South Dakota Department of Transportation DBE Solicitation Log

DBE contacts **Prior** to Bid Letting: **DBEs on Plan holders list: 7** calendar days; **Mail: 6** calendar days**; Phone, Fax, email: 5** calendar days (If no positive contact, at minimum a **second** solicitation must be made by phone, fax, or email **2** business days prior to letting)

This spreadsheet is being provided as one example of how a solicitation log may be formatted. The information required within this spreadsheet is the minimum documentation that is required to show a Good Faith Effort. The information below is an example of how the spreadsheet could be utilized if so desired. A blank spreadsheet that may be used is provided on page 2. Although submitting a hardcopy of your GFE documentation in a format similar to the following is an acceptable practice, bidders are encouraged to submit their GFE documentation by utilizing the **SDEBS software**.

Prime Contractor: Roadbuilders Construction, Inc.

Project Number: P 0050(10)250 **PCN:** 1234 **Bid Item #:** Item #1 **Bid Letting Date:** 01/21/26

Company, Phone #	Contact Name	Attempt # (1, 2, 3, etc)	Date/ Time	Method of Contact: (Phone, Fax, Email)	Quoting (Y/N)	Comments/ Results
Traffic Control Inc, 605-333-1234	NA	1	1/2/26 - 10:00 am	E-mail		Sent full list of bid items
Traffic Control Inc, 605-333-1234	NA	2	1/5/26 - 1:00 pm	Phone		Left Message
Traffic Control Inc, 605-333-1234	NA	3	1/9/26 - 2:30 pm	Phone	Y	Quotting

South Dakota Department of Transportation DBE Solicitation Log

DBE contacts **Prior** to Bid Letting: **DBEs on Plan holders list: 7** calendar days; **Mail: 6** calendar days**; Phone, Fax, email: 5** calendar days (If no positive contact, at minimum a **second** solicitation must be made by phone, fax, or email **2** business days prior to letting)

Prime Contractor: _____

Project Number: _____ **PCN:** _____ **Bid Item #:** _____ **Bid Letting Date:** _____

Company, Phone #	Contact Name	Attempt # (1, 2, 3, etc)	Date/ Time	Method of Contact: (Phone, Fax, Email)	Quoting (Y/N)	Comments/ Results

Clear Form