

Commitment Confirmation (CDOT Form 1415)

Form Instructions - A Form 1415 shall be completed for each DBE commitment.

Section A: Bidder/Prime Contractor and DBE Information

1. Project (S/A) Number or PCN Number (5 digit #)- list the project CDOT subaccount number (ex: 12345) or PCN Number
2. FHWA Project # or Subaward Agreement # from COTRAMS (FTA Projects) – For FHWA-funded projects, list the federal project number. This is the hyphenated alpha numeric code provided in the announcement. (ex. NHPP-0001-003). For FTA projects, list the Subaward Agreement # from COTRAMS
3. Project Name- enter the name of the project
4. Bidder/Prime Contractor - enter the name of the Bidder (if prior to award) or the Prime Contractor (after award) making this request
5. Bidder/Prime Contractor Name - enter the first and last name of the Bidder / Prime Contractor contact completing the form
6. Bidder/Prime Contractor's Contact Title - enter the title of the Bidder/Prime Contractor contact in A5.
7. Bidder/Prime Contractor's Contact Phone Number - enter the telephone number of the Bidder/Prime Contractor contact in A5
8. Bidder/Prime Contractor's Contact Email Address - enter the email address of the Bidder/Prime Contractor contact in A5
9. DBE Firm Name – complete with legal name of DBE Firm
10. DBE Firm Physical Address – complete with the address of the DBE Firm
11. DBE Contact Name - enter the first and last name of the DBE Firm contact
12. DBE Contact Email – complete with email address of the DBE contact in A9
13. DBE Contact Phone Number – complete with phone number of DBE contact in A10
14. Subcontracted To Whom – If prime, mark designated box. If not prime, include the name of the upper tier subcontractor
15. Is the DBE part of a Joint Venture? – indicate whether the DBE is a part of a joint venture (If yes, attach a copy of the Joint Venture Agreement to the submission that will require CDOT Approval)
16. Anticipated Work Start Date – complete with the anticipated start date of the DBE Firm to perform Work on the project
17. Applicable Small Business Goals (for FHWA-funded Design-Build projects)- select the project goal and enter the applicable year that the subject commitment will apply to

Section B: Commitment Details

18. DBE Commitment Details - complete this section if the subject Firm (Section A, Item 9) is a DBE Firm
 - a. Work Category – identify the Work Category that the work to be performed is best suited within and complete items b-e on the line of the selected Work Category
 - b. Work To Be Performed – provide a brief description of the work to be performed
 - c. DBE Work Code(s)(NAICS+Descriptor) – list DBE NAICS Codes +Descriptor for the work that will be performed by the DBE
 - d. Commitment Amount – provide the amount of the subcontract that the subcontracting Contactor is committing towards the goal
 - e. Amount Eligible for DBE Participation – provide the amount of the commitment that is eligible to be counted towards the goal for participation
19. Prime Contractor Representative – complete Name (a), Title (b), Signature (c) and Date of Signature (d) for the prime contractor's representative attesting to the accuracy of the information reported

Section C: DBE Questionnaire – This section should be completed by the DBE firm listed in Section A, Item 9. Additional pages may be attached as needed to provide for additional space to complete answers.

20. Will the DBE firm be purchasing supplies or materials, or will the DBE firm be leasing or renting equipment from the Prime Contractor or its subcontractors? If so, explain.

21. Does the DBE firm intend to subcontract any portion of the work listed in Section B of this form? If yes, state to whom the DBE firm intends to sublet, what work is to be performed by said subcontractor, and the approximate written agreed upon dollar amount. Include trucking subcontractors and owner-operators.
22. Will the DBE firm provide trucking services on this project? If yes, state how many trucks are owned by the DBE firm and employees that will work on this project.
23. Within the DBE firm, who will be supervising the work on this project?
24. Will the DBE firm be acting as a broker on this project? If yes, state what the DBE firm will be brokering and the approximate brokerage fee.
25. Will the DBE firm be acting as a supplier on this project? If yes, please state what the DBE firm will be supplying and whether or not they will manufacture the items.
26. DBE Firm Representative - complete Name (a), Title (b), Signature (c) and Date of Signature (d) for the DBE representative attesting to the accuracy of the information reported and the answers provided.

Section D: Determination – This section will be completed by CDOT

27. Review of Request – CDOT will report the final determination of its review, either accept or reject.
28. Comments – The CDOT representative will provide any comments that are deemed appropriate to support its determination.
29. CDOT Representative – The CDOT representative making the final determination will complete their Name (a), Title (b), Signature (c) and Date of Decision (d).