## **Contract/Work Order/Amendment with DBE Participation**

## Prime consultant and DBE subconsultants Updated- 9/22/21 complete form DT 1029 and Attachment A for contracts with federal funding. **Good Faith Effort Request:** If there is a DBE goal that will not be met, a DBE Office reviews and NOTE: Amendments: good faith effort request (form DT1026) responds to requests directly Attachment A is must be completed and emailed to to consultant and cc s WisDOT required only for dbeconsultantservices@dot.wi.gov with a **Consultant Unit Supervisor** affected DBE subject line ID XXXX XX XX GFE . Also cc: the WisDOT DBE Program Engineer If project has a DBE goal terminating/reducing/substituting services committed to a DBE firm requires prior written consent from the DBE Program **Terminate/Reduce/Substitute** Amendments may Engineer. Send email to DBE Office reviews and include a copy of the dbeconsultantservices@dot.wi.gov with a responds to requests directly original commitment subject line ID XXXX XX-XX consent to to consultant and cc s WisDOT form but it is not terminate/reduce. Also cc: the WisDOT Consultant Unit Supervisor required **DBE Program Engineer** Firm submits final contract/work order/amendment documents along Federal Funding w/Goal Federal Funding - no goal with forms to the Region/Bureau WisDOT Region/Bureau ensures WisDOT Region/Bureau emails the forms are included and emails the DBE commitment forms to contract/amendment/work order dbeconsultantservices@dot.wi.gov and commitment forms to and uses the subject line "ID XXXXdbeconsultantservices@dot.wi.gov XX-XX Commitment No Goal". They and uses the subject line "ID XXXX-**State Funded Only** also process the contract/work XX-XX DBE Goal Commitment". Do not submit commitment forms on order/amendment through CAU They also process the State funded projects. If project following established practices. contract/work order/amendment becomes all or partially federally through CAU following established funded WisDOT Region/Bureau practices ensures commitment forms are completed and processes the contract/work order/amendment following the established practices **DBE Office DBE Office** reviews and CAU processes contract and CAU processes contract and reviews and responds to ensures DBE consent prior ensures DBE consent prior responds to to executing contract requests to executing contract requests CONTRACT ADMINISTRATION WisDOT CONSULTANT FIRM DBE OFFICE

UNIT (CAU)

**BUREAU/REGION**