



DISADVANTAGED BUSINESS ENTERPRISE (DBE)
GOOD FAITH EFFORT DOCUMENTATION

The intent of this form is to document the good faith effort (GFE) attempts made by the apparent low bidder in soliciting DBE firms to perform work on federally aided construction projects throughout the life of the project regardless of if the contract has a set DBE goal or not. The form must be submitted to [NHDOT OAO](#) no later than ninety (90) days before the end of each project.

All information submitted on or with this form is subject to audit by the NHDOT and/or appropriate federal agencies.

State Project Name and Number: _____

Contractor Name: _____

Address: _____

Contact Person: _____ Telephone Number: _____

Email Address: _____

Number of Solicited DBE Firms: _____

Number of Hired DBE Firms: _____

Project Goal Percentage (If Applicable): _____

Commitment Percentage (If Applicable): _____

Unattained Percentage (If Applicable): _____

I certify that the information contained in this good faith effort documentation form is true and correct to the best of my knowledge. I further understand that any willful falsification, fraudulent statement or misrepresentation will result in appropriate sanctions which may involve debarment and/or prosecution under applicable State and Federal laws.

Bidder/Authorized Representative Signature: _____

Title: _____ Date: _____



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Name of DBE	Date and method of contact	Scope of work solicited	Bid/Quote Accepted	Reason not Accepted



Name of DBE	Date and method of contact	Scope of work solicited	Bid/Quote Accepted	Reason not Accepted



EXAMPLES OF GOOD FAITH EFFORT DOCUMENTATION

The following is a list of types of actions a bidder should take when documenting good faith efforts. This list is not intended to be exclusive. Other factors or types of efforts may be relevant in appropriate cases.

SOLICITATION/ADVERTISEMENT EFFORTS - should include your efforts to solicit quotes, through all reasonable and available means, the interest of all certified firms who have the capability to perform the work of the contract. The contractor should ensure that the requests are made within sufficient time to allow DBE firms to respond. The contractor should take the initiative to contact firms which have indicated an interest in participating as a subcontractor/supplier.

NEGOTIATION EFFORTS - should include your efforts to make a portion of the project work available consistent with the availability and capabilities of our DBE firms in order to facilitate DBE participation. Contractors are encouraged to break out contract work items into smaller economically feasible subcontracts to ensure DBE participation. As a part of the negotiation, contractors should make plans/specifications available to the DBE firms which have shown an interest in participating. When negotiating with DBE firms a contractor should use good business judgment by considering price and capability, as well as project goals. A contractor is not expected to accept a price that is not reasonable and is excessive. Comparison figures should accompany contractor's good faith effort submittal which supports the price differential.

ADDITIONAL EFFORTS - could include any additional efforts to utilize the services of DBE firms. Utilizing the services offered by the department's DBE supportive services consultant for assistance with advertisement and recruitment efforts. Contractors are encouraged to undertake and document any other efforts taken in their attempt to fulfill the project goal.

SUPPORTIVE DOCUMENTATION – attach any supportive documentation available.

QUESTIONS – Contact oaoc@dot.nh.gov.