

# 3-5 Complete Form 1416 (Good Faith Effort Report) for Pre-Award Only (Bidder)



## Details

### Responsible Parties

- Bidder

### Revision Date of this Document

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### Document Owner

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## Procedure Objective

This document is intended to assist the low apparent bidder in submitting the CDOT Form 1416, Good Faith Effort Report, in the event that the bid does not have sufficient DBE commitments to meet the advertised DBE contract goal.

## System Procedures

1. Download the CDOT Form 1414 from the CDOT Forms Catalog at <https://www.codot.gov/about/forms>

### CDOT Forms Catalog

Use this page to find CDOT forms on a variety of topics. Please note: If you intend to fill out a form for submission, please first download it and save it. Do not fill it out in your web browser.

Forms can be located by scrolling through the list or by using the search/filter tiles for the Program owner of the form, the Form Number, or the Form Title. Once located click on the File Hyperlink which will take you to the form.

Program ▾	Search by Form Number ▾	Form Title ▾
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Program ▾	Form Number	Form Title	File Hyperlink
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2. Fill out the bidder and project information in Section A of the CDOT Form 1416.

Section A. Bidder/Prime Contractor and Project Information					
1. Project (S/A) No. or PCN Number (5 digit #):		2. FHWA Project #, Subaward Agreement # from COTRAMS (FTA projects), or PO # (for CM/GC-CM contracts):		3. Project Name:	
4. Name of Bidder/Prime Contractor:		5. Bidder/Prime Contractor's Contact Name:		6. Bidder/Prime Contractor's Contact Title:	
7. Bidder/Prime Contractor's Contact Phone #:			8. Bidder/Prime Contractor's Contact Email Address		

3. In Section B of the form, (pre-award), the bidder shall enter the bid/proposal information.

Section B. Bid/Proposal Information (to be completed ONLY if submitted at bid time)					
9. Bid/Proposal Amount:	\$		10. Contract Goal Percentage	%	11. Contract Goal Dollar Value:

**Note:** Section C of the form shall not be completed in the pre-award stage.

4. In Section D of the form, questions 20-29, describe the efforts that the bidder made to achieve DBE participation. The bidder shall complete the questions in this section of the form and provide any supporting documentation demonstrating the bidder's good faith efforts. Attach additional page(s) as necessary when submitting the completed CDOT Form 1416.
5. An authorized representative of the bidder shall sign and date Section E of the CDOT Form 1416.

Section E. Affidavit of Good Faith Efforts	
<p>The Bidder/Contractor must show that it took all necessary and reasonable steps to achieve the DBE contract goal, which by their scope, intensity, and appropriateness to the objective could reasonably be expected to obtain sufficient DBE participation, even if not fully successful. 49 CFR Part 26, Appendix A sets forth examples and guidance for good faith efforts. The Bidder/Contractor is not limited to the examples provided in 49 CFR Part 26, Appendix A and may provide any documentation that demonstrates good faith efforts to obtain DBE participation on this contract.</p> <p>If, at any time, CDOT has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, CDOT may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 26, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice or Office of the Inspector General for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.</p> <p>By signing below, the Bidder/Contractor hereby affirms that it has made good faith efforts and has documented all such efforts on this form and through the attached supporting documentation.</p>	
30. Bidder/Prime Contractor Signature:	31. Date:

6. If the bidder falls short of the contract DBE goal, the bidder shall include the CDOT Form 1416 and all applicable supporting documentation with the bid submission.
7. The bidder has successfully completed and submitted the CDOT Form 1416.