



CITY OF HOUSTON COMPANION GUIDE TO THE OFFICE OF BUSINESS OPPORTUNITY GOOD FAITH EFFORTS POLICY

Pre-Award Good Faith Efforts

The following is not intended to be an exclusive or exhaustive list of documentation the City of Houston will consider in assessing a Bidder's good faith efforts. This list is intended to serve as a guide to Bidders of the types of documentation considered. The City may consider other types of documentation that may be relevant in appropriate cases.

A) Directly Solicit to Minority, Women and Small Business Enterprises (MWSBE)

1. Pre-Bid Attendance: Bidder should indicate whether they attended the relevant pre-bid conference. The Office of Business Opportunity will request copy of sign-in sheet from Contracting Department.
2. Written solicitation (Invitation to Bid) to MWSBEs listed in the City's Directory no less than seven (7) business days before bid submission:
 - a. Provide copies of emails and/or fax notices and confirmations sent directly to MWSBEs listing each MWSBE's company name, contact person, phone number/e-mail address, certifications, result of contact (left message, no answer, etc.) and whether bid was received.
 - b. Written solicitation should include the specific type of work, amount of work, and a brief description of the work being solicited.
 - c. Written solicitation should include how MWSBEs can obtain information for the review and inspection of contract plans and specifications and provide the name of a knowledgeable contact person for questions; and
 - d. Provide phone logs, emails and/or fax confirmations showing evidence of follow-up to initial solicitations to determine if MWSBEs were interested in bidding.

B) Outreach and Advertisement

1. Provide list of minority and women focused organizations and associations contacted no less than ten (10) business days before solicitation due date. *See Organization Contact List on the OBO website at www.houstontx.gov/obo.*
 - a. Documentation should include name of organization, person contacted, phone number and/or email, date contacted and results of contact.
2. If Bidder advertised in minority and woman focused news media:
 - a. Documentation should include the name of the news media, a copy of the advertisement and the date(s) of the advertisement.

C) Negotiated in Good Faith

1. Whether Bidders negotiated in good faith with interested MWSBEs, and not rejecting MWSBEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
 - a. Provide a detailed statement of the reasons why subcontracts were not entered into with sufficient number of MWSBEs to meet the advertised goal.
 - b. Provide a list of MWSBEs you rejected, their contact information and reason for rejection.
 - c. If price competitiveness was not the reason for rejection, provide a copy of the written rejection letter you sent to MWSBE firms, providing the reason for rejection.
 - d. If price competitiveness was the reason for rejection, provide documentation that the rejection was discussed with the MWSBE if an explanation was requested by the MWSBE firm.