

CERTIFICATION OF GOOD FAITH EFFORTS

Contractor Name		Primary Contact Name	
Contractor Address		Telephone Number	
City, State and Zip Code		Project Name and Contract#	

INSTRUCTIONS: Please archive dates and provide a description of the actions taken, for each good faith effort listed on the attached pages. Add documentation, accounts and attach pages as needed to supplement your response. "MWBEs" means Minority and Women Business Enterprises certified by NYS Empire State Development. NYS-certified MWBEs may be found via the searchable database located at <https://ny.newnycontracts.com/> or by contacting Empire State Development Corporation at (518) 292-5250. "SDVOB" Means Service-Disabled Veteran-Owned Businesses certified by NYS Office of General Services. NYS-certified SDVOBs may be found via the directory of Certified NYS SDVOBs located on OGS' website at <https://online.ogs.ny.gov/SDVOB/search> or by contacting OGS at (518) 474-2015.

<p><i>a) Describe the specific steps undertaken in order to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, NYS-certified MWBEs and/or NYS-certified SDVOBs, with specific dates and activities.</i></p>
<p>Before and during the contract period, the following efforts were made:</p>
<p><i>b) Provide names of publications (including general circulation, trade association or trade-oriented, Minority and Women or Service-Disabled Veterans oriented), dates of advertising, and attach copies of any advertisements.</i></p>
<p>Before and during the contract period, the following efforts were made:</p>

<p><i>c) Describe and document the actual solicitations made to NYS-certified MWBEs and/or NYS-certified SDVOBs including dates of solicitation, the names of NYS-certified MWBEs and/or NYS-certified SDVOBs you solicited or, and copies or logs of written or verbal solicitations.</i></p>
<p>Before and during the contract period, the following efforts were made:</p>
<p><i>d) For MWBEs and/or SDVOBs you solicited who expressed interest, provide their names and describe specific plans, specifications, requirements or contract documents provided to them.</i></p>
<p>Before and during the contract period, the following efforts were made:</p>
<p><i>e) If you received responses to your solicitations but did not select the responding MWBE(s) and/or SDVOB(s) to participate on the contract, describe the specific reason(s) the responding MWBE(s) and/or SDVOBs were not selected. Include copies of responses from NYS-certified MWBE bidders and/or SDVOB bidders.</i></p>
<p>Before and during the contract period, the following efforts were made:</p>
<p><i>f) Describe and, to the extent permissible by law or contract, provide documentation of such good faith negotiations with NYS-certified MWBEs and/or NYS-certified SDVOBs, including discussions, about: (i) the nature of the work; (ii) scheduling; (iii) requirements for special equipment; and (iv) opportunities for dividing of work among the bidders, proposers, and various subcontractors and the bids of the NYS-certified MWBEs and/or NYS-certified SDVOBs, including sharing with them any cost estimates from the request for proposal or invitation to bid documents, if available.</i></p>
<p>Before and during the contract period, the following efforts were made:</p>
<p><i>g) List the names, dates, and locations of pre-bid, pre-award, or other meetings scheduled by NYS HCR, the NYS Department of Economic Development or its designee, or the NYS Office of General Services or its designee to inform MWBEs and/or SDVOBs of contracting, subcontracting or supplier opportunities available that you attended in the past year.</i></p>

Before and during the contract period, the following efforts were made:

h) Provide the names of all community organizations, contractor groups, state and federal business assistance offices and other organizations identified by the NYS Department of Economic Development or its designee and/or the NYS Office of General Services or its designee that provide assistance in the recruitment and placement of MWBEs and/or NYS-certified SDVOBs and the dates upon which you used their services.

Before and during the contract period, we made the following efforts:

i) Indicate dates when this office was notified of the problems preventing MWBE and/or SDVOB participation to fulfill the goal requirements.

Before and during the contract period, we made the following efforts:

j) For the above-mentioned engagement, please describe your bidding practices and/processes when soliciting and hiring MWBE/SDVOB.

Before and during the contract period, the following efforts were made: