



MINORITY BUSINESS ENTERPRISE (MBE) AFFIDAVIT A: GFE EXAMPLES

All bidders, including MBE's Shall complete this Affidavit, unless the bidder is self-performing as defined in NC Gen. Stat. §143-128.2(c). If a bidder is self-performing, the bidder shall submit an affidavit stating that it will perform all of the work under contract with its own workforce in lieu of this affidavit. **(OWNER HAS A COPY THAT CAN BE PROVIDED UPON REQUEST OR USE SIMILAR VERSION OF AFFIDAVIT FOR SELF-PERFOR)**

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

***** A WELL-CRAFTED EMAIL SOLICITATION TO INDIVIDUAL MBE'S MAY PROVIDE DOCUMENTATION OF 6 (CRITERIA 1,2,3, 6,8,10) OF THE ITEMS BELOW. EXAMPLES ARE GIVEN BENEATH EACH CRITERIA OF WAYS TO SATISFY REQUIREMENTS.**

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.

NEWSPAPER/TRADE ADS DON'T COUNT FOR NOTIFICATION PRODUCE LIST OF POTENTIAL BIDDERS CONTACTED BY CONTRACTOR SUBTRACT 10 DAYS FROM BID DATE THEN ADD 1 DAY TO DETERMINE LATEST TIME TO NOTIFY.

- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bids are due.

NOTICE SHALL STATE AVAILABILITY OF DOCUMENTS IN OWN OFFICE OR PROVIDE MBE'S THE BID PACKAGE DOCUMENTS. SUBTRACT 10 DAYS FROM BID DATE THEN ADD 1 DAY TO DETERMINE LATEST TIME TO NOTIFY.

***NEWSPAPER/TRADE ADS DON'T COUNT FOR NOTIFICATION**

- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.

SHOW THAT WORK IS BROKEN DOWN INTO SMALL COMPONENTS (EG: FOR MECHANICAL CONTRACTOR-BREAK DOWN TO INSULATION, CONTROLS, AND AIR BALANCE)

INDICATE IN SOLICITATION THAT MBE'S CAN BID WORK FOR THIS PROJECT IN ANY AREAS THAT THEY ARE QUALIFIED

- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.

OBTAIN LETTER OR OTHER DOCUMENTATION FROM ONE OF THESE ORGANIZATIONS INDICATING THAT YOU ARE WORKING WITH THEM IN THE RECRUITMENT OF MINORITY BUSINESSES

- 5 – (10 pts)** Attended pre-bid meetings scheduled by the public owner.

OWNER/DESIGNER IS KEEPING A LIST OF ATTENDEES (MAKE SURE YOU SIGN-IN)

- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.

DOCUMENT, OR INDICATE IN SOLICITATION TO NOTIFY SUBS, THAT BONDS ARE NOT REQUIRED OR THAT BONDS ARE REQUIRED ON CERTAIN PROJECTS, OR THAT BONDS ARE NOT REQUIRED BELOW CERTAIN CONTRACT AMOUNTS, OR THAT YOUR COMPANY WILL ASSIST IN PROCURING BONDS OR INSURANCE FOR SUBS

- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.

**DOCUMENT THAT NO MBE'S WERE LOW
DOCUMENT THAT YOU ACCEPTED ALL LOW MBE'S
DOCUMENT WRITTEN REASONS FOR REJECTION OF ANY LOW MBE'S**

- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.

DOCUMENT RECENT HISTORY OF DOING JOINT PAY AGREEMENTS SUCHS AS “IN THE RECENT PAST, WE HAVE DONE JOINT PAY AGREEMENTS (LINES OF CREDIT, WAIVING OF CREDIT, ETC.) WITH THE FOLLOWING MBE'S (XCMPNAY, Y COMPANY, Z COMPANY) AND INTEND TO OFFER THE SAME ON THEIR PROJECT FOR QUALIFIED MBE'S”

- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.

SELF-EXPLANATORY

- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

DOCUMENT RECENT HISTORY OF DOING QUICK PAY AGREEMENTS SUCH AS “IN THE RECENT PAST, WE HAVE DONE QUICK PAY AGREEMENT WITH THE FOLLOWING MBE'S (X COMPANY, Y COMPANY, Z COMPANY) AND INTEND TO OFFER THE SAME ON THIS PROJECT FOR QUALIFIED MBE'S”

INDICATE IN SOLICITATION THAT QUICK PAY AGREEMENTS ARE AVAILABLE FOR QUALIFIED MBE'S