



## **FORM 2B: “GOOD FAITH OUTREACH” REQUIREMENTS FORM**

*This “Good Faith Outreach” form must be completed and submitted with the bid EVEN IF the LBE Subcontractor Participation Requirement has been met (Section 14B.8 of the San Francisco Administrative Code). Bidders may obtain a list of certified LBEs from the CMD website: <http://www.sfgov.org/cmd>.*

### **SECTION A**

Under Section 14B.8(B) of the Administrative Code, if a bid demonstrates total LBE participation that exceeds by 35% the established LBE Subcontractor Participation Requirement for the project, the bidder will not be required to conduct good faith outreach efforts or to submit evidence of good faith outreach efforts. Note that a Small or Micro-LBE prime bidder may count its own Contract Work toward the 35% good faith efforts exception. **PLEASE SEE EXAMPLE IN CMD ATTACHMENT 1, SECTION 1.02B.**

Does your bid demonstrate that you have exceeded the established LBE Subcontractor Participation Requirement by 35% or more in accordance with Section 14B.8(B)? ☐ YES\* ☐ NO

If the answer is yes, please check "YES", above, and complete Section C (if applicable) and Section D of this Form. If the answer is no, please check "NO", above, and complete Sections B and D of this Form, and submit all required supporting documentation in accordance with the instructions in Section B.

**\* Note: An answer of "YES", above, is subject to verification by CMD. If the CMD determines that bidder did not exceed the LBE Subcontractor Participation Requirement by at least 35% and bidder either failed to undertake adequate good faith outreach efforts or failed to submit supporting documentation with its bid as required by Section B, items 2 and 4, below, then bidder's bid will be declared non-responsive and will be rejected.**

**\*Note: “LBE” refers to Small and Micro-LBEs only, unless the Project Specifications allow for SBA-LBE subcontractors to count towards the LBE Subcontractor Participation Requirement.**

### **SECTION B**

All bidders that do not qualify for the exception set forth in Section 14B.8(B) of the Administrative Code must complete this Section B and submit supporting documentation as required.

**SUPPORTING DOCUMENTATION FOR ITEMS 2 AND 4, BELOW, MUST BE SUBMITTED WITH THE BID. SUPPORTING DOCUMENTATION FOR ITEM 5 AND 6, BELOW, SHALL BE SUBMITTED BY THE APPARENT LOW BIDDER BY 5:00 P.M. ON THE FIFTH BUSINESS DAY FOLLOWING BID OPENING.** Bidders may obtain a list of certified LBEs from the CMD website: <http://www.sfgov.org/cmd>.

**A bidder must achieve at least 80 points, as determined by CMD, to be deemed compliant with the “good faith outreach” requirements. A bidder who fails to achieve at least 80 points will be declared non-responsive, and the bid will be rejected. Please check “yes” or “no” for each item listed below.**

1. Did your firm attend the pre-bid meeting scheduled by the City to inform all bidders of the LBE program requirements for this project? If the City does not hold a pre-bid meeting, all bidders will receive 15 points.	<input type="checkbox"/> Yes (15 Points)	<input type="checkbox"/> No (0 Points)
2. Did your firm advertise, not less than 10 calendar days before the due date of the bid, in one or more daily or weekly newspapers, trade association publications, LBE trade oriented publications, trade journals, or other media, such as: Daily Pacific Builder, Daily Construction Service, San Francisco Builder’s Exchange, Small Business Exchange, or the Bid and Contracts Section of the Office of Contract Administration’s website ( <a href="http://mission.sfgov.org/OCABidPublication/">http://mission.sfgov.org/OCABidPublication/</a> )? If so, you must <b>enclose a copy of the advertisement with your bid.</b> The advertisement must provide LBEs with adequate information about the plans,	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No (0 Points)



<p>specifications, and requirements for the work. If the City gave public notice of the project less than 15 calendar days prior to the bid due date, no advertisement is required, and all bidders will receive 10 points.</p>		
<p>3. Did your firm identify and select trades (as categorized in CMD's LBE Directory) to meet the LBE Subcontractor Participation Requirement? If so, please identify the trades below:</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No (0 Points)
<p>4. Did your firm contact LBE firms (LBE firms include MBEs, WBEs and OBEs) identified by trade (see #3 above), not less than 10 calendar days prior to the due date of the bid? If so, you must <b><u>include such documentation with your bid (i.e. phone logs, emails, faxes and/or etc.) to verify that contacts were made.</u></b> The purpose of contacting LBE firms is to provide notice of interest in bidding for this project.</p> <p>A bidder who contacts those LBE firms certified in the trades identified, not less than 10 calendar days prior to due date of the bids, will receive up to 45 points. If a bidder does not comply with paragraphs a. &amp; b. below, one point will be deducted for each LBE firm within each identified trade that is not contacted.</p> <p>a. If there are less than 25 firms within an identified trade, a bidder should contact all of them.</p> <p>b. If there are 25 or more firms within an identified trade, a bidder should contact at least 25 firms within such identified trade.</p> <p>If a bidder does not contact any LBE firms, the bidder will receive no points.</p> <p>When contacting LBEs, you should provide adequate information about the plans, specifications, and requirements for the work.</p> <p>If the City gave public notice of the project less than 15 calendar days prior to the bid due date, the allocation of points above still applies, except that the bidder may contact those LBE firms certified in the trades identified less than 10 calendar days prior to the due date of the bid.</p>	<input type="checkbox"/> Yes (Up to 45 points)	<input type="checkbox"/> No (0 Points)
<p>5. Did your firm follow-up and negotiate in good faith with interested LBEs*? If applicable, your follow-up contact with interested LBEs should provide information on the City's bonding and financial assistance programs.</p> <p><b><u>The apparent low bidder shall submit with its CMD 5-day submittal package, documentation (i.e. phone logs, emails, faxes and/or etc.) to verify that <u>follow-up</u> contacts were made.</u></b></p> <p>For each interested LBE firm that the bidder does not follow-up with, a point will be deducted.</p> <p>A bidder who does not perform any follow-up contact with interested LBEs will receive no points.</p> <p>* "Interested LBE" shall mean an LBE firm, contacted by the bidder pursuant to Item #4 above, that expresses interest in being a subcontractor/supplier to the bidder.</p>	<input type="checkbox"/> Yes (Up to 20 points)	<input type="checkbox"/> No (0 Points)
<p>6. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:</p> <p>(1) Copies of all written bids submitted, including those from non-LBEs;</p> <p>(2) If oral bids were received, a list of all such bids, including those from non-LBEs. The trade and dollar amounts for each such bid must be specified; and</p> <p>(3) A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue. If the reason is based on the bid amounts, the statement must include the amounts and describe the similarities and/or dissimilarities in the scope of work covered by the bids.</p>		



Pursuant to Section 14B.8(E) of the Ordinance, all bidders shall maintain the documentation described under this item for three years following submission of the bid or completion of the contract, whichever is later.

### SECTION C

If a Small or Micro-LBE prime bidder checks "YES" in Section A, above, and is relying on self-performed Contract Work to meet the 35% good faith efforts exception, such Small or Micro-LBE prime bidder must indicate the total value of Contract Work that bidder will perform with its own forces in the space below:

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### SECTION D

Contract Name: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Signature of Owner/Authorized Representative: \_\_\_\_\_

Owner/Authorized Representative (Print): \_\_\_\_\_

Name of Firm (Print): \_\_\_\_\_

Title and Position: \_\_\_\_\_

Address, City, ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

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