



DISABLED VETERANS BUSINESS ENTERPRISE FORMS

Attachment "B"

Forms are required to be submitted with bid. Failure to submit DVBE documents with the bid MAY result in the bid being determined non-responsive. Documentation of Good Faith Effort (GFE) must be completed if bidder does not secure 3% DVBE participation.

**Purchasing Department
Grossmont Union High School District
1100 Murray Drive, El Cajon, CA 92020
January 2019**

DVBE INSTRUCTIONS

IMPORTANT – READ ALL INSTRUCTIONS CAREFULLY

Steps / Instructions

Document GFE efforts on the forms in this package entitled "Good Faith Effort".

Do not delay until the final days before your bid is due to start this process!

As you begin your search for DVBEs, please note that there are five steps of the "Good Faith Effort" outlined in the state's Public Contract Code, and each step must be documented:

- 1) Contact was made with the awarding department to identify DVBEs
 - 2) Contact was made with other state and federal agencies, and with local DVBE organizations to identify DVBEs
 - 3) Advertising was published in trade papers and publications focusing on DVBEs
 - 4) Invitations to bid were submitted to potential DVBE contractors
 - 5) Available DVBEs were considered
1. Contact the District's Purchasing Department online at <https://www.guhsd.net/Departments/Business-Services/Purchasing/Solicitations/Construction-Bids/index.html>
 - a. Information regarding how to obtain a DVBE and resources is located at this website.
 - b. If you have any questions, submit an RFI during the RFI period of your specific project for assistance.
 2. Contact state and federal agencies, along with local DVBE organizations for assistance in identifying potential DVBE service providers or suppliers.
 - a. The California Department of General Services Procurement Division (DGS-PD) Office of Small Business and DVBE Services (OSDS) is the state certifying agency that administers California's DVBE and SBE certification program. It has a DVBE/SBE firm search tool available online at <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>. To begin your search for a certified DVBE firm, check only the box for DVBE firms, select a Service Area from the dropdown menu, and hit the Search tab. San Diego County is Service Area 037. Once the results display, you will have the option to download them. To create a list of your search results, click on the download tab to generate an Excel file that you can sort. Please note that the list will return all firms who have identified San Diego as a service territory; not all of these are from San Diego County or even California. OSDS adds DVBE firms to the directory throughout the year so check the list periodically.

To verify an *individual* firm's certification, enter the Business Name OR Certification ID – not both. If the firm has a DVBE or SBE certification, a Supplier Profile will return. Check the Profile to see what active certification(s) the firm may have and their expiration date. You can also use the search tool to identify specific trades or licenses; it is recommended you use a key word search in addition to a license search as some vendors may not have complete information on file.

- b. The federal Small Business Administration's (SBA) System for Award Management (SAM) serves as the official website of the U.S. Government. To search for firms who have registered as DVBEs, use their online database at <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>. Begin your search by using the Advanced Search – Entity tool in the lower right. To narrow down the search area, click on Location and enter California in the State/Province column and/or the applicable Congressional District(s). (San Diego's congressional districts are the 49th, 50th, 51st, 52nd, and 53rd. Next, check the Socio-Economic Status box which will reveal other options. Check the Service Disabled Veteran Owned Business box at the lower left, and then click Search. The available results may be exported but you will have to do a manual save-as to save the document as an Excel file.

Before claiming the use of a firm from SAM, verify the named DVBE is registered with the DGS. The SBA is not a certifying agency for DVBEs; firms

self-identify this status on the SAM registry and are not required to submit corroborating documentation.

- c. Local veteran-owned business organizations in San Diego County you can contact to identify DVBE firms include:

The Elite SDVOB Network, San Diego Chapter
(619) 284-9922

<https://www.elitesdvo.org/contact-us>

<https://www.elitesdvo.org/members-directory/california/san-diego>

Disabled Veteran Business Alliance (DVBA), San Diego Chapter

Chapter President: Amy Aledo

amy@dynamikinc.com

(866) 820-3110

- d. Enter the DVBE firms you intend to use on the form entitled "Good Faith Effort" and include the date and time of your contact with the firm, the name of organization contacted, contact method, and telephone number, email, or Internet address. Print out and attach a copy of each Internet website page visited (e.g. DGS' and federal SAM search to prove contacts made via the Internet.)

3. Unless GFE advertising is placed by the Construction Manager, advertisements for DVBE service providers, subcontractors or suppliers must be placed in at least:

- a. One "trade" publication related to a trade or industry, and
b. One "focus" publication whose ads are specifically distributed and focused to reach DVBE firms, or
c. A single publication that qualifies as both a "trade" and "focus" publication. *Publications such as the San Diego Union-Tribune, San Diego Reader, and localized community newspapers are considered "general circulation" newspapers; ads placed in these newspapers are not acceptable.*

- 1) Ad placement may be specifically directed to publications that distribute their ads to businesses in the geographical areas where the work will be performed.
2) *Ads should appear in publications 10-14 calendar days* prior to the date the bid or proposal response is due to be submitted.
3) Give potential subcontractors/suppliers ample time (approximately 3-5 working days) to respond to the ad(s), while allowing sufficient time to seriously consider each firm that submits a response.
4) Ads should contain information similar to the following:

[Enter name of bidding firm]

Is seeking qualified DVBE vendors to provide

(Enter description/list of services/supplies that qualify.)

in [Enter geographical service areas/locations, if applicable]

for Project Name and Bid Number Contact: [Enter a contact name, address, telephone and fax number, and/or email address]

Submit qualifications/bids by: [date/time]

- 5) Document the GFE efforts on the forms in this package entitled "Good Faith Effort". Indicate, in Step 3 on the Good Faith Effort form, the publication date, whether the publication is a trade publication, a focus publication or both and whether ad copy or written ad content is attached.

If an ad was placed by Construction Manager, a copy of that ad is required with your GFE. But you are not required to place your own ad.

4. Transmit direct solicitations or invitations to bid to potential DVBEs, identified in Steps 2 and/or 3, by way of mail, telephone, email, fax, or other method.

- a. Submit *one or more examples of direct solicitation*. Solicitations should contain: company name; contact name, address, telephone and fax number (if applicable), District's bid name and number; a description of commercially useful goods and/or services for which subcontractors are sought; location of service area; and response date.
b. If contact with DVBE firms is verbal or by telephone, document in writing the date of contact, person contacted, and business/subcontract opportunities discussed.
c. Submit a list of DVBE firms to whom direct solicitations were transmitted (i.e., DVBE bidders list). Include each DVBE firm's name, mailing address,

contact name/title (if applicable), telephone/fax number, and email address (if applicable).

5. Show that DVBE firms that responded to the ad(s) and/or direct solicitations were considered. Bidding firms are encouraged to achieve full or partial DVBE participation. Review the Program Preference section of the bid document for information about the DVBE Incentive that is available to eligible bidders/proposers that achieve participation.
 - a. List each DVBE firm that responded with interest to the bidding firm's ad(s), telephone/fax/email contacts, or direct solicitations. If no responses were received, indicate "none", as instructed in Step 5 on page 3.
 - b. For each DVBE listed in Step 5 on page 3, indicate if the bidding firm:
 - 1) **WILL USE** the DVBE to perform a commercially useful function. For each DVBE that will be used, do the following: Enter the name of the DVBE on the form entitled "Actual DVBE Participation". Indicate whom the DVBE will contract with, the commercially useful function the DVBE will provide or perform. Attach a copy of the DVBE's current DGS certification.
 - 2) **WILL NOT USE** the DVBE after giving consideration to such things as the DVBE's qualifications, availability when needed, capacity to perform/deliver the full range of services/supplies, location or proximity to the service area, results of reference checks, and/or the nature of the services offered by the DVBE or the nature of the goods that can be supplied by the DVBE, etc.
For each DVBE firm that will not be used, indicate, in Step 5 on page 3, the business reason(s) for choosing not to use the DVBE.

If awarded the contract, the Contractor must faithfully use each DVBE identified for use and listed on the form entitled "Actual DVBE Participation" and provide a statement as called for in the Certification of Compliance with DVBE Policy contained in the Bid Documents.

- A description of the verbal dialog held with a potential DVBE subcontractor/supplier via telephone or personal meeting, including date of contact, person spoken to, and potential business opportunities discussed.
- B. Attach to this form a copy of the DVBE bidder list. This is the list of certified DVBE firms to whom direct solicitations or invitations to bid were transmitted and may include the DVBE firms that responded to the bidding firm's published ad(s).
- Include each certified DVBE firm's name, mailing address, email address (if applicable), telephone and fax number.

Step 5

Show that the bidding firm has considered the interested DVBE firms that responded to the bidding firm's ad(s), direct solicitations, and/or personal contacts. If no responses were received from DVBEs, indicate "None" on the first line of Column 1.

NAME OF DVBE(S) THAT RESPONDED (This column is self-explanatory)	INDICATE YOUR PROPOSED USE OF EACH DVBE (Complete the appropriate column below and show percentage use, if applicable)		REASON(S) FOR NOT CHOOSING TO USE THIS DVBE (Enter a business reason for not selecting each firm identified in Column 2B)
	COLUMN 2A Will Use ___ Percent	COLUMN 2B X = Will Not Use	
	%		
	%		
	%		
	%		
	%		
	%		

Completion Instructions

For each entry in Column 2A, transfer the firm's name and claimed percentage value of use to the form entitled "**Actual DVBE Participation**". Complete Column 2A, only for those DVBEs that the bidding firm intends to subcontract with. An entry in Column 2A will impose an obligation on the bidding firm to use the DVBE firm identified for the percentage value claimed. DVBE participation may be expressed as a partial/fractional decimal percentage.

Place an "X" in Column 2B for each interested DVBE that the bidding firm does not intend to use.

Complete Column 3 for each "X" placed in Column 2B. In Column 3, indicate the business reason(s) for electing not to use the DVBE firm.

Sole authority rests with GUHSD to determine whether or not a bidder/proposer has successfully documented actual DVBE participation and/or whether a bidder/proposer has made an adequate GFE to achieve participation. Bidders/proposers may, at their sole option, choose to submit both forms in this package (documenting both full participation and a GFE) as insurance against a finding that the actual participation claimed is unacceptable.

Forms are to be submitted with your bid documents.

Bidding/Proposing Firm's Name	Signature
Printed Name & Title of Person Signing Above	Date Signed



