

Script 4-1 - NPS Affidavit of Small Business Participation Submittal with Proposal

Responsible Parties

Consultant

Revision Date

06/2022

Procedure

The Request for Proposal instructions (included in advertisement) from the CDOT's Engineering Contracts unit, will contain the Statement of Interest (SOI)/proposal's complete description of what needs to be included for consideration of award. It includes the Small Business Participation narrative section for scoring purposes and the required *Affidavit of Small Business Participation* form.

The Affidavit of Small Business Participation is the Consultant's contractually binding guarantee to meet the DBE Goal at the proposal/award stage. This will include consideration for each Task Order issued under the Master Contract. The *Affidavit of Small Business Participation* form must be submitted with the Consultant's statement of interest/proposal. Failure to submit the *Affidavit of Small Business Participation* form will result in the Consultant being deemed non-responsive to DBE commitments and ineligible for award.

See Civil Rights Contract Requirements.

The information in the *Affidavit of Small Business Participation* form are the commitments to DBE and ESB firms when proposing on all Professional Services Contracts:

- Required Form on all proposals, even when the goal is 0%. The proposer may still be using DBE firms on the project
- The Affidavit will be attached with the Small Business Participation Plan page (for scoring purposes)

The most updated forms are found on Civil Rights and Business Resource Center's website:

<https://www.codot.gov/business/civilrights/compliance/prof-services/overview>

See Example Script 4-1 for Affidavit instructions.