparent successful lead firm for the contract must submit a Letter of Intent for all firms to be utilized on this contract to SPC within five business days from the date a contract is negotiated. ***If SPC does not receive completed copies from the apparent successful lead firm within five (5) business days from the date a contract is negotiated, then apparent successful lead firm's Good Faith Effort Plan will not be approved. An approved Good Faith Effort Plan is required prior to award of any contract.***

The following information is required for all firms that were contacted for subcontracting/supply opportunities:

Name & Address of Firm	Scope of Work to be Performed / Supplies to be Provided by Firm	NAICS Code(s) that Correspond to the Scope of Work to be Performed by Firm	Estimated Contract or % Level of Participation	If firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)	Will Be Utilized As Part Of This Contract? (Yes/No)	If No, Reason Agreement Was Not Reached
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(Use additional sheets as needed)

In order to verify the lead firm's Good Faith Effort Plan, it may be necessary to provide SPC with copies of the written notices to all firms contacted by the lead firm for specific scopes of services identified in relation to the subcontracting/supply opportunities in the above named Invitation to Submit a Price Quote for Contractor Services. If requested by SPC, copies of said notices must be provided to SPC within five (5) business days of such request. Such notices must include information on the plans, specifications and scope of work. In addition, in Good Faith Effort situations where the lead firm received a quote from a DBE firm but does not utilize that firm because the lead firm received a lower quote from a non-DBE firm, the lead firm must provide copies of the quotes received for both the DBE and non-DBE firms.

2. List all DBE listings or directories, contractor associations, and/or any other associations utilized to solicit DBE subcontractors/suppliers.

3. Discuss efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the goal.

4. Indicate advertisement mediums used for soliciting DBEs. Provide a copy of the advertisement(s).

5. Discuss efforts made to assist interested DBEs in obtaining bonding, letters of credit, or insurance.

6. Discuss efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

7. Name and phone number of person appointed to coordinate and administer the Federal DBE Good Faith Effort for your firm for this contract:

Name and Title: _____

Phone Number: _____

The Good Faith Effort Plan for Federally Funded Contracts must be approved by SPC prior to award of contract.

The DBE Good Faith Effort Plan is subject to review by SPC, and final approval in determining whether Good Faith Effort has been made rests with SPC.

Affirmation:

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT THIS DOCUMENT MUST BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL:

Name & Title: _____

Date: _____

FOR SPC USE ONLY:

Plan Reviewed by: _____ Date: _____

Recommendation: Approval: _____ Denial: _____

Action Taken: Approval: _____ Denial: _____

CLEAR **SAVE** **PRINT**