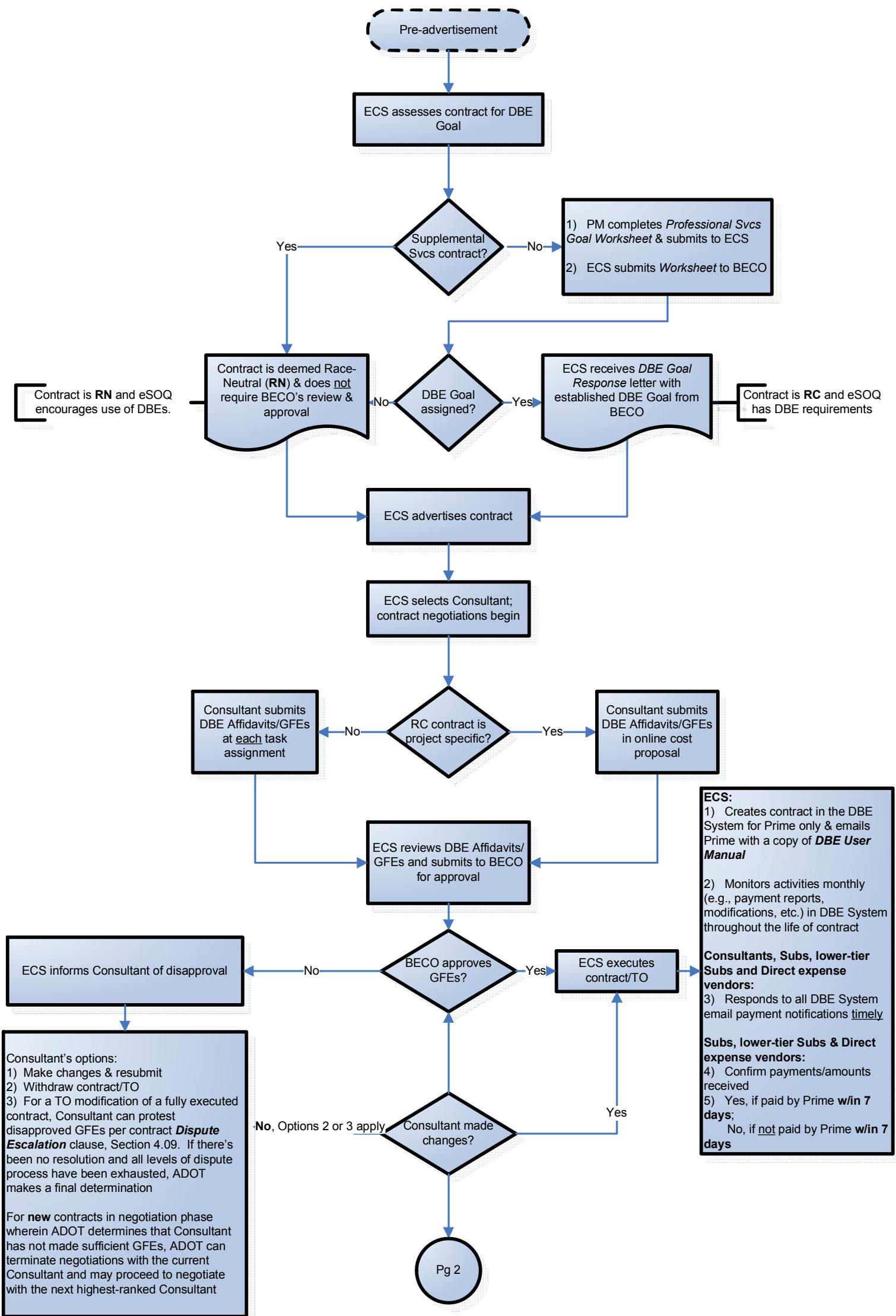


ECS DBE Process

As of 11-26-12 Revised



Contract is **RN** and eSOQ encourages use of DBEs.

Contract is **RC** and eSOQ has DBE requirements

ECS:
 1) Creates contract in the DBE System for Prime only & emails Prime with a copy of **DBE User Manual**
 2) Monitors activities monthly (e.g., payment reports, modifications, etc.) in DBE System throughout the life of contract

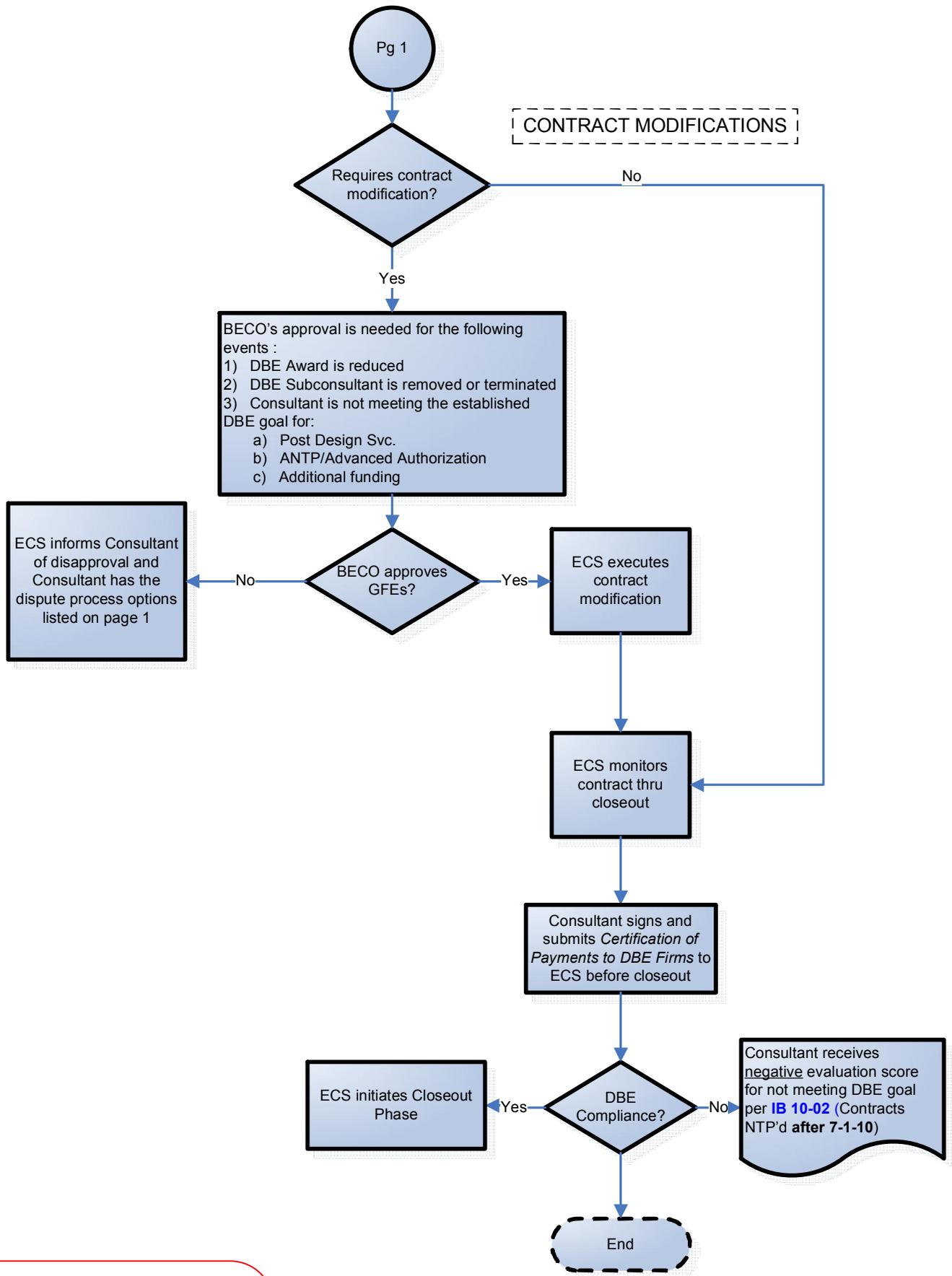
Consultants, Subs, lower-tier Subs and Direct expense vendors:
 3) Responds to all DBE System email payment notifications **timely**

Subs, lower-tier Subs & Direct expense vendors:
 4) Confirm payments/amounts received
 5) Yes, if paid by Prime **w/in 7 days**;
 No, if **not** paid by Prime **w/in 7 days**

Consultant's options:
 1) Make changes & resubmit
 2) Withdraw contract/TO
 3) For a TO modification of a fully executed contract, Consultant can protest disapproved GFEs per contract **Dispute Escalation** clause, Section 4.09. If there's been no resolution and all levels of dispute process have been exhausted, ADOT makes a final determination

For **new** contracts in negotiation phase wherein ADOT determines that Consultant has not made sufficient GFEs, ADOT can terminate negotiations with the current Consultant and may proceed to negotiate with the next highest-ranked Consultant

ECS DBE Process (Continued)



LEGEND

BECO – Business Engagement & Compliance Office

DBE – Disadvantaged Business Enterprises

ECS – Engineering Consultants Section

eCMS – electronic Contract Management System

GFEs – Good Faith Efforts

PM – ADOT Project Manager

RC – Race-Conscious

RN – Race-Neutral

TO – Task Order