



Pathway to Civil Rights Compliance on State Funded Contracts Bidder Pre-Bid Checklist

Checklist of Items to Address/Actions to Take

On contracts having a DBE, ESBE or SBE goal, as a condition of award, all bidders must demonstrate their commitment of utilizing DBE, ESBE or SBE firms to meet the contract goal, or, if they fail to show a commitment to meet the goal, submit documented evidence of their good faith efforts to meet the goal. In addition, every DBE, ESBE or SBE firm being used to meet the goal must confirm their intent to perform the kind and type of work on the project, if the bidder wins the award of the contract.

A bidder demonstrates its commitment through NJDOT’s CR-266 – Schedule of DBE, ESBE or SBE Participation form.

NOTE: Only registered SBEs can be used to meet an SBE goal.

In order to avoid situations where a bid could be deemed as non-responsive, review the Advisory Notice to Bidders, and ensure the following:

CR-266 – Schedule of DBE, ESBE or SBE Participation

State Funded Contracts		
1.	On projects with SBE goals, make sure that each firm listed is a registered SBE, listed in the NJSAVI Directory, found at: https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp	<input type="checkbox"/>
2.	Ensure each firm is registered to perform the type of work the SBE will be performing on the contract. Search by Craft or Commodity Code.	<input type="checkbox"/>

CR-266 Form – The Bidder is to complete the following for each firm the Bidder lists on the form		
3.	Indicate the correct classification for the type of role the firm will perform on the contract, i.e. subcontractor, supplier, regular dealer, trucker/hauler, broker or manufacturer	<input type="checkbox"/>
4.	Indicate whether the firm is a DBE, ESBE, or SBE	<input type="checkbox"/>
5.	List the firm’s complete name, address, phone number and email as found in the corresponding directory.	<input type="checkbox"/>
6.	List the specific NAICS code(s) that the firm has, which correspond(s) to the firm’s performance on the contract.	<input type="checkbox"/>
7.	Describe the specific type of work each firm will be performing (i.e. supply of XXX; furnish & install XXX; hauling of XXX; manufacture XXX; Engineering drawings for XXX; etc.)	<input type="checkbox"/>



For each firm being listed on the CR-266 form (continued)		
8.	List each specific contract item (sequence number) and associated item description that the firm will perform on the contract.	<input type="checkbox"/>
9.	List the proposed subcontract dollar value. This should be the price that each bidder and the DBE, ESBE or SBE firm have mutually agreed upon for the DBE, ESBE or SBE's work on the contract. NOTE: Once this is listed on the CR-266 and approved by NJDOT Civil Rights, there can be no revisions to this amount unless Civil Rights provides prior written approval.	<input type="checkbox"/>
10.	List the projected start and completion dates of the proposed DBE, ESBE or SBE's work on the contract.	<input type="checkbox"/>
11.	List the bidder's name and bid amount.	<input type="checkbox"/>
12.	List the complete formal project name, including DP number, as shown on plans.	<input type="checkbox"/>
13.	Check the box indicating the type of goal set on the contract.	<input type="checkbox"/>
14.	Sign and date the form.	<input type="checkbox"/>

DBE, ESBE AND SBE firms show confirmation of their intent to participate in the contract in the type and kind of work each bidder is committing them to perform via several of NJDOT's forms, specifically the: CR-273 and applicable CR-272 and CR-274. Bidders should provide these forms to each respective DBE, ESBE or SBE firm, and request the firm to complete and return them to the bidder.

NOTE: Each DBE, ESBE or SBE must complete all portions of the confirmation/verification forms. Bidders are not permitted to complete any portion (including the contract name, dollar value or specific work items). Each form must be signed by the respective DBE, ESBE or SBE.

- 1. A CR-273 is needed for every firm a bidder lists on the CR-266**
- 2. In addition to the CR-273, a CR-272 is needed from every regular dealer/supplier the bidder lists on the CR-266.**
- 3. In addition to the CR-273, a CR-274 form is needed from every trucker/hauler the bidder lists on the CR-266.**

If a bidder fails to demonstrate a commitment to meet the contract goal, they must submit documented evidence of good faith efforts they made to meet the goal.

All Civil Rights documentation is required either at time of bid, or within 5 days of bid opening, and is required to be submitted to the New Jersey Infrastructure Bank via the NJ-Moves website at www.NJ-Moves.com.

All questions concerning projects funded or partially funded through the New Jersey Infrastructure Bank should be directed through email at PM@njib.gov or by phone at 609-219-8600.