



Small Business Opportunity Program
Good Faith Negotiation Form

If SBE Goal is not met, this form is to be completed for each scope of work bid by an SBE and NOT awarded to an SBE

§Per Part C, Section 4.3 of the SBO Policy (v.2009)1, all Proposers that fail to meet the SBE Goal must negotiate in good faith with each SBE that responds to the Proposer's solicitations and each SBE that contacts the Proposer on its own accord ("Interested SBEs").

Interested SBEs listed on SBOP Form 2 whom the Proposer does not ultimately contract with, may need to be documented on this Good Faith Negotiation Form (Form B), providing the rationale outlined below.

§Per Part C, Section 4.4 of the SBO Policy, Proposers must provide Good Faith Negotiation documentation within the time period specified by the City. Failure to comply with this requirement shall constitute grounds for rejecting a Proposal.

Form with fields: Proposer Name, Proposal Due Date, Project Name, Project Number, Contact Person Name

SBE INFORMATION

Table with 3 columns: SBE Firm Name, Scope of work for which a Bid/proposal was submitted, SBE's Bid / Quote (\$)

RATIONALE FOR REJECTING SBE's SUBCONTRACTING/SUBCONSULTING BID:

Was the SBE's bid higher than what was proposed by the subcontractor or supplier the Bidder decided to use; OR was the SBE's bid higher than the Bidder's cost of performing such work on its own?

Y N checkboxes

Table with 2 columns: Who were the other Bidders?, What were the Bid Amounts? (rows 1-4)

2 If a Proposer contends that the SBEs bid exceeds the Proposer's cost of performing such work, Proposer must provide with its Proposal documentation sufficient to demonstrate to the City's reasonable satisfaction the validity of such assertions.

Is the Business Enterprise that will be performing in place of the Interested SBE more qualified than the Interested SBE, to the extent that such difference in qualification would materially impact the Bidder's Bid?

Y N checkboxes

Additional Explanation

Is there a material deficiency with Interested SBE's bid? (i.e. Bid submitted late; Bid contained inaccurate information)

Y N checkboxes

Additional Explanation

If the SBE was NOT a "Qualified SBE" (as defined in Part A of the SBO Policy), please state the reasons below:

Horizontal line for reasons

1 SBO Policy v.2009 amended August 2009