



Subcontractor Registration Number	Letting	Item Number	Contract Number

(1) Instructions

A participation statement must be completed for each disadvantaged business participating in the Utilization Plan. Review additional instructions on page 2. All DBE participation must be submitted in accordance with the special provision and form instructions, and must be attached to the Utilization Plan form at the time of bidding. **For DBEs who will be performing in the area of Supply or Trucking, or as a Joint Venture, use SBE 2024 (Supplier), SBE 2023 (Trucking), or SBE 2022 (Joint Venture) form accordingly.** If additional space is needed complete an additional form for the firm.

(2) Work Commitment

TYPE: ☐ Subcontractor ☐ DBE Prime

The Prime Contractor commits to utilize the DBE Subcontractor Firm listed below to perform the following described work:

Pay Item No.	Description	Quantity	Unit price	Total
Total				

The contractor shall inform the District at least three days in advance of the dates when the subcontractor starts all work under this agreement. No goal credit will be allowed if the District is not notified.

(3) Partial Work Description

(For any of the above items which are partial pay items) : Description must be sufficient to determine a Commercially Useful Function. Specifically describe the work and subcontract dollar amount below (Space will expand to accommodate all included information):

(4) Commitment

The undersigned certify that the information included herein is true and correct. The DBE Subcontractor firm listed below hereby agrees to perform a commercially useful function in the work of the contract item(s) listed above and the parties agree that the work indicated shall be performed, managed and supervised by the DBE Subcontractor firm. The undersigned further understand that no changes to this statement may be made without prior approval from the Department's Small Business Enterprises and that any reduction to the work committed to the DBE Subcontractor firm in this Participation Statement after award of the contract may be considered Termination and subject to the requirements set forth on page 2. Complete and accurate information regarding actual work performed on this project and the payment therefore shall be provided to the Department upon completion of work on the SBE 2115. **A subcontract agreement will be executed with the committed DBE listed on this form. By signing this form, all parties agree to comply with the DBE Special Provision and 49 CFR Part 26.**

Signature for Contractor ☐ Prime ☐ 1st Tier

Date	Contact Person/Title

Firm Name

Address

City	State	Zip Code

Phone	E-mail

Signature for DBE Subcontractor Firm ☐ 1st Tier ☐ 2nd Tier

Date	Contact Person/Title

Firm Name

Address

City	State	Zip Code

Phone	E-mail

The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under the state and federal law. Disclosure of this information is REQUIRED. Failure to provide any information will result in the contract not being awarded. This form has been approved by the State Forms Management Center.

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Instructions for SBE 2025

OFFICIAL SBE FORMS SHOULD NOT BE MODIFIED AND USE OF UNOFFICIAL OR MODIFIED FORMS MAY CAUSE THE UTILIZATION PLAN TO BE REJECTED OR THE BID TO BE DEEMED NONRESPONSIVE. PLEASE ATTACH ADDITIONAL PAGES AS NEEDED.

DBE PARTICIPATION STATEMENT – SUBCONTRACTOR

The following instructions are intended to provide further guidance on completion of the SBE 2025 and compliance with these instructions is required.

1. Submission of the completed SBE 2025 form, signed by the DBE and scanned, faxed or emailed to the bidder will be acceptable as long as the original is available and provided to the Department upon request.
2. Form SBE 2025 is only intended for use in relation to DBE participation as a subcontractor. Any DBE Participation in the areas of Material supply or trucking or as a Joint Venture must be indicated on the applicable SBE Participation Statement Forms (i.e., SBE 2023 (DBE Participation Statement – Material Supplier) SBE 2024 (DBE Participation Statement – Trucking) and SBE 2022 (DBE Participation Statement - Joint Venture)). Use of the appropriate Participation Statement form is considered a material bidding requirement and failure to submit the correct form for the type of participation indicated may result in the bid being deemed nonresponsive.
3. All elements of information indicated on the SBE 2025 must be provided, including but not limited to the following:
 - a. The names and addresses of DBE firms that will participate in the contract;
 - b. A description, including pay item numbers, of the work each DBE will perform. To count toward meeting a goal, each DBE firm utilized must be certified in a work category applicable to the kind of work the firm has committed to perform on the contract;
 - c. The dollar amount of the participation of each DBE firm participating. The dollar amount of participation for identified work shall specifically state the quantity, unit price, and total subcontract price for the work to be completed by the specified DBE. If partial pay items are to be performed by the DBE, indicate the portion of each item, a unit price where appropriate and the subcontract price amount. See also Construction Memorandum 30 for additional information regarding partial pay item descriptions;
 - d. If the bidder is a joint venture comprised of DBE companies and non-DBE companies, the Utilization Plan must also include a clear identification of the portion of the work to be performed by the DBE partner(s).
4. Second Tier DBE's Subcontractor: When a DBE is to be a second-tier subcontractor, or if the first-tier DBE subcontractor is going to be subcontracting a portion of its subcontract, this must be clearly indicated on the DBE Participation Statement, and the details of the transaction fully explained. Additional pages may be included if needed. In the event a DBE subcontractor second-tiers a portion of its subcontract to one or more subcontractors during the work of a contract, the prime must submit a DBE Participation Statement, with the details of the transaction(s) fully explained.
5. Termination of DBE Participation: A termination includes any reduction or underrun in work the Contractor has committed to the DBE not caused by a material change to the prime contract by the Department. This includes, but is not limited to, instances in which the Contractor seeks to perform work originally designated for a DBE firm with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm. Any termination or reduction in the work committed to be performed by a specified DBE firm in the Utilization Plan must be approved by SBE in writing in accordance with Department policies and procedures.