

Connecticut Department of Transportation

Process and Application for Review of Pre-award Good Faith Effort and a Waiver of part of the SBE requirement

If you, as the identified low bid contractor, are unable to meet the SBE set-aside established for this project, you may request a waiver. The request for waiver cannot exceed 50% of the original set-aside requirement.

Be mindful that the SBE requirement is a set-Aside and not a goal; therefore the work must be set-aside for SBE participation. The burden is on you, the apparent low bidder, to establish that subcontractors are not available either due to all being busy or none available for the items of work in your project.

You must show that you have taken all reasonable steps to achieve the SBE requirement and consulted the SBE directory at: <http://www.biznet.ct.gov/SupplierDiversity/SDSearch.aspx>

All applications must be delivered to the Office of Contracts to the attention of the Post-Bid Unit at:

Manager of Contracts Section
P. O. Box 317546
Newington, CT 06131-7546

The Office of Contract Compliance will evaluate the application and you, the apparent low bidder, will be notified of approval, denial, or request for additional documentation. Request for additional information are governed by the time limitations as if the request was denied.

In cases where the application is denied, the apparent low bidder shall have seven (7) days from the date of notification to request administrative reconsideration by submitting additional information or submit additional work to SBE firms to meet the requirement.

If additional information is submitted by you, within seven (7) days from the receipt of such documents, the Department will advise you of our decision. If the decision is a denial, you must submit, within seven (7) days additional nominees to meet the requirement or forfeit your rights to the project.

Connecticut Department of Transportation

Application for Review of Pre-award Good Faith Efforts Waiver of part of the SBE requirement

Name of Applicant: _____

Address: _____

Project Number: _____ Original Bid amount (\$): _____

Original SBE Goal (%): _____

Total SBE commitments obtained (attach all SBE Participation Approval Request forms):
\$ _____ % _____

Use attachments if needed.

- 1- Using the items list, identify the items that either SBE firms exist for classifications but are not available or items that can not be performed by SBE firms.

Please note that since this is a set-aside you must consider subcontracting items that you might have normally performed by your own forces.

You may use a copy of the proposal item for this section as attachment.

Item number	Description	Item Bid Amount (\$)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For the following three (3) requirements, use attachments.

- 2- Indicate all steps taken to identify SBE firms to match the work to be sublet in step 2.
- 3- List all SBE firms identified and contacted, and include what work was offered.
- 4- Provide all communications between you and the firms identified in Step 3 to show your solicitation and their responses. Include all emails and responses, phone logs with contact name and the date contacted, faxes, mail communications.
- 5- Include any information of a similar nature relevant to the application.

Signature

Date

Print Name and Title