GOOD FAITH EFFORT EXPLANATION AND REQUIRED FORMS

Purpose of This Document

The purpose of this guide is to provide vendors with practical guidance on completing the Good Faith Effort (GFE) section of the Small Business Enterprise (SBE) Compliance Guidelines and forms. It explains what is expected, the documentation required, and how your efforts will be evaluated.

Good Faith Effort Scoring

The Good Faith Effort (GFE) Program allows prime vendors using only non-certified SBE subcontractors to demonstrate their efforts to engage certified SBEs.

Understanding and Preparing Your Good Faith Effort (GFE) Documentation

This guide provides detailed instructions for completing the Good Faith Effort section. Each GFE element highlights specific actions that demonstrate meaningful engagement with certified SBEs. You'll find clear explanations and examples of acceptable documentation—such as outreach emails, advertisements, phone logs, bid invitations, or follow-up correspondence—to illustrate the steps your firm took to include SBEs in your proposal. Reviewing each element carefully before submission ensures your efforts are fully documented and aligns with Dallas ISD's SBE Program expectations.

GOOD FAITH EFFORT EXPLANATION & REQUIRED DOCUMENTS

Good Faith Element	Point Assignment
Advertising and marketing opportunities to SBEs	5 Points
Prime contractors should advertise opportunities for SBEs at least two weeks prior to bid opening through reasonable means, such as attendance at pre-bid meetings, media placement, and written notices. Contractors should publish these opportunities in the general circulation media or trade-related publications at least twice unless Dallas ISD waives this requirement due to time constraints. The advertisement shall include the name and location of the project, location where plans and specifications can be viewed, subcontractor proposal due date, and items of work or specialties being solicited.	

Good Faith Element	Point Assignment
Providing outreach opportunity to identify qualified SBEs	15 Points
Prime contractors should contact SBEs through personal, frequent, and persistent communication. The contractor is required to promptly return telephone calls, and emails. Prime contractors should provide a list of the names of the organizations or firms, persons contacted, and the dates of contact. They should also include copies of correspondence received from any organization or firm responding to the bidder's solicitation or initiating contact for the purpose of seeking subcontracting work. The contractor must contact at least three (3) businesses or an amount sufficient to reasonably result in a viable subcontract.	

Good Faith Element	Point Assignment
Participating in the pre-bid meeting to engage potential SBE subcontractors	5 Points
Attendance at pre-bid meetings demonstrates proactive, good faith efforts to engage potential SBE subcontractors. The name of the contractor and its representative should appear on the pre-bid meeting sign-in sheet. The representative's presence at the pre-bid meeting shall serve as documentation.	

Good Faith Element	Point Assignment
Following-up timely with SBE Subcontractors to provide them sufficient time to prepare and submit competitive bids.	10 Points
Prime contractors should return telephone calls, facsimiles, and emails promptly after the initial solicitation at least two weeks prior to bid opening. The follow-up should take the form of a telephone call, facsimile, or email during normal business hours. Such contact shall be within a reasonable amount of time to allow the prospective subcontractor an opportunity to submit a competitive sub-bid. The list of subcontractors who were contacted, including results of that contact, should be documented with a telephone log, email print-out, automated facsimile journal or facsimile transmittal document. Included should be names of the eligible businesses, telephone numbers, contact persons, and dates of contact.	

Good Faith Element	Point Assignment
Providing timely written notice to qualified SBEs at least two weeks before bid opening	30 Points

Prime contractors should solicit subcontract bids and material quotes from relevant eligible businesses in writing at least two weeks prior to bid opening. Relevant firms are those that could feasibly provide the services or supplies required for completing the scope of services provided in the bid document. In soliciting bids, quotes, and proposals, the contractor will furnish the following information:

- Contractor's name, address, and telephone number.
- Project location and description.
- Solicited items of work to be subcontracted or materials purchased, including a specific description of the work involved.
- Placement of bid documents, plans, and specifications in convenient location where they can be reviewed.
- Date and time when bids must be received by the contractor.

Written notification must include verification of transmission date. Such verification may include copies of mail delivery receipts or emails.

Good Faith Element	Point Assignment
Soliciting work scopes that are feasible for SBEs to perform	10 Points

Prime contractors should solicit subcontracts for discrete scopes of work or packages that market area SBEs may find economically feasible to perform. Smaller portions of work or other assistance that could reasonably be expected to produce a level of participation sufficient to meet the goals should be offered to eligible subcontractors. Prime contractors should not deny a subcontract to a qualified and competitive SBE solely because the SBE cannot perform the entire package unless unbundling would jeopardize scheduling or increase costs by more than five (5) percent.

Prime contractors should submit a list of the specific items of work solicited, including identification of eligible businesses from whom the work was solicited.

GOOD FAITH EFFORT EXPLANATION CONTINUED

Good Faith Element	**Point Assignment**
Negotiating in Good Faith	15 Points
Prime contractors should negotiate fairly with interested SBEs. A contractor should not unjustifiably reject sub-bids, quotes, or proposals prepared by eligible businesses. Provide written statements of the names, addresses, and telephone numbers of subcontractors contacted to negotiate prices or services. Include dates of the negotiations and the results, including bid amount. Document the quotes/proposals received from the eligible businesses. Lack of qualifications or availability will be considered just cause for rejecting eligible businesses. Proof of price differential must be made available to Dallas ISD.	

Good Faith Element	**Point Assignment**
Offering help with financing, bonding, insurance, certification, or mentoring to SBEs	10 Points
Prime contractors should provide SBEs technical assistance with plans, specifications, and requirements of the contract in a timely manner to respond to a solicitation. In addition, the contractor should also advise and make efforts to assist interested businesses in obtaining bonds, lines of credit, insurance, or SBE Certifications required by Dallas ISD, where applicable. The prime contractor should provide written statements of the type of assistance offered. The contractor shall provide the name, contact person, and telephone number of the bonding company or financial institution offering assistance. To claim points for mentoring, the prime contractor must submit a mentoring plan that is subject to Dallas ISD's approval for the eligible businesses included as a subcontractor for the project. The mentoring plan objectives should enhance the protégé's capability to bid projects as a prime contractor and new skills in estimating projects, completing project schedules, hiring subcontractors, acquiring additional licenses or certification, accessing capital, and increasing bonding capacity. An endorsement from the protégé agreeing to the mentoring plan should be included with the submittal.	