

## How do I market the capabilities of my business?

The Disadvantaged Business Enterprise (DBE) program will help your business if you take the time to learn the bidding process and develop good working relationships with prime contractors. You can get the names of contractors working on projects you are interested in by looking at the “plan holder” list on the Alaska Department of Transportation and Public Facilities (ADOT&PF) procurement Web site. It is important that you become familiar with a prime and its operations by visiting the firm’s office and offering your business services. A meeting and introduction of your firm provides the opportunity to discuss your business capabilities and enables you to demonstrate the value of a relationship with that contractor. This proactive approach is used by many successful DBEs.

Another tip for successful marketing is that you may not want to wait for a prime contractor to contact you for a bid. If there is work you can do on a project based on the plans and specifications, send the prime contractor an unsolicited bid. Under the DBE contract special provisions, a prime contractor must consider all bids submitted by a DBE as part of the Good-Faith Effort (GFE) process.

## What other resources can provide helpful information?

- Small Business Administration (SBA) short courses (<http://www.sba.gov>)
- Alaska Small Business Development Center (<http://www.aksbdc.org>)
- Procurement Technical Assistance Center of Alaska (PTAC) assistance (<http://www.ptacalaska.org>)

## CONTACT INFORMATION

ADOT&PF Civil Rights Office  
PO Box 196900  
Anchorage, AK 99519-6900

*Physical address:*  
2200 E. 42nd Avenue

*Phone:* 907-269-0851 or  
1-800-770-6236 (within Alaska)

*Fax:* 907-269-0847

*TTY:* Contact Relay Alaska  
1-800-770-8255

### *Web site:*

<http://www.dot.state.ak.us/cvlrts/index.shtml>

The Civil Rights Office (CRO) certifies all Disadvantaged Business Enterprises (DBEs) for the Alaska Unified Certification Program. The CRO also ensures statewide compliance with the Alaska Department of Transportation and Public Facilities (ADOT&PF) federal non-discrimination and affirmative action obligations as a condition of continued federal funding for highway and airport construction. ADOT&PF promotes opportunities for socially and economically disadvantaged individuals to participate on federally funded highway and aviation projects through the DBE Program.

It is the policy of the ADOT&PF to ensure compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability, or national origin.

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# Welcome to the DBE Program for Federal Highway Administration Programs

Preparing and submitting a Disadvantaged Business Enterprise (DBE) application is a lengthy but worthwhile process. But now that you’re certified, what happens?

For the most part, DBE-certified firms in construction-related businesses pursue contracts as prime contractors or subcontractors on Alaska Department of Transportation and Public Facilities (ADOT&PF) projects. Once your firm has been certified, it can be beneficial to make yourself aware of program requirements to become more successful in your pursuit of contracts. This brochure provides an overview of support services, bidding opportunities, DBE responsibilities, the contracting process, updating your certification, marketing strategies, and other resources.



Prepared by the  
Alaska Department of  
Transportation and  
Public Facilities  
Civil Rights Office



## How do I locate ADOT&PF bidding opportunities?

Projects are listed on the Alaska Department of Transportation and Public Facilities (ADOT&PF) procurement page located on the department's home page ([www.dot.state.ak.us](http://www.dot.state.ak.us)). A list of plan holders for each project is also available on the procurement page (select Procurement under Doing Business w/DOT&PF).

## What are my responsibilities as a DBE?

**Bidder's Registration:** All contractors bidding on ADOT&PF projects must have a bidder's registration completed and submitted to the Civil Rights Office (CRO). This form is renewed each year. Disadvantaged Business Enterprises (DBEs) wishing to receive bid solicitations from contractors performing Good-Faith Efforts (GFEs) will be required to submit a Bidder's Registration form each year. If a current form is not on file with the CRO, the DBE will still be certified, but will not be a required contact for GFEs. A DBE must register to be designated as a required contact in the DBE directory. A GFE is required when a contractor cannot meet the DBE Goal set on a project. At a minimum, contractors must solicit bids from DBEs designated as "required contacts" for bid items listed in the DBE Goal.

DBE firms may change their required contact status at any time by submitting a bidder's registration form indicating the changes. For instance, if your firm is booked up for the construction season, you can change your required contact status to "no" so that you will not be inundated with faxed bid requests. *Your required contact status can be changed at anytime by your written request.*

**Respond to Bid Solicitations:** DBEs are required to respond to bid solicitations. A response can be as simple as writing "not interested in bidding" on the solicitation and faxing it back.

**Written DBE Commitment:** When a prime contractor submits a bid that includes DBE subcontractors, a *Prime Contractor's Written DBE Commitment Form (25A-326)* must be completed, signed by both the prime contractor and the DBE subcontractor, and submitted to ADOT&PF.

**Adding Categories:** You must have related experience and a minimum of two contracts reflecting the work of the categories you want to add. You may also be required to provide proof that you hold the requisite licenses to perform each category of work you wish to add.

**Notify CRO About Any Changes:** DBEs are required to notify the CRO about any changes in ownership, management, equipment, employees, business size, and personal net worth within 30 days of the change. The CRO should also be notified immediately about any changes to contact information for the business.

*Call the CRO with any questions. (907-269-0851)*

### What Support Services are available for my firm?

- ✓ Training Reimbursement Program
- ✓ Bonding Assistance
- ✓ Short-Term Lending Program

For more information about these services, please contact the Support Services Coordinator in the Civil Rights Office of the Alaska Department of Transportation and Public Facilities.

## What happens in the contracting process?

- A project will be advertised for bid. This bid will include a DBE Goal.
- Contractors will bid as primes and include any subcontracts with their bid package.
- If the bidder was unable to meet the DBE Goal set on a project, the bidder's paperwork will be reviewed to determine whether a successful GFE was performed.
- The contract will be awarded to the lowest successful bidder.

## What regulations and other information should I be familiar with?

- Title 49, Part 26, of the Code of Federal Regulations – DBE Regulation
- The ADOT&PF contracting process
- The DBE Special Provisions for highway and airport projects
- Commercially Useful Function (CUF)

## What is required to keep my DBE certification current?

Annually, on the anniversary of the firm's certification, all DBE firms are required to update information about ownership, management, equipment, employees, business size, and personal net worth.

*The CRO will notify your firm when these updates are due, and the necessary forms will be provided at that time.*