ATTACHMENT A:

GOOD FAITH EFFORTS AS DEFINED IN THE SBE POLICY

1. **Contract Size.** Where appropriate the Developer should divide the work in order to encourage maximum SBE participation or, alternatively, SBEs may be encouraged to joint venture. Each responsible staff person, developer or prime contractor/consultant must identify specific items of each contract that may be performed by subcontractors and, if necessary, provide a list of prospective SBEs for the bidder(s).

2. **Advertise.** Generally contracts must be advertised for a minimum of 30 days prior to the opening of bids or proposals in media focused on small businesses, such as...

3. **Prepare List of SBEs.** The Agency maintains a list of all known SBEs according to their field of expertise (e.g., drywall, plumbing, public outreach, civil engineering, janitorial, etc.) As described above, OCII and the Developer also rely on the City’s database L/DBEs; the State of California’s database of SBEs and lists of other redevelopment agencies and government agencies to identify small businesses, particularly those in Project Areas, that have expertise relevant to implementation of the Project.

4. **Public Solicitation.** The Developer is expected to mail Requests for Qualifications (“RFQs”) or Requests for Proposals (“RFPs”) to SBEs and follow up initial solicitations of interest by contacting SBEs to determine with certainty whether they are interested in performing specific items in a project. OCII and the Developer will also make contacts with SBE contractor associations or development centers, or any agencies that disseminate bid and contract information and provide technical assistance to SBEs.

5. **Convene Pre-Bid or Pre-Solicitation Meetings.** On contracts estimated to cost $5,000 or more, the Developer is expected to send written invitations to potential SBE candidates to attend pre-bid or pre-solicitation meetings for the purpose of answering questions about the process and the specifications and requirements. Representatives of the Contract Compliance Office also participate in these meetings.

6. **Outreach and Other Assistance.** As additional steps, the Developer should a) provide SBEs with plans, specifications and requirements for all or part of the project; b) make contacts with SBE contractor associations or development centers, or any agencies that disseminate bid and contract information and provide technical assistance to SBEs; and c) follow up initial solicitations of interest by contacting SBE firms to determine with certainty whether they are interested in performing specific items in a project.

7. **Insurance and Bonding.** Recognizing that lines of credit, insurance and bonding are problems common to small businesses, the Project offers a Owner Consolidated Insurance Program.
8. **Focused Meetings.** When deficiencies are noted, Contract Compliance staff will work with the responsible staff person to convene a meeting for SBEs focusing on opportunities for particular industries, e.g., a joint meeting of housing sponsors and small architectural firms based in a Project Area.

9. **Monitoring.** OCII or OCII-Assisted Contractor will keep track of the date that each response, proposal or bid was received from SBEs, including the amount bid by and the amount to be paid (if different) to the non-SBE contractor that was selected. If the responsible staff person or bidder/proposer asserts that there were reasons other than the respective amounts bid for not awarding the contract to or selecting an SBE, he or she must be prepared to provide valid reasons(s) for any rejections.