



SPECIAL A & E SUBCONSULTANT DATA REPORT

ODOT Office of Civil Rights • 955 Center St. NE, Room 471 • Salem, OR 97301

Please read [instructions](#) before completing this form.

This form is to be submitted to the ODOT Office of Civil Rights by January 31, 2011.

1. PROJECT NAME			2. CONTRACT NUMBER (IF KNOWN)		
3. PRIME CONTRACTOR NAME			6. PHONE		
4. ADDRESS			7. FAX		
5. CITY, STATE, ZIP			8. E-MAIL		
9. NAME OF PERSON PREPARING REPORT (PRINT)	10. TITLE	11. SIGNATURE X		12. DATE	
13. PRIME OWNER RACE / ETHNICITY				14. PRIME OWNER GENDER	

15. FIRM NAME (PRIME SUBCONTRACTORS AND SUBCONSULTANTS – ALL TIERS)	16. STATUS				17. CONTRACT OR SUBCONTRACT AMOUNT	18. TOTAL AMOUNT PAID TO DATE
	DBE	M/W/ESB	ESB	OBE		
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$

If more spaces are required, use as many copies of the second page of this form as necessary. The contractor must sign each sheet to certify its content and completion.

Are additional pages attached? Yes No If yes, number of additional pages attached:.....

NO. PAGES ATTACHED

Firm listing, continued from previous page. Include a line number for each firm listed.

This sheet may be reproduced as many times as necessary to list all firms. The person preparing the report must sign each sheet to certify its content and completion.

9. NAME OF PERSON PREPARING REPORT	10. TITLE	11. SIGNATURE X	12. DATE
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15. FIRM NAME (PRIME SUBCONTRACTORS AND SUBCONSULTANTS)	16. STATUS				17. CONTRACT OR SUBCONTRACT AMOUNT	18. TOTAL AMOUNT PAID TO DATE
	DBE	MW/ESB	ESB	OBE		
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
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---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$



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INSTRUCTIONS

The mailing address of the ODOT Office of Civil Rights has changed. The current mailing address:

ODOT Office of Civil Rights
955 CENTER St. NE, Room 471
Salem, OR 97301

Additional contact information:

Phone: (503) 986-4350
Fax: (503) 986-6382
Web site: www.oregon.gov/odot/cs/civilrights/
E-mail address: ODOTAContractorData@odot.state.or.us

Definitions and abbreviations

DBE—Abbreviation for *Disadvantaged Business Enterprise*. A DBE is a for-profit small business that is at least 51 percent owned by one or more persons who are both socially and economically disadvantaged, or in the case of a corporation, 51 percent of the stock is owned by one or more such persons. DBE certification is performed by the [Office of Minority, Women, and Emerging Small Business](#) (OMWESB), a division of the Oregon Department of Consumer and Services. Direct questions about certification to OMWESB: (503) 986-0075.

MBE/WBE/ESB—Abbreviation for *Minority-owned, Women-owned, or Emerging Small Business*, as certified by OMWESB (see DBE).

Prime contractor—A prime or primary contractor is a firm that has been awarded the primary or main contract of a project.

NC-DBE/non-committed DBE—A non-committed DBE is a firm registered as a DBE but for which no funds have been committed to meet a DBE goal.

OBE—Abbreviation for *Other Business Enterprise*. An OBE subcontractor is one that is not registered as a DBE or MWESB.

Line items

1. Project name—Enter the project name as it appears on the project advertisement.
2. Contract number—This box may be left blank if the contractor does not know the contract number.
3. Prime contractor name—Enter the name of the company as registered with the Oregon Secretary of State's office.
4. Address—Enter the mailing address of the contractor company; street address or P.O. box is acceptable.
5. City, state, ZIP—Enter the city, state and ZIP code of the mailing address in Item 5.
6. Phone—Enter the area code and phone number of the contractor's main office or primary contact person.
7. Fax—Enter the area code and fax number of the contractor's main office or primary contact person.
8. E-mail — Enter the e-mail of the contractor's primary contact person.
9. Name of person preparing report—Enter the first and last names of the person who will sign the form.
10. Title—Enter the company title of the person preparing the report. .

Line items, continued from Instructions, Page 1

11. Signature —The person preparing the report must sign each page to certify its accuracy.

12. Date—Enter the date the report was signed.

For Items 14-20, complete a line for each firm. If more room is needed, use as many copies of the second page of this form as necessary. On pages after Page 1, include a line number for each firm. Also note the page number and the total number of pages on each page.

13. Firm name—Enter the name of the prime, subcontractor and subconsultant firms as registered with the Oregon Secretary of State's office. List all subcontractors.

14. Prime owner race/ethnicity—Enter the prime owner's race or ethnicity.

15. Prime owner gender—Enter the gender of the prime owner.

16. D/M/WESB status—Check the appropriate box if the firm is certified as:

- DBE (Disadvantaged Business Enterprise)
- MWESB (Minority, Woman or Emerging Small Business Enterprise)
- ESB (Emerging Small Business)
- OBE (Other Business Enterprise)

17. Contract or subcontract amount—Enter the total amount of all contracts or subcontracts.

18. Total amount paid to date—Enter for all contracts/subcontracts. If no payment was made, enter "0.00".

If you have questions, please contact the ODOT Office of Civil Rights (see Instructions, Page 1, for contact information.).