

# NOTICE

## Disadvantaged Business Enterprise Commitment Confirmation

**All** Bidders must submit the Commitment Confirmation form with their bid.

The Commitment Confirmation form contains information required by USDOT.

The Commitment Confirmation form must be completed by each Prime Contractor.

A copy of the new Commitment Confirmation form and instructions for completing it are attached.

The DBE Directory can be found on the MaineDOT Website at: <https://www.maine.gov/mdot/civilrights/dbe/>

Questions about the Directory or this form should be sent to the Civil Rights Office at [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov) or by calling 207-624-3056.

## INSTRUCTIONS FOR PREPARING THE MAINEDOT COMMITMENTCONFIRMATION FORM

The Contractor shall extend equal opportunity to MaineDOT certified DBE firms (as listed in MaineDOT's DBE Directory of Certified Businesses) in the selection and utilization of subcontractors and suppliers.

Each prime contractor submitting a bid on a federally funded project must complete each section of the Commitment Confirmation form in its entirety for itself and each subcontractor on that project.

### SPECIFIC INSTRUCTIONS FOR COMPLETING THE FORM:

#### Section A:

1. Insert Contractor Name
2. Insert WIN for the Federal Project bidding on
3. Insert Bid Date
4. Insert Project Location
5. Insert Email address of Contact Person

#### Section B:

- A. Enter each Contractor's and Sub-Contractor's name and address (including zip code) – Prime Contractor's name should be listed in first box of this section; then each additional line would be proposed subcontractors – DBE or NonDBE
- B. Enter each Contractor's and Sub-Contractor's annual gross receipts bracket (see the legend on the form)
- C. Enter DBE status (DBE or non-DBE) for each contractor/sub-contractor
- D. Enter each Contractor's and Sub-Contractor's NAICS (North Amer. Industry Classification System) code (may be more than one) and Scope of Work
- E. For each Contractor and Sub-Contractor enter the Race and Gender of the firm's majority owner
- F. Enter the Age of each Contractor/Sub-Contractor
- G. Enter the Proposed amount of payment (Bid amount) for each Contractor/Sub-Contractor.

**Maine Department of Transportation  
COMMITMENT CONFIRMATION**

**Section A. Bidder/Prime Contractor Information.**

**This section must be completed by the Bidder/Prime Contractor.**

1. Prime Contractor Name:	2. Federal Project WIN:	3. Bid Date:
4. Project Location:	5. Email Address:	

**Section B. Commitment Details - Prime Contractor and all Proposed Subcontractor Information is Required in This Section**

A. Firm's Name & Address, Including Zip Code Prime must be listed first	B. Annual Gross Receipt Bracket Select 1 to 7*	C. Status DBE or Non-DBE	D. NAICS Code(s) and Scope of Work	E. Race & Gender of each Firm's Majority Owner	F. Age of Each Firm	G. Proposed Amount

\*1) Less Than \$1M, 2) \$1 - \$3M, 3) \$3 - \$6M, 4) \$6 - \$10M, 5) \$10 - \$20M, 6) \$20 - \$50M, 7) Greater Than \$50M - **More than 5 Subs use a new form**

MaineDOT Use Only:

Form Received: \_\_\_ / \_\_\_ / \_\_\_ Verified by: \_\_\_\_\_  
 FHWA FTA FAA

**For a complete list of certified DBE firms please visit: <http://www.maine.gov/mdot/civilrights/>**

**DBE GOAL NOTICE**  
**Maine Department of Transportation**  
**Disadvantaged Business Enterprise Program**

Notice is hereby given that in accordance with US DOT regulation 49 CFR Part 26, the Maine Department of Transportation (MaineDOT) has established a Disadvantaged Business Enterprise Program (DBE) for disadvantaged business participation in the federal-aid highway and bridge construction programs; MaineDOT contracts covered by the program include consulting, construction, supplies, manufacturing, and service contracts.

Beginning September 1, 2024, MaineDOT has established an annual DBE participation goal of **1.43%** to be achieved through race/gender neutral means. This goal has been approved by the Federal Highway Administration through August 31, 2027. MaineDOT must meet this goal each federal fiscal year. If the goal is not met, MaineDOT must provide a justification for not meeting the goal and provide a plan to ensure the goal is met, which may include contract goals on certain projects that contractors will be required to meet.

MaineDOT asks all contractors, consultants and subcontractors to seek certified DBE firms for projects and to work to meet the determined 1.43% goal without the need to impose contract goals. DBE firms are listed on the MaineDOT website at:

<http://www.maine.gov/mdot/disadvantaged-business-enterprises/pdf/directory.pdf>

Interested parties may view MaineDOT's DBE goal setting methodology, also posted on this website. If you have questions regarding this goal or the DBE program you may contact Sherry Tompkins at the Maine Department of Transportation, Civil Rights Office by telephone at (207) 624-3066 or by e-mail at: [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov)

**Maine Department of Transportation Civil Rights Office**

**Directory of Certified Disadvantaged Business Enterprises**

**Listing can be found at:**

<https://www.maine.gov/mdot/civilrights/dbe/>

**For additional information and guidance contact:**

**Civil Rights Office at (207) 624-3066**

***It is the responsibility of the Contractor to access the DBE Directory at this site in order to have the most current listing.***

September 14, 2007

### **Vendor Registration**

Prospective Bidders must register as a vendor with the Department of Administrative & Financial Services if the vendor is awarded a contract. Vendors will not be able to receive payment without first being registered. Vendors/Contractors will find information and register through the following link –

<http://www.maine.gov/purchases/venbid/index.shtml>