

**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
SEATTLE-TACOMA INTERNATIONAL AIRPORT**

Contact Diversity in Contracting for questions
on completing this form. Lisa Phair
Disadvantaged Business Enterprise Manager
phone: (206) 902-6048
or email at Phair.L@portseattle.org

DOCUMENTATION OF GOOD FAITH EFFORTS FORM
(TO BE COMPLETED AND SUBMITTED WITH SCHEDULE OF CONTRACT PARTICIPATION
IF GOAL NOT MET AND UPON REQUEST.)

Prior to award of a Seattle Tacoma International Airport (SEA) contract, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable SEA 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.

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 SEA 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 Washington State Office of Women and Minority Business Enterprises DBE directory located at <https://omwbe.wa.gov/>
- ☐ 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.

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- 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 SMALL BUSINESS GROUP OFFICE to request submission of your subcontracting opportunities on the DBE Opportunities page?**

YES	NO	Date of Submission
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

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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		SBG VERIFICATION
			Date	Time	
1					
2					
3					
4					
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
<i>Ex. ABC Company /Jane Smith</i>	<i>(504) 123-4567</i>	<i>Legal services</i>	<i>01/01/14</i>	<i>Will submit a quote</i>	<i>01/10/14</i>	<i>e-mail</i>	<i>Quote received</i>
1							
2							
3							
4							
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6							
7							
8							
9							
10							
11							
12							

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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
13								
14								
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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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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		\$	%