



**PROFESSIONAL SERVICES  
DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
Intended Participation Affidavit**

**INSTRUCTIONS**

1. Do not submit *Instructions* page.
2. Form is completed by DBE firms that are Consultants, Subconsultants, Lower-Tier Subconsultants, Direct Expense Vendors, and Brokers.
3. The form must be signed by an authorized officer or principal of the DBE firm and submitted to the consultant.
4. The form must be submitted **with the initial cost proposal**.
5. The DBE firm must be certified and licensed within the work category to be performed.
6. The form must be filled out **entirely**. Leave no blank spaces, use "0" or enter N/A if section does not apply.
7. NAICS Code: Enter up to three NAICS codes applicable to the description/scope of work (attach copy of quote(s) as necessary).
8. A separate form must be submitted for each proposed DBE firm to be counted towards the DBE Goal.
9. All partial items must be explained. If not, the DBE will be considered to be responsible for the entire item.

**Definitions:**

*Contract/TRACS No.:* Number identifier for contracts, projects, solicitations, and purchase orders

*Mod No.:* Contract modification 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

*DBE Firm Name:* Title of DBE 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

*Type of Firm:* Must select one; is DBE firm a consultant, subconsultant, lower-tier subconsultant, vendor or broker (broker receives DBE credit for fees or commission)

*A - NAICS Code:* Identify the North American Industry Classification System (NAICS) Code that the firm is certified as a DBE to perform the work; must coincide with the work being proposed on the affidavit

*B - Work Description:* Services provided by the DBE firm

*C - Total Contract/Task Amount:* Total dollar value of work assigned to the DBE firm; if a task order revision, be sure to include original amount and all previous revised amounts

*D - Adjustments:* Any deductions from DBE's total contract amount due to subletting of work to non-DBE firms or due to DBE credit being credit being less than 100% for brokers  
less than 100% for suppliers or brokers

*E - Total Amount Toward DBE Goal:* Total contract amount less any deductions due to subletting of work to non-DBE firms or due to DBE

1. Identify services to be provided by the DBE firm; if more lines are needed, attach additional documentation and include comment, "See attached" in *Work Description* field
2. Completed by DBE brokers, i.e. rental of off-duty officers – identify fees or commission for DBE credit
3. Identify dollar amount and firm name if subletting to non-DBE firms
4. Identify dollar amount and firm name if subletting to another DBE firm; provide a signed DBE affidavit for each DBE firm identified