



Arizona Department of Transportation
Intermodal Transportation Division
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer
Governor

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Floyd Roehrich, Jr.
State Engineer

John S. Halikowski
Director

INFORMATION BULLETIN NO. 11-05

TO: ADOT Project Managers
Resident Engineers
and Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **ADOT CIVIL RIGHTS VENDOR REGISTRATION**

All prime Consultants and Subconsultants, Disadvantaged Business Enterprises (DBE) and non-Disadvantaged Business Enterprises (non-DBE) are required to register as soon as possible in the ADOT Civil Rights Vendor Registration System. Access the system and register at:
<https://adot.dbesystem.com/FrontEnd/VendorsIntroduction.asp?XID=1363&TN=adot>

ADOT Civil Rights Office (CRO) recently published its FY 2013 - FY 2015 Triennial DBE Goal. Federal regulations require the calculation to include the current pool of "ready, willing, and able" DBE and non-DBE Subconsultants. The new Civil Rights Vendor Registration system was created, in part, to capture this information. Your statement of availability and identification of types of work you can perform will directly impact ADOT's DBE goals for the next three years.

Prime Consultants, please forward this notice to any Subconsultants you currently work with on ADOT projects. This registration system will:

- Provide more accurate data regarding the types of services the Consultants are capable of providing
- Help identify an accurate measure of the available Subconsultants to perform ADOT work
- Help increase the accuracy of DBE goal calculations (project and the 3-year ADOT goals)

There are three options for registering:

1. New companies seeking to do work with ADOT
2. Existing companies (Contractors/Consultants currently using the online payment reporting system and certified DBEs) that need to provide additional registration information
3. Existing companies (Contractors/Consultants currently using the online payment reporting system and certified DBEs) that need to reset their account information

A help desk link is provided on the registration site for assistance if you encounter difficulties during the registration process.

If you have any questions regarding this bulletin, please contact ADOT Civil Rights Office at (602) 712-7761.

Vivien Lattibeaudiere, Ph.D.
Director
Engineering Consultants Section