



COMMITTED DBE BREAKDOWN AND CERTIFICATION A&E

(Complete a separate form for each committed DBE subcontractor)

Contract No.: _____ **Amendment No.:** _____
WOC No.: _____ **DBE Goal Assigned to Contract/WOC:** %
Project Name: _____
Contractor: _____
Committed DBE Firm: _____ **OR Cert. ID No.:** _____

Task number, name and brief description of work committed to DBE firm:

Total NTE for Contract/WOC or Amendment:	
Estimated amount for this DBE Sub:	
Amount for lower-tier non-DBEs under this sub:	
Estimated net amount for this sub:	
Percent of overall NTE Amount assigned to this subcontractor (less non-DBE lower-tier subs):	

Awarded Contractor acknowledges and certifies that this form accurately represents receipt of and consent from the listed DBE firm to provide the above listed services for the performance of the above referenced project. Contractor certifies that the COBID Certification Directory hyperlinked below was reviewed to confirm that the firm is currently a certified DBE.

These certifications shall be deemed a part of the resulting Contract. Awarded Contractor and Committed DBE subcontractor must sign to certify content and completion of form.

CERTIFICATION AND SIGNATURES

Committed DBE Authorized Digital Signature	Date	Printed Name and Title	Phone Number

Awarded Contractor Authorized Digital Signature	Date	Printed Name and Title	Phone Number

COBID Certification Directory: <https://oregon4biz.diversitysoftware.com/>

COMMENTS:

Submit completed form to
ODOT Office of Civil Rights* at: ocr.psk@odot.state.or.us **and copy APM and OPO PCS (or LAL)**
 * CLPAs please see instructions for different submission process.

Committed DBE Breakdown A&E Submission Process for ODOT Projects

1. Consultant completes a Committed DBE Breakdown and Certification Form for each DBE subcontractor (at any tier) whose work is committed toward meeting the assigned contract goal. *If the committed DBE is a lower-tier subcontractor, identify the DBE's controlling contractor in the COMMENTS section of the form.*
2. Consultant signs and obtains DBE signature and emails PDF of signed form(s) to **ODOT Office of Civil Rights (OCR)** at ocr.psk@odot.state.or.us, and copies PCS (Procurement Contract Specialist) and APM(Agency Project Manager) **prior to contract execution.**
3. OCR reviews the forms to verify that the DBE goal requirements have been satisfied and saves them to the contract file. Once approved, OCR will send notice to the APM, PCS and CPM (Consultant Project Manager).
4. OPO PCS confirms that approval has been granted prior to executing the contract. (Note: If OPO PCS is unclear on approval status, please email ocr.psk@odot.state.or.us for updates).

Committed DBE Breakdown A&E Submission Process for CLPA Projects

1. Consultant completes a Committed DBE Breakdown and Certification Form for each DBE subcontractor(at any tier) whose work is committed toward meeting the assigned contract goal. *If the committed DBE is a lower-tier subcontractor, identify the DBE's controlling contractor in the COMMENTS section of the form.*
2. Consultant signs and obtains DBE signature and emails PDF of signed form(s) to CLPA Project Manager (APM) and cc's ODOT Office of Civil Rights (OCR) at ocr.psk@odot.state.or.us and Local Agency Liaison (LAL) **prior to contract execution.**
3. Office of Civil Rights reviews to determine that the DBE goal requirements have been satisfied and send the approval to the CLPA PM and cc ODOT LAL **prior to CLPA executing the contract.**