

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

“GOOD FAITH EFFORTS” GUIDELINES

Contractors are required to ensure that good faith efforts are made to include meaningful participation by Minority and Women-Owned Business Enterprises (M/WBE) in the Fund’s construction program. Contractors must be diligent and creative in order to develop a plan that complies with the program. If your firm incurs, these Guidelines will assist in preparing the documentation required to support your efforts. Such documentation will also be required to support Utilization Plan approval prior to release of the Fund’s Notice of Award. If you need assistance, please contact the office at: (518) 320-1650.

Responses to the information in the Guidelines must be provided to SUNY’s Opportunities Programs Office in an item-by-item format following the numerical sequence as presented.

GUIDELINES:

1. The names of general circulation, trade association, and M/WBE-oriented publications in which you solicited certified M/WBEs for the purposes of complying with your participation goals related to this contract. Include a list identifying the date(s) that all solicitations for certified M/WBE participation were published in any of the above publications.
2. A list of all certified M/WBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your certified M/WBE participation levels.
3. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations.
4. Provide copies of responses to your solicitations received by you from certified M/WBEs.
5. Provide a description of any contract documents, plans, or specifications made available to certified M/WBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.
6. Provide documentation of any negotiations between you and the M/WBEs undertaken for purposes of complying with the certified M/WBE participation goals.
7. Provide documentation to substantiate quotes that were submitted by NYS certified M/WBE firms that were deemed as too high or not cost effective.
8. List efforts made to reasonably structure the scopes of work for purposes of subcontracting with NYS certified M/WBEs.
9. Provide a list and include the dates of any pre-bid, pre-award, or other events attended with NYS certified M/WBE firms
10. Provide a brief statement of any special circumstances which are preventing NYS certified M/WBE firms from participating. Include any documentation you deem relevant which may help us in evaluating your efforts.

