

**COLORADO DEPARTMENT OF TRANSPORTATION  
UNDERUTILIZED DBE (UDBE) GOOD FAITH  
EFFORT DOCUMENTATION**

Project No.:	Project Code (SA#):
Location:	
Date:	No. Of Sheets Attached To Form:

The Contractor who is the apparent low bidder on a CDOT construction project, and has failed to meet the Underutilized DBE (UDBE) contract goal, shall use this form to document all good faith efforts that were made prior to bid opening by said Contractor to meet the goal. **FAILURE TO FULLY / CLEARLY COMPLETE THIS FORM MAY RESULT IN REJECTION OF THE BID.**

Each portion of this form is to be addressed in the space provided, or on supplemental sheets that follow the same tabular structure and format outlined below. Attach supporting documentation as required by CDOT. This completed form and required attachments are to be submitted to the Business Programs Office in the Center for Equal Opportunity prior to 4:00 p.m. on the day after the day bids are opened. This form may be submitted by FAX (303 -757-9019) with an original copy to follow. An extension may be granted by the DBE Liaison. Only the efforts the Contractor made prior to bid opening will count as Good Faith Efforts consistent with the instructions on CDOT Form #714.

I. Complete the following table to document sufficient bid items identified as subcontract work to be performed by UDBEs to achieve the contract goal. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the Contractor might otherwise prefer to perform these work items with its own forces. The total percentage of subcontract items identified for UDBE participation must equal or exceed the percentage UDBE goal set by CDOT.

DBE Work Code From DBE Directory	DBE Work Code Description	Closest Matching CDOT Bid Item #	Actual % Amount Of Final Contract
UDBE CONTRACT GOAL %: _____		TOTAL CONTRACT %: _____	

**DBE DIRECTORY WORK CODES**

The DBE Directory can be found online at:  
[http://www.dot.state.co.us/app\\_ucp/](http://www.dot.state.co.us/app_ucp/)

- DBE work codes are 5 digit numbers where the 1st digit corresponds to the overall section the code belongs to
- The 1st 3 digits of a DBE work code identify its category
- DBE work codes ending in "00" represent certification for the entire work code category
- DBE work codes NOT ending in "00" represent certification in a specific sub-category only

II. Complete the following table to summarize all outreach efforts made to UDBE firms. For each subcontract item identified, contact by mail, fax, phone and/or email **100%** of the Colorado certified UDBEs whose DBE work codes match the type of work being solicited and who are marked as "CDOT GFE Eligible" on the DBE Directory. The Contractor shall ensure that initial solicitations allow UDBEs at least 10 calendar days to participate effectively in the bidding process. In order to determine with certainty which UDBEs are interested, the Contractor is also required to take appropriate steps to follow-up initial solicitations (e.g., regional follow-up phone calls etc.). If soliciting by telephone, attach a summary telephone log of calls, including topic of discussion, date, time, name of person contacted, and the response received. If soliciting by mail, fax, and/or email, attach one example copy of the letter, fax, and/or email sent to UDBEs along with a summary log that documents all dates and responses received. Letters, faxes and/or emails must specifically identify the project, the items to be subcontracted, and the bid date. Letters, faxes and/or emails must also provide an address and phone number where specific quantities or details will be available to bidders.

DBE Work Code From DBE Directory	DBE Work Code Description	# Of UDBEs Contacted	# Of UDBEs "Eligible"	% Of UDBEs Contacted

**DBE DIRECTORY UPDATES**

Go to [http://www.dot.state.co.us/app\\_ucp/](http://www.dot.state.co.us/app_ucp/) and use the "**Directory Updates**" button on the DBE Directory to submit any of the following documented updates on UDBE firms:

- Contact information changes (e.g., phone and address etc.)
- "CDOT GFE Eligibility" status changes (e.g., UDBE firm says they don't want to be contacted via GFE solicitations etc.)

**Note:** In order to verify all updates submitted, CDOT may request additional information from contractors and/or UDBE firms before posting requested changes to the Directory.

