



## Human Relations Commission

### Good Faith Efforts (GFE) Program

#### *Useful tips to fulfilling Good Faith Effort Requirements\**

1. Send email or fax to MFHBE's (Minority owned, Female owned, Handicapped owned businesses) detailing the specific services or goods you have determined would lend to a subcontracting opportunity.
2. Follow-up with a call to the MFHBE's to make sure they received your email or fax (some emails have been known to go directly into their spam boxes).
3. During your verbal conversation with the MFHBE's, begin completing the Form GFE 2, documenting the company name and name of the person (contact) on the phone.
4. Ask company contact to reply to your email or fax with whether or not they intend to participate in the solicitation, and document their services and prices.
5. Complete all of the requested information on the form (i.e. division of work, bid activity, reason for rejection and be sure to attach request for quotes)
6. Repeat above steps for all MFHBE's contacted.

#### *Keep in mind these important points during good faith efforts:*

- Avoid delays; begin these steps the same day of the pre-bid or pre proposal.
- Include all MFHBE's you plan to use on Form GFE 1, and those that will not work on Form GFE 2.
- Make sure your good faith efforts are performed with certified MFHBE's only. If MFHBE is not on Louisville Metro HRC certified list, please provide copy of certificate from the other agency.
- Include copies of emails sent to MFHBE's with GFE forms submitted to Louisville Metro HRC.
- Make sure the MFHBE is aware of the Bid name and number.

**\*These tips are only provided to assist vendors in easing the process of conducting good faith effort outreach. Ultimately, the bidding/proposing vendor is solely responsible for the quality of the good faith effort outreach it conducts.**