



## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM INFORMATION FOR BIDDERS**

### **CRAA Contact Person:**

If you are in need of assistance, or have questions regarding the CRAA's DBE Program, please contact:

**Business Diversity**  
4600 International Gateway  
Columbus, OH 43219  
[BusinessDiversity@ColumbusAirports.com](mailto:BusinessDiversity@ColumbusAirports.com)

For certification questions or to search the DBE directory visit the Ohio UCP DBE Program Website:  
[www.ohioucp.org](http://www.ohioucp.org)

### **DBE Program Purpose:**

The DBE program is a federal program operating under the guidance of the United States Department of Transportation (U.S. DOT). Authorization for the program comes from 49 Code of Federal Regulations Part 26 (49 CFR 26).

The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient in order to create a level playing field on which they can compete fairly for contracts and subcontracts in the transportation industry.

### **COMMONLY USED TERMS:**

#### **Disadvantaged Business Enterprise (DBE):**

A Disadvantaged Business Enterprise or DBE is defined as a for-profit small business concern that:

1. Is at least fifty-one percent (51%) owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which fifty-one percent (51%) of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

By definition, socially and economically disadvantaged individuals are those citizens of the United States, or lawfully admitted permanent residents, who:

- a) Have an individual personal net worth, excluding the value of their primary residence and assets of the firm applying for DBE certification, not exceeding the personal net worth standards as established by 49 CFR § 26.67;
- b) Are women or members of minority groups designated in 49 CFR § 26.5 and 26.67, including individuals who are Black Americans, Hispanic, Asian Pacific, Asian Indian, or Native American; or,
- c) Are individuals who, although not a woman or a member of one of the designated minority groups, establish social and economic disadvantage based on guidelines established in Appendix E to 49 CFR Part 26.

# **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM INFORMATION FOR BIDDERS (cont'd...)**

## **DBE Certification / Ohio Unified Certification Program (UCP):**

In accordance with federal regulations, Disadvantaged Business Enterprises participating in the CRAA's DBE Program must have a current certification status with the State of Ohio Unified Certification Program (Ohio UCP), which is administered by the Ohio Department of Transportation (ODOT). For purposes of the CRAA's bidding procedures, a valid DBE certification MUST be in place at the time of bid/proposal submission.

The UCP's certification of any firm is effective for three years after the date of an approved application. If not certified by the Ohio UCP, the CRAA will honor those certifications conforming to 49 CFR 26 from other agencies receiving federal funding from the U.S. Department of Transportation, to be reviewed on a case-by-case basis.

To obtain an updated listing of certified DBE firms or to download an application for DBE certification, please visit the Ohio UCP website at [www.ohioucp.org](http://www.ohioucp.org). For questions related to certification, website issues, and other general DBE program concerns, please contact the Ohio Department of Transportation DBE Program, 1980 West Broad Street, Columbus, OH 43223 or call the program office at (614) 728-2067.

## **Commercially Useful Function:**

In order for the work of a DBE firm to be counted toward the contract goals of a specific project, for which a DBE participation goal has been established, the DBE firm(s) must perform a Commercially Useful Function §26.55(c). A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved with the DBE's employees. With respect to materials and supplies used on the contract, the DBE must also be responsible for negotiating price, determining quality and quantity, ordering the materials, and installing (where applicable) and paying for the materials itself. It is the responsibility of BOTH the prime contractor and the DBE firm to ensure that the DBE firm(s) committed to the project performs a commercially useful function.

1. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation.
2. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, it is presumed that the DBE is not performing a commercially useful function.

Failure of a DBE(s) to perform a commercially useful function will result in that work NOT being counted toward the prime contractor's DBE goal. Use of false, fraudulent or deceitful statements, representations or information by a prime contractor or subcontractor in furtherance of satisfying the CRAA's DBE Program requirements or objectives may subject the prime contractor, the subcontractor, or both to legal action pursuant to 49 CFR Part 26, including but not limited to 49 CFR § 26.107, in addition to any other legal remedies available to the CRAA under the contract or pursuant to applicable law.

## **Counting DBE Participation:**

In order to receive credit for the participation of a DBE firm(s), the prime contractor must use DBE firms certified by the Ohio Unified Certification Program (OH UCP), which is administered by the Ohio Department of Transportation (ODOT) or similar public entity certifying DBE's in accordance with 49 CFR 26, unless otherwise noted in the contract specifications.

\*\*\*\*\* DBE Credit Will Be Counted Only For Work Performed By A Certified DBE Firm(s). \*\*\*\*\*

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM INFORMATION FOR BIDDERS (cont'd...)**

When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward DBE goals.

### **DBE Prime Contractor:**

As a DBE prime contractor, the DBE firm must also comply with the good faith efforts requirements of 49 CFR Part 26. As a DBE prime contractor, count the entire value of the work to be performed by the DBE's own forces, as well as the work that they commit to be performed by DBE subcontractors.

DBE bidders on prime contracts will be expected to make the same outreach efforts as other bidders and to document good faith efforts in situations where they do not fully meet contract goals.

### **DBE Subcontractor:**

Count 100% of the amount paid to a DBE contractor for labor and materials provided to perform a defined and clearly measurable portion of the contract. The work must be performed by the DBE's own employees and the DBE must order and pay for all supplies and materials.

1. Count the entire amount of that portion of a construction contract (or other type contract such as professional, technical, consultant, or managerial services contracts or other DOT-assisted contract), that is performed by the DBE's own forces. Include the cost of supplies and materials obtained by the DBE for the work of the contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate).
2. Count the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract, toward DBE goals, provided you determine the fee to be reasonable and not excessive as compared with fees customarily allowed for similar services.
3. When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.
4. When a DBE performs as a participant in a joint venture, count a portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces toward DBE goals.
5. DBE Broker – Count one hundred percent (100%) of the fee or commission received by the DBE for assistance in the procurement of materials and supplies, or fees or transportation charges for the delivery of materials or supplies to the job site. A DBE broker is a DBE firm that does not manufacture products or supply goods on a regular basis.

### **DBE Manufacturer:**

Count one hundred percent (100%) of the value paid for materials furnished which becomes a permanent part of the project. A manufacturer is a firm that owns and operates the facilities to produce a product required by the contract and purchased by the contractor.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM INFORMATION FOR BIDDERS (cont'd...)**

### **DBE Supplier (Regular Dealer):**

Count sixty percent (60%) of the value paid for materials and supplies furnished which becomes a permanent part of the project. A supplier sells goods to the general public and maintains an inventory at an owned or leased warehouse or store.

1. A regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.
2. To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.

### **DBE Trucking:**

In order to count DBE participation for a DBE trucking company:

1. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.
2. The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract.
3. The DBE trucking company receives credit for the total value (one hundred percent (100%)) for transportation services it provides on the Agreement, using trucks and equipment it owns or long-term leases, insures, and operates, using employees of the DBE firm.
4. The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.
5. The DBE may also lease trucks from a non-DBE firm, including from an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit for the total value of transportation services provided by non-DBE lessees not to exceed the value of transportation services provided by DBE-owned trucks on the contract. Additional participation by non-DBE lessees receives credit only for the fee or commission it receives as a result of the lease arrangement.

*Example: DBE Firm X uses two of its own trucks on a contract. It leases two trucks from DBE Firm Y and six (6) trucks from non-DBE Firm Z. DBE credit would be awarded for the total value of transportation services provided by Firm X and Firm Y, and may also be awarded for the total value of transportation services provided by four (4) of the six (6) trucks provided by Firm Z. In all, full credit would be allowed for the participation of eight (8) trucks. With respect to the other two trucks provided by Firm Z, DBE credit could be awarded only for the fees or commissions pertaining to those trucks Firm X receives as a result of the lease with Firm Z.*

6. For purposes of DBE trucking leases, the lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM INFORMATION FOR BIDDERS (cont'd...)**

### **DBE Replacement:**

The CRAA requires that prime contractors not terminate a DBE subcontractor listed on a bid/contract with a DBE contract goal without The CRAA's prior written consent. Prior written consent will only be provided where there is "good cause" for termination of the DBE firm, as established by Section 26.53(f)(3) of the DBE regulation.

Before transmitting to The CRAA its request to terminate, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to The CRAA for consideration of the request to terminate. The DBE will then have five (5) days to respond and advise The CRAA of why it objects to the proposed termination. The five day period may be reduced if the matter is one of public necessity (e.g., safety.)

In those instances where "good cause" exists to terminate a DBE's contract, The CRAA will require the prime contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The CRAA will require the prime contractor to notify Business Diversity immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation. In this situation, The CRAA will require the prime contractor to obtain The CRAA's prior approval of the substitute DBE and to provide copies of new or amended subcontracts, affidavits of DBE intent to perform as a subcontractor/sub-consultant/supplier, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, the Office of Contracts and Procurement (OCP) may issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the OCP may issue a termination for default proceeding.

If the Contractor desires to change a Subcontractor or add an additional Subcontractor, the Contractor shall submit in writing to the Owner:

1. The name of the new or additional subcontractor,
2. A description of the Work to be performed by the new or additional subcontractor, and
3. A statement concerning why it is necessary to change or add subcontractors.

In the event that the Contractor is replacing a DBE Subcontractor, the Contractor shall also submit in writing a documented explanation of the Contractor's good-faith efforts to find a replacement DBE Subcontractor.

### **Good Faith Effort:**

Good faith effort means efforts to achieve a DBE goal or other requirement of which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the DBE program requirements.

### **Joint venture:**

Joint venture means an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the DBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

### **LEGAL NOTICE:**

Use of false, fraudulent or deceitful statements, representations or information by a prime contractor or subcontractor in furtherance of satisfying the CRAA's DBE Program requirements or objectives may subject the prime contractor, the subcontractor, or both to legal action pursuant to 49 CFR Part 26, including but not limited to 49 CFR 26.107, in addition to any other legal remedies available to the CRAA under the contract or pursuant to applicable law.

## GUIDANCE CONCERNING GOOD FAITH EFFORTS

When CRAA establishes a contract goal on a contract, a bidder must, in order to be responsive, make good faith efforts to meet the established contract goal. The bidder can meet this requirement in either of two ways.

1. First, the bidder can meet the goal, documenting commitments for participation by DBE/DBP firms sufficient for this purpose.
2. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve the DBE/DBP goal.

The bidder must demonstrate that the efforts undertaken, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE/DBP participation, even if the efforts were not fully successful. Efforts that are merely pro forma are not considered good faith efforts to meet the goals.

To assist bidders in making the required judgment concerning good faith efforts, the following is a list of actions bidders may consider taking in obtaining DBE/DBP participation. It is not intended to be mandatory, exclusive or exhaustive. Other factors or types of efforts may be relevant.

In evaluating bidder's good faith efforts, the CRAA may consider:

- Whether the bidder attended any pre-solicitation or pre-bid meetings that were scheduled by the CRAA;
- Whether the bidder advertised in general circulation, trade association, and minority-focused media concerning subcontracting opportunities;
- Whether the bidder provided written notice to a reasonable number of specific DBEs/DBPs to determine interest in the contract being solicited, in sufficient time to allow the DBEs/DBPs to participate effectively;
- Whether the bidder followed up initial solicitations of interest by contacting DBEs/DBPs to determine with certainty whether the DBEs/DBPs were interested;
- Whether the bidder selected portions of the work to be performed by DBEs/DBPs in order to increase the likelihood of meeting the DBE/DBP goals (including where appropriate, breaking down contracts into economically feasible units to facilitate DBE/DBP participation);
- Whether the bidder provided interested DBEs/DBPs with adequate information about the plans, specifications and requirements of the contract.
- Whether the bidder negotiated in good faith with interested DBEs/DBPs, not rejecting DBEs/DBPs as unqualified without sound reasons based on a thorough investigation of their capabilities;
- Whether the bidder made efforts to assist interested DBEs/DBPs in obtaining bonding, lines of credit, or insurance required by the CRAA; and
- Whether the bidder effectively used the services of available minority community organizations; minority contractors groups; local, state and Federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of DBEs/DBPs.

The link below is a good source for what a Good Faith Effort entails. Although this link references DBE projects/goals, CRAA utilizes the same Good Faith Effort criteria for its DBP projects/goals as well.

<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=85>

## SCHEDULE OF SUBCONTRACTORS

Prime Contractor / Consultant Company Name						
CRAA Project Name				CRAA Project No.		
Firm Name / Address / City/State/Zip	DBE? (Y)es or (N)o	Federal Tax ID No.	Business Size Avg. Annual Gross Receipts for Past 3 years	Description of Work To Be Performed	Amount of Bid/ Subcontract	Accepted or Rejected & Why?
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			

### SCHEDULE OF SUBCONTRACTORS (cont'd...)

Prime Contractor / Consultant Company Name						
CRAA Project Name				CRAA Project No.		
Firm Name / Address / City/State/Zip	DBE? (Y)es or (N)o	Federal Tax ID No.	Business Size Avg. Annual Gross Receipts for Past 3 years	Description of Work To Be Performed	Amount of Bid/ Subcontract	Accepted or Rejected & Why?
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			
<i>Name</i>			<input type="checkbox"/> < \$1mill			
<i>Address</i>			<input type="checkbox"/> > \$1mill < \$5mill			
<i>City, State, Zip</i>			<input type="checkbox"/> > \$5mill			

The bidder shall list all subcontractors (both DBE and non-DBE) in accordance with Section 2-1.054 of the CRAA General Conditions and per Title 49, Section 26.11 of the Code of Federal Regulations. This listing is required in addition to listing DBE Subcontractors elsewhere in the bid or proposal.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_

Title



## DECLARATION OF PROPOSED DBE UTILIZATION

*This Page Must Be Completed By Prime Bidder To Indicate The Amount (Percentage) Of DBE Participation. This Form is a Required Submission with the Bid / Proposal to CRAA.*

The undersigned, as a representative of the entity, \_\_\_\_\_, submitting a bid/proposal for the \_\_\_\_\_ project, hereby acknowledges that the DBE goal established for this project is \_\_\_\_\_ %.

**Note: Bidder Shall Make One Of The Two Certifications Noted Below:**

- DBE Goal Met.** The Bidder further represents that the proposed level of DBE participation as set forth in the enclosed Schedule of DBE participation for this project is \_\_\_\_\_ % and represents attainment of the DBE participation goal. The bidder has met the overall Disadvantaged Business Enterprise participation goal with a total DBE Commitment Amount of \_\_\_\_\_ (dollars). The bidder agrees that the DBE firm(s) listed in Schedule of DBE Participation will be used to accomplish the DBE participation commitment for this contract, for at least the dollar amounts set forth herein. Affidavits of Intent confirming the proposed participation of the DBEs set forth on the Schedule of DBE Participation are attached.
  
- DBE Goal Not Met.** The prime contractor has concluded that it is unable to achieve the DBE participation goal set for this contract and hereby requests a waiver of the overall goal. The bidder verifies that it has employed good faith efforts to meet the established DBE goal and has submitted documentation of those efforts along with its bid documentation. The bidder further agrees that the DBE firms listed in the Schedule of DBE Participation will be used to accomplish the DBE participation goal for this contract, for at least the dollar amounts set forth herein. Affidavits of Intent confirming the proposed participation of the DBEs set forth on the Schedule of DBE Participation are attached.

CRAA Project Number		Total bid/ Contract Amount	\$	
Name of DBE Company	Contact Person	Scope of Work	Percentage of Total Bid ÷ Subcontract Amount	Amount of Subcontract
			%	
			%	
			%	
			%	
			%	
<b>Total DBE Commitment</b>				
<b>Total Percentage of DBE Commitments (Total \$ DBE participation ÷ Total \$ Bid Amount)</b>				

\*Attach Additional Copies, If Necessary.\*

The undersigned further agrees to enter into formal agreement with DBEs listed above or approved substitutions, for the work described in this schedule conditioned upon the award of a contract by the CRAA. The undersigned will provide the CRAA's Manager, Office of Contracts & Procurement a copy of the executed contract(s) with all DBE firms to perform on this contract, upon request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## AFFIDAVIT OF DBE INTENT TO PERFORM AS A SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER {PART 1 OF 2}

**INSTRUCTIONS:** Complete one (1) form for **EACH** certified Disadvantaged Business Enterprise (DBE) committed to performing on this contract.

CRAA Project Name		Project No.	
Prime Contractor/Consultant Company Name			
Name of Person Completing This Form			
Is Prime Contractor/Consultant certified as a Disadvantaged Business Enterprise (DBE)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>DBE FIRM INFORMATION</b>			
DBE Firm Name			
DBE Firm Contact			
DBE Firm Address		City	State/Zip
Phone:		Email:	
DBE Subcontract Amount			

1. The undersigned DBE firm intends to perform work in connection with the above referenced project as:
 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An individual	A partnership	A corporation	A joint venture	Other
2. The undersigned affirms that (s)he is a duly authorized official representing the proposed DBE or (Minority, Women-Owned, EDGE, or Small Business Enterprise, if specified as eligible to count toward the DBE goal) and affirms its certification has not expired nor been revoked. The undersigned also affirms that the DBE firm is certified to perform the work described herein and that its current certification letter will reflect appropriate NAICS codes associated with the described scope of work.

**Certifying Agency (Attach Copy of Current Certifications):**

**DBE**  
Ohio UCP

3. If awarded the contract, the undersigned intends to enter into subcontract to perform the work described in Part 2 of this form for the prices/subcontract amount indicated.

\* If DBE Firm Is A Third-Tier Subcontractor, This Form Must Also Be Executed By The Second-Tier Subcontractor That Has The Subcontract Agreement With The DBE Firm.

X	
Authorized Signature of Prime Contractor	Title:
X	
Authorized Signature of DBE Subcontractor/ Consultant/ Supplier ( <b>SECOND TIER</b> ):	Title:
X	
Authorized Signature of DBE Subcontractor/ Consultant/ Supplier ( <b>THIRD TIER</b> ):	Title:

(THIS FORM CONTINUES ON THE NEXT PAGE)

## AFFIDAVIT OF DBE INTENT TO PERFORM AS A SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER {PART 2 OF 2}

\* Please Use A Separate Form for EACH DBE Firm To Be Utilized On The Project.

\* Fill In ONLY The Appropriate Section For The Specified DBE Firm Listed On Part 1 Of This Form.

Description of Work To Be Performed by DBE Certified <b>Subcontractors</b>						
Bid Item #	Item Description	Scope of Work	NAICS Code	Unit Price	Quantity	Total
				\$		\$
				\$		\$
Total Value of Work To Be Performed By Certified DBE Firm						\$
Subtract (Minus) Any Amount to Be Sublet to a <b>Non-DBE Firm(s)</b>						(            )
<b>Total Value DBE Subcontractor</b>						\$
Description of Work To Be Performed by DBE Certified <b>Subconsultants</b>						
Work Item(s) to be performed by DBE	Description of Work	#Hours or Units			Total Value	
					\$	
					\$	
					\$	
Total Value of Work To Be Performed By Certified DBE Firm						\$
Subtract (Minus) Any Amount to Be Sublet to a <b>Non-DBE Firm(s)</b>						(            )
<b>Total Value of DBE Subconsultant</b>						\$
Items of Work To Be Performed By DBE <b>Trucking Firm(s)</b>						
Description of Material(s) Hauled	Estimate of Ton/C.Y	Estimate of # of Trucks Required	Number of Trucks Owned or Leased		Total Dollar Value	
			O=		\$	
			L=			
			O=		\$	
			L=			
			O=		\$	
			L=			
<b>Total Value DBE Trucking Firm</b>					\$	
						%
Items of Work To Be Performed by DBE <b>Supplier</b> [Non-Manufacturer]:						
Description of Material(s) Supplied	Total Contract Value	Multiply X .60		Total DBE Credit Allowed (Contract Value*.60)		
		60%				
		60%				
<b>Total Value of DBE Supplier</b>				\$		

**\*Note: Count only the portions of work to be performed by a certified DBE firm for all of the above mentioned categories.**

**\*Important Notice:** Failure to submit **BOTH PARTS** of this completed and signed form for each DBE firm whose quote/bid is being counted toward the established DBE participation goal, may constitute a **MATERIAL DEFECT** in your bid submission and may result in a determination of your bid as **NON-RESPONSIVE**.

**DBE Subcontractor/Supplier Good Faith Effort Log**

**Project:** \_\_\_\_\_

Bidders must use this form to document their good faith efforts at attaining the DBE goal for this project. The CRAA will contact DBE subcontractors and suppliers to verify statements made and actions recorded on this log.

DBE Subcontractor/Supplier: \_\_\_\_\_ Type of Work: \_\_\_\_\_

Date of Contact	Type of Contact/Reason for Contact	Name of Contact	Follow up/decision by bidder/ Reason for decision

Photocopy this sheet and attach photocopy to this page if more space is needed to list additional contacts made with the DBP subcontractor/supplier identified above. Use the following descriptions for guidance concerning the categories of information requested above:

Type of Contact includes, but is not limited to, email, telephone, fax, meeting. **(Include email and phone #'s used to make contact)**

Reason for Contact includes, but is not limited to, describing subcontract opportunities, inviting quote, reviewing plans, discussing quote, restating invitation to DBP to submit quote, following up, accepting quote, and/or rejecting quote.

Name of Contact include the name of the person contacted.

Follow up/decision by Bidder is the next step the bidder will take in the process of soliciting a DBP subcontractor's participation in the project. Follow up concludes with a decision by the bidder to either accept or reject the DBP as a subcontractor and, if rejected, the reason therefore.

As part of the good faith effort investigation performed by the CRAA, **the listed DBE subcontractor and/or supplier will be contacted to verify the contacts and efforts made by bidder identified on this form.** Attach any and all supporting documentation (letters, faxes, etc.) that verify the above representations concerning bidder's good faith efforts to obtain the above listed DBP's participation. Contract award may be contingent on bidder's good faith efforts. Refer to "Guidance Concerning Good Faith Efforts" (page B-22) for additional guidance on good faith effort requirements.

Complete one of these forms for each DBP subcontractor or supplier contacted. Photo copy this sheet if additional pages are required. If you are in need of assistance or have questions regarding the Business Diversity Program, please contact Business Diversity at [BusinessDiversity@ColumbusAirports.com](mailto:BusinessDiversity@ColumbusAirports.com)