



OFFICE OF THE COUNTY AUDITOR
COMPLIANCE REVIEW OFFICE
415 E 12TH STREET, 2ND FLOOR
KANSAS CITY, MISSOURI 64106

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GENERAL CONTRACTOR
GOOD FAITH EFFORTS CHECKLIST

General Contractor: _____ **Project:** _____
Representative: _____ **Title:** _____
Phone: _____ **Email:** _____

When required by the Compliance Review Office (CRO), the General Contractor must complete this checklist within the time frame provided. Check one or more of the following, documentation evidencing each checked item must be provided.

1. _____ Requested in writing, assistance of the Compliance Review Office with respect to efforts to promote the utilization of MBE/WBEs and acted upon the CRO's recommendations. Other appropriate organizations may be used to identify qualified M/WBE's. (County Code Section 645.6)
2. _____ Solicited in writing proposals from certified MBE/WBEs in sufficient time to allow MBE and WBE firms to participate effectively (in any event no later than 15 calendar days prior to the utilization of any Vendor or Construction Services for each project, setting forth in sufficient detail a description of the Project, identification of the vendor or contractor, the amount and scope of work to be performed, and the time frame of performance, so that meaningful proposals may be submitted sufficiently in advance to be considered prior to awarding contracts. (County Code Section 645.1)
3. _____ Advertised in Minority/Women's Trade Association Newsletters and/or minority owned media in sufficient time to allow MBE and WBE firms to participate effectively (in any event no later than at least 15 calendar days prior to the utilization of any Vendor or Construction Services for each Project, identifying specific opportunities at least equal to the Utilization Goal for MBE/WBE utilization specified for the contract and maintained a log or copies of such ads showing the date of publication and identifying the publication. (County Code Section 645.1)
4. _____ Adequately segmented the work in the bid or request for proposal documents or any other communication or publication intended to solicit Vendors or Construction Services for the Project to be subcontracted to the extent consistent with the size and capability of MBE/WBE firms so that reasonable subcontracting opportunities exist. (County Code Section 645.2)
5. _____ Notified in writing Minority/Women Contractor Associations, community organizations, Contractors' groups, government sponsored Minority and women business assistance offices and other appropriate organizations to provide assistance in the recruitment and placement of M/WBE firms. Notification to these organizations should occur at least 15 calendar days prior to the unitization of vendors or Construction services for each Project to include the availability of specific opportunities, at least equal to the Utilization Goals given to M/WBE as provided in the Jackson County Code Section 645.6.
6. _____ Conferred with qualified, certified MBE's and WBE's and explained the work for which their bids or proposals were solicited.
7. _____ The bidder has made efforts to assist M/WBE's with bonding, insurance or line of credit, where appropriate. (County Code Section 645.4)
8. _____ Assisted M/WBE contractors in obtaining necessary equipment, supplies, and materials, where appropriate. (County Code Section 645.5)

9. _____ Made telephone calls to MBE/WBE contractors or vendors and log, including date, time, name of person talked to, and subject of discussion. (County Code Section 645.3)
10. _____ Conducted good faith negotiations, as determined by the CRO, with those MBE/WBE firms from whom proposals were received in an effort to reach a mutually acceptable agreement. (County Code Section 645.3)

Documentation in support thereof may include:

- a. Copies of solicitation letters
- b. Bid price of MBE/WBE
- c. Bid price of non-MBE/WBE bidder
- d. Reason for non-selection of the MBE/WBE bidder.

Subscribed and sworn to before me this _____ day of _____, 20____

State of _____ County of _____

My Commission Expires: _____

Notary Public

(Attach official seal if applicable)

Please submit Checklist and attached documentation by required deadline to: CRO@jacksongov.org .

Compliance Review Office
 Jackson County Auditor's Office
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