



Department of Civil Rights

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Affirmative Action Division

Good Faith Efforts for Meeting SBE Goals by General Contractors on Public Works Projects

Bidders shall take all necessary affirmative steps to assure that SBEs are utilized when possible and that the established SBE goal for this project is achieved. A contractor who self performs a portion of the work, and is pre-qualified to perform that category of work, may subcontract that portion of the work, but shall not be required to do so. When a bidder is unable to achieve the established SBE goal, the bidder must demonstrate that a good faith effort to do so was made. Such a good faith effort should include the following:

- Attendance at the pre-bid meeting.
- Using the City of Madison's directory of certified SBEs to identify SBEs from which to solicit bids. The City of Madison SBE Directory is available at: <http://www.cityofmadison.com/dcr/documents/SBEDirectory.xlsx>
- Assuring that SBEs are solicited whenever they are potential sources.
- Referring prospective SBEs to the City of Madison Affirmative Action Division, Department of Civil Rights for certification.
- Dividing total project requirements into smaller tasks and/or quantities, where economically feasible, to permit maximum feasible SBE participation.
- Establishing delivery schedules, where requirements permit, which will encourage participation by SBEs.
- Providing SBEs with specific information regarding the work to be performed.
- Contacting SBEs in advance of the deadline to allow such businesses sufficient time to prepare a bid.
- Utilizing the bid of a qualified and competent SBE when the bid of such a business is deemed reasonable (i.e., 5% above the lowest bidder), although not necessarily low.
- Contacting SBEs which submit a bid, to inquire about the details of the bid and confirm that the scope of work was interpreted as intended.
- Completion of Cover Page (page C-6), Summary Sheet (page C-7) and SBE Contact Reports (pages C-8 and C-9) if applicable.