

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

Clear

Contract No.: _____ TRACS No.: _____ Mod No.: _____ Task Order No.: _____
 Consultant Name: _____ AZ UTRACS Registration No.: _____
 DBE Liaison Name: _____ Contact Phone Number: _____
 Total Contract or Task Amount: _____ Contract DBE Goal %: _____

Note: Total Contract/Task Amount must include the original and any additional amount applied to the Contract or Task Order.

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
DBE Firm Name	Vendor Type	Work Description	Total Contract/ Task Amount	Adjustments	Total DBE Credit Amount
<i>(G) Total DBE Credit Amount</i>					
<i>(H) Total % of DBE Commitment</i>					
<i>(I) Contract DBE Goal %</i>					
<i>(J) Less than Contract DBE Goal %</i>					

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)

**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. The form must be signed by an authorized officer or principal of the DBE firm and submitted to the consultant.
5. The form must be submitted **with the initial Offer for Project Specific Contract** or **with each Task Order for On-Call Contract**.
6. The DBE firm must be certified and licensed within the work category to be performed.
7. The form must be filled out **entirely**. Leave no blank spaces, use "0" or enter N/A if section does not apply.
8. NAICS Code: Enter up to three NAICS codes applicable to the description/scope of work (attach copy of quote(s) as necessary).
9. A separate form must be submitted for each proposed DBE firm to be counted towards the DBE Goal.
10. All partial items must be explained. If not, the DBE will be considered to be responsible for the entire item.

Definitions:

Contract 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 consultant firm

AZ UTRACS Registration No.: Vendor registration number identifying firm is ready, willing and able to work with ADOT; can be found by conducting search on the AZ UTRACS website <https://utracs.azdot.gov/Home/>

DBE Liaison Name: the designated employee who shall be responsible for the administration of the consultant's DBE program

Contact Phone Number: DBE Liaison contact phone number

Total 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

Instructions to complete columns A-F and rows H-J:

- A. DBE firm's name: Name of DBE Firm
- B. Vendor Type: Select from dropdown if DBE is a Consultant, Subconsultant, Tier-Sub, Vendor, or Broker
- C. Work Description: Services provided by the DBE firm – must coincide with the NAICS Code the DBE is certified in
- D. Total Contract/Task Amount: Total dollar value of work assigned to the DBE firm; if a task order revision, include original amount and all previous revised amounts
- E. Adjustments: 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 DBE Credit Amount: Total contract amount less any adjustments (D minus E)
- G. Total DBE Credit Amount: Total sum of column F
- H. Total % of DBE Commitment: Is the percentage (%) of all DBE awards with respect to the total contract or task amount ((G) divided by Total Contract or Task Amount)
- I. Contract DBE Goal: (Pre-populated from Contract DBE Goal above) No entry is required it's the required DBE goal on the contract,
- J. Less than Contract DBE Goal %: Select "Yes" if Total % of DBE Commitment is equal or above the Contract DBE Goal % or "No" if below the Contract DBE Goal %

DBE Program Plan, LPA DBE Forms and resources:

LPA's Contract Forms / Specs at <https://azdot.gov/business/business-engagement-and-compliance/lpasubrecipient/contract-forms-specs>; Resources, Guidelines, and Policies (LPA/Subrecipient Compliance) at <https://azdot.gov/business/business-engagement-and-compliance/lpasubrecipient/resources-guidelines-and-policies>