

Appendix E: Good Faith Efforts

1. Background

The Little Rock Municipal Airport Commission (the "Commission") has set a goal of nineteen percent (19%) of the total dollar value of all Airport (locally) funded contractual relationships to promote Diversity and Diverse Companies' participation at Clinton National Airport (the "Airport"). The Commission has set a goal, approved by the Federal Aviation Administration ("FAA"), of twelve percent (12%) on all federally funded projects.

The Commission defines a Diverse Company or business as any Disadvantaged Business Enterprise (DBE), Minority-Owned Business Enterprise (MBE), or Woman-Owned Business Enterprise (WBE) that is certified through the Arkansas Department of Transportation (ARDOT), Arkansas Economic Development Commission (AEDC), or an airport approved certification agency. This definition also includes the Small Business Administration (SBA)'s Historically Underutilized Business Zones (HUBZone), 8(a) Business Development Program (8(a)), Woman-Owned Small Business (WOSB), Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) programs. For more information, please visit our website for more information.

<https://www.clintonairport.com/airport-business/bids-solicitations/dbe-program/>

This form documents the Good Faith Efforts ("GFE") made by all responding companies to subcontract with diverse companies. Airport Staff will review this form and supporting documentation to confirm GFE. All information provided must be accurate and complete. Determination of a company's GFE will be made on a case-by-case basis.

Note: Only companies certified as a DBE will count for the federally funded projects

The Company's demonstration of GFE must prove that the Company **actively and aggressively sought out diverse companies to participate in the responsibilities of this solicitation**. The lack of a certified diverse firm will not necessarily disqualify a solicitation, but efforts must be explained. The information provided will be evaluated to determine if the Company is responsive. If a response is deemed to be non-responsive, the Response **must** be disqualified.

The following directories can be used to identify diverse companies certified by these agencies and operating in this space:

ARDOT	http://dbesearch.ardot.gov/
AEDC	https://www.arkansasedc.com/community-resources/Minority-and-Women-Owned-Business-Enterprise-Resources/directory
SBA	https://web.sba.gov/pro-net/search/dsp_dsbs.cfm
FAA	https://faa.dbesystem.com/Default.asp

Note: The FAA website is not for identifying certified diverse companies but rather for certified diverse companies to find opportunities available to them

2. Company Responding to this Solicitation

A. Your Company Name: _____

B. Does your company have any of the certifications listed above in any state? Yes ____ No ____
If Yes, please attach certification documents.

NOTE: CERTIFIED DIVERSE COMPANIES ARE NOT REQUIRED TO SUBMIT ANY FURTHER INFORMATION AND SHOULD MOVE TO THE SIGNATURE BLOCK ON PAGE TWO. SIGNATURE IS REQUIRED ON THIS FORM.

3. Documentation of Good Faith Efforts

Non-Diverse Companies **must** document and describe the good faith efforts taken to meet the goal by completing this form:

A. Did your Company solicit diverse companies for participation, by written notification	Yes__ No__
B. Did your Company solicit diverse companies for participation at least 14 calendar days prior to solicitation opening?	Yes__ No__
C. Did your Company eliminate any contracts between your Company and the diverse Company in which diverse Company promises not to provide participation in the solicitation of other companies?	Yes__ No__
D. Has your Company assisted any diverse companies that need assistance in obtaining bonding, insurance, or lines of credit?	Yes__ No__
E. Did your Company attend the Pre-response meeting scheduled by the Airport?	Yes__ No__
F. Did your Company notify disadvantaged economic development assistance agencies and organizations that assist in recruiting and placement of diverse companies?	Yes__ No__

If your Company was not able to meet the Diversity Goal, please explain why the requirement was not met.

G. Please list below all Diverse Companies that were contacted for this solicitation: (Additional sheets may be used if required)

i. **Company Name:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Contact: _____ **Phone:** _____
Method of Solicitation: _____
 Will this firm participate in the contract? If yes, what percentage of the contracted amount? _____ %
 Brief description of participation:

If no, explain why Company was not selected:

ii. **Company Name:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Contact: _____ **Phone:** _____
Method of Solicitation: _____
 Will this firm participate in the contract? If yes, what percentage of the contracted amount? _____ %
 Brief description of participation:

If no, explain why Company was not selected:

4. Please Sign Below (Signature is Required)

Signature of Authorized Company Representative			Date
Name: _____ Subject Matter Expert (SME), Clinton National Airport	<input type="checkbox"/>	<input type="checkbox"/>	Date
Leonard Smith, Clinton National Airport DBELO	<input type="checkbox"/>	<input type="checkbox"/>	Date

If both approvers do not agree that Good Faith Efforts have been made, the form will be reviewed by Clinton National Airport's Executive Staff for a final decision and signature.

Executive Staff Member	<input type="checkbox"/>	<input type="checkbox"/>	Date
	Approve	Disagree	