M/WBE Participation - Good Faith Efforts Checklist

Please Check: State Grant Recipients □ OR Prime (Construction & A/E) Contractors □

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, Grant Recipient & Prime Contractor must each complete separate checklists)

A: Develop Bidders List of DBE firms (Grant Recipient & Prime Contractor)
A1 Did you develop a Bidders List of M/WBE firms? □ Yes □ No □
A2 Did you advertise in minority, local, regional papers or Dodge Report? □ Yes □ No □
A3 Did you send invitation for bids to M/WBE trade associations? □ Yes □ No □
A4 Did you contact US-SBA/MBDA/MDOT? □ Yes □ No □
A5 Did you provide Prime Contractors with Bidders List? □ Yes □ No □
A6 Did you provide MDE with Bidders List? □ Yes □ No □

B: Smaller work components and delivery schedules (Grant Recipient & Prime Contractor must complete)
B1 Did M/WBE firms have opportunity to bid as prime contractors? □ Yes □ No □
B2 Did you break down the project, where economically feasible, into smaller components?
  o For M/WBE firms to bid as prime contactor □ Yes □ No □
  o For M/WBE firms to bid as subcontractors □ Yes □ No □
B3 Do project components have reasonable delivery schedules? □ Yes □ No □
B4 Did you encourage M/WBEs to bid as consortium due to project size? □ Yes □ No □
B5 Is M/WBE a “responsiveness” criteria in bid documents? □ Yes □ No □

C: Solicitation Summary of DBE firms (Grant Recipient & Prime Contractor must complete – Use Attachment A for each contract)
C1 Did you use the Bidders List to solicit prime or subcontractors? □ Yes □ No □
C2 Did M/WBE firms bid as prime or subcontractors? □ Yes □ No □
C3 Is the prime contractor using any subcontractors? □ Yes □ No □

D: Require prime contractor to Undertake Good Faith Efforts (Grant Recipient only must complete)
D1 Did you include the “MDE Grant Insert” in the bidding documents? □ Yes □ No □
D2 Did you require the prime contractors to apply the good faith efforts? □ Yes □ No □
D3 Did you select any M/WBE firms as prime contractor? □ Yes □ No □

Supporting Documentation

In support of the actions taken in items A, B, C and D (above), all grant recipients and prime contractors must submit with bid proposal Attachment A and 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 M/WBE 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.

Grant Recipient Name and Title ____________________________ OR Prime Contractor Name and Title ____________________________
Contact Phone # ____________________________ Signature/ Date: ____________________________
MARYLAND DEPARTMENT OF THE ENVIRONMENT
SOLICITATION SUMMARY AND RESULTS
State Grant Recipients and Prime (Construction & A/E) Contractors
Complete one form for each prime contract or each subcontract

Project Name: __________________________

Total Contract Amount: ________________

Please answer the following questions for each prime contract or each subcontract

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

Summary of Subcontractors Solicited (Grant Recipient & Prime Contractor must each complete separate forms)

1  Number of firms solicited (attach documentation): ____________
2  Number of M/WBE firms that responded (attach documentation): ____________

Details of Selected Firm (one form for selected prime and separate forms for each selected subcontractor)

3  Name of Firm: __________________________

4  Address: __________________________

5  Contact Person (Name and Phone): __________________________

6  Total amount of contract $ ____________

7  Type of contract Work:

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8  Is the firm a Minority Business Enterprise? (MBE) Yes ☐  No ☐
9  Is the firm a Women’s Business Enterprise? (WBE) Yes ☐  No ☐
10 If 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

Grant Recipient Name and Title __________________________ OR Prime Contractor Name and Title __________________________
Contact Phone # __________________________ Signature/Date: __________________________

February 2016
Attachment A