EO-385 (12-14)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dot.state.pa.us

DBE PARTICIPATION FOR FEDERALLY FUNDED SERVICE AGREEMENTS

Form ___ of ___

Complete this form for each DBE who will perform on the project.

BID/CONTRACT NUMBER	DBE GOAL %
FIRM NAME OF BIDDER/OFFEROR	

COMPLETE THIS SECTION FOR DBE FIRM

DBE FIRM NAME	
ADDRESS	
CONTACT PERSON	PHONE NUMBER

DESCRIPTION OF WORK TO BE PERFORMED BY THE DBE

DBE PERFORMING AS (CHECK ONLY ONE):

❑ Prime Contractor ❑ Subcontractor ❑ Service Provider
❑ Trucking Firm ❑ Supplier

If supplier you must check one of the following:

❑ Manufacturer ❑ Regular Dealer ❑ Transaction Expeditor/Broker

NAICS CODE(S)	% OF TOTAL PRIME BID COMMITTED TO DBE FIRM

I am a DBE certified by the Pennsylvania Unified Certification Program with the NAICS code noted above. I hereby certify that I intend to enter into a subcontract for this project if the bidder/offeror is successful.

Signature of DBE:_____ Date: _____
(Signature and Title of Company Official) *(mm/dd/yyyy)*

I hereby certify, on behalf of, and intending to bind, the bidder/offeror, that the information contained herein is true and correct to the best of my knowledge.

Signature of Bidder/Offeror: _____ Date: _____
(Signature and Title of Company Official) *(mm/dd/yyyy)*

PENNDOT USE ONLY

❑ Approved ❑ Disapproved

Signature of Reviewer: _____ Date: _____
(mm/dd/yyyy)

Instructions for Completion of EO-385, DBE Participation for Federally Funded Service Agreements

General Information

Bid/Contract Number: Indicate the bid/contract number for which the form is being completed.

DBE Goal %: Indicate the DBE goal established for the contract.

Firm Name of Bidder/Offeror: Indicate the name of your firm.

DBE Information

1. For each DBE firm you are committing to use on the contract you must provide the following:

    a. DBE FIRM NAME: Indicate the name of the DBE firm be committed to for the project.

    b. ADDRESS: Provide the address information (street, city, and state) for the DBE firm.

    c. CONTACT PERSON: Identify the contact person for the DBE firm.

    d. PHONE NUMBER: Provide a phone number for the DBE firm.

    e. DESCRIPTION OF WORK TO BE PERFOMRED BY THE DBE: Provide a detailed narrative description of the work to be performed by the DBE on the contract.

    f. DBE PERFOMING AS: Indicate a DBE's role on the project for counting purposes. Refer to the 'DBE Requirements Appendix' for more detailed information regarding DBE crediting potential.

    g. NAICS: Provide the North American Industry Classification System (NAICS) code(s) that correspond(s) to the work to be performed by the DBE firm.

    h. % OF TOTAL PRIME BID COMMTTED TO DBE FIRM: Indicate the percentage of the total bid to be contractually allocated to the DBE firm.

---

2. Once the form is complete it needs to be signed and dated by an authorized official of the DBE firm as acknowledgement that they intend to work on the project if the bidder/offeror is successful.

---

3. Once the form has been signed and dated by the DBE firm, the bidder/offeror must sign and date certifying that information on the form is true and accurate.

Should you have any questions or concerns in completing this report you may contact the Bureau of Equal Opportunity for guidance. The Bureau can be reached via the email resource account, PennDOTDBEGoal@pa.gov or via telephone at 717-787-5891.