



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 shows the DOTD website interface. 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: RESIDENTS (In My Community), BUSINESS (Working With DOTD), GOVERNMENT (State and Local Resources), and INSIDE La DOTD. A breadcrumb trail reads: Home > Administration > Compliance Programs > CS-6AAA. The left sidebar lists 'Information' items: CS6AAA Entry Form, Bidder User Manual, and 'Good Faith Effort Entry Form' (highlighted with a red 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, followed by a 'LOGIN' button. The footer contains the site map link and contact information for 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 shows the DOTD (Louisiana Department of Transportation & Development) website. The header includes the DOTD logo, navigation links (DOTD A-Z, CONTACT US, SITE MAP, EMPLOYEE PORTAL), a search bar, and social media icons. The main navigation bar has categories: RESIDENTS (In My Community), BUSINESS (Working With DOTD), GOVERNMENT (State and Local Resources), and INSIDE La DOTD. The breadcrumb trail is: 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 (empty), and ProjectID (containing "H.123456.6"). A blue "LOGIN" button is to the right of the password field. A red arrow points to the Bidder Login ID field. The footer contains "SITE MAP", "LA DOTD HEADQUARTERS 1201 Capitol Access Road, Baton Rouge, LA, 70802 Telephone: (225) 379-1232 Email: dotdcs@la.gov".

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.

The screenshot shows the DOTD Louisiana Department of Transportation & Development website. The main navigation bar includes links for RESIDENTS, BUSINESS, GOVERNMENT, and INSIDE La DOTD. The breadcrumb trail is: Home > Administration > Compliance Programs > Good Faith Effort. The page title is "DBE/SBE GOOD FAITH EFFORT". A "Data Saved" message is displayed in orange text. Below the message are navigation buttons: Page 1, Page 2, Examples, Save Form (highlighted with a red box), and Submit Form. A red arrow points from the "Save Form" button to the "Data Saved" message. The form content includes a paragraph explaining the intent of the form, a list of work types with their respective DBE/SBE requirements, and a bolded statement: "All information submitted on this form is subject to audit by the DBE/SBE Goal Committee." At the bottom, there are input fields for "Date Submitted: Not Submitted", "State Project Number: H.008008.6", "Parish: St.Tammany", "DOTD District: 13", and "Contractor Name: GAJAJA CONSTRUCTION GROUP LLC".

GOOD FAITH EFFORT PAGE TWO (2)

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

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

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

Click on the **Add Work Type** button to add as many “WorkType” sections as needed. This button is only visible on Page 2.

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

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

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		
Choose Work Type				
Contact Name - First & Last	Contact Date	Contact Method	Contact Results	DBE Quote
				0
				0
				0

Comments

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

Search for Projects, Services, Manuals or Other Information

About DOTD | Employment | GIS / Maps | News & Events | My DOTD

RESIDENTS In My Community | BUSINESS Working With DOTD | GOVERNMENT State and Local Resources | INSIDE La DOTD

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) 378-1232 Email: dotdca@la.gov

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

DOTD LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

Home > Administration > Compliance Pr

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.

The screenshot shows the DOTD web application interface. 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 includes About DOTD, Employment, GIS / Maps, News & Events, and My DOTD. The user is logged in as a RESIDENTS user. The breadcrumb trail is Home > Administration > Compliance Programs > Good Faith Effort. The page title is DBE/SBE GOOD FAITH EFFORT. The status is Data Saved. The form has tabs for Page 1, Page 2, Examples, Save Form, Submit Form, and Add Work Type. The table below shows the contact data:

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

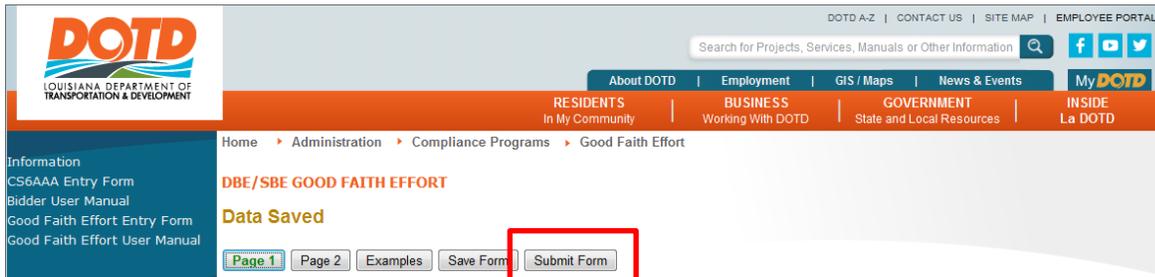
The whole contact line for each contact must be filled in completely. An error message will display for partially filled out lines. If you get an error just complete the line and resave.

The screenshot shows the DOTD web application interface with an error message. The breadcrumb trail is Home > Administration > Compliance Programs > Good Faith Effort. The page title is DBE/SBE GOOD FAITH EFFORT. The status is Error on save. Please complete form. The form has tabs for Page 1, Page 2, Examples, Save Form, Submit Form, and Add Work Type. The table below shows the contact data:

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	aaa	2.00
bbb	01/17/2014	bbb	bbb	1.00
				0

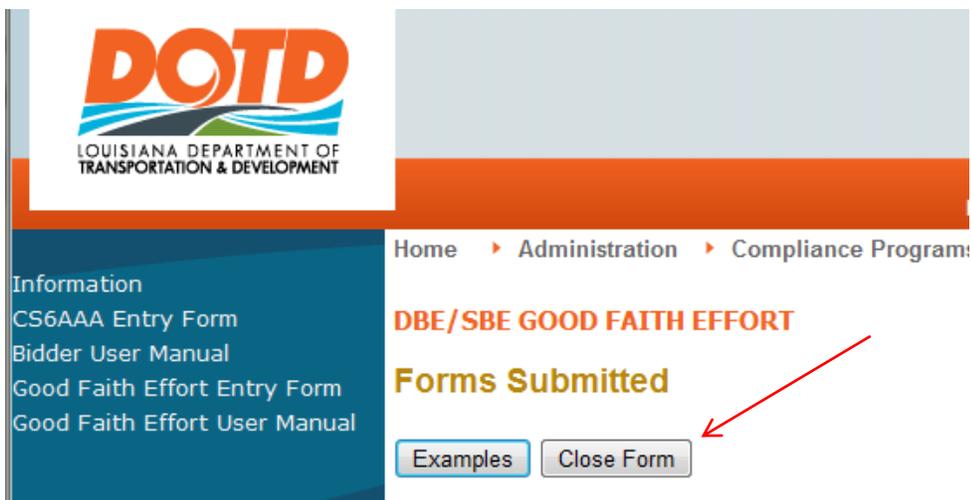
Comments

SUBMIT THE FORM FOR APPROVAL.



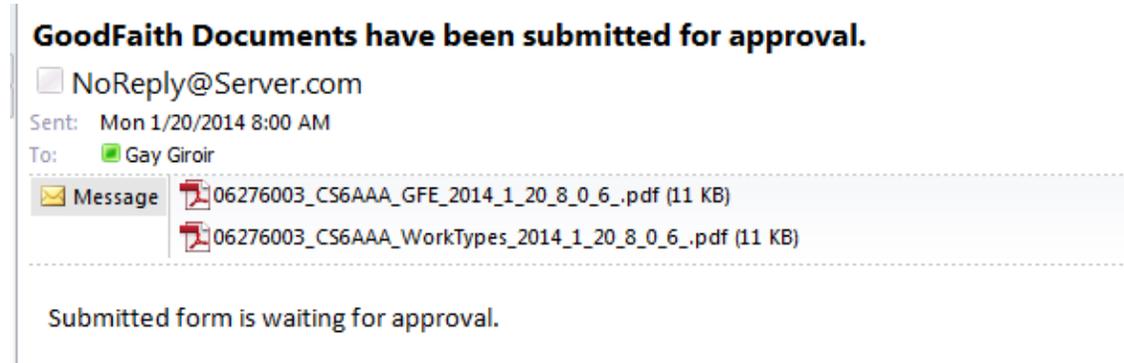
After you have completed the forms and you are ready to submit them to DOTD for approval use the **Submit Form** button. This will save the data again and send notice to the compliance section for approval of the documents. After submitting the forms, you will receive an email with the forms attached. 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



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	Description of Work, Service or Material:	DBE/SBE Firm Name:		
Earthwork	bbb	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	Description of Work, Service or Material:	DBE/SBE Firm Name:		
Landscaping	bbb	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: _____

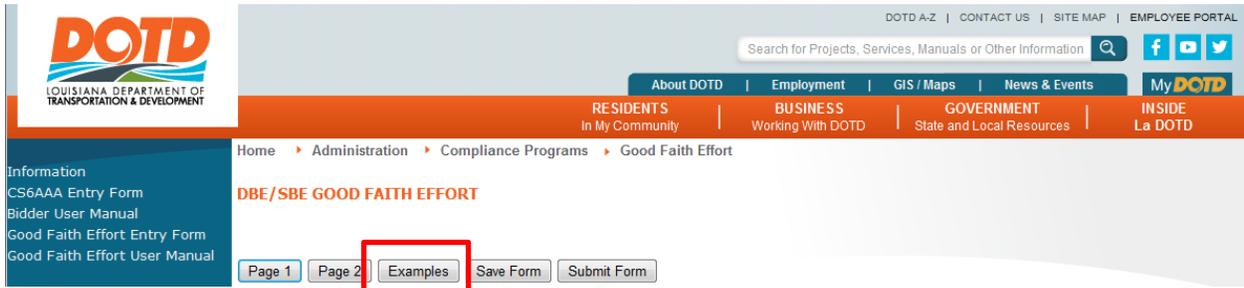
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Work Type Earthwork	Description of Work, Service or Material: bbb		DBE/SBE Firm Name: bbb	
Contact Name	Contact Date:	Contact Method	Contact Results	Bid Amount
aaa	1/12/2014 12:00:00 AM	phone	no answer	3.00
bbb	1/17/2014 12:00:00 AM	bbb	bbb	1.00
Comments:				

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:				

APPROVED

EXAMPLES BUTTON



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