

DBE/AA Plan Instructions

Contractors bidding on FDOT contracts are to have an approved DBE Affirmative Action Plan (FDOT Form 275-030-11B) on file with the FDOT Equal Opportunity Office before execution of a contract. DBE/AA Plans must be received with the contractors bid or received by the Equal Opportunity Office prior to the award of the contract.

Plans are approved by the Equal Opportunity Office in accordance with Ch. 14-78, Florida Administrative Code. Plans that do not meet these mandatory requirements may not be approved. Approvals are for a (3) three year period and should be updated at any time there is a change in the company's DBE Liaison Officer or President. Contractors may evidence adoption of the DBE/AA Plan and/or change in the designated DBE Liaison officer as follows:

- Print the first page of the document on company stationery ("letterhead") that indicates the company's name, mailing address, phone number, etc.
- Print the company's name in the "_____" space; next to "Date" print the month/day/year the plan is being signed; record the signature of the company's Chief Executive Officer, President or Chairperson in the space next to "by" and print the full first name and position title of the official signing the plan.
- Print the DBE Liaison's full name, email address, business mailing address and phone number on the bottom of the email.

Email the completed and signed DBE/AA Plan to: eeoforms@dot.state.fl.us.

The Department will review the plan, update the department records and issue a notification of approval or disapproval; a copy of the submitted plan will not be returned to the contractor.