Prior to award of a New Orleans Aviation Board (NOAB) contract, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable NOAB contracts. If you have not attained the amount of DBE participation to meet the contract goal, you are required to complete and submit this Documentation of Good Faith Efforts Form, along with all required supporting GFE documentation. The GFE Policy (for further guidance) is available via www.flymsy.com -> Business Opportunities -> DBE Program or by request at philisti@flymsy.com.

**BIDDERS: *This completed form, along with all required supporting documentation, must be submitted along with the Schedule of Contract Participation by the apparent lowest bidder or upon request.*** *Should the bidder fail to comply with this request, the bid shall be considered non-responsive.*

**RESPONDENTS: *This completed form, along with all required supporting documentation, must be submitted along with the Schedule of Contract Participation.*** *Should the respondent fail to comply with this request, the proposal shall be considered non-responsive.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| RFP / RFQ /Bid / Solicitation / Other # |  | Bid / Proposal Amount: $ |  | Date: | /    / |

|  |  |
| --- | --- |
| Project Title: |  |

|  |  |
| --- | --- |
|  | has satisfied the requirements of the bid/proposal specifications for the above |
| *Name of Bidder/Respondent Firm* |  |
| BID / RFP / RFQ or solicitation by the NOAB in the following manner: (*Please, check the appropriate box.)* |  |

**The Bidder / Respondent is unable to meet the DBE contract goal and has completed and submitted DBE Documentation of Good Faith Efforts Form, along with all required supporting GFE documentation.**

**The Bidder / Respondent is unable to meet the DBE contract goal, however is committed to a minimum of** **% DBE utilization on this contract and has completed and submitted Documentation of Good Faith Efforts Form, along with all required supporting GFE documentation.**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRINTED NAME:** |  | **SIGNATURE:** |  | **, TITLE** |  |

Instructions: Please, complete **sections A through D, and include all specific supporting documentation, as outlined below. Attach additional pages, if necessary.**

SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR: Complete section A.

NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES: Please, attach a copy of the announcement and written notices distributed to DBEs. Example: Newspaper, e-mail, mail correspondence, and community outreach notices, etc.

INITIAL SOLICITATION & FOLLOW-UP OF INITIAL SOLICITATION: Bidders / Respondents may only solicit from the LAUCP DBE directory located at www.LAUCP.org.

NEGOTIATE IN GOOD FAITH**:** Please, provide a copy of all correspondence documenting negotiation efforts including written rejection notices and copies of DBE and non-DBE quotes.

**A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:** Please list all selected scopes or portions of work to be performed by DBEs in order to increase the likelihood of meeting the contract goal for this project and the estimated value of each scope or portions of work identified.

| **Scope or Portions of Work Identified for DBE Participation** | | **Estimated Value** | **% of Contract Value** |
| --- | --- | --- | --- |
| 1 |  | $ |  |
| 2 |  | $ |  |
| 3 |  | $ |  |
| 4 |  | $ |  |
| 5 |  | $ |  |
| 6 |  | $ |  |
| 7 |  | $ |  |
| 8 |  | $ |  |
| 9 |  | $ |  |
| 10 |  | $ |  |
| 11 |  | $ |  |
| 12 |  | $ |  |
| 13 |  | $ |  |
| 14 |  | $ |  |
| 15 |  | $ |  |
| **TOTALS** | | $ |  |

**B. NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES:** Please complete all fields below, list all sources of advertisement and outreach to DBE subs.

**I. Did you contact the NOAB-DBE OFFICE to request submission of your subcontracting opportunities on the DBE Opportunities page?**

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **Date of Submission** |
|  |  |  |
|  |  |  |

**II. Identify publications in which announcements or notifications were placed and published. Include a copy of each announcement or notification.**

| **Source of Advertising/Outreach** | | **What subcontracting areas of work were advertised?** | **Date of Ad** | **Due Date & Time for Sub Bids** | | **NOAB VERIFICATION** |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** |
| 1 |  |  |  |  |  |  |
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| 5 |  |  |  |  |  |  |

**C. INITIAL SOLICITATION & FOLLOW-UP:** Please complete all fields below, list all certified DBE firms that received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone, or email (with deliver, read receipts and certified firm’s response) solicitations. Include copies of the written notice(s) sent to certified firms.

| **DBE FIRM & CONTACT** | | **PHONE** | **Scope of Work Solicited** | **Date of Written Notification** | **Result of Initial Communication** | **Date of Follow-up and**  **Method of Contact (Phone, Fax, E-mail)** | | **Result of Follow-up Communication** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Ex. ABC Company /Jane Smith* | | *(504) 123-4567* | *Legal services* | *01/01/14* | *Will submit a quote* | *01/10/14* | *e-mail* | *Quote received* |
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**D. NEGOTIATE IN GOOD FAITH:** Provide an explanation for any rejected DBE bid or price quotation, unless another DBE is accepted for the same work, as follows:

I. **Where price competitiveness is not the reason for rejection, complete all fields below and provide a copy of the written rejection notice including the reason for rejection to the rejected DBE firm. A meeting may be held with the rejected DBEs, if requested, to discuss the rejection.**

| **DBE Subcontractor** | | **Scope** | **Date rejection notice sent** | **Reason** | **Meet with DBE Sub?** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **Not requested** |
| 1 |  |  |  |  |  |  |  |
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**II. Where price competitiveness is the reason for rejection, complete all fields below, and attach copies of all DBE and non-DBE bid quotes.**

| **DBE Subcontractor** | | **Scope** | **Quote** | **Non DBE Subcontractor** | | **Scope** | **Quote** | **Price Variance**  **(+/-)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | $ | 1 |  |  | $ | % |
| 2 |  |  | $ | 2 |  |  | $ | % |
| 3 |  |  | $ | 3 |  |  | $ | % |
| 4 |  |  | $ | 4 |  |  | $ | % |
| 5 |  |  | $ | 5 |  |  | $ | % |
| 6 |  |  | $ | 6 |  |  | $ | % |
| 7 |  |  | $ | 7 |  |  | $ | % |
| 8 |  |  | $ | 8 |  |  | $ | % |