



Alaska Department of Transportation & Public Facilities  
**Civil Rights Office**

# Professional Service Agreement (PSA) RFP Plan Holders Self-Registration List

Guide for  
Primes, Disadvantaged Business Enterprises  
(DBEs) & Small Business Enterprises (SBEs)

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DOT&PF Civil Rights Office

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## Alaska Department of Transportation & Public Facilities Civil Rights Office

### **Background**

The Civil Rights Office (CRO) held a meeting with the DBEs in Professional Service category. The meeting resulted the following initiatives:

- Create an online portal to connect primes & DBEs.
- Increase DBE participation.
- Foster open communication.
- Improve procurement opportunities for DBEs.

### **DOT&PF's RFP Plan Holders Self Registration List (PHSRL)**

- The new RFP Plan Holders Self-Registration List will allow DBEs, SBEs, and non-DBE subcontractors to self-register as interested subcontractors.
- Prime contractors will have access to all subcontractors who are interested in participating in the bid.
- Prime contractors will no longer use the DBE Directory in the CRO website to solicit DBE participation, but will still be required to use it in order to verify DBE certification. Prime contractors will use the RFP Plan Holders Self-Registration List of registered DBEs to solicit DBE Participation.
- DBEs will only be contacted for RFP's which they register.
- Prime contractors will only be required to contact DBEs that are interested in the project.

### **Benefits (DBEs & SBEs)**

- DBEs & SBEs will increase their business opportunities by also registering for projects that are above and beyond the subcontractable items
- DBEs & SBEs can sign up for Online Public Notices and receive automatic email notifications that will notify them of the upcoming projects. This email notification will allow DBEs & SBEs to decide whether to bid.
- DBEs & SBEs can sign up for non-FHWA funded projects thereby increasing their business opportunities to participate in state funded projects.
- Prime contractors will now have a list of DBEs & SBEs that are interested to bid from various work categories.



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### ***IMPORTANT NOTE:***

Before you register for the RFP PHSRL, CRO recommended that you first register for the Online Public Bidding Notices which will notify you of any upcoming bids. Below are the processes on how to register for both portals.

### **Follow the steps below to receive Online Public Notices**

- a. Go here <http://aws.state.ak.us/OnlinePublicNotices/>
- b. Scroll to the bottom and find "Subscriptions." Click "search now."
- c. Select as your search criteria: Status: Active, Department: Transportation and Public Facilities, Category: Procurement, Sub-category: Constructions Bids. Leave the rest of the items blank, then click Search.
- d. Scroll to the bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next enter your email address, then click on Subscribe.** Scroll to bottom and click Subscribe. You'll get 4 options. Pick the envelope icon and "to search criteria." **Next to Search Tools, click on Subscribe.**
- e. Once your email address is entered, you will receive a "Confirm Your Subscription to Alaska Online Public Notices" email. Within 24 hours, click on the email link, to confirm your request.
- f. You will now receive a new notices link that allows you to view the project (similar to this example: <http://dot.alaska.gov/rfpmgr/lg.cfm>)

**(You won't get emails for the active items that have already been posted.)**



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## How to Register for the PHSRL

1. Go to Civil Rights Office (CRO) Page: <http://dotcivilrights.alaska.gov>
2. Under CRO Page select Upcoming Projects that will direct to the Procurement Page <http://dot.alaska.gov/procurement/>
3. Under Procurement Page select Professional Services <http://dot.alaska.gov/procurement/prosvcs/index.shtml>
4. Under Professional Services Page select Request for Proposals over \$100,000 for FAA & FTA, \$150,000 for FHWA Funded and \$200,000 for State Funded <http://dot.alaska.gov/rfpmgr/lg.cfm>
5. Once you select an option, you will see the “RFP Holders” link at the top right of each proposal.
6. To register for a project, click the **“Self-register”** ([http://dot.alaska.gov/rfpmgr/signup.cfm?psa\\_id=02561001&contract\\_id=43636](http://dot.alaska.gov/rfpmgr/signup.cfm?psa_id=02561001&contract_id=43636)) for this list”. Include your company email address and select from the Contractor Type. Click “submit” and your company name will be listed as interested in the selected project
7. To register for the RFP Plan Holders List, your email address must already be on file with DOT&PF.
8. To update your email address, contact:

Southcoast Region:	Phone (907) 465-4488	Fax (907) 465-4238
Northern Region:	Phone (907) 451-2247	Fax (907) 451-5390
Central Region:	Phone (907) 269-0408	Fax (907) 269-0402

*After you self-register, you are encouraged to check to see that you are listed as a contact on the project and that your contact information is listed correctly.*