



**SERVICE DISABLED VETERAN-OWNED BUSINESSES
“GOOD FAITH EFFORTS” GUIDELINES
Construction Contracts covered by Executive Law Article**

Contractors are required to ensure that good faith efforts are made to include meaningful participation by Service-Disabled Veterans-Owned Businesses (SDVOBs) in the Port of Oswego Authority’s construction contracts. Contractors must be diligent in their efforts to foster SDVOB participation. If your firm incurs difficulty, the Guidelines listed below will assist in preparing the documentation required to support your efforts. Responses to the information in the Guidelines must be provided to the Port’s Purchasing Department and/or Executive Director in an item-by-item format following the numerical sequence as presented. If you need assistance, please contact the office at: (315) 343-4503 or refer to the Designated Contacts list for email contact information.

GUIDELINES:

1. Provide a brief statement of any special circumstances which are preventing NYS certified SDVOB firms from participating.
2. Provide the names of general circulation, trade association, and SDVOB-oriented publications in which you solicited certified SDVOBs for the purposes of complying with your participation goals related to this contract. Include a list identifying the date(s) that all solicitations for certified SDVOB participation were published in any of the above publications.
3. A list of all certified SDVOBs appearing in the OGS Division of Service-Disabled Veterans' Business Development’s Directory <https://online.ogs.ny.gov/SDVOB/search> that were solicited for purposes of complying with your certified SDVOB participation levels.
4. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations.
5. Telephone logs with details including date, person(s) communicated with and outcome.
6. Provide copies of responses to your solicitations received by you from certified SDVOBs.
7. Provide a description of any contract documents, plans, or specifications made available to certified SDVOBs for purposes of soliciting their bids and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between you and the SDVOBs undertaken for purposes of complying with the certified SDVOB participation goals.
9. Provide documentation to substantiate quotes that were submitted by NYS certified SDVOB firms that were deemed as too high or not cost effective.
10. List efforts made to reasonably structure the scopes of work for purposes of subcontracting with NYS certified SDVOBs.
11. Provide a list and include the dates of any pre-bid, pre-award, or other events attended with NYS certified SDVOB firms.