



Compliance Programs

CS-6AAA Online

Good Faith Effort Form User Manual

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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

The screenshot displays the DOTD Louisiana Department of Transportation & Development website. The top navigation bar includes links for DOTD A-Z, CONTACT US, SITE MAP, and EMPLOYEE PORTAL. Below this is a search bar and social media icons. The main navigation menu features categories like RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE La DOTD. The left sidebar menu lists various information resources, with 'Good Faith Effort Entry Form' highlighted by a red rectangular box. The main content area is titled 'CS-6AAA Good Faith Effort Login' and contains a login form with three input fields: 'Bidder Login ID', 'Bidder Password', and 'ProjectID'. A 'LOGIN' button is positioned to the right of these fields. The footer of the page provides contact information for the LA DOTD HEADQUARTERS.

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.

The screenshot displays the DOTD website interface. At the top, there is a navigation bar with links for DOTD A-Z, CONTACT US, SITE MAP, and EMPLOYEE PORTAL. Below this is a search bar and social media icons. The main navigation menu includes links for RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE La DOTD. The breadcrumb trail shows the path: Home > Administration > Compliance Programs > CS-6AAA. The page title is "CS-6AAA Good Faith Effort Login". A red error message states: "Login Failed. Please re-enter BidderID and Password". Below the message is a login form with three input fields: Bidder Login ID (containing 00001001), Bidder Password (containing H.123456.6), and ProjectID (containing H.123456.6). A red arrow points to the Bidder Login ID field. A "LOGIN" button is located to the right of the input fields. The footer contains the DOTD logo and contact information.

DOTD
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La DOTD

Home > Administration > Compliance Programs > CS-6AAA

CS-6AAA Good Faith Effort Login

Login Failed. Please re-enter BidderID and Password

Bidder Login ID: 00001001

Bidder Password: H.123456.6

ProjectID: H.123456.6

LOGIN

SITE MAP

LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdcs@la.gov

GOOD FAITH EFFORT PAGE ONE (1)

NAVIGATION BUTTONS

The screenshot shows the DOTD Louisiana Department of Transportation & Development website. The top navigation bar includes links for DOTD A-Z, CONTACT US, SITE MAP, and EMPLOYEE PORTAL. Below this is a search bar and social media icons. The main navigation bar has sections for RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE La DOTD. The breadcrumb trail reads: Home > Administration > Compliance Programs > Good Faith Effort. The page title is "DBE/SBE GOOD FAITH EFFORT". Below the title are five buttons: "Page 1", "Page 2", "Examples", "Save Form", and "Submit Form". The "Page 1" and "Page 2" buttons are highlighted with a red box.

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.

The screenshot shows the DOTD Louisiana Department of Transportation & Development website. The top navigation bar includes links for DOTD A-Z, CONTACT US, SITE MAP, and EMPLOYEE PORTAL. Below this is a search bar and social media icons. The main navigation bar has sections for RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE La DOTD. The breadcrumb trail reads: Home > Administration > Compliance Programs > Good Faith Effort. The page title is "DBE/SBE GOOD FAITH EFFORT". Below the title are five buttons: "Page 1", "Page 2", "Examples", "Save Form", and "Submit Form". The "Page 1" button is highlighted with a red box. The form content includes a paragraph explaining the intent of the form, a list of requirements for DBE/SBE firms, and a section for submitting information. The "All information submitted on this form is subject to audit by the DBE/SBE Goal Committee." is highlighted. The form fields include: Date Submitted: Not Submitted, State Project Number: H.008008.6, Parish: [blank], DOTD District: [blank], Contractor Name: GAJAJC CONSTRUCTION GROUP LLC, Address: [blank], City: [blank], State: [blank], Zip: [blank], Contact Person: [blank], Telephone Number: [blank], and Email: [blank].

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.

Home ▶ Administration ▶ Compliance Programs ▶ Good Faith Effort

DBE/SBE GOOD FAITH EFFORT

- ▶ District is required.
- ▶ City is required.

Page 1 Page 2 Examples Save Form Submit Form

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.

Every work type 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
- ▶ 2-5 available DBE/SBE - must contact 2 DBE/SBE
- ▶ 6-7 available DBE/SBE - must contact 3 DBE/SBE
- ▶ 8-9 available DBE/SBE - must contact 4 DBE/SBE
- ▶ 10 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: Not Submitted

State Project Number: Parish: DOTD District: *

Contractor Name:

Address:

City: * State: Zip:

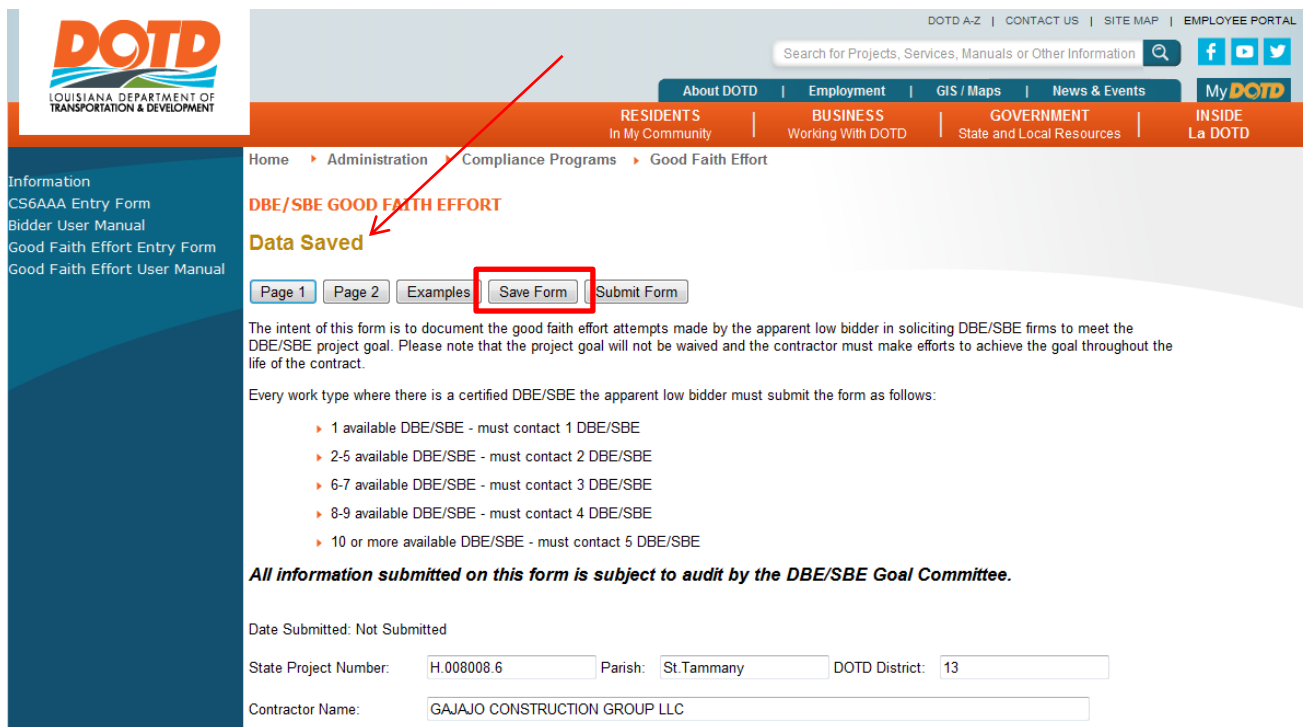
Contact Person: Telephone Number:

Email:

Project Goal Percentage: Commitment Percentage: Unattained Percentage:

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.



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Home > Administration > Compliance Programs > Good Faith Effort

DBE/SBE GOOD FAITH EFFORT

Data Saved

Page 1 Page 2 Examples **Save Form** Submit Form

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.

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- ▶ 6-7 available DBE/SBE - must contact 3 DBE/SBE
- ▶ 8-9 available DBE/SBE - must contact 4 DBE/SBE
- ▶ 10 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: Not Submitted

State Project Number: H.008008.6 Parish: St.Tammany DOTD District: 13

Contractor Name: GAJAJA CONSTRUCTION GROUP LLC



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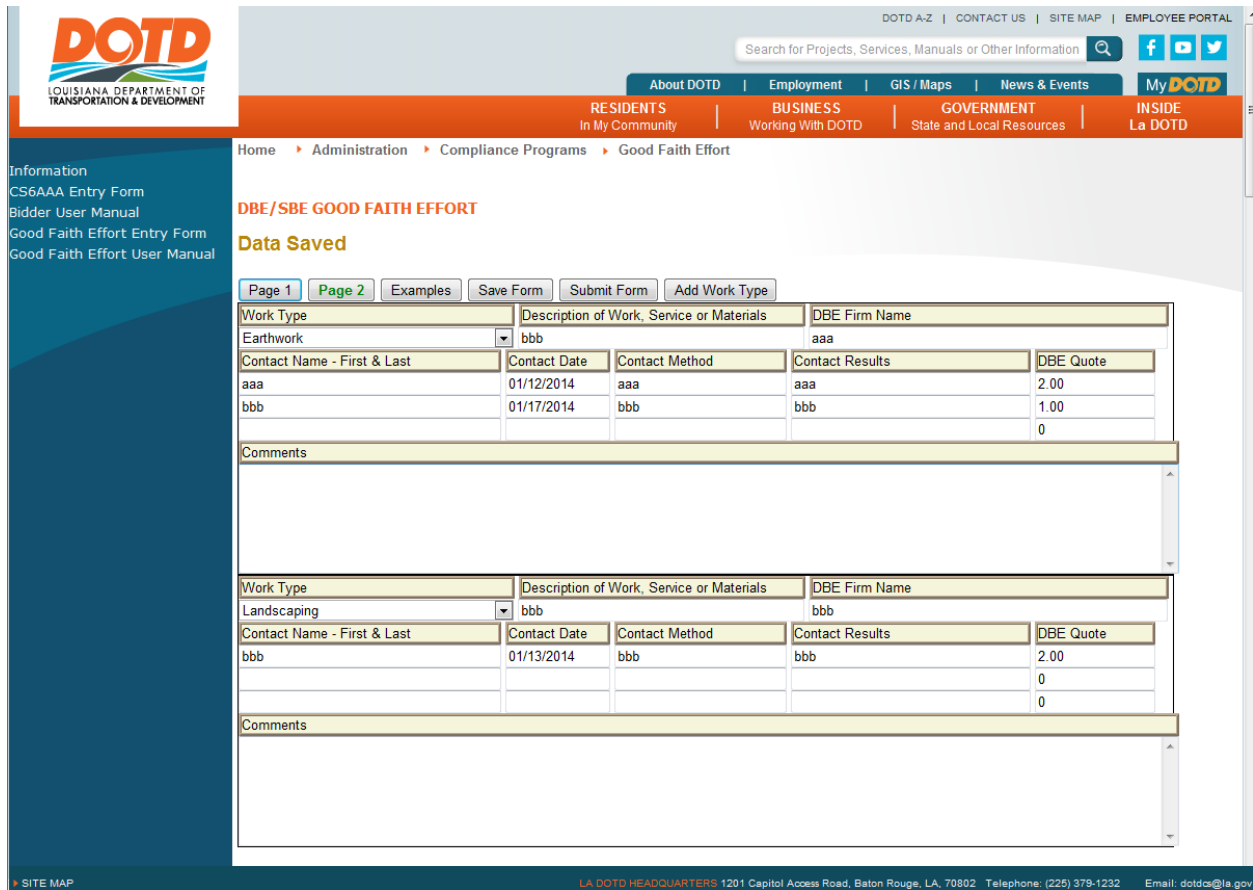
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Home > Administration > Compliance Programs > Good Faith Effort

DBE/SBE GOOD FAITH EFFORT

Data Saved

[Page 1](#) |
 [Page 2](#) |
 [Examples](#) |
 [Save Form](#) |
 [Submit Form](#) |
 [Add Work Type](#)



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Home > Administration > Compliance Programs > Good Faith Effort

DBE/SBE GOOD FAITH EFFORT

Data Saved

Page 1 Page 2 Examples Save Form Submit Form Add Work Type

Work Type	Description of Work, Service or Materials	DBE Firm Name
Earthwork	bbb	aaa

Contact Name - First & Last	Contact Date	Contact Method	Contact Results	DBE Quote
aaa	01/12/2014	aaa	aaa	2.00
bbb	01/17/2014	bbb	bbb	1.00
				0

Comments

Work Type	Description of Work, Service or Materials	DBE Firm Name
Landscaping	bbb	bbb

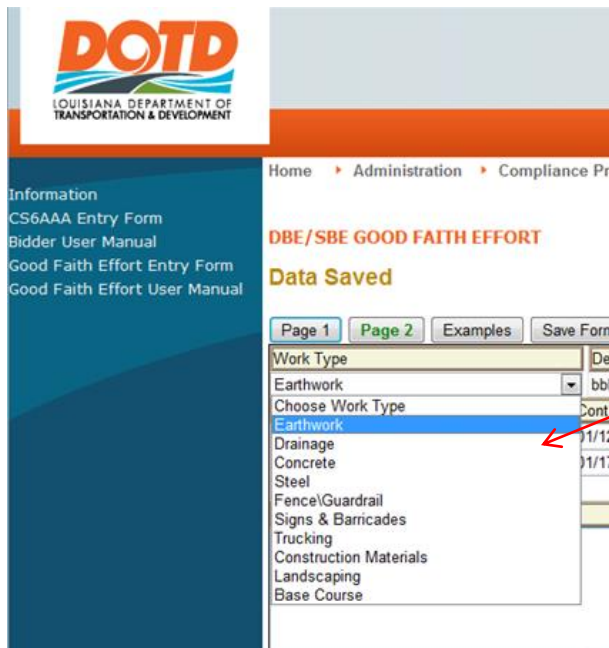
Contact Name - First & Last	Contact Date	Contact Method	Contact Results	DBE Quote
bbb	01/13/2014	bbb	bbb	2.00
				0
				0

Comments

SITE MAP

LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdce@la.gov

For each work type section you must choose a work type from the drop down list.



DOTD

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Home > Administration > Compliance Programs

DBE/SBE GOOD FAITH EFFORT

Data Saved

Page 1 Page 2 Examples Save Form

Work Type

Earthwork

Choose Work Type

Earthwork

Drainage

Concrete

Steel

Fence/Guardrail

Signs & Barricades

Trucking

Construction Materials

Landscaping

Base Course

You can add up to 3 contacts for each “Work Type” section.

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Home > Administration > Compliance Programs > Good Faith Effort

DBE/SBE GOOD FAITH EFFORT

Data Saved

Page 1 | Page 2 | Examples | Save Form | Submit Form | Add Work Type

Work Type	Description of Work, Service or Materials	DBE Firm Name
Earthwork	bbb	aaa

Contact Name - First & Last	Contact Date	Contact Method	Contact Results	DBE Quote
aaa	01/12/2014	aaa	aaa	2.00
bbb	01/17/2014	bbb	bbb	1.00
				0

Comments

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.

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

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Home > Administration > Compliance Programs > Good Faith Effort

DBE/SBE GOOD FAITH EFFORT

Error on save. Please complete form.

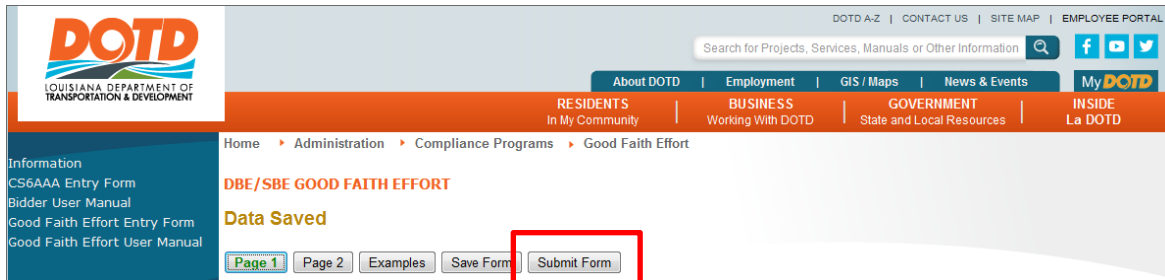
Page 1 | Page 2 | Examples | Save Form | Submit Form | Add Work Type

Work Type	Description of Work, Service or Materials	DBE Firm Name
Earthwork	bbb	aaa

Contact Name - First & Last	Contact Date	Contact Method	Contact Results	DBE Quote
aaa		aaa	aaa	2.00
bbb	01/17/2014	bbb	bbb	1.00
				0

Comments

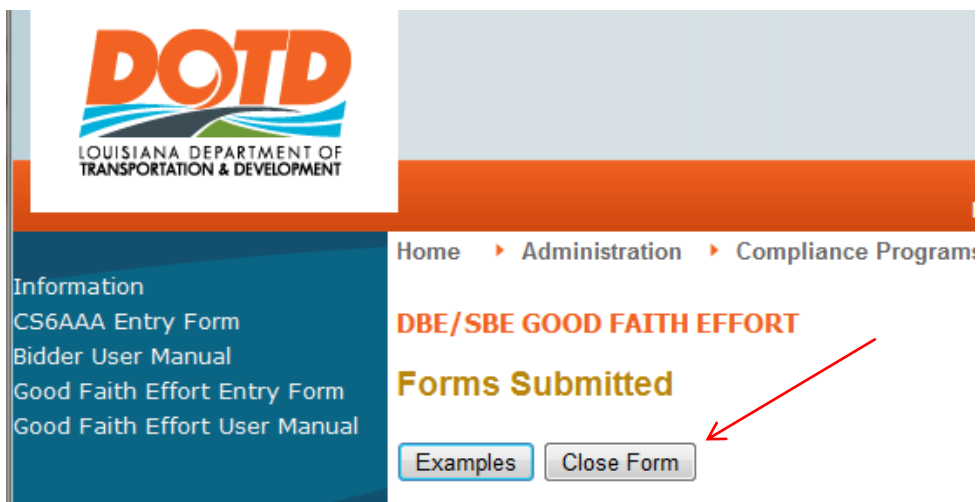
SUBMIT THE FORM FOR APPROVAL.



The screenshot shows the DOTD Louisiana Department of Transportation & Development website. The breadcrumb trail is: Home > Administration > Compliance Programs > Good Faith Effort. The page title is 'DBE/SBE GOOD FAITH EFFORT'. Below the title, it says 'Data Saved'. At the bottom of the form area, there are buttons for 'Page 1', 'Page 2', 'Examples', 'Save Form', and 'Submit Form'. The 'Submit Form' button is highlighted with a red rectangular box.

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.

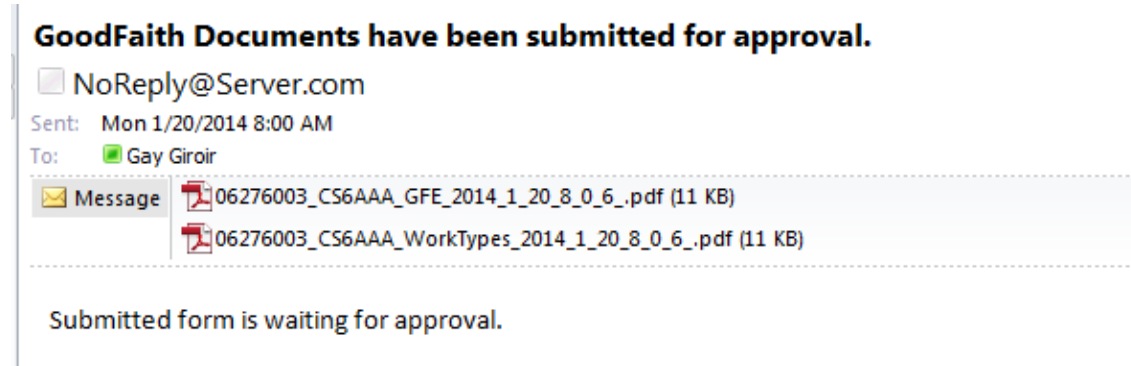
Once submitted you will receive the message “Forms Submitted” and the **Close Form** button will appear. The **Close Form** will bring you back to the login screen.



The screenshot shows the DOTD website after successful submission. The breadcrumb trail is: Home > Administration > Compliance Program. The page title is 'DBE/SBE GOOD FAITH EFFORT'. Below the title, it says 'Forms Submitted'. At the bottom of the form area, there are buttons for 'Examples' and 'Close Form'. A red arrow points to the 'Close Form' button.

Submittal Email

You will receive an email with the forms



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

Page1 form from submittal

DBE/SBE Good Faith Effort

Every work type 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
- 2-5 available DBE/SBE - must contact 2 DBE/SBE
- 6-7 available DBE/SBE - must contact 3 DBE/SBE
- 8-9 available DBE/SBE - must contact 4 DBE/SBE
- 10 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: 1/20/2014 8:00:06 AM

State Project Number: H.009565.6 Parish: St Tammany District: 13

Contractor Name: Gajajo Construction CO., LLC

Address: 123 Public Dr

City: Baton Rouge State: La Zip: 70809

Contact Person: John Doe Phone Number: 225-111-1234

Email Address: gay.giroir@la.gov

Project Goal Percentage: 10

Commitment Percentage: 5

Unattained Percentage: 5

Bidder / Authorized Representative Signature: _____

Title: _____ Date: _____

Page 2 form from submittal

Work Type Earthwork	Description of Work, Service or Material: bbb	DBE/SBE Firm Name: bbb		
Contact Name	Contact Date:	Contact Method	Contact Results	Bid Amount
aaa	1/12/2014 12:00:00 AM	phone	no answer	2.00
bbb	1/17/2014 12:00:00 AM	bbb	bbb	1.00
Comments:				


Work Type Landscaping	Description of Work, Service or Material: bbb	DBE/SBE Firm Name: bbb		
Contact Name	Contact Date:	Contact Method	Contact Results	Bid Amount
bbb	1/13/2014 12:00:00 AM	bbb	bbb	2.00
Comments:				

DRAFT

NEEDS REVISIONS

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.

Good Faith Effort Revisions for Proposal - H.009565.6; Submitted - 1/20/2014 8:27:45 AM

 NoReply@Server.com

Sent: Mon 1/20/2014 8:29 AM


To:  Gay Giroir

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.

GoodFaith Documents Approved

 NoReply@Server.com

Sent: Mon 1/20/2014 8:36 AM

To:  Gay Giroir

 Message  06276003_CS6AAA_GFE_2014_1_20_8_36_2_.pdf (15 KB)
 06276003_CS6AAA_WorkTypes_2014_1_20_8_36_2_.pdf (14 KB)

Documents approved.

Page 1 approved document

DBE/SBE Good Faith Effort

Every work type 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

2-5 available DBE/SBE - must contact 2 DBE/SBE

6-7 available DBE/SBE - must contact 3 DBE/SBE

8-9 available DBE/SBE - must contact 4 DBE/SBE

10 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: 1/20/2014 8:34:53 AM

State Project Number: H.009565.6

Parish: St Tammany

District: 13

Contractor Name: GaJaJo Construction CO., LLC

Address: 123 Public Dr

City: Baton Rouge

State: La

Zip: 70809

Contact Person: John Doe

Phone Number: 225-111-1234

Email Address: gay.girou@la.gov

Project Goal Percentage: 10

Commitment Percentage: 5

Unattained Percentage: 5

Bidder / Authorized Representative Signature: _____

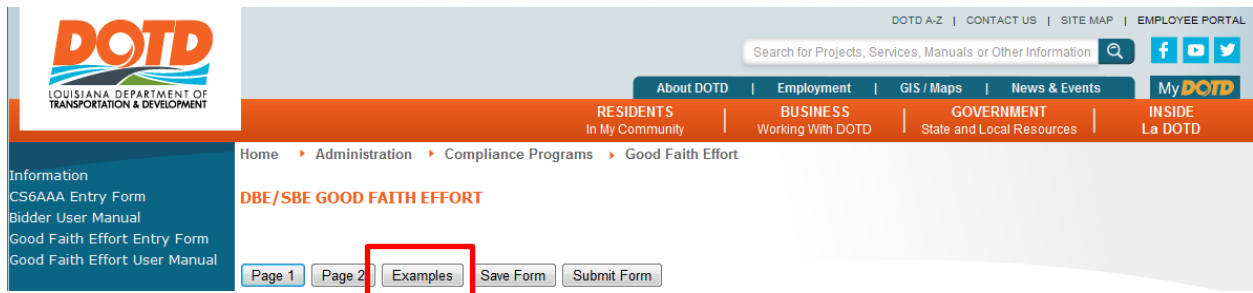
Title: _____ Date: _____

Compliance Programs CS-6AAA Good Faith Effort User Manual – January 17, 2014

Work Type Earthwork	Description of Work, Service or Material: bbb	DBE/SBE Firm Name: bbb		
Contact Name	Contact Date:	Contact Method	Contact Results	Bid Amount
aaa	1/12/2014 12:00:00 AM	phone	no answer	3.00
bbb	1/17/2014 12:00:00 AM	bbb	bbb	1.00
Comments:				

Work Type Landscaping	Description of Work, Service or Material: bbb	DBE/SBE Firm Name: bbb		
Contact Name	Contact Date:	Contact Method	Contact Results	Bid Amount
bbb	1/13/2014 12:00:00 AM	bbb	bbb	2.00
Comments:				

EXAMPLES BUTTON



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