

# 10-2 Complete Section B of CDOT Form 1432 within 45 Days of Beginning Work (DBE)



## Details

### Responsible Parties

- Subcontractor/Supplier (DBE firm)

### Revision Date of this Document

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### Document Owner

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## Procedural Objective

This document is intended to assist the participating Disadvantaged Business Enterprise (DBE) firm with completing Section B of the CDOT Form 1432.

**Note 1:** In order for a DBE to count as eligible participation toward a project DBE goal, a Commercially Useful Function (CUF) shall be conducted and approved. CUF credit is awarded when the DBE is responsible for the execution of the contract and for carrying out the responsibilities by performing, managing, and supervising the work involved on the project.

The Prime Contractor is required to submit a CDOT form 1432 for each DBE performing work or providing supplies under the NAICS codes in which they have been approved.


**Note 2:** The DBE owner or manager with contract signature authority shall complete Section B, DBE Questions, within 45 days of the DBE beginning work on the contract. This section of the form shall be completed prior to the DBE completing work per its contract/subcontract.

## System Procedures

1. Upon receipt of the CDOT Form 1432 by the Prime Contractor (with Section A completed), the DBE shall complete Section B of the CDOT Form 1432.

Section B. DBE Questions	
<b>Instructions:</b> The DBE owner or manager with contract signature authority shall complete the "DBE Questions" section of the form. The DBE Questions shall be completed within <b>45</b> days of the DBE beginning work on the contract. This section of the form shall be completed prior to the DBE completing work per its contract/subcontract. Once completed, the DBE shall submit the form to the Contractor. In order to have work performed and/or supplies provided by a DBE on the Contract count as Eligible Participation, the Contractor must submit a Form 1432 for that DBE.	
16. Do you have an executed written agreement for this contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. What work did your firm perform on this job?	
18. Did your firm subcontract out any portion of its work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. If yes, list resources and from whom. If no, skip to next question.	
20. Did your firm supply any materials to another firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. If yes, list what materials and from what source they were acquired (i.e. self-manufactured, withdrew from inventory, purchased from another supplier, etc.) If no, skip to the signature.	

- An authorized representative of the DBE firm should sign on behalf of the DBE. Include the printed name, title, signature, and date.

22. DBE Representative			
a. Name	c. Title	c. Signature	d. Date
			

- Upon completion of Section B of the CDOT Form 1432, the DBE shall provide the form to the Prime Contractor.
- The DBE has successfully completed Section B of the CDOT Form 1432.