

MEMORANDUM

TO: Vincent Li; Bertha Whitby; Steve Hull; Susan Anderson; Bahram Dariush; Sally Palmer

FROM: Vivien Lattibeaudiere, BECO Manager

CC: Procurement; Contracts & Specifications; ITD Project Managers; Statewide Project Managers; LPA Group; MPD Planners

DATE: January 27, 2015

RE: Changes to the DBE Goal Assessment Request Process

The Business Engagement and Compliance Office (BECO) has recently made changes to the DBE contract goal setting process as a result of preliminary Disparity Study findings. Thanks to all of you who provided feedback on the DBE goal setting process over the past few months.

DBE Goal Assessment Request Changes:

1. **The Goal Assessment Worksheets** have been updated and are now accessible on the BECO website at <http://azdot.gov/business/business-engagement-and-compliance/dbe-compliance/dbe-contract-goal-assessments>).

To ensure you are using the latest version, a Version Number has been added to all forms and is located on the Summary Tab. The current version is 20141226. Anyone submitting the goal assessment worksheet should always go to the Goal Assessment link on the BECO website to access the form each time a DBE goal worksheet is submitted. Effective immediately, any DBE goal requests that are submitted using the old form will not be processed. The goal assessment worksheet will be returned and required to be resubmitted using the new form.

2. **A new email address, dbecontractgoals@azdot.gov**, for submitting DBE goal requests. As of this date, be sure to submit your DBE goal requests to the new email address. Goal worksheets submitted to the old email address will be delayed and the old address will not be functional after January 30, 2015. Submitting directly to the new email address will reduce any delays in processing your DBE goal requests.
3. Effective immediately, **DBE goals will expire in 120 days** from the date issued by BECO. Any advertisement/solicitation using an expired goal, will require an addendum to be issued to update the DBE goal or the project may need to be re-advertised or rebid.

Any questions regarding DBE contract goal assessments should be directed to the BECO office at 602-712-7761.