



MBECO Compliance Good Faith Efforts and Submission Process Quick Guide

- **MBE Utilization participation:** Pursuant to RI General Laws 37-14.1 Prime Vendors must meet a participation minimum of 15%; minimum 7.5% MBE; minimum 7.5% WBE on ALL state funded projects.
- **Good Faith Efforts (GFEs):** Prime vendors must make an affirmative good faith effort to seek MBE participation for all project opportunities. Prime vendors must keep documentation of all GFEs performed including a bid/solicitation log and submit a complete package to MBECO compliance. Good Faith Efforts are described in [220-RIGL-80-10-2 § 2.8\(G\)\(4\)](#). Additional guidance is posted on the website here: <https://dedi.ri.gov/division-units/minority-business-enterprise-compliance-office/mbe-wbe-dbe-acdbe-and-vbe-programs-0>.
Note: MBE Utilization Plan submissions must be emailed to mbe.compliance@doa.ri.gov as one complete package for review. See list below.

A complete MBE Utilization Plan submission package must include:

- **MBE Utilization Plan (Signed and Dated):** *No fields can be left blank & Prime should attach additional sheet should space not allow for all subcontractors. Scopes of Work field must include detailed descriptions of each scope of work.
- MBE Utilization Checklist (Signed and Dated)
- GFE documentation (pursuant to 220-RICR-80-10-1), including solicitation outreach to all RI certified firms for applicable scopes, outreach logs should include the following information: Subcontractor name, method of communication, i.e. emails/calls, dates of contact and notes indicating outcomes, and evidence that firms were given a minimum of at least 15 business days to respond.
- Email subject line should include applicable procurement identifiers (MPA/RFP/RFQ) and the body of the emails should include any pertinent project details, including scope of work to MBE Compliance Email.
- Tentative Award/Award Letter/Notice of Intent.
- Submit via email as one complete package to **mbe.compliance.doa.ri.gov**.

MBE approvals will only be reviewed with a complete package as outlined above. At this time, MBECO's approval process time is 10 to 12 business days.

*The information above is subject to change and vendors are encouraged to refer to our website [MBE Contract Compliance | Rhode Island Office of Division of Equity Diversity and Inclusion](#).

State of Rhode Island Directory: [MBE, WBE, AND VBE/SDVBE Programs | Rhode Island Office of Division of Equity Diversity and Inclusion](#)