



**New Jersey Department of Transportation
Division of Civil Rights & Affirmative Action**



**Pathway to Civil Rights Compliance on Federally Assisted & State Funded Contracts
DBE/ESBE/SBE Confirmation/Verification Checklist**

Checklist of Items to Address/Actions to Take

On contracts having a DBE, ESBE or SBE goal, as a condition of award, each bidder must demonstrate their commitment to utilize DBE, ESBE or SBE firms to meet the contract goal, or, if they fail to demonstrate a commitment to meet the goal, submit documented evidence of their good faith efforts to meet the goal. A bidder demonstrates their commitment through NJDOT’s CR-266 – Schedule of DBE, ESBE or SBE Participation form.

Also, every DBE, ESBE or SBE firm being used to meet a contract goal, must confirm their intent to perform the kind and type of work that the bidder intends to utilize them for, if the bidder is awarded the contract.

A DBE, ESBE and SBE firm confirms 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 forms.

NOTE: Each DBE, ESBE or SBE firm must complete all portions of the confirmation/verification forms. Bidders/Prime Contractors are not permitted to complete any portion of the CR-273, CR-272 and CR-274 forms (including the contract name, dollar value or specific work items). Each form must be signed by the respective DBE, ESBE or SBE.

Every DBE, ESBE or SBE firm being used to meet a contract DBE, ESBE or SBE goal must complete the confirmation/verification forms, and return them to the bidder/contractor:

Form CR-273 – Confirmation of DBE/ESBE/SBE Firm

Each DBE, ESBE or SBE must complete the following:		
1.	Full Name and contact information of the DBE, ESBE or SBE Firm	<input type="checkbox"/>
2.	Complete name of project	<input type="checkbox"/>
3.	DP Number (to be provided by the Bidder)	<input type="checkbox"/>
4.	Bidder’s Name	<input type="checkbox"/>
5.	Proposed Date that DBE, ESBE or SBE firm’s Work	<input type="checkbox"/>
6.	Proposed DBE, ESBE or SBE work items, specifically the Item(sequence) number and full item descriptions	<input type="checkbox"/>
7.	Provide answers to the questions on the form.	<input type="checkbox"/>
8.	Provide the title of the person signing the form.	<input type="checkbox"/>
9.	Sign & date the form, and include the name of the DBE, ESBE, SBE firm, where indicated.	<input type="checkbox"/>

When a DBE, ESBE or SBE’s role on the contract will be one of a regular dealer/supplier, in addition to completing a CR-273 form, the firm must complete a:

Form CR-272 – DBE/ESBE/SBE Regular Dealer/Supplier Verification

1.	Provide the project name and DP Number, if applicable	<input type="checkbox"/>
2.	Provide name of Bidder/Prime Contractor	<input type="checkbox"/>

Form CR-272 – DBE/ESBE/SBE Regular Dealer/Supplier Verification (continued)

3.	Provide name, address and phone number of the DBE, ESBE or SBE firm.	<input type="checkbox"/>
4.	Provide an answer to each of the two questions.	<input type="checkbox"/>
5.	Sign and date the form. Print the signatory’s name and phone number.	<input type="checkbox"/>
6.	Return the completed form to the bidder/contractor.	<input type="checkbox"/>

When a DBE, ESBE or SBE’s role on the contract will be one of a trucker/hauler, in addition to completing a CR-273 form, must complete a:

Form CR-274 – DBE, ESBE/SBE Trucking Verification

1.	Provide the complete project name and DP Number, if applicable.	<input type="checkbox"/>
2.	Provide name, address, phone number and email of the bidder/contractor	<input type="checkbox"/>
3.	Provide name, address and phone number of the DBE, ESBE or SBE trucking firm/hauler	<input type="checkbox"/>
4.	Provide the specific bid items, item description, unit, unit price, quantity and total for each item the DBE, ESBE or SBE trucking firm/hauler will perform on the contract.	<input type="checkbox"/>
5.	Indicate the total number of operational DBE, ESBE or SBE owned trucks to be used on the contract.	<input type="checkbox"/>
5a.	Provide the specific VIN number, year, make and model for each first tier DBE, ESBE or SBE owned trucks to be/being used on the contract.	<input type="checkbox"/>
6.	If the first tier DBE, ESBE, SBE is supplementing their fleet, provide the VIN number, year, make and model for each truck that is supplementing the 1 st tier DBE, ESBE or SBE trucker/hauler.	<input type="checkbox"/>
7.	Indicate the total number of operational trucks to be leased from a DBE, ESBE or SBE.	<input type="checkbox"/>
7a.	Submit copies of lease agreements for each trucking firm from which trucks are being leased.	<input type="checkbox"/>
8.	Indicate the total number of operational trucks to be leased from a non-DBE, non-ESBE or non-SBE.	<input type="checkbox"/>
8a.	Submit copies of lease agreements for each trucking firm from which trucks will be leased.	<input type="checkbox"/>
9.	First tier DBE, ESBE or SBE is to print name, sign and date form.	<input type="checkbox"/>

Note: Timely completion and submission of the forms to bidders is critical, as all bidders are required to submit them as part of their bid package.