

Department of Housing & Community Development  
- Homekey+ Program

Disadvantaged Business  
BID Requirements

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<b>Bid Requirements</b>		
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NOTE TO BIDDERS: ALL applicable forms in this packet need to be returned with the bid. Failure to do so may result in the bid being disqualified.

## BUSINESS ENTERPRISE INFORMATION FORM

This form is required for <u>ALL</u> projects		
<b>OWNER NAME:</b>	<b>OWNER PROJECT NUMBER:</b>	
<b>PROJECT DESCRIPTION:</b>	<b>PROJECT LOCATION:</b>	
PRIME CONTRACTOR INFORMATION		
<b>NAME/ADDRESS</b> Name of firm: Contact Person: Address: City/State/Zip: Phone: Email:	<b>TYPE OF CONTRACT</b> <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPPLIER <input type="checkbox"/> SERVICE	<b>SUBCONTRACTOR UTILIZATION</b> This project <u>WILL NOT</u> utilize subcontractors.  This project <u>MAY</u> utilize the following subcontractors
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>AMOUNT OF CONTRACT/BID:</b>	
SUBCONTRACTOR INFORMATION		
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>NAME/ADDRESS</b>	
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier/Service <input type="checkbox"/> Joint Venture <input type="checkbox"/> Broker	Name of Firm: Contact Person: Address: City, Zip: EIN/Phone: Email:	
TYPE OF CONTRACT/ TRADE:		
CONTRACT AMOUNT:		
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>NAME/ADDRESS</b>	
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier/Service <input type="checkbox"/> Joint Venture <input type="checkbox"/> Broker	Name of Firm: Contact Person: Address: City, Zip: EIN/Phone: Email:	
TYPE OF CONTRACT/ TRADE:		
CONTRACT AMOUNT:		
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>NAME/ADDRESS</b>	
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier/Service <input type="checkbox"/> Joint Venture <input type="checkbox"/> Broker	Name of firm: Contact Person: Address: City, Zip: EIN/Phone: Email:	
TYPE OF CONTRACT/ TRADE:		
CONTRACT AMOUNT:		
GOALS FOR MBE & WBE PARTICIPATION		
	<b>% MBE</b>	<b>% WBE</b>
<b>Construction</b>	14.3%	6.9%
<b>Equipment</b>	14.3%	6.9%
<b>Services</b>	14.3%	6.9%
<b>Supplies</b>	14.3%	6.9%
FORM COMPLETED BY		
<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>
<b>Signature</b>	<b>Date:</b>	<b>Email:</b>
<b>FAILURE TO COMPLETE AND SUBMIT THIS FORM WITH BID, WILL CAUSE THE BID TO BE REJECTED AS NON-RESPONSIVE</b>		

DBE=Disadvantaged Business Enterprise

WBE=Woman Owned Business Enterprise (8A)

MBE=Minority Business Enterprise

**Form A**  
**"Good Faith"**  
**Effort List of Sub-Contractors Solicited**

In accordance with 49 CFR Part 26.11(c), a bidder's list must be created and maintained of ALL firms bidding on prime contracts and bidding or quoting subcontracts; therefore, the following information is required.

THIS FORM TO BE COMPLETED AND RETURNED WITH BID

Prime Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Prime's Racial/Ethnic code: \_\_\_\_\_  
 Is Prime a Certified DBE? \_\_\_\_\_

Project Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

LIST ALL SUBCONTRACTORS, VENDERS, AND /OR SUPPLIERS CONTACTED FOR QUOTES PERTAINING TO THIS BID

Company Name	Contact Person	Address	Phone Number	Contract Date	Task description	Response (Y/N)

If any of the above firms are "Certified Disadvantaged Business Enterprises," please designate by placing a check in the box beside the company name.

COMPLETED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**Form B**  
**"Good Faith" Effort Bids Received list**

This form shall be completed and submitted if the MBE/WBE goal cannot be met.

Name and Address of Certified Disadvantaged Business Enterprise	Dates of Contact	Method of Contact	Documents Attached	Utilization
Name:				<input type="checkbox"/> Selected
Address:				<input type="checkbox"/> NOT Selected
<input type="checkbox"/> DBE				Reason:
<input type="checkbox"/> MBE				
<input type="checkbox"/> WBE				
Name:				<input type="checkbox"/> Selected
Address:				<input type="checkbox"/> NOT Selected
<input type="checkbox"/> DBE				Reason:
<input type="checkbox"/> MBE				
<input type="checkbox"/> WBE				
Name:				<input type="checkbox"/> Selected
Address:				<input type="checkbox"/> NOT Selected
<input type="checkbox"/> DBE				Reason:
<input type="checkbox"/> MBE				
<input type="checkbox"/> WBE				
Name:				<input type="checkbox"/> Selected
Address:				<input type="checkbox"/> NOT Selected
<input type="checkbox"/> DBE				Reason:
<input type="checkbox"/> MBE				
<input type="checkbox"/> WBE				
Name:				<input type="checkbox"/> Selected
Address:				<input type="checkbox"/> NOT Selected
<input type="checkbox"/> DBE				Reason:
<input type="checkbox"/> MBE				
<input type="checkbox"/> WBE				
Name:				<input type="checkbox"/> Selected
Address:				<input type="checkbox"/> NOT Selected
<input type="checkbox"/> DBE				Reason:
<input type="checkbox"/> MBE				
<input type="checkbox"/> WBE				

**Failure to accomplish and document good faith efforts may be cause for disqualification of this bid.**  
**Bidder MUST attach documentation regarding the good faith efforts put forth.**

Documents may include Copies of letters sent, advertisements used, unacceptable bid responses, etc. Good faith efforts must show that the efforts could reasonably be expected to produce a level of DBE participation sufficient to meet the DBE goal of this project.

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

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_



## Form D

### Disadvantaged Business Enterprise(DBE) Efforts

Narrative description of the affirmative actions that the contractor has taken to fulfill the five good faith efforts:

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#### Six Good Faith Efforts (GFE)

Contractor is required to complete, and document, the GFE below to ensure that DBEs have the opportunity to compete for financial assistance dollars.

1. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.
2. Make information on forthcoming opportunities available to DBEs, arrange time frames for contracts, and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs.
4. Encourage contracting with a group of DBEs when a contract is too large for one firm to handle individually.
5. Use the services and assistance of the SBA and Minority Business Development Agency (MBDA) of the US Department of Commerce.
6. If the prime contractor awards subcontracts, require the prime contractor to take the steps in items 1 through 5.

#### Examples of Documentation for the six Good Faith Efforts

- Use of current bidders/solicitation list or databases that includes DBEs;
- Use of trade journals/databases (local or national);
- Date of last update to bidders/solicitation list or database;
- How were DBEs made aware of the solicitation;
- Where and when posted;
- Sample of letters or records of communication with DBEs, SBA, Minority Business Development Agency;
- Sample of advertisement/posting;
- How long/frequency of advertisement/posting;
- Document good faith efforts of contractors;
- Identify type of outreach that was conducted;
- Date of pre-bid conference;
- Attendance list for pre-bid conference;
- Participation date of last DBE procurement outreach conference;
- Process used to determine if large requirement could be divided into smaller requirements,
- Include unsuccessful bidders on database or list

#### Websites to help locate DBE businesses

[https://dsbs.sba.gov/search/dsp\\_dsbs.cfm](https://dsbs.sba.gov/search/dsp_dsbs.cfm)

<https://californiaucp.dbesystem.com/>