



**CITY OF SAINT PAUL**

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**City of Saint Paul  
Vendor Outreach Program  
Good Faith Effort Standards**

*Excerpted From Chapter 84 of the Saint Paul Administrative Code*

Sec. 84.08 Prime Contract Bid Requirements

**(C) Overview.** The steps listed below are not a checklist, but rather a set of guidelines meant to provide various ways to exhibit good faith efforts. This is not an exhaustive list. To truly display a good faith efforts showing within the spirit of the Saint Paul Administrative Code good faith efforts will be evaluated throughout the life of the contract. If a contract fails to meet the VOP goals at the end of the contract, appropriate documentation must be submitted to the Vendor Outreach Coordinator explaining why.

(1) List each possible subcontract opportunity in the prime contract, indicating where possible the SIC Code of such work, seeking the assistance of the manager in ascertaining such subcontract opportunities.

(2) Obtain access to the CERT Certified Vendor online directory at <https://cert.smwbe.com> from the Vendor Outreach Coordinator and search the database for a current list of certified MBEs, WBEs and SBEs.

(3) Request assistance from minority and women community partner organizations, minority and women contractor groups, or other organizations that provide assistance in the recruitment and placement of MBEs, WBEs and SBEs.

(4) Solicit bids from certified MBEs, WBEs and SBEs, which have been identified as being available and capable of performing the necessary work, for the subcontracts within the prime contract at least ten (10) days prior to bid opening, by phone, fax, internet or other social media.

(5) The bidder for the prime contract must solicit bids from a minimum of five (5) such certified businesses for each subcontracting opportunity within the prime contract, by NAICS Code where available and applicable.

(6) Provide plans and specifications or information regarding the location of plans and specifications to certified SBEs, MBEs, or WBEs.

(7) Where applicable, advise and make efforts to assist interested SBEs, MBEs, and WBEs to obtain bonds, lines of credit, or insurance required to perform the contract.

(8) Submit documentation if bids from certified SBEs, MBEs, or WBEs were rejected, giving the complete basis for the rejection and evidence that the rejection was justified.