



**Equal Opportunity Review Commission**  
**Minority & Women Business Enterprise and**  
**Veteran-Owned Small Business Required Documentation**

**GUIDE TO COMPLETING REQUIRED DOCUMENTS**

The following documents are required for EORC approval:

- Completed Good Faith Effort Checklist with appropriate documentation
- Completed EORC M/WBE/VOSB Participation Statement

**Please see below for instructions on completing each document.**

**1. Good Faith Effort Checklist**

The Good Faith Effort Checklist is intended to guide bidders on what the City of Pittsburgh means by making a serious “good faith effort” to identify and utilize M/WBE and VOSB firms on all contracts in order to meet participation goals. It is not intended to be inclusive or exhaustive, but will help show that a good faith effort has been made. Please provide documentation for each box that is checked.

**2. EORC M/WBE/VOSB Participation Statement**

List the prime or bidder name, contact person, address, phone number, email address, and certification information (if applicable).

Additionally, list any M/WBE or VOSB subcontractor that was solicited whether or not commitment was obtained. Include contact information, certification type, type of subcontract work, date solicited, how they were solicited, and reason if no commitment was made. Sign and date.

## M/WBE & VOSB GOOD FAITH EFFORT

The Good Faith Effort Checklist should be referred to by the proposer in their endeavors to meet the goals of the City of Pittsburgh through their "good faith efforts."

It is the proposer's responsibility to make a portion of the work available to M/WBE and VOSB subcontractors and suppliers and to select those portions of the work or material needs consistent with the available M/WBE and VOSB subcontractors and suppliers, so as to facilitate M/WBE and VOSB participation.

The fact that there may be some additional costs involved in finding and using M/WBE and VOSB subcontractors is not in itself sufficient reason for a proposer's failure to meet the contract M/WBE and VOSB goals, as long as such costs are reasonable. Also, the ability or desire of a proposer to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Proposers are not, however, required to accept higher quotes from M/WBE and VOSBs if the price difference is excessive or unreasonable.

The City of Pittsburgh's Equal Opportunity Review Commission will act as a resource for any bidder looking to increase M/WBE and VOSB participation. Please contact 412-255-8804 for help, questions, or concerns.

### GOOD FAITH EFFORT CHECKLIST

The following checklist must be included with your proposal, however it is not intended intended to be inclusive or exhaustive. **Please provide documentation for each box checked.**

- Held pre-bid or pre-proposal meetings to discuss upcoming opportunities at least two weeks in advance of solicitation due date.
- Advertised and conducted outreach with minority and women-owned businesses at least two weeks in advance of solicitation due date.
- Identified and designated economically feasible portions of the work to be performed by M/WBEs. This may include breaking down the contract into sub-contracts to ensure participation.
- Utilized the Pennsylvania Unified Certification Program (PAUCP) Directory and/or other resources to locate and identify potential firms to subcontract with.
- Provided a reasonable number of M/WBEs written notice via email or mail regarding subcontracting and/or supplier opportunities.
- Followed up with M/WBEs who were solicited to determine interest.
- Provided interested M/WBEs with plans, specifications, scope of work, and requirements of the contract.
- Entered into a formal contract, or signed letters of commitment with M/WBEs.
- Provided feedback to M/WBEs when bids and/or price quotations are rejected.
- Made efforts to assist interested M/WBEs obtain bonding, lines of credit, insurance, equipment, materials, supplies, or other project-related components.

# CITY OF PITTSBURGH EORC PARTICIPATION STATEMENT

This form must be completed and submitted with your bid or proposal

List below all M/WBE and VOSBs that were solicited whether or not commitment was obtained.

Name of Prime or Bidder:

Contact Person:

Address:

Email:

Phone Number:

Is Your Firm M/WBE/VOSB Certified?    Yes    No

Certification Type:

MBE

WBE

VOSB

Certifying Entity:

M/WBE/VOSB Sub Vendor Firm Name:				Contact Person:	
Address:		Phone Number:	Email:		
Certification Type:    MBE    WBE    VOSB		Types of Subcontract Work or Materials:			
Certifying Entity:					
Date Solicited:	Solicitation Method: Phone Email	Quote Received: Yes No	Commitment Made: Yes – Date: No	Amount Committed: \$ Amount: % Of Total Bid:	
Give Reason(s) If No Commitment Made:					

M/WBE/VOSB Sub Vendor Firm Name:				Contact Person:	
Address:		Phone Number:	Email:		
Certification Type:    MBE    WBE    VOSB		Types of Subcontract Work or Materials:			
Certifying Entity:					
Date Solicited:	Solicitation Method: Phone Email	Quote Received: Yes No	Commitment Made: Yes - Date: No	Amount Committed: \$ Amount: % Of Total Bid:	
Give Reason(s) If No Commitment Made:					

Signature:

Date:

Copy this form as necessary.