

Documentation to Provide
Best and Good Faith Efforts
for the

Pennsylvania Convention Center Authority

Name of Bidder: _____

Bid Date: _____

Scope of Service¹: _____

Name of M/W/DBE Solicited: _____

Street Address, Telephone and Facsimile Number:

Contact Name: _____

Contact Email: _____

BMWBO Certification Number² _____

Please attach Copy of BMWBO Certification

Other Certification Number _____

Other Certifying Agency _____

Please attach Copy of Other Certification

(Check all that apply):

- MBE (Minority Owned Business Enterprise)
- WBE (Women Owned Business Enterprise)
- DBE (Disadvantaged Owned Business Enterprise)

¹ For each discrete scope of service, complete this Form showing every solicitation made of an M/W/DBE (even if no commitment is made to use that firm); please photocopy additional forms.

² "BMWBO" is the Bureau of Minority and Women Business Opportunities which is part of the Commonwealth of Pennsylvania's Department of General Services. If the M/W /DBE is not certified by that agency, please indicate its certifying agency.

Date(s) Solicited (mm/dd/yyyy):

___/___/___

Method(s) of Solicitation

(check all that apply):

- Telephone
- Facsimile
- E-Mail
- Mail
- Advertisement /Website

Commitment:

- Yes (If yes, please proceed to Part A)
- No (If no, please proceed to Part B)

Part A

If yes, describe/ identify the following:

- Subcontractor
- Vendor
- Supplier

Describe Scope of Service:

Please attach Letter of Intent, Subcontract or Purchase Order Signed by the M/W/DBE and Bidder Evidencing Bidder's Legally Binding Commitment to Use this Business for the Work/Supply Effort Specified in the Dollar Amount Indicated Above.

Dollar Amount: \$ _____

Percentage of Bid: _____ %

Part B

If no commitment resulted from the solicitation, please explain what Best and Good Faith efforts were made and why they were unsuccessful:

Did you attempt to negotiate price and scope (please be specific, attaching any dated price quotations and correspondence)?

What kind of business assistance did you offer the M/W/DBE? (e.g., introduction to manufacturer, helped provide access to line of credit, etc.)

What efforts were made to provide to M/W/DBEs information (e.g., plans, blueprints) about the scope of work required?

Are you planning to award this portion of the work or supply effort to a non-M/W/DBE? If so, please explain why. Identify the name of the awarded firm(s); provide the awarded firms' quotation and any price adjusted quotations, scope of work and experience of the awarded firm(s).