

**ARIZONA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
Intended Participation Affidavit – Summary**

INSTRUCTIONS

1. Do not submit Instruction 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 Total Bid 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 filled out entirely. Leave no blanks, use "0" or enter N/A if section does not apply.
6. Completed documentation can be scanned and emailed to contractorcompliance@azdot.gov.

Definitions:

- TRACS No.: number identifier for contracts or projects
- Prime Contractor: name of contractor's firm
- AZ UTRACS Registration No.: can be found conducting a search on the AZ UTRACS website: <https://utracs.azdot.gov/Search>
- DBE Liaison Name: the designated employee who shall be responsible for the administration of the prime's DBE program
- Total Bid Amount: Total dollar amount bidder proposes at time of bid
- Contract DBE Goal: the required DBE Goal on the contract

Instructions to complete page 1 table A. through H.

- A. DBE firm's name
- B. Services provided by the DBE firm – must coincide with the NAICS Code the DBE is certified in
- C. This amount should be the same as the "Total DBE Credit Amount" on form 105C for each DBE firm listed
- D. Adjustments
 1. Any deductions from DBE's total contract amount due to subletting of work to non-DBE firms
 2. DBE credit less than 100%
 - a. Brokers receive credit for broker fees only (not full contract or P.O. value)
 - b. Suppliers/Dealer receive 60% DBE credit
 - c. Supplier/Distributor receive 40% DBE credit
 3. Enter "0" if there are no adjustments
- E. Total DBE Credit Amount less any adjustments (C minus D)
- F. Total DBE Credit Amount from Column Total
- G. Total Bid Amount (Pre-populated from Total Bid Amount Above)
- H. F. divided by G. to get the Total % of DBE Commitment (percentage of all DBE awards with respect to the total contract amount)