Disadvantaged Business Enterprise (DBE) Requirements Flowchart

- Please select flowchart that best reflects your project delivery method.

**Design-Bid-Build**

1. **Recipient**
   - Advertise Project for Prime Contractor
2. **Prime Contractor**
   - Advertise Project for Sub-Contractors
   - Award Sub-Contractors as needed
3. **Recipient and Prime Contractor**
   - Good Faith Effort
   - Advertise for > 30 calendar days before bid open date

**Design-Build (Scenario 1)**

1. **Recipient**
   - Request for Qualifications
   - Short List
2. **Prime Contractor**
   - Advertise Project for Sub-Contractors
3. **Recipient and Prime Contractor**
   - Good Faith Effort
   - Advertise for > 30 calendar days before bid open date

**Design-Build (Scenario 2)**

1. **Recipient**
   - Request for Qualifications
   - Short List
2. **Recipient**
   - Advertise RFP for Design Build Team
3. **Open Bid on RFP**
   - DBE Forms Due as Directed by Recipient
4. **Recipient**
   - Award Design Build Team & Confirms Good Faith Effort occurred prior to Bid Opening Date (date forms due)
5. **Design Build Team**
   - Advertise for Sub-Contractors 30 Days
6. **Prime Contractor**
   - Good Faith Effort
   - Advertise for > 30 calendar days before bid open date

**DBE Forms Due as Directed by Prime Contractor**

1. **Recipient**
   - Submit DBE Forms with FBA Package
2. **DBE Forms Received by DFA Compliance Staff @ DFA**
3. **DFA and Recipient Execute Amended Funding Agreement**

**Construction Bi Annual DBE Reporting**

- by April 10 and October 10

1. Recipient or Prime Contractor must ensure DBEs are made aware of contracting opportunities to the fullest extent practical through outreach and recruitment activities.
2. Recipient or Prime Contractor Determines when DBE Forms are Due. Good Faith Effort must have taken place prior to Bid Open Date.