

**VETERAN'S BUSINESS ENTERPRISE GOOD FAITH EFFORTS
DOCUMENTATION REQUEST FORM**

INSTRUCTIONS: The Bidder is to provide documentation on this form of its good faith efforts in attempting to fulfill the Veteran-Owned Business Enterprise (VBE) Participation Goals where the Bidder has not provided for the participation of VBEs equal to the applicable goals.

A. CONTRACTOR INFORMATION

1. Contract No.: _____
2. Name of Bidder: _____
3. Contact Person and Phone Number: _____
4. MBE/WBE/SBE/VBE Status of Contractor:

MBE _____
WBE _____
VBE _____
SBE _____

B. REASON FOR LACK OF VBE COMMITMENT

With respect to the contract specified above, the Bidder hereby states that VBE participation goals could not be met, pursuant to Section 6 of Appendix V, that the Bidder completes a VBE Commitment Form.

Bidder shall state the reason(s) the VBE Participation goals could not be met.

C. GOOD FAITH EFFORTS TO OBTAIN VBE PARTICIPATION

- (1) Reviewed lists of available VBEs maintained by the District and other state and local governments and agencies to identify qualified VBEs for solicitations for proposals. **(Attach supporting documentation)**
- (2) Made timely written solicitations of available VBEs identified on the District’s vendor list that provide relevant services for proposals or bids for subcontractors or the supply of services; and provided VBEs with a convenient and timely opportunity to review and obtain relevant plans, specifications or terms and conditions of the contract to enable VBEs to prepare an informed response to the bidder’s solicitation. **(Attach copy of written solicitations made)**
- (3) Made timely notice of the need for VBE subcontractors to an appropriate community organization. **(Attach copy of written solicitations made)**
- (4) Followed up initial solicitations of VBEs by contacting the VBEs to determine if the firms were interested in making bids or proposals. **(Attach copy of written solicitations made)**
- (5) Negotiated in good faith with VBEs prior to bid opening and did not reject as unsatisfactory any bids or proposals submitted by VBEs without justifiable reason. **(Attach supporting documentation)**

D. OTHER RELEVANT INFORMATION

1. If the Bidder rejected a VBE proposal for subcontracting or for supplying goods and services, what are the Bidder’s reasons for the rejection.

2. Attach any other documentation relative to Good Faith Efforts in complying with VBE participation