INTENDED PARTICIPATION AFFIDAVIT – Summary

PROFESSIONAL SERVICES
DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Contract:_____ TRACS No. _____Change Order No.: _____Task No.: _____

Contractor Name: _____ AZ UTRACS Registration No.: _____

DBE Liaison Name:_____ Contact Phone Number: _____

Task Amount: _____ Contract DBE Goal: _____

- **Total Task Amount must include the original and any additional amount applied to the Task Assignment.**

A	*B*	*C*	*D*	*E*	*F*	*G*
DBE Firm Name	**Vendor Type**	**Work Description**	**Total Task Amount**	**Adjustments**	**Total Amount Toward DBE Goal**	**DBE performing at least 30%? Y/N**
					0	No
					0	No
					0	No
					0	No
					0	No
					0	No
					0	No
					0	No
					0	No
				(*H*) Total Amount Toward DBE Goal	0	
				(*I*) Total % of DBE Commitment		
				(*J*) Contract DBE Goal %		

By signature below, the undersigned agrees that formal agreements/subcontracts with the listed DBE firms will occur for the work cited herein should this contract be awarded.

_____ _____
(Name of Principal/Officer) (Title)

_____ _____
(Principal/Officer Signature) (Date)

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INSTRUCTIONS

1. Do not submit *Instructions* page.
2. Identify first-tier DBE firms and any lower-tier DBE firms if used by non-DBE subcontractors for total DBE utilization.
3. When completing the calculations table, enter the Contract or Task Amount first so pop-up warning message does not appear.
4. Submit corresponding *DBE Intended Participation Affidavit* form for each DBE firm identified on this form.
5. The form must be submitted **with each Task Assignment**.
6. The form must be filled out **entirely**. Leave no blank spaces, use "0" or enter N/A if section does not apply.

Definitions:

Contract.: number identified for contract.
TRACS No.: number identified for the project.
Change Order No.: contract change order number (use if applicable)
Task No.: number identifier for any tasks assigned under an on-call contract (use if applicable); may also include a revision number identifier
Contractor Name: name of consulting firm
AZ UTRACS Registration No.: vendor registration number identifying firm is *ready, willing and able to work* with ADOT; can be found by conducting a search on the AZ UTRACS website http://www.azutracs.com
DBE Liaison Name: the designated employee who shall be responsible for the administration of the contractor's DBE program
Contract or Task Amount: Total dollar amount contractor proposes for total work to be completed on contract or task assignment; any revisions or contract modifications will include original and previous additional amounts so the contract or task assignment can be reviewed in its entirety
Contract DBE Goal: the required DBE goal on the contract
A – DBE firm's name
B – Select from dropdown if DBE is a Contractor, Subcontractor, Tier-Sub, Vendor, and Broker
C – Services provided by the DBE firm – must coincide with the NAICS Code the DBE is certified in
D – Total dollar value of work assigned to the DBE firm; <u>if a task assignment revision, include original amount and all previous revised amounts</u>
E – Any deductions from DBE's total contract amount due to subletting of work to non-DBE firms or due to DBE credit being less than 100% for suppliers or brokers
F – Total contract amount less any adjustments (*D* minus *E*)
G – Is the DBE firm performing at least 30% of its total contract amount? DBEs must perform at least 30% of its contract award in order to receive DBE credit
H – Total sum of column *F*
I – H divided by *Contract or Task Amount*; percentage of all DBE awards with respect to the total contract or task amount
J – Assigned DBE goal on the contract.