DENVER
GENERAL SERVICES

Division of Small Business Opportunity (DSBO)

DBE Good Faith Effort Form

This form must be completed by any Bidder/Proposer or Contractor/Consultant/Tenant ("Prime") for projects with Disadvantaged Business Enterprise (DBE) requirements, where:
1. At the time of bid/proposal, does not anticipate meeting the goal percentage set forth in the solicitation;
2. Is unable to replace a terminated DBE firm or the reduced scope of a DBE; or
3. At substantial project completion, does not anticipate meeting the DBE commitment percentage on a contract.

The purpose of a Prime submitting this form is to indicate they took all necessary and reasonable steps to achieve the project's DBE goal or commitment which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful. To meet the minimum DSBO requirements for a Good Faith Effort (GFE), a Prime must comprehensively and meaningfully address each of the prompts in Section B. All prompts are required unless otherwise instructed in the body of the form. The Prime shall submit the completed form to DSBO with bid/proposal submission (scenario 1 above) or within 10 business days of the request being made (scenario 2 or 3 above). DSBO will evaluate the totality of the circumstances described in the Prime's responses to each question to determine if the submitted GFE is approved or rejected.

Section A. Bidder/Proposer or Contractor/Consultant/Tenant (Prime) and Project Information			
1. Project/Contract No.		2. Name of Prime	
3. Project/Contract Name			
4. Prime Contact Name		5. Prime Contact Title	
6. Prime Contact phone #		7. Prime Contact email	

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Section B: Efforts Made to Meet DSBO DBE Goal or Commitment

Complete each category by answering the questions to the fullest extent possible. Each of the prompts below are required and must be comprehensively and meaningfully addressed unless otherwise instructed in the body of the form. The Prime must show that it took all necessary and reasonable steps to achieve the DBE contract goal or commitment, which by their scope, intensity, and appropriateness to the objective could reasonably be expected to obtain sufficient DBE participation, even if not fully successful.

Retain all documentation substantiating your responses below for at least five (5) years after completion of the project work. This documentation may be requested at DSBO's discretion.

8. **For which of the following reasons are you submitting this form?**

- ☐ Before being awarded a contract
- ☐ When unable to replace a terminated certified sub or their reduced scope
- ☐ At substantial project completion, where not meeting commitment on a contract

9. ***Outreach and Solicitation***:

a) Describe the steps taken to identify and contact all DBE firms capable of performing the work.

b) When did you begin outreach to DBE firms and how much time did you give them to respond?

c) What methods did you use to solicit DBE firms' interest (e.g., emails, phone calls, advertisements, outreach events)?

d) What methods did you use to follow up with DBE firms after initial contact to confirm interest?

10. ***Work Division and Scoping***:

a) Did you break out portions of the work into economically feasible units to facilitate DBE participation? If no, skip 10(b).

b) If so, which specific work items were selected for DBE subcontracting?

c) If you chose to self-perform certain work, why was that work not made available to DBE firms?

11. ***Information Sharing:***

a) Did you provide DBE firms with access to project plans, specifications, and requirements? If so, how and when?

12. ***Negotiation and Selection***:

a) Did you negotiate in good faith with interested DBE firms? If so, how? If no, why not?

b) Did you select a non-DBE firm over a DBE firm? If so, what were the reasons (e.g., price, qualifications)?

13. ***Certified Firm Rejection Justification:***

a) Did you reject any DBE firm's bid/proposal/application as unqualified? If yes, what objective criteria did you use? If no, skip 13(b).

b) How did you conduct a thorough investigation of the DBE firm's capabilities before rejection?

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14. *Supportive Assistance*:
a) Did you assist DBE firms in obtaining bonding, lines of credit, or insurance? If so, how?
b) Did you help DBE firms access necessary equipment, supplies, or materials? If so, how?
15. *Use of Community Resources*:
a) How did you engage with the DSBO and/or DSBO resources for help in recruiting DBE firms?
16. *Miscellaneous (optional)*:
a) Describe any additional steps taken to achieve the goal/commitment, if any.
b) Use this section to explain any outstanding or additional circumstances that impacted your attainment that wasn't covered in the existing sections.

Section C. Signature			
By signing below, the Prime hereby affirms that it has made good faith efforts and has documented all such efforts on this form and through the attached supporting documentation.			
17. Prime Signature:		18. Date:	

Section D. Determination (for administrative use only)	
19. The DSBO GFE Determination:	Approve: ☐ Reject: ☐
20. Comments:	