



# Arizona Department of Transportation

## Intermodal Transportation Division

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## INFORMATION BULLETIN NO.12-01

TO: ADOT Project Managers  
Resident Engineers and  
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **DBE Contract & Labor Compliance Management System (DBE SYSTEM)**

**Effective immediately**, all federally-funded ECS contracts will be monitored for DBE utilization and compliance in the ADOT DBE Contract & Labor Compliance Management System (DBE System). The DBE System is designed to capture and track statistical data on payments made to all ADOT vendors (e.g., Consultants, Subconsultants [DBE, non-DBE and Tier-Subconsultants, if applicable]), assist ADOT in monitoring DBE compliance, and help facilitate and streamline timely reporting to Federal Highway Administration (FHWA).

Upon receipt of a Notice to Proceed (NTP) letter and before the **first** payment report submittal to ECS, all Consultants are **required** to enter specified contract and budget information for all their Subconsultants ([DBE, non-DBE and Tier-Subconsultants, if applicable]), and upload subcontract agreements made with **all** their Subconsultants into the DBE System.

All **Consultants** will receive DBE System-generated email payment notifications after receipt of monthly progress payments from ADOT. Consultants are required to respond within two (2) weeks of receiving the DBE System-generated email payment notifications by entering amounts paid to all Subconsultants (including DBEs, non-DBEs and Tier-Subconsultants, if applicable) for the reporting period. It is imperative that Consultants accurately report this information on a timely manner; otherwise ADOT's payments to Consultants will not be accurately credited towards DBE utilization, and could seriously jeopardize the integrity, reliability and validity of ADOT DBE statistical reporting to FHWA.

All **Subconsultants** (including DBEs, non-DBEs and Tier-Subconsultants, if applicable) will receive DBE System-generated email payment notifications requesting that they verify receipt of payment for services from their Consultants. All Subconsultants (including DBEs, non-DBE and Tier-Subconsultants, if applicable) are required to respond within two (2) weeks of receiving the DBE System-generated email payment notifications to confirm that they have received payments. Consultants are encouraged to share this information with their Subconsultants to help them comply with this DBE requirement.

Refer to the *ADOT DBE User Manual* to assist you in completing the above mentioned tasks ([http://www.azdot.gov/highways/ecs/pdf/ADOT\\_DBE\\_System\\_User\\_Manual.pdf](http://www.azdot.gov/highways/ecs/pdf/ADOT_DBE_System_User_Manual.pdf)).

If you have any questions regarding this bulletin, you may contact the ADOT Civil Rights Office at (602) 712-7761 or the Engineering Consultants Section at (602) 712-7525.

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Director  
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