Once you are ready to create an order, how do you record your good faith effort?
What is a Good Faith Effort?

• Making an effort to do business with Historically Underutilized Businesses (HUBs) by contacting the required number of HUB vendors

Why does this have to be submitted?

• Helps our agency document that we have been making the required good faith effort

• Required to meet legislative and Texas A&M System requirements
Reporting screen in FAMIS

You will enter "y" or "n" here

If you enter “N” this will appear

For a listing of reasons, enter “?”
Reasons for No GFE

Enter “X” for the most appropriate Choice

If you enter “Y” to GFE, you will continue to add items as usual…
After adding items, this screen will appear:

You will enter:
- “A” to add
- “D” to Delete

Source: Entering “?” will bring up your choices

List of source choices:

Enter “X” for the correct choice
To search for a vendor, enter "*" or the first letter.

Enter "X" for the correct vendor.
Entering “?” will bring up response choices

Response Choices

Enter “X” for the correct choice
Enter the amount bid. Enter “F5” after last vendor is added

Close your document as usual, and you are done.
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