

**PRIME CONTRACTOR GOOD FAITH EFFORTS**

**Prime Contractor Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project No.:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

The Prime Contractor has to demonstrate “Good Faith Efforts” to meet the SBE goal, which includes the accurate preparation and submittal of this form, and other efforts described in the Small Business Development Ordinance.

When submitting a Subcontracting Goal - Waiver Request Form, please submit documentation of your efforts indicated below seven days prior to bid closing date. The fields below will serve as a guide for the Office of Small Business Development (OSBD) to evaluate your Good Faith Efforts toward meeting subcontracting goals. We ask that this form is utilized in order to provide uniformity to our process; additional documents can be submitted as support for efforts made. For any questions regarding this document, please contact the Office of SBD at 561-616-6840.

THE PRIME CONTRACTOR SHOULD ONLY SUBMIT THIS INFORMATION IF THE PARTICIPATION PLAN DOES NOT MEET THE CONTRACT GOAL. FAILURE TO SUBMIT THIS INFORMATION MAY RESULT IN THE BID AND/OR PROPOSAL FOUND AS NON-RESPONSIVE TO THE ENTIRE SOLICITATION. PLEASE NOTE THAT METHODS OF CONTACT CANNOT BE THE SAME ON MULTIPLE ATTEMPTS.

Scope of Service	Line Item No.	Certified Firm Name, Address, Phone, Email and Contact Person	Methods of Contact		# of times contacted	Contact Date(s)	Certified Firm Response	Results of Contact (why suitable or not suitable for work)
			Phone					
			E-mail					
			Fax					
			Pre-Bid					

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_