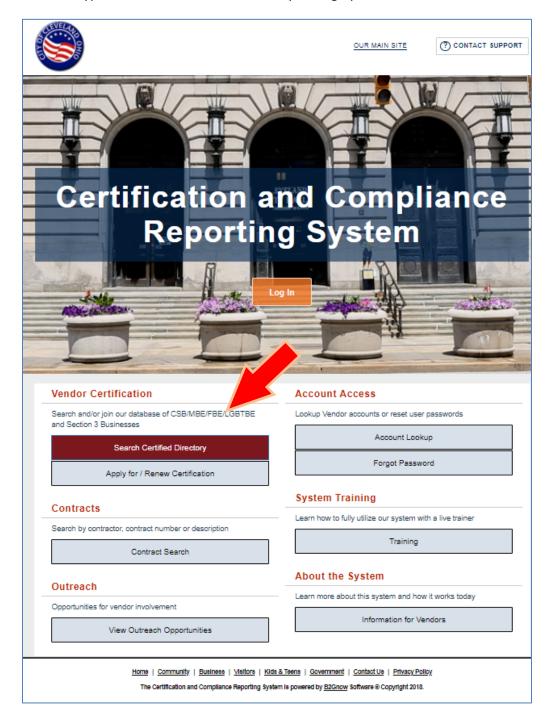
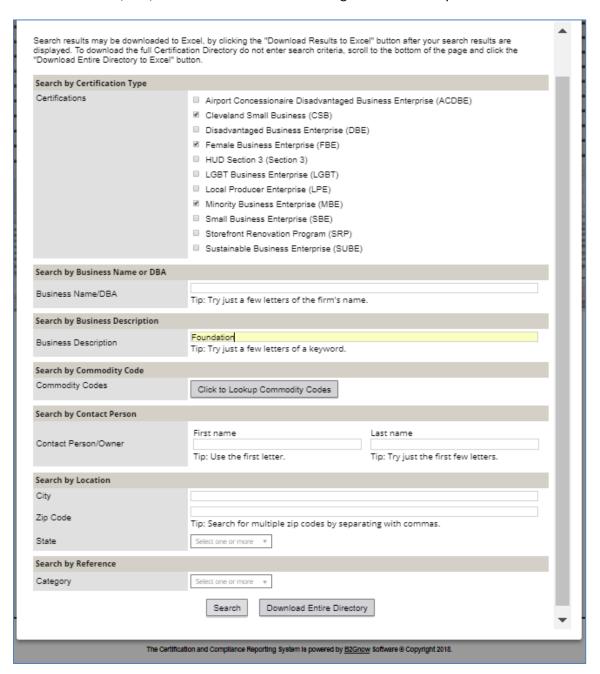
How to search for City of Cleveland Certified Firms & Good Faith Efforts Narrative and Documentation

- 1. Go to www.cleveland.diversitycompliance.com
- 2. Click hyperlink "Search Certified Directory", see graphic below:

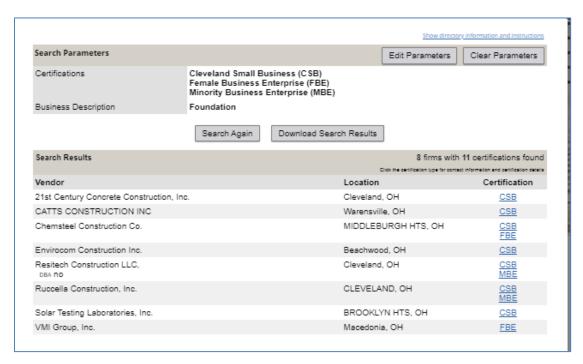


Handout # 04

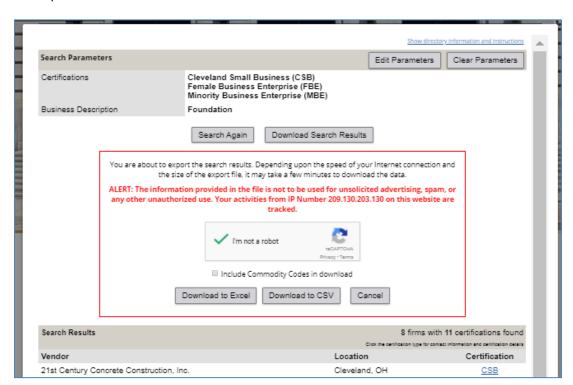
3. Select the CSB, FBE, MBE certifications and enter a general search key words:



4. Below is the output:

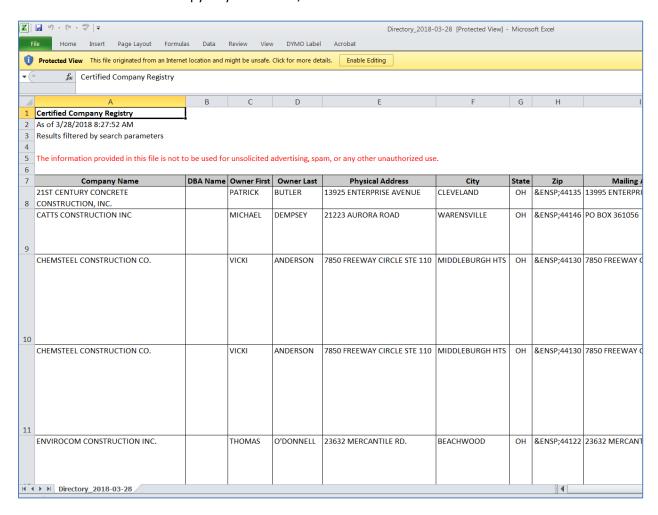


5. Export to Excel:



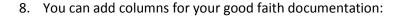
6. Excel Output

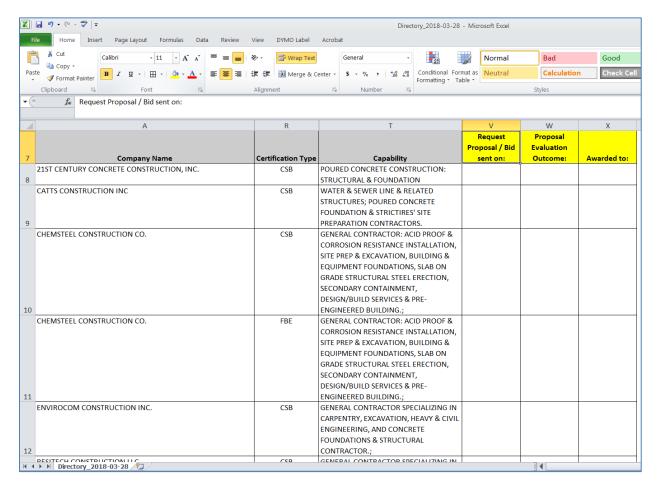
- a. Save a clean printout for your OEO good faith documentation.
- b. Save a second copy so you can edit, etc.



7. You can hide columns you do not need and show the ones you are interested as shown below:

| Company Name | Email | Agency | Certification Type | Renewal |
|------------------------------------------|--------------------------------|-----------|--------------------|-----------|
| 21ST CENTURY CONCRETE CONSTRUCTION, INC. | PAT@21STCCC.CO | CLEVELAND | CSB | 7/18/2018 |
| CATTS CONSTRUCTION INC | MDEMPSEY@CATTSCONSTRUCTION.COM | CLEVELAND | CSB | 5/1/2018 |
| CHEMSTEEL CONSTRUCTION CO. | VANDERSON@CHEMSTEEL.COM | CLEVELAND | CSB | 6/1/2018 |





9. Good Faith Efforts Narrative and Documentation

Provide a (1) cover letter listing the OEO Project Name, (2) an overall narrative summarizing good faith efforts and the reason for the short fall.

If your good faith efforts include documentation of efforts to contract with certified subcontractors, i.e. bid lists, price submissions, and other contract documentation, please provide (3) a print out of the original dated OEO search output in excel format, (4) a chart which explains those efforts <u>by</u> <u>craft</u> (Roofing, Carpentry, Etc.) <u>or type</u> (Restaurant Equipment, etc.) employed or purchased for the project and (5) corresponding documentation.

Consider the below a rough example of the expected documentation:

Craft: Roofing

Roofing: We sent out via fax 7 requests for proposals / bids to the following companies on April 26, 2015:

| Cor | mpany: | City of Cleveland Certification Status: | Request Proposal / Bid Sent on: | Proposal / Bid Evaluation Outcome: | Awarded Bid to: |
|-----|------------------------|-----------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1. | ABC ASSOCI ATES | | April 26, 2015 Via Fax See Attachment "Roofing - <u>A</u> " | \$7,900 bid received. Available to work immediately. See Attachment "Roofing - <u>J</u> " | Awarded to this company. It was the best bid we received. |
| 2. | CDE FIRM | MBE / CSB | April 26, 2015 Via Fax See Attachment "Roofing - B" | \$8,000 bid received. Available to work immediately See Attachment "Roofing - K" | |
| 3. | FQE UNLIMI TED | FBE | April 26, 2015 Via Fax See Attachment "Roofing - C" | \$8,900 bid received. Available to work immediately See Attachment "Roofing - L" | |
| 4. | TYC LLC. | CSB | April 26, 2015 Via Fax See Attachment "Roofing - <u>D</u> " | No Response | |
| 5. | BNC COMPA NIES | MBE | April 26, 2015 Via Fax See Attachment "Roofing - <u>E</u> " | \$9,000 bid received. Available to work immediately See Attachment "Roofing - M" | |
| 6. | FDS COMPA NY | FBE | April 26, 2015 Via Fax See Attachment "Roofing - E" | No Response | |
| 7. | OPL & ASSOC ATES | CSB | April 26, 2015 Via Fax See Attachment "Roofing - <u>G</u> " | Received a call back on May 1 st . Not available to work | |

Attached are the following:

- 1. A print out of the original dated OEO search output in excel format.
- 2. Fax transmittals receipts for the requests for proposals / bids. Please see labeled attachments.
- 3. Proposals / bid responses we received in the order as listed above. Please see labeled attachments.

Every <u>craft or type</u> should be separated with chart of good faith efforts to facilitate the review. In addition, every attachment should be labeled.