Cook County Good Faith Efforts Transparency Report Guide - Form 4

Classification	Questions	Yes	No	N/A	Examples of Responsive Document(s)
Outreach/Notification	Did the Bidder/Proposer attend a pre-bid meeting?				Copy of Sign-in Sheet
	Were any MBE, WBE or DBE firms in attendance at the pre-bid meeting?				Copy of Sign-in Sheet
	Did the bidder/proposer host a project specific outreach event? What type of outreach activities were conducted in an effort to recruit MBE, WBE or DBE firms				Copies of advertisement for outreach event showing event date and location; letter explaining how event was advertised
	Did the bidder/proposer contact any Assist Agencies to help identify MBE, WBE or DBE firms?				Copies of emails sent to Assist Agencies with responses thereto; letter from Assist Agencies demonstrating efforts taken to recruit M/W/DBE firms
	Did the bidder utilize the assistance of the Office of Contract Compliance to help identify MBE, WBE or DBE firms?				Copies of emails sent to OCC with responses thereto
	Did the bidder/proposer provide evidence of invitations to bid that were sent directly to MBE, WBE or DBE firms?				Copies of Invitations to Bid sent to M/W/DBE firms. Include Date invitation was sent, name of project, list of bid opportunities, identify location/times when plans/drawings/specs were available for viewing; contact information of bidder/proposer; bid due date from M/W/DBE firm
	Did the bidder/proposer identify the type of work opportunities available to M/W/DBE firms?				Copies of Invitations to bid sent to M/W/DBE firms including descriptions of work opportunities available.
	Did bidder/proposer offer to divide work into economically feasible units to potential M/W/DBE firms?				Copies of Invitations to bid sent to M/W/DBE firms including descriptions of work opportunities available.
Negotiations	Did bidder/proposer engage in meaningful negotiation with M/W/DBE firms?				Detailed list of M/W/DBE firms contacted including Firm name; Firm address; Firm phone number; name of contact; contact's phone number; contact's email address; type of work offered; nature of the solicitation

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	Did bidder/proposer submit copies of bid responses or proposals received from M/W/DBE firms?				Copies of proposals submitted by M/W/DBE firms
	Did bidder/proposer provide evidence of the outcome from negotiating with potential M/W/DBE firms?				Copies of emails, letters, subcontracts demonstrating evidence of negotiation between bidder/proposer and M/W/DBE firms.
	Did the bidder/proposer give an explanation and/or proof of why M/W/DBE firms were not considered?				Letter providing a detailed explanation defining reasons for rejection, specifically why M/W/DBE firm(s) are unqualified, what steps were taken to verify the capabilities of the M/W/DBE firm, the names of the non-M/W/DBE firms that were selected for participation, and quotes from all firms.
Support	Did bidder/proposer offer to assist M/W/DBE firms is obtaining bonding, lines of credit or insurance as required per the specification?				Letter from the bidder/proposer identifying any bonding companies, insurance companies, banks, and/or finance companies to which the M/W/DBE firms were referred.
	Did bidder/proposer make efforts to assist interested M/W/DBE firms in obtaining necessary equipment, supplies, materials or related assistance or services?				Letter from the bidder/proposer identifying any suppliers and/or equipment rental companies to which the M/W/DBE firms were referred.