

3-1 Complete and Submit Form 1414 (Bidder)

Details

Responsible Parties

- Bidder

Revision Date of this Document

June 2025

Document Owner

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Procedural Objective

This document is intended to assist bidders with properly submitting the CDOT Form 1414, Anticipated DBE Participation Plan, which documents the DBE commitments made by the bidder on a contract.

System Procedures

1. Download the CDOT Form 1414 from the CDOT Forms Catalog at <https://www.codot.gov/about/forms>.

CDOT Forms Catalog

Use this page to find CDOT forms on a variety of topics. Please note: If you intend to fill out a form for submission, please first download it and save it. Do not fill it out in your web browser.

Forms can be located by scrolling through the list or by using the search/filter tiles for the Program owner of the form, the Form Number, or the Form Title. Once located click on the File Hyperlink which will take you to the form.

Program ▾	Search by Form Number ▾	Form Title ▾
Program ▾	Form Number	Form Title
File Hyperlink		

2. Complete Section A and Section B of the CDOT Form 1414.

COLORADO DEPARTMENT OF TRANSPORTATION					
ANTICIPATED DBE PARTICIPATION PLAN (CDOT Form 1414)					
Section A. Bidder and DBE Information. This section must be completed by the Bidder.					
1. Project S/A No. or PCN Number (5 digit #):		2. FHWA Project # or Subaward Agreement # from COTRAMS (FTA projects):		3. Project Name:	
4. Name of Bidder:		5. Bidder's Contact Name:		6. Bidder's Contact Phone #:	
7. Bidder's Contact Email Address:		8. Bid Submission Date:		9. Region:	
10. DBE Contract Goal:					
Section B. DBE Commitments					
9. DBE Commitment Details					
DBE Firm Name		Work to be Performed		Commitment Amount	Eligible Participation

3. Enter DBE commitment information by entering the DBE firm name, the work to be performed by the DBE on the contract, and the commitment amount (in \$) to the DBE. The “Commitment Amount” does not have to equal the total amount of the subcontract with the DBE. The “Commitment Amount” should only reflect the dollar amount the bidder is willing to commit to the DBE.

8	DBE Commitments			
9	DBE Firm Name	Work to Be Performed	Commitment Amount	Eligible Participation
0	DBE Firm X	Traffic Control	\$1,000.00	\$1,000.00
4				

Note 1: Eligible participation is the work by a DBE which counts as valid DBE participation on the contract and may be used towards the fulfillment of a commitment. The DBE must be certified by the Colorado UCP in the work to be performed. DBEs are certified in particular areas of work which are designated by a work code. Each DBE's work codes can be found on their profile on the Colorado UCP DBE Directory.

Note 2: The “Commitment Amount” should be identical to the “Eligible Participation” amount unless the DBE is subject to special DBE counting rules for suppliers under 49 CFR 26.55(e), whereby regular dealers may only count 60% of the cost of materials and supplies as “Eligible Participation,” brokers may only count the total amount of its commission and fees as “Eligible Participation,” or distributors may only count 40% of the cost of materials or supplies (including transportation costs) by a DBE.

Note 3: If there is a 0% DBE goal on a contract, the bidder is not required to complete the CDOT Form 1414. If a CDOT Form 1414 is completed on a contract with a 0% DBE goal, the bidder is making a voluntary DBE commitment and DBE utilization plan will be created. Prior to the utilization plan being created in this situation, CDOT will verify with the bidder that a voluntary DBE commitment is intended.

4. The bidder shall enter the total dollar amount of the bid in “Total Bid Amount.” The CDOT Form 1414 will automatically calculate the “Total Eligible Participation” by DBEs and the

“Total Eligible Participation Percentage” by DBEs on the contract.

22	Total Eligible Participation	\$1,000.00
23	Total Bid Amount	\$100,000.00
24	Total Eligible Participation Percentage	1.00%
25	Bidder Signature	

- Review the language in the “Bidder Signature” section and finalize the form by having an authorized representative sign on behalf of the bidder. Include the signer’s name, title, and the date of when the document was signed.

Section C. Bidder Signature			
10. Bidder Representative:			
<p>COMMITMENTS LISTED ON THIS FORM SHALL BE BINDING ON THE BIDDER UPON CONTRACT AWARD. IF THE DBE GOAL IS ZERO, DBE COMMITMENTS ARE OPTIONAL AND THE BIDDER IS NOT REQUIRED TO LIST ANY DBE COMMITMENTS ON THIS FORM. This section must be signed by an individual with the authority to contractually bind the Bidder. By signing this form, as an authorized representative of the Bidder, you declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are true and complete to the best of your knowledge. Further, you attest that you understand the following:</p> <p>CDOT shall not award a contract (or provide its concurrence to award a Local Agency Project) until it has been determined that commitments are sufficient to meet the DBE contract goal or else good faith efforts have been made to meet the goal despite falling short. Once your bid has been submitted, commitments may not be modified or terminated without the approval of CDOT. If selected as the low apparent bidder, you shall submit a CDOT Form 1415 for each commitment listed above. If you have not met the contract goal, you will also be required to submit documentation of all good faith efforts to meet the contract goal. It is your responsibility to ensure that the selected DBEs are certified for the work to be performed and that their eligible participation has been properly counted. Please review your project's DBE requirements for additional information and instructions on calculating eligible participation.</p>			
a. Name	b. Title	c. Signature	d. Date

- The bidder shall submit the completed CDOT Form 1414 with the bidder’s proposal.
- The bidder has successfully completed and submitted the CDOT Form 1414.