

# Good Faith Effort Tips for SBEDA Waivers

**1. Attend Pre-Submission Meeting:** Bidder should indicate whether they attended the relevant pre-bid conference.

*Tip: To receive credit for attending a pre-bid meeting, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department's (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.*

**2. Subdivide the Work:** Bidder should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by S/M/WBEs, when feasible. It is the bidder's responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.

*Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:*

<i>Project Name:</i>	<i>San Antonio Blvd. Sidewalks and Traffic Signal Project</i>
<i>Work Elements:</i>	<i>Existing Curb and Sidewalk removal – 20%</i>
	<i>New Curb and Sidewalk construction – 35%</i>
	<i>New Traffic Signal Installation – 30%</i>
	<i>Hauling Services – 10%</i>
	<i>Landscaping – 5%</i>

**3. Advertise:** Bidder should advertise in general circulation, trade publications, or minority/women's business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication, type of work and amount of work being solicited, must be provided.

*Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.*

**4. Use Public Databases and Minority/Women's Business Focused Organizations/Services:** Bidder should provide evidence of using the City's Central Vendor Registry, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations' vendor directories/listings to solicit S/M/WBE subcontractors.

*Tips: a.) Bidders may request a list of potential S/M/WBE subcontractors from the EDD's SBO or the Capital Improvements Management Services Department's (CIMS) Small Business Division; b.) SCTRCA's online listing of S/M/WBEs is available at [www.sctrca.org](http://www.sctrca.org); c.) Bidders may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm a potential S/M/WBE subcontractor meets the City's SBEDA program eligibility, the bidder may contact EDD's SBO or the CIMS Small Business Division.*

**5. Provide Relevant Information to Small Businesses:** Provide documentation that bidder provided S/M/WBEs with information about the requirements of the contract, solicitation timing, and how to obtain plans and specifications, at a reasonable time prior to the bid due date.

*Tip: Providing this information in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.*

**6. Directly Solicit Small Businesses:** Provide documentation of directly soliciting S/M/WBE subcontractors. Copy of emails and fax notices sent directly to SBEs and M/WBEs should be provided. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.

*Tip: Send email or fax to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.*

**7. Offer Assistance:** Provide documentation that bidder has offered to assist S/M/WBEs in obtaining bonding, insurance or equipment.

*Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.*

**8. Document bid and negotiation results:** Bidder should negotiate in good faith with interested S/M/WBEs. For any negotiations with S/M/WBEs which were unsuccessful and/or bids received but not accepted, the bidder should document the unsuccessful S/M/WBE subcontractor's company name, telephone number, contact person, price bid (if applicable), and the reason for rejecting the bid.

*Tip: If price was the reason for rejecting the bid, the bidder should document the price bid by both the rejected S/M/WBE subcontractor and the accepted low bidder for that particular scope of work.*