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CS-6AAA Good Faith Effort Online is a tool that has been developed to aid the bidder/prime contractor in filling out the CS-6AAA Good Faith Effort form if they are only able to meet a portion of the goal. The intent of this form is to document the good faith effort attempts made by the apparent low bidder in soliciting DBE/SBE firms to meet the DBE/SBE project goal. Please note that the project goal will not be waived and the contractor must make efforts to achieve the goal throughout the life of the contract.

CS-6AAA GOOD FAITH EFFORT ONLINE – SOFTWARE REQUIREMENTS.

An internet connection, a valid e-mail address, a browser viewer, and a *.pdf file format reader

CS-6AAA GOOD FAITH EFFORT LOGIN

The Contractor can type in the Internet URL

http://wwwapps.dotd.la.gov/administration/compliance/cs6aaa/GFLogIn.aspx

After clicking on Good Faith Effort Entry Form on the left menu, the following login page will be displayed. In order to use this tool, each Bidder/Prime Contractor must login just as they do for electronic bidding using the same login ID and password.

Logging Onto the Good Faith Effort Application
Fill in your Login Id, password and projectID then click the LOGIN button.

Good Faith Effort login error message.
The following message will be displayed if the contractor has tried to login with an invalid Login ID or Password. Type in the correct Login ID, password and then click the LOGIN button.
Use the page buttons to navigate to [Page 1] and [Page 2].

Page 1 must be filled out completely before you can use any other button.
Make sure you have a valid Email address. The completed forms, to be signed, will be sent to this email address.

**Page 1 Errors**

An error message and an * next to the field causing the error will be displayed if page 1 is not completely filled in.
Saving information on Page 1

You can save the data on page 1 before going to page 2. When you click on the Save Form button the message “Data Saved” will display on the top of the page and the form will be saved. You can save your form at any time during your input process and as many times as you wish. This will stop you from losing any data input. If you log back in at a later time, the data will be reloaded into the forms.
Click on the **Add Work Type** button to add as many “WorkType” sections as needed. This button is only visible on Page 2.
For each work type section you must choose a work type from the drop down list.
You can add up to 3 contacts for each “Work Type” section.

Page 2 error
The whole contact line for each contact must be filled in completely. An error message will display for partially filled out lines. If you get an error just complete the line and resave.
Submit the form for approval.

After you have completed the forms and you are ready to submit them to DOTD for approval use the Submit Form button. This will save the data again and send notice to the compliance section for approval of the documents. After submitting the forms, you will receive an email with the forms attached. These forms will have draft as a watermark and are just a confirmation that you have submitted the forms. If you do not receive this email, log on and check that you entered a valid email address on the form.

Once submitted you will receive the message “Forms Submitted” and the Close Form button will appear. The Close Form will bring you back to the login screen.
Submittal Email

You will receive an email with the forms

```
GoodFaith Documents have been submitted for approval.
NoReply@Server.com
Sent: Mon 1/20/2014 8:00 AM
To: Gay Girir

Message
- 06276003_CS6AAA_GFE_2014_1_20_8_0_6_.pdf (11 KB)
- 06276003_CS6AAA_WorkTypes_2014_1_20_8_0_6_.pdf (11 KB)
```

Submitted form is waiting for approval.

These forms are just a confirmation of submittal. You will receive another email once approved with the approval watermark.

Page1 form from submittal
If the compliance section needs more information or finds an error, they will send you another email stating the issue. Make appropriate changes and re-submit the form.

**Needs Revisions**

Please correct bid amount for aaa.
APPROVAL DOCUMENTS

After the forms have been approved by the compliance section, you will receive an email with the forms attached that have the approved watermark. These forms are to be signed and returned to DOTD.

Documents approved.

Page 1 approved document
DBE/SBE Good Faith Effort

Every solicitation where there is a certified DBE/SBE, the apparent low bidder must submit the form as follows:

1. Available DBE/SBE - must contact 1 DBE/SBE
2-4 available DBE/SBE - must contact 2 DBE/SBE
5-6 available DBE/SBE - must contact 3 DBE/SBE
7-8 available DBE/SBE - must contact 4 DBE/SBE
9 or more available DBE/SBE - must contact 5 DBE/SBE

All information submitted on this form is subject to audit by the DBE/SBE Goal Committee.

Date Submitted: 01/20/14 8:34:53 AM

State Project Number: M.B00000.0  Parish: St, Tammany  District: 13
Contractor Name: [Redacted]
Address: 123 Public Dr
City: Baton Rouge  State: La  Zip: 70800
Contact Person: John Doe  Phone Number: 225-111-1234
Email Address: [Redacted]

Project Goal Percentage: 10
Commitment Percentage: 5
Unattained Percentage: 5

Bidder / Authorized Representative Signature:

Title:  Date:
<table>
<thead>
<tr>
<th>Work Type</th>
<th>Description of Work, Service or Material</th>
<th>SOE/ESBE Firm Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthwork</td>
<td></td>
<td>bbb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contract Date:</th>
<th>Contact Method</th>
<th>Contact Results</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>aaa</td>
<td>1/10/2014 12:00:00 AM</td>
<td>phone</td>
<td>no answer</td>
<td>3.00</td>
</tr>
<tr>
<td>bbb</td>
<td>1/17/2014 12:00:00 AM</td>
<td>bbb</td>
<td>bbb</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Description of Work, Service or Material</th>
<th>SOE/ESBE Firm Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping</td>
<td></td>
<td>bbb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contract Date:</th>
<th>Contact Method</th>
<th>Contact Results</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>bbb</td>
<td>1/13/2014 12:00:00 AM</td>
<td>bbb</td>
<td>bbb</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Comments:
EXAMPLES BUTTON

The **Examples** button will display an example page that may be helpful.