



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

Contract No.: TRACS No. Mod No.: Task No.:  
 Consultant Name: AZ UTRACS Registration No.:  
 DBE Liaison Name: Contact Phone Number:  
 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.*

A	B	C	D	E	F	G
DBE Firm Name	Vendor Type	Work Description	Total Contract/ Task Amount	Adjustments	Total Amount Toward DBE Goal	DBE Performing at Least 30%? Y/N
<b>(H) Total Amount Toward DBE Goal</b>						
<b>(I) Total % of DBE Commitment</b>						
<b>(J) Contract DBE Goal %</b>						

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)

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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