

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

This is to encourage and increase participation of small and disadvantaged businesses in the contracts and programs funded by FTA. It is the policy of the U.S. Department of Transportation that, DBEs (minority and women-owned firms) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds.

The Greater Dayton Regional Transit Authority (RTA) will ensure that all contractors providing goods, services, or construction will take positive steps toward the utilization of disadvantaged business enterprises, to the maximum extent possible.

RTA's overall goal, typically 7%, will be reviewed on a three (3) year basis. The overall goal will be divided into a specific percent to meet DBE race-conscious contract goals and a specific percent through race-neutral means. This goal is a percentage of Federal financial assistance that will be expended in DOT-assisted contracts awarded by the RTA (but excluding the purchase of transportation vehicles, which is monitored directly by the FTA). This goal is calculated after reviewing RTA's past goal history, adjusting for availability of DBEs based on census data on businesses in Montgomery County, and the RTA DBE Directory.

Every employee assumes responsibility in varying degrees for compliance with this procedure, as identified below. The DBE Officer's responsibility includes determining which procurements will have contract goals.

PROCEDURE

DBEs are certified under the Unified Certification Program (UCP) by the Ohio Department of Transportation, as required by the Code of Federal Regulations (CFR) Title 49 Part 26. The State has developed a Unified Certification Program (UCP) to provide "one-stop shopping" for the DBE firms. An applicant is required to apply only once for a DBE certification within the state as long as an annual affidavit is submitted before the certification expiration. That certification will be honored by all agencies who receive federal transportation funding in the state and by other states that have a reciprocal UCP. An application may be obtained by contacting Ohio Department of Transportation, Office of Contracts-DBE Section, 1980 W. Broad Street, Columbus, OH 43223, or by logging onto the following web address: <http://www.dot.state.oh.us/CONTRACT/DBE.HTM> 614-728-9598. The City of Dayton, who also certifies firms, may be reached at 937-333-1413.

SOLICITATION PACKAGES

For each solicitation package that contains a specific goal requirement, the forms described below are to be completed. Certified DBE firms must submit the

Affidavit of Disadvantaged Business Enterprise and a notarized letter attesting that their firm will be involved in the performance of the contract and the area or scope of work in which they will be involved. Bidders/proposers that do not qualify as a DBE nor can comply with the goal must follow the good faith effort procedures outlined in the bid/proposal package. Failure to submit these forms may render the firm non-responsive.

- ◆ Affidavit of Disadvantaged Business Enterprise: the DBE firm certifies they are a DBE and will be the contractor/subcontractor/supplier on this project.
- ◆ Affidavit of Intended Disadvantaged Business Enterprise: The contractor certifies that he/she is using a DBE subcontractor/supplier(s) and states the area or scope of work in which the DBE(s) will be used and the estimated dollar amount.

PRE-BID/PRE-PROPOSAL CONFERENCES

Specific information relating to DBE requirements is addressed whenever pre-bid/proposal conferences are held.

*Revised 5/1/12
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