

**“AUDITOR’S GOOD FAITH EFFORTS GUIDELINES”
FOR
A/E CONTRACTS COVERED BY EXECUTIVE LAW, ARTICLE 15-A**

INTRODUCTION:

Consulting firms that are awarded Office of General Services (OGS) contracts should use these Guidelines for the preparation of all “**good faith efforts**” documentation. Please complete and submit the required forms that are used to report your progress in regard to your Affirmative Action requirements. If your firm incurs difficulty in meeting your Affirmative Action responsibilities, these Guidelines can be of great assistance to your firm in preparing the required “**good faith efforts**” documentation.

Responses to information in these Guidelines should be given in an item-by-item format following the numerical sequence as presented. If you fail to adequately document and respond to each item, it may result in a finding of non-compliance. If you need assistance, please contact the Office of Minority and Women-owned Business Enterprises at (518) 473-7083.

GUIDELINES:

In order for the Office of Minority and Women-owned Business Enterprises to properly review and make a decision on the level of compliance achieved and documented, please provide the attached outlined information with your “**good faith efforts.**”

**MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)
UTILIZATION *A/E CONTRACTS***

1. List, maintain and forward a record of all solicitations of offers for all subconsultants and suppliers for the contract. Include circulation of solicitations to Minority and Women Business Associations, Minority and Women Media Publications, other businesses and organizations. List the efforts undertaken to subdivide portions of the work into smaller components in order to increase certified M/WBE participation. List any information relating to your firm's efforts in ***assisting*** in the formation of joint ventures in order to increase certified M/WBE participation.
2. List resources used in identifying certified M/WBEs. Did your firm utilize the Directory of Certified Minority and Women-owned Business Enterprises as a resource document in meeting your participation goals? Did your firm seek additional assistance from the Office of Minority and Women-owned business Enterprises?
3. List any special considerations and/or concerns which are preventing adequate M/WBE participation.
4. Provide any information attesting to your participation at the following meetings:
 - a. Alliance of Minority and Majority Business Association
 - b. State Procurement Conferences and Workshops
 - c. Workshops for Small and Minority Businesses
 - d. Similar organizational efforts to establish contracts and working relationships within the state business community.

(Revised July 2000)