

Department PURCHASING	Subject DBE RELATED PROCUREMENT PROCEDURES
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I. PURPOSE

To establish a cooperative processing procedure between the Purchasing Department, the Requisitioning Department, and the Disadvantaged Business Enterprise (DBE) Office for the establishment of DBE goals and to ensure adherence to Federal and State DBE regulations during the procurement process.

II. POLICY STATEMENT

Pace is committed to a policy of non-discrimination in the conduct of its business, including the procurement of goods and services. Pace recognizes its responsibilities to the communities in which it operates and to the society it serves and reaffirms that commitment through adoption of the Disadvantaged Business Enterprise (DBE) Policy Statement. Pace has established a DBE Program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26 and the State of Illinois, 70 ILCS 3615/2.31. The DBE Program applies to all DOT-assisted and non-capital projects.

Pace's policy is to encourage disadvantaged business enterprises, including both minority-owned and women-owned businesses, to fully participate in Pace's procurement process. The DBE Program goals are as follows:

- A. To create a level playing field on which DBEs can compete fairly and participate fully in the performance of all contracts and subcontracts;
- B. To help remove barriers in the participation of DBEs in contracts and subcontracts;
- C. To ensure non-discrimination on the basis of race, color, national origin or sex in the award and administration of all contracts and subcontracts;
- D. To ensure that the DBE Program is narrowly tailored in accordance with applicable laws;
- E. To assist in the development of firms that can compete successfully in the marketplace outside the DBE Program; and
- F. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards and 70 ILCS 3615/2.31 are permitted to participate as DBEs.

The responsibility for carrying out Pace's commitment to this program is delegated by the Pace Board of Directors to the Executive Director. The Executive Director relies upon the assistance of the DBE Liaison Officer and staff in the day-to-day implementation of

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this program. However, various Departments share in the responsibility for making Pace's DBE Program a success. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations set forth by Pace.

III. PROCUREMENT PROCEDURES

The following procedures outline the Purchasing Department's, the Requisitioning Department's, and the DBE Office's responsibilities in support of the DBE Program.

For grant funded contracts and operating funded contracts valued over \$40,000 (that are not joint procurements or sole source procurements):

- A. The Requisitioning Department shall submit the DBE Goal Certification Form to the DBE Office for establishment of a DBE goal; this goal shall be mutually agreed upon by the Requisitioning Department and the DBE Office prior to the submission of a Purchase Requisition. This form shall be signed by both the DBE Office and the Requisitioning Department's Department Manager and attached to the Purchase Requisition through the Oracle iProcurement System. See Appendix A for the DBE Goal Certification Form.
- B. The DBE Office shall note any recommended bidders on this DBE Goal Certification Form (if applicable), regardless of DBE goal status.
- C. The Requisitioning Department shall attach the signed DBE Goal Certification Form to the Purchase Requisition that is submitted through the Oracle iProcurement System.
- D. The Purchasing Department shall submit to the DBE office all solicitation packages in which there is a DBE goal. This solicitation package shall be forwarded to the DBE office when it is circulated to all other parties on the distribution list and will include previously agreed upon goals and certification plan.
- E. The DBE office shall note any pertinent pre-bid or pre-proposal conference dates and times for the abovementioned solicitation.
- F. The Purchasing Department shall forward any other solicitation packages specifically requested by the DBE office.
- G. Within one to two business days of the bid opening or proposal due date, Purchasing shall electronically forward, when feasible, all DBE Schedules and good faith efforts submitted in conjunction with responsive bids or proposals. The DBE

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Schedule review process shall occur concurrently with the technical evaluation process unless otherwise determined by the Buyer.

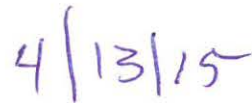
- H. The DBE office shall electronically submit their acceptance or denial of DBE schedules to Purchasing within five to seven business days.
- I. There may be situations where the DBE review process must be expedited and Purchasing will indicate to the DBE office that a more expedited response time is required.
- J. All red and green folders that contain contract recommendations in which a DBE goal was established shall be forwarded to the DBE office for their approval.
- K. For all contracts with an established DBE goal, Purchasing shall provide to the DBE office a copy of the applicable PO and DBE schedule.

IV. CHANGE ORDERS

- A. For all Change Orders to Contracts with DBE goals which request an increase in monies or a change in deliverables/scope of work, the Requisitioning Department shall notify the DBE office via e-mail or written memorandum of the change. Once the Purchasing Department has negotiated the final contract modification or change order, including negotiating new contract value if applicable, Purchasing shall submit a copy of the executed change order to the DBE Office. The DBE Officer will adjust the DBE Goal accordingly and will return the required information to the Purchasing Department and the Requisitioning Department.



Executive Director Signature



Date

DBE Goal Certification Form	
Requisition Number: _____	Date: _____
This req. is for the purchase of: <input type="checkbox"/> Goods <input type="checkbox"/> Services	Req. value: \$ _____
Recommended DBE Goal (Req. Department)	DBE Goal Set by DBE Office
_____ %	_____ %
Description of Items or Services to be Procured (include information on past procurements with established goals and other pertinent historical information) <i>Attach additional sheets if required</i>	
<div style="border: 1px solid black; width: 20px; height: 20px; margin-bottom: 5px;"></div> This procurement can be completed by a small business enterprise	
The DBE Office would like the following DBE firms added to the bidder's list (include contact names, addresses, and phone numbers:	
1.	
2.	
3.	
4.	
5.	
Based on subcontracting opportunities available for this type of procurement, the Requisitioner and the DBE Liaison Officer believe that the goal established for this procurement is attainable.	
Req. Department Head	DBE Officer:
_____ Signature/Date	_____ Signature/Date