

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

1. Do not submit *Instructions* page.
2. Identify first-tier DBE firms and any lower-tier DBE firms if used by non-DBE subconsultants 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 the initial cost proposal**.
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/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

Consultant 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 consultant's DBE program

Contract or Task Amount: Total dollar amount consultant 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 Consultant, Subconsultant, 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; if a task order revision, include original amount and all previous revised amounts

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