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| --- | --- | --- |
| C:\Users\jafrench\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\G5L1CM05\ITD_Brand_Black.png | **Consultant DBE Commitment**  Idaho Transportation Department | ITD 2398 (Rev. 01-18)  itd.idaho.gov |

If goals are not met, it is mandatory that pages 2 and 3, titled “Summary of DBE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key Number | Project Number | Project Name | | | | |
|  |  |  | | | | |
| Consultant Firm | | Consultant EEO Officer | | Phone # | Email | |
|  | |  | |  |  | |
| Preparer's Signature | | | Date | DBE Goal for this Project: | | **%** |
|  | | |  |  | |  |

Good Faith Effort,” be completed. Failure to complete these forms will prevent agreement award. Refer to Disadvantaged Business Enterprise Special Provisions for Race/Gender-Conscious Projects, for more detail. Award of the agreement is contingent on Good Faith Efforts to provide opportunity for DBE participation in this project. ITD currently has an annual DBE goal of      %.

*Each commitment must be accompanied by written confirmation from the listed DBE firm that it is participating in the contract as stated in the prime consultant’s commitment.*

|  |  |  |
| --- | --- | --- |
| **Name and Contact Information of**  **DBE Subconsultant** | **Scope of Work to be**  **Performed by DBE Sub-consultant** | **Utilization Percentage of Overall Work Scope** |
|  |  | % |
|  |  | % |
|  |  | % |
|  |  | % |
|  |  | % |
|  |  | % |
|  |  | % |
|  |  | % |
|  |  | % |

Total DBE       %

*100% DBE Credit is given on Professional, Technical, Consultant, or Managerial Services*

**Do Not Write In Box – For Department Use Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Approved | Not Approved | By |  |  |  |  |
|  | | | DBE Program Coordinator, Idaho Transportation Department |  | Date |  |
|  | | | | | | |

**Summary of DBE Good Faith Effort**

If DBE participation in this project has not been met, the Consultant is required to complete the following questions and describe efforts to obtain DBE participation. Each item will require an explanation. **Copies of correspondence return receipts, telephone logs, or other documentation will be required to support Good Faith Efforts.**

*Attach Additional Sheets, if Necessary*

|  |  |
| --- | --- |
| 1. | Have you advertised in general circulation, trade association and minority-focus media concerning the subconsulting opportunities? Describe efforts. |
|  |  |
|  |  |
| 2. | Have you provided written notice to a reasonable number of specific DBEs that their interest in the agreement was being solicited in sufficient time to allow the DBEs to participate effectively? Submit a copy of all correspondence soliciting DBEs. Describe efforts. |
|  |  |
|  |  |
| 3. | Have you followed up initial solicitation of interest by contacting DBEs to determine with certainty whether the DBEs were interested? Submit telephone logs, letters, etc. to document follow-up activity. |
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| 4. | Have you selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal, including, where appropriate, breaking down the agreement into economically feasible units to facilitate DBE participation? Describe efforts. |
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| 5. | Have you provided interested DBEs with adequate information regarding the Scope of Work, specifications, and requirements of this project? Describe what action was taken. |
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**Summary of DBE Good Faith Effort**

*(Continued)*

|  |  |
| --- | --- |
| 6. | Have you negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities? Describe effort. |
|  |  |
|  |  |
| 7. | Have you made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance required by the Idaho Transportation Department or consultant? Describe effort. |
|  |  |
|  |  |
| 8. | Have you made efforts to assist interested DBEs in locating and obtaining necessary equipment, supplies, materials, or related assistance or services? Describe effort. |
|  |  |
|  |  |
| 9. | In addition to No. 1 above, have you effectively used the services of available minority community organizations, minority consultant groups, local, state & federal minority business assistance offices and other organizations that provide assistance in identifying and sub-consulting with DBEs? Describe effort. |
|  |  |
|  |  |
| 10. | Describe any other efforts not covered by the above that may indicate your firm’s affirmative action to obtain DBE participation in this project. |
|  |  |