

## Connecticut Department of Transportation

### Process and Application for Review of Pre-award Good Faith Efforts

If you, the contractor, is unable to meet the goal set forth in the project special provisions for which you have submitted an apparent low bid, you may request that the Department find that you have made all possible efforts to meet the goal in good faith.

You, as the apparent low bidder, must show that you have taken all reasonable steps to achieve the DBE goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation.

Appendix A of 49 CFR Part 26—[Guidance Concerning Good Faith Efforts](#) will be generally but not exclusively utilized in evaluating good faith effort applications. All applicants must use this form. And include the following:

- 1- Using the items list, identify the item performed in-house and items available to be subcontracted.
- 2- Based on the prices on your proposal identify the percentage of in-house work and work to be sublet for each item.
- 3- Indicate all steps taken to identify DBE firms to match the work to be sublet in step 2.
- 4- List all DBE firms identified.
- 5- All communications between you and the firms identified in Step 4 to show your solicitation and their responses.
- 6- Any information of a similar nature relevant to the application.

All applications must be delivered to the Office of Contracts to the attention of the Post-Bid Unit. Division of Contract Compliance will evaluate the application and you, the apparent low bidder, will be notified of approval, denial, or request for additional documentation.

In cases where the application is denied, the apparent low bidder shall have seven (7) days from the date of notification to request administrative reconsideration or submit additional work to DBE firms to meet the goal.

The request for the administrative reconsideration must be made in writing to:

Manager of Contracts Section  
P. O. Box 317546  
Newington, CT 06131-7546

This reconsideration request will be forwarded to the DBE Screening Committee and a meeting will be scheduled with the requester. At the meeting the apparent low bidder will have an opportunity to present documentation and/or arguments concerning the issue of whether it made adequate Good Faith Efforts to meet the goal or that the goal was excessive on the project based on subcontracting opportunities.

Within seven (7) days following the reconsideration meeting, the chairperson of the committee will notify you of the decision. The DBE Screening Committee's decision is final.

# Connecticut Department of Transportation

## Application for Review of Pre-award Good Faith Efforts

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Project Number: \_\_\_\_\_ Original Bid amount (\$): \_\_\_\_\_

Original DBE Goal (%): \_\_\_\_\_

Total DBE commitments obtained (attach the DBE Participation Approval Request):

\$ \_\_\_\_\_ % \_\_\_\_\_

Use attachments if needed.

- 1- Using the items list, identify the item performed in-house and items available to be subcontracted. You may use a copy of the proposal item for this section as attachment.

| Item number | Description | Item Bid Amount (\$) | performed in-house (Yes or No) |
|-------------|-------------|----------------------|--------------------------------|
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |
| _____       | _____       | _____                | _____                          |



- 2- Based on the prices on your proposal identify the percentage of in-house work and work available to be sublet.

In-house Dollar amount: \$

In-house % of total bid: %

Available Dollar amount for sublet: \$

Available Sublet % of total bid: %

For the following three (3) requirements, use attachments.

- 3- Indicate all steps taken to identify DBE firms to match the work to be sublet in step 2.
- 4- List all DBE firms identified and contacted, and include what work was offered.
- 5- All communications between you and the firms identified in Step 4 to show your solicitation and their responses. Include all emails and responses, phone logs with contact name and the date contacted, faxes, mail communications.
- 6- Include any information of a similar nature relevant to the application.

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Signature/Print Name

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Date