

MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard, Suite 515 Baltimore MD 21230-1718

410-537-3119, 1-800-633-6101 <http://www.mde.state.md.us/wqfa>

Disadvantaged Business Enterprise (DBE) Good Faith Efforts Checklist To be Completed by Loan Recipient

Project Name:

Procurement Category: Check box for all M/WBE procurement categories being reported under the above referenced project. Construction Equipment Services Supplies

For each procurement action, please answer the following questions

A: Develop Bidders List of DBE firms

- | | | | |
|----|--|------------------------------|-----------------------------|
| A1 | Did you develop a Bidders List of DBE firms? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A2 | Did you advertise in minority, local, regional papers or Dodge Report? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A3 | Did you send invitation for bids to DBE trade associations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A4 | Did you contact US-SBA/MBDA/MDOT? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A5 | Did you provide Prime Contractors with Bidders List | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A6 | Did you provide MDE with Bidders List? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

B: Smaller work components and delivery schedules

- | | | | |
|----|---|------------------------------|-----------------------------|
| B1 | Did DBE firms have opportunities to bid as prime contractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B2 | Did you break down the project, where economically feasible, into smaller components? | | |
| | o For DBE firms to bid as prime contractor | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | o For DBE firms to bid as sub-contractors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B3 | Do project components have reasonable delivery schedules? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B4 | Did you allow a reasonable time for DBEs to bid (e.g., min. of 30 days)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B5 | Did you encourage DBEs to bid as a consortium due to project size? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

C: Require prime contractor to Undertake Good Faith Efforts

- | | | | |
|----|--|------------------------------|-----------------------------|
| C1 | Did you include the "MDE Insert" in the bidding documents? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| C2 | Did you require the prime contractors to apply the good faith efforts? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| C3 | Is DBE a "responsiveness" criteria in bid documents? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

D: Solicitation Summary of DBE firms (Use Attachment 1 for each prime contract)

- | | | | |
|----|--|------------------------------|-----------------------------|
| D1 | Did you use the Bidders List to solicit prime contractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| D2 | Did DBE firms bid as prime contractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| D3 | Did you select any DBE firms as prime contractor? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| D4 | Is the prime contractor using any subcontractors? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Loan recipient must also complete Attachment 1 and have prime contractor list each DBE subcontractor on EPA Form 6100-4. In addition, EPA Form 6100-3 must be submitted with bid proposal after completion by prime contractor and each subcontractor. Loan recipient do not fill out any EPA forms.

Supporting Documentation

In support of the actions taken in items A, B, C and D (above), all borrowers and prime contractors must attach this checklist along with supporting documentation for "Yes" answers and an explanation for "No" answers. Examples of supporting documentation include: (i) Bidders List of DBE firms; (ii) list of sub-contract work elements possible under the prime contract; (iii) proof of contact with DBE firms as potential prime contractors (copies of invitations for bids/RFP, contact letters, faxes and telephone call sheets, etc.); (iv) copies of all procurement advertisements; and (v) list of all prime contractors that submitted bids/RFP.

Loan Recipient's Name and Title _____
Contact Phone # _____

Loan Recipient Official's Signature/ Date _____

MARYLAND DEPARTMENT OF THE ENVIRONMENT
SOLICITATION OF FIRMS

Loan Recipient must complete one form for each prime (construction & A/E) contract

Project Name:

Total Contract Amount (Prime Construction Contractor): \$

Please answer the following questions for each prime contract

Procurement Category: Check only one procurement category for each prime contract being reported under the above referenced project. **Construction** **Equipment** **Services** **Supplies**

Summary of Prime Contractors Solicited

- 1 Number of firms solicited (attach list/documentation): _____
- 2 Number of firms that responded (attach documentation): _____
- 3 Number of DBE firms that responded (attach documentation): _____

Details of Selected Firm

4 Name of Firm:

5 Address:

6 Contact Person (Name and Phone):

7 Total amount of Contract \$

8 Is the firm a Minority Business Enterprise? (MBE) Yes No

9 Is the firm a Women Business Enterprise? (WBE) Yes No

10 If the response to question 8 or 9 is **Yes**, please complete the following:

- M/WBE Certification Number: _____
- Certification Date: _____
- Expiration Date (if applicable): _____
- Certifying Agency: _____

Please submit all information to:
DBE Coordinator, MWQFA
1800 Washington Blvd., Baltimore MD 21230
Phone: 410-537-3146, FAX: 410-537-3968