

# Guidelines for Determining DBE Goals on Projects/Solicitations

The DBE project goal is set by reviewing the type of project/service, elements of work to be performed, time frame, geographical location, history of DBE and non-DBE usage, and available DBE firms. The goal will be expressed as a percentage of the total amount of funds on a USDOT-assisted contract. A DBE contract goal for each project/service is not required. However, every federal-aid contract must be reviewed to determine if DBE opportunities are available.

1. Obtain estimate, location of the project/service, type of project/service, elements of work and the estimated total contract value.
2. Search ODOT's [Civil Rights Certification and Compliance System](#) directory to view current certified DBE firms in Oklahoma. The full list can be downloaded or DBE Firms can be pulled by location, North American Industry Classification System (NAICS) codes, or description.
3. Analyze the elements of work in which certified DBE firms can perform and/or provide the service.
4. Calculate the total value (sum) of the selected items.
5. Calculate the total percentage of the gross (unadjusted) DBE goal for the project/service.

*Example: Total Dollar Value of Selected Items divided by Total Dollar Value of the Contract = DBE Goal Percentage*

6. Analyze the results of the calculation, considering:
  - On-going projects approaching completion, newly awarded projects, currently advertised projects and projects proposed for advertisement
  - Historical performance on similar projects
  - Type of work activities considered
  - Availability of DBEs who are ready, willing and able to bid on the project
7. Establish a DBE goal and document the determination.
8. Publish the contract goal in an advertisement to all bidders.

When a contract has a DBE goal, only a bidder that demonstrates adequate good-faith efforts to meet the goal qualifies to be awarded a federally funded contract. The bidders that respond to your solicitation will list the DBE firms that will participate on the contract and the amount of the participation. This is typically referred to as a commitment.

Throughout the project/service, monitor to ensure the DBE firm(s) is performing the work as committed. Information about the DBE program and federal requirements is also available on [ODOT's Civil Rights webpage](#).



**For assistance or questions, contact ODOT's Civil Rights Division at 405-521-3186.**